

MILTON PARISH COUNCIL

Clerk to the Council Jim Daniels Parish Council Office Coles Road Milton Cambridge CB24 6BL
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14 May 2007

**To: Members of the Finance and Staffing Committee
(For Information to all Parish Councillors)**

There will be a Finance and Staffing Committee meeting on **Monday 21 May 2007 at 8.15pm sharp** in the **COUNCIL OFFICE**

AGENDA

- 1 Apologies for absence and election of Chairman
- 2 Declarations of interest
- 3 To approve Minutes of the meeting of 22 January 2007 (pages 2-3)
- 4 Matters Arising
- 5 Bank Reconciliation and Bank Statements (already done by Chairman)
- 6 Review of Debtors and creditors at year end (page 4)
- 7 Minibus Accounts 2006-07 (page 5)
- 8 Notice of Audit (pages 6-7)
- 9 To receive Internal Audit report (pages 8-10)
 - review of allotment rents (page 11)
 - review of insurances in conjunction with fixed assets (pages 12-13)
- 10 Review of Budget and Year End Actuals (14)
- 11 a) Recommendation that Council approve Accounts 2006-07 (yellow)
 - b) Recommendation to Council that:
 1. The separate reserves in the Accounts described as Commuted Sums, Land Sale and Capital Projects Precept be merged into a single Capital Projects Fund.
 2. The Millennium Book Fund be returned to General Reserve.
 3. When the furnishing of the Youth Centre is complete any balance on the Youth Centre reserve be returned to the General Reserve.
- 12 Salary Scales 2007 (page 15)



Jim Daniels - Clerk

