

MILTON PARISH COUNCIL

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12 October 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 19 October 2009 at 7.30pm** in the **PARISH COUNCIL OFFICE**

AGENDA

- 1 Apologies for absence – HM Smith**
- 2 Declarations of interest**
- 3 To approve Minutes of the meeting of 27 July 2009 (page 2)**
- 4 Matters Arising**
Electricity (F5/7-09) – the assistant clerk has advised A Gray.
CRB (F5/7-09) Why would you want your Assistant Clerk to be CRB checked? Does he work with children or is he left alone with children? If not, I can't think of any reason for such a check.
From SLCC
Internal audit report – the clerk has written to the internal auditor as requested
- 5 Bank Reconciliation and Bank Statements**
- 6 Review of Debtors and creditors at 30 September 09**
- 7 Minibus Accounts**
- 8 Review of Budget and Actuals to date**
- 9 Any other business**
- 10 Date of next meeting – 18 January 2010**



Jim Daniels
Clerk

Minutes of the Finance & Staffing Committee meeting held on Monday 27 July 2009 at 7.30pm in the Parish Council Office

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

- 1 **Election of Chairman** - RTS was elected chairman.
- 2 **Apologies for absence** - JE Coston.
- 3 **Declarations of interest** – none.
- 4 **Minutes** – the minutes of the meeting of 27 April 2009 were approved and signed as a true record.
- 5 **Matters Arising**
Electricity (F4/4-09) and CRB check (F11/4-09) - actions to be confirmed. *Action: the clerk*
- 6 **Bank Reconciliation and Bank Statements** - the bank accounts were reconciled as at 30 June 09. The Scottish Widows “Business Fund” Account paid interest yearly. The clerk had asked for a monthly statement and interest to be added monthly. Noted that Council would be notified in writing of any transaction over £250 – in which case a monthly statement would not be necessary. The chairman pointed out that monthly interest rates may be lower than annual. The clerk would monitor. *Action: the clerk*
- 7 **Review of Debtors and creditors at 30 June 09** – there were three long term creditors and no long term debtors. HMS would find out about the £593 pledged by SCDC towards Paris Plan printing costs.
Action: HMS
- 8 **Minibus Accounts 2009/10** - income to date £837 expenditure £1614. The clerk would ask the minibus treasurer for the quarterly account. *Action: the clerk*
- 9 **To consider recommendations in Internal Audit report**
Archived minutes – the internal auditor queried Council’s Policy about the archiving of minutes. The minutes were kept in loose leaf folders in the fireproof safe. Committee felt that there was very little risk of the minutes being “tampered” with. It was **AGREED** however that the clerk should investigate the cost of having the minutes from 1953 – 1997 scanned to an external hard drive with a view to taking the minutes to the archives department at Shire Hall (in 1997 the minutes were computerised). *Action: the clerk*
Minutes from 1894 – 1953 were already at Shire Hall with copies kept in the Council safe. The clerk reported that JEC had copied these minutes and he would discuss the archiving of the post 1953 minutes with her.
Capital projects – the MCC renovations and land acquisition were both ongoing projects. Minutes of meetings during the previous year referred to both of these projects. Council had precepted for funds towards these projects.
It was **AGREED** that at the year end the youth fund could be incorporated into general reserve. This would not preclude Council from considering putting this money towards a skate park for example. Part of the millennium / history fund could be used for archaeological projects (min 29/10-08 refers).
Budget – the budget spreadsheet had been seen by Council at its February meeting. The clerk would ensure that this is clearly reported in the minutes in future.
External auditor report – this had been minuted in December 2008 – 24/12-08.
The clerk and RTS would reply to the internal auditor. *Action: the clerk and RTS*
- 10 **Review of Budget and Actuals to date** - Community Care Grants £1000 under budget. It was hoped that further grants would become available towards the end of the financial year.
Allotments expenditure over budget – fence repairs. It was anticipated that this would be reclaimed from the car driver’s insurance (min PC9/7-09).
Minibus over budget – major breakdown of minibus resulting in repair bill.
- 11 **Staff contracts**
Committee reviewed and amended contracts for the assistant clerk, clerk and village litter picker. The chairman of Council would sign these contracts.
Noted that the assistant clerk’s annual review in January 2010 would determine his position on the National Joint Council Spinal Column Point as per his contract.

The meeting ended at 8.40pm.

Chairman.....

Date.....