

1  
**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

---

**11 January 2010**

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

There will be a Finance & Staffing Committee meeting on **Monday 18 January 2010 at 7.45pm** in the **PARISH COUNCIL OFFICE** [immediately after the Planning meeting]

**AGENDA**

- 1 Apologies for absence
- 2 Declarations of interest
- 3 To approve Minutes of the meeting of 19 October 2009 (page 2)
- 4 Matters Arising
- 5 Bank Reconciliation and Bank Statements (balance sheet attached Excel sheet 1)
- 6 Review of Debtors and creditors at 31 December 09 (attached)
- 7 Review of Insurances and Risk Management
- 8 Minibus Accounts (attached Excel)
- 9 Review of Budget and Year to Date Actuals (attached Excel sheet 2)
- 10 To consider Grants Policy
- 11 Staff appraisals (confidential item)
- 12 2009/10 Projected Expenditure }
- 13 New Projects if any 2010-2013 }  
(spreadsheet attached)
- 14 Expenditure Review 2010/11 }
- 15 Precept 2010/11 }
- 16 Consider Policies (pages 3-7) and review of Standing Order 35 (page 8)
- 17 Any Other Business
- 18 Date of next meeting – 26 April 2010

*Jim Daniels*

Jim Daniels  
Clerk



**Minutes of the Finance & Staffing Committee meeting held on Monday 19 October 2009 at 7.30pm in the Parish Council Office**

**Present:** RT Summerfield (chair) RH Chapman JE Coston SC Humphreys The clerk

**1 Apologies for absence** – AJ Campbell HM Smith RLE Waters

**2 Declarations of interest** – none.

**3 Minutes** – the minutes of the meeting of 27 July 2009 were approved and signed as a true record.

**4 Matters Arising**

Electricity (F5/7-09) – the assistant clerk had advised A Gray.

Notice of a new tariff for January 2010 received. The assistant clerk negotiated revised figures:

	Present figures	Advance Notice 2010	Revised as negotiated
Standing charge	£10.99 per qtr	£13.77	£12.02
Day units	11.13 p per kWh	10.07p	7.90p
Night units	7.1 p	5.76p	4.42p

CRB (F5/7-09) - following advice from SLCC committee decided that no action was necessary.

Internal audit report (F9/7-09) – the clerk had written to the internal auditor as requested

**5 Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 30 September 09.

**6 Review of Debtors and creditors at 30 September 09** – one debtor: Bowls Club £500 loan – to be paid in 2010/11.

**7 Minibus Accounts** – balance in account had risen by £1500 in six months.

**8 Review of Budget and Actuals to date** - community care fees under budget. Administration £3500 over budget.

**9 Any other business** - none.

**10 Date of next meeting – 18 January 2010**

The meeting ended at 7.50pm.