



# Moulton Parish Council

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## MINUTES

Minutes of a meeting of Moulton Parish Council Finance Committee held on  
**Tuesday 9<sup>th</sup> August 2022**

Present: Cllr Capstick (Chair), Cllr Harding, Cllr Jennings

Also present: Mrs W Maddock (Temporary RFO)

The meeting started at 7.30pm

87	<b>Apologies:</b> Cllr Marr (unwell)
88	<b>Declarations of Interest:</b> None
89	<b>Minutes</b> <ul style="list-style-type: none"><li>• <b>To approve the minutes</b> from the previous meeting held on 7<sup>th</sup> July 2022 It was agreed that the minutes were an accurate record of the meeting and were signed by the Chair. <b>Proposed by: Cllr Capstick. Seconded by: Cllr Harding. Resolved</b></li></ul>
90	<b>Provision for Clerk and/or RFO Services</b> <ul style="list-style-type: none"><li>• To discuss the management of administrative and Responsible Financial Officer duties whilst recruitment for a new clerk is being progressed. It was agreed that the Clerk and RFO role will be spilt and that Mrs W Maddock (previous Clerk and RFO) will continue to act as temporary RFO to the Council, with effect from 1<sup>st</sup> August 2022. The temporary RFO will be allocated 18-hours per month and will continue to receive a home working allowance to undertake the necessary duties. During this time, the address of the Council will not be changed and will continue to be the temporary RFO's home address. A suitable contract will be drawn up to this effect.  <b>Motion: To confirm a temporary contract and associated Ts &amp; Cs for the employment of a locum Clerk and/or RFO</b> <b>Proposed by: Cllr Harding. Seconded by: Cllr Capstick. Resolved.</b></li></ul>
91	<b>Management of Regent Street Backs</b> <ul style="list-style-type: none"><li>• To consider any maintenance works to be carried out to the trees and shrubbery at Regent Street Backs. It was confirmed that a quote had been received from NorthHort Ltd for the following works:<ul style="list-style-type: none"><li>◦ Removal of overhanging tree branches @ £145 (plus VAT)</li><li>◦ Removal of shrubbery @ £63.75</li></ul>These quotes were approved and NorthHort will be instructed to carry out the works as soon as possible.  <b>Motion: To approve a budget for works on Regent Street Backs</b> <b>Proposed by: Cllr Harding. Seconded by: Cllr Jennings. Resolved.</b></li></ul>
92	<b>Financial Matters</b> <ul style="list-style-type: none"><li>• To consider the payments to be made in the period 01.08.22 to 31.08.22 The August payments were reviewed and agreed; this will include a payment to the Clerk for overtime worked in July.</li><li>• <b>Motion: To approve the payments to be made in August 2022</b> <b>Proposed by: Cllr Capstick. Seconded by: Cllr Harding. Resolved</b></li></ul>
93	It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of the following items, on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

	<b>Motion: To exclude press and public for the remainder of the meeting</b> <b>No members of the public were present, therefore the motion was not voted on.</b>	
<b>94</b>	<b>Moulton Drama Group</b>	
	<ul style="list-style-type: none"> <li>To receive an update and agree any actions</li> </ul>	
<b>95</b>	<b>AOB</b> – To agree any items to be placed on future agendas.	
	<ul style="list-style-type: none"> <li>To review and update the gardening contract; to include additional services for Weaver Road (management of trees annually and regular maintenance of the raised planters).</li> </ul>	
<b>96</b>	<b>Next Meeting Date</b>	
	Finance Committee	Thursday 7 <sup>th</sup> October at 7.30pm in Moulton School (TBC)

The meeting closed at 8.06pm.

DRAFT