

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

21 April 2009

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

There will be a Finance & Staffing Committee meeting on **Monday 27 April 2009 at 7.30pm** in the **PARISH COUNCIL OFFICE**

AGENDA

- 1 Apologies for absence**
- 2 Declarations of interest**
- 4 To approve Minutes of the meeting of 19 January 2009 (pages 2-3)**
- 5 Matters Arising**
- 6 Bank Reconciliation and Bank Statements**
- 7 Review of Debtors and creditors at year end (attached - blue)**
- 8 Minibus Accounts 2008-09 (See I & E a/c)**
- 9 Notice of Audit and Year End Internal Audit (RFO)**
- 10 Review of Budget and Year End Actuals (attached - green)**
- 11 Recommendation that Council approve Accounts 2008-09 (attached - beige)**
- 12 Assistant Clerk's contract (attached - grey)**
- 13 Salary Scales 2009 (Clerk)**
Proposal that Committee close the meeting to the public for this item owing to the confidential nature of the business



Jim Daniels
Clerk



Minutes of the Finance & Staffing Committee meeting held on Monday 19 January 2009 at 7.30pm in the Bowls Pavilion

Present: RT Summerfield (chair) AJ Campbell RH Chapman JE Coston SC Humphreys HM Smith
RLE Waters
In attendance: R Day
The clerk and assistant clerk

F1/1-09 **1 Apologies for absence** – none.

F2/1-09 **2 Declarations of Interest** – none.

F3/1-09 **3 Minutes** – the minutes of the meeting of 20 October 2008 were approved and signed as a true record.

4 Matters Arising

F4/1-09 Assistant Clerk – the interview panel (min 25/11-08) had appointed David Geasor as
(50/10-08) assistant clerk. (See also min 8/1-09). The chairman welcomed him to his first Finance meeting.

F5/1-09 **5 Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts, except the minibus account, as at 31 December 08. The minibus account would be reconciled as soon as possible.
Action: the clerk and RTS

F6/1-09 **6 Review of Debtors and Creditors at 31 December 2008**
Debtors amounted to £1507. Creditors were reviewed. Two creditors would be written off at year end.

F7/1-09 **7 Review of Insurances and Risk Management**

Insurances - Level of Fidelity Guarantee to be assessed in April. Laptop and projector would be added to the Policy. The clerk would check whether the laptop would be insured off the premises. *Action: the clerk*

CCTV system – Council would continue to insure contents of youth building including the CCTV system. HMS would train the manager MCC together with PCSO Claire Whiteman to use the system. She intended setting it up so that the manager MCC could access the images over the internet. *Action: the clerk*

Risk Management – this complemented the internal auditor's duties. Amendments were agreed. The clerk would amend the document and attach with the minutes.

Action: the clerk

F8/1-09 **8 Community Minibus Report** - no report received.

F9/1-09 **9 Review of Budget and Year to Date Actuals**

Areas highlighted: Grazing rent should be reviewed. Play budget was under spent. Allotments were over budget. Community Care over budget. Minibus – two large repair bills incurred.

Electricity costs were high – to be checked. *Action: Assistant clerk*

In the event of Lloyds TSB charges exceeding interest received consideration should be given to making the Co-op account Council's main account.

F10/1-09 **10 2008/09 Projected Expenditure** – revised forecast expenditure £119,395 which would give an under spend in the region of £4000.

F11/1-09 **11 New Projects if any 2009-2012** - none. Any new play equipment, eg concrete table tennis table, replacement skate park and youth shelter, would be financed through grants.

F12/1-09 **12 Expenditure Review 2009/10**

Estimated income £18,650, estimated expenditure £132,710, shortfall £114,060.

£10,000 in reserve originally raised for the Country Park campaign in 2007-08 and currently designated as Tomkins Mead fund could be used for all village tree maintenance including trees in Tomkins Mead.

Noted that the clerk had accepted Town & Country quotation of £135 + VAT for pollarding an ash tree in Tomkins Mead. Minute 22/1-09 refers.

MCC grant request £31,000. The youth building expenses were expected to be approximately £5,000 depending on the amount of hire fees received. A new club had started at the youth building. One club had decided not to continue with its hire.

F13/1-09

13 Precept 2009/10

Noted that the following areas impacted on the level of precept required for 2009/10:

- Loss of interest received £5,000
- Assistant clerk costs £5,000 - £7,000 (depending on hours worked)
- Precept for current year was not increased in 2008

The Committee **AGREED to recommend that Council**

- 1. defer the proposed capital expenditure at the Cemetery for a year**
- 2. re-designate the Tomkins Mead Reserve Fund as a Trees Reserve Fund**
- 3. carry forward the under spend in 2008/09 of approximately £4000 and use it to reduce the precept for 2009/10**
- 4. grant MCC £31,000 for 2009/10**
- 5. approve the budget and**
- 6. precept £110,000 for 2009/10.**

In 2008-09 a Band D house paid £60.03 for the Milton element of the Council Tax. In 2009-10 a Band D house would pay £64.61, an increase of £4.58 per year or 9 pence per week.

F14/1-09

14 Lone Working Policy – to be discussed by *ad hoc* committee (min 13/1-09 refers).

The meeting ended at 9.25pm.

Chairman.....

Date.....
