

MILTON PARISH COUNCIL

Parish Council Office
Coles Road
Milton
Cambridge
CB24 6BL



Clerk to the Council Jim Daniels
Tel: 01223 861447
Fax: 0871 433 9275
Email: clerk@miltonvillage.org.uk
Web: www.miltonvillage.org.uk

12 January 2009

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

There will be a Finance & Staffing Committee meeting on **Monday 19 January 2009 at 7.30pm** in the **BOWLS PAVILION** (immediately after the Planning meeting)

AGENDA

- 1 Apologies for absence**
- 2 Declarations of interest**
- 3 To approve the minutes of the meeting of 20 October 2008** (pages 2-3)
- 4 Matters Arising**
Appointment of Assistant Clerk
- 5 Bank Reconciliation and Bank Statements** (Balance sheet attached – yellow)
- 6 Review of Debtors and Creditors** (attached)
- 7 Review of Insurances** (attached - ivory) **and Risk Management** (attached grey)
- 8 Community Minibus Report**
- 9 Review of Budget and Year to Date Actuals**
(spreadsheet, budget and I&E attached)
- 10 2008/09 Projected Expenditure**
- 11 New Projects if any 2009-2012**
- 12 Expenditure Review 2009/10**
- 13 Precept 2009/10**
- 14 Lone Working Policy** (min 13/1-09 refers)



Jim Daniels
Clerk

Minutes of the Finance & Staffing Committee meeting held on Monday 20 October 2008 at 7.30pm in the Council Office

Present: RT Summerfield (chair) AJ Campbell RH Chapman JE Coston SC Humphreys RLE Waters
The clerk

41/10-08 **1 Apologies for absence** – HM Smith.

42/10-08 **2 Declarations of Interest** – none.

43/10-08 **3 Minutes** – the minutes of the meeting of 21 July 2008 were approved and signed as a true record.

44/10-08 **4 Matters Arising**
(41/7-08) The Broadband fee was now paid by direct debit.

45/10-08 **5 Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts as at 30 September 08.

46/10-08 **6 Review of Debtors and Creditors at 30 September 2008**
Debtors amounted to £2323. First instalment of bowls club loan to be repaid in current financial year. [RLEW declared a personal interest - member of the bowls club].
Creditors were reviewed.

47/10-08 **7 Minibus report**
Minibus account was received. Lloyds TSB now charged for cheques issued. To date the interest received on this account was greater than the service charge.

48/10-08 **8 Review of Budget and Year End Actuals**
INCOME:
Community Care fees £675 since received. Interest higher than budget – interest rates likely to go down. Minibus receipts higher than budget - offset by higher costs than budget.
EXPENDITURE:
Allotments over budget – unexpected costs of clearing rubbish from the site. MCC bills over budget for 6 months. Youth club and building costs to be separated.

49/10-08 **9 Internal Auditor report**
Comment from auditor: “Some of the questions are quite needless for a well run council such as yours but they might be quite telling in a different environment.”
Answers to questions (min 25/7-08):
The Ethical Framework 2001 should of course have been changed to 2007 requirement. This should have been adopted by Council.
The comment N beside Insurance cover for all assets - this answer might provoke someone to look more closely, if councillors are aware of their own decisions on the matter then it has no significance at all. In a less well run Council, councillors may not always be on top of things and a reminder to look closely is necessary. I am quite happy that some of your assets are self insured.”

Issues raised:

“In order for an item to appear on the Agenda councillors must have an opportunity to raise it. I understand these items are currently arranged directly with the Clerk beforehand. If a member of the public followed the course of a meeting he or she might wonder if this is totally transparent. I understand you have an item on the agenda called Clerk/Chair’s report. Mere Councillors appear to have no say in this item.”

The clerk would point out to the auditor the last item on every Council agenda:
“Items for next agenda (to be received by date).”

Standing Order 53 was amended to correct an apparent omission.
Handling of cash policy to be agreed by Council.

“If I may make an observation, the Council and its offices appear, as always to be very well run.”

50/10-08 **10 Assistant Clerk**
(41/7-08) The chairman, vice chairman and clerk had produced a job specification. Committee fine tuned it and **AGREED to recommend that Council proceed with advertising the post initially in the Village View, the Job Centre, on the web sites of Council, SLCC and CPALC and in the NARPO magazine with a view to appointing an assistant clerk to start work in January.**

51/10-08 **11 Employees' Contracts**
Contracts for the Community Care warden and deputy warden were reviewed and amended. These would be given to the warden and deputy to consider.
Action: the clerk

52/10-08 **12 AOB**
There being no further business the meeting ended at 9.05pm.

Chairman.....

Date.....