

It was **resolved** to recommend approval of the above information.

Cllr Paul reminded the committee that the purpose of CILS payments was to mitigate the impact of development on communities. At present a total of £227,000 was available to spend on measures/projects to support the housing development within the parish. A number of suggestions were made as to how the monies could be spent to best effect: highway engineering, improving footpaths on parish owned land, creation of area for informal sports. Item to be added to full council agenda.

Cllr Paul noted that just under £1000 had already been donated for this year's hanging basket scheme.

43/21 Review of Moulton Village Hall Finances end February

All councillors had received a copy of the following Documents:

Moulton Village Hall Receipts and Payments months ended 28th February 2021

Moulton Village Hall Financial Statement months ended 28th February 2021

It was **resolved** to approve the Moulton Village Hall Trust financial position months ended 28th February 2021.

44/21 Consider Quote Received for Water Boiler Library Kitchen

It was **resolved** to approve a quote of £599 to supply and fit a Lincat water boiler in the library kitchen.

45/21 Consider Quotes Received for Solar Film Library Windows

It was **resolved** to recommend to full council that the quote of £2970.00 be accepted for the supply and installation of solar film on both library windows.

46/21 Consider Quotes Received for Welcome Desk Library

It was **resolved** to recommend to full council that the quote of £4571 from WF Education be accepted for the supply and installation of the Welcome Desk at the library entrance.

47/21 Consider Quotes for Office Pod Library

It was **resolved** to recommend to full council that the quote from WF Education be accepted for the supply and installation of an office pod in the library. EO to source quote for slightly larger pod.

48/21 Consider Quotes Received for Air Conditioning Unit Main Kitchen

It was **resolved** to accept the quote of £1785.00 from 700 to supply and install an air conditioning unit in the main kitchen.

49/21 Update on Audit and End of Year Timetable

The EO reported the following timetable for the 2020/2021 Year End Procedure

- Asst Clerk to enter all of March entries and finalise any outstanding queries and get all information together to hand over to Natalie early/mid April.
- Accountant, Natalie Green booked in April 20th/21st to do all the year end work and fill out the relevant sections of our AGAR prior to Internal Audit
- Internal Auditor John Marshall booked in for his remote audit on Thursday 29th April and request his audit report and signed page be sent to us prior to 4th May 2021.

- EO to present end of year figures and docs to Finance Mtg on 4th May (**note 4th May Finance Meeting will be to sign off March figures, not April's**) and get signed off at the PC meeting on 11th May
- Asst Clerk to submit all docs to PKF mid May

50/21 Update on Staffing and Review

All councillors had received the following information prior to the meeting:

- Current Staff Structure and outline of tasks
- 6 year comparison document 2016-2022
- Community Connector Activity Summary

After a full discussion it was **resolved** to recommend to full council that additional administration support in the region of 15 hours per week be recruited.

The recruitment for a Community Connector was underway and it was hoped that a replacement for Mary-Jane would be selected prior to her departure in May.

51/21 Consider Insurance Renewal Comparisons

It was **resolved** to accept the insurance quote from Hiscox and increase the loss of income cover from £75,000 to £100,000.

52/21 Date of Next Meeting

Next Finance Committee Meeting Date: Tuesday 4th May 2021 @ 4pm

Meeting Closed at 5.00pm

Chairman's Acceptance Signature..... Date.....