

MILTON PARISH COUNCIL

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20 July 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 26 July 2010 at 7.00pm** in the **BOWLS PAVILION - NOTE TIME**

AGENDA

- 1 Election of chairman**
- 2 Apologies for absence**
- 3 Declarations of interest**
- 4 To approve Minutes of the meeting of 26 April 2010 (page 2)**
- 5 Matters Arising**
 - staff appraisal (F&S4/04-10) – not yet completed
 - audit (F&S8/04-10) – already reported to Council
 - cleaner (F&S12/04-10) – unable to arrange at present
 - workstation assessments (F&S13/04-10) – completed
- 6 Bank Reconciliation and Bank Statements at 30 June 2010 (page 3)**
- 7 Review of Debtors and creditors at 30 June 2010 (page 4)**
- 8 Minibus Accounts**
- 9 Review of Budget and Year to date Actuals (page 6)**
- 10 IT Policies**

Jim Daniels
Clerk



Minutes of the Finance & Staffing Committee meeting held on Monday 26 April 2010 at 7.30pm in the Parish Council Office

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

- 1 **Apologies for absence** – SC Humphreys.
- 2 **Declarations of interest** – none.
- 3 **Minutes** – the minutes of the meeting of 18 January 2010 were approved and signed as a true record.
- 4 **Matters Arising** – (F&S11/01-10) four staff appraisals had been completed. Noted that the assistant clerk was working on average 19-20 hours per week. RHC and the clerk to complete final appraisal.
Action: RHC and the clerk.
- 5 **Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 31 March 10.
- 6 **Review of Debtors and creditors at 31 March 2010** – reviewed and noted.
- 7 **Minibus Accounts** – income £4693 expenditure £2528 – bank balance £9251. A fund was being built up – the minibus committee were looking at replacing the vehicle in the medium term.
- 8 **Notice of audit**
 - Internal 19 May
 - External 1 June.
- 9 **Review of Budget and Year to Date Actuals**

INCOME – interest £2815 – above budget. Village Guide income £1480.
EXPENDITURE – stationery above budget – included costs of laser toners for both old and new colour printer; play well under budget (F&S9/01-10) – Maintenance committee to discuss possible replacement equipment eg concrete table tennis. Article in Village View suggested to find out what people wanted and if a volunteer could be found to investigate grant aid etc.
- 10 **Recommendation that Council approve accounts 2009/10**

Committee reviewed the Annual Return, Statement of Significant Variations, Balance Sheet, Income & Expenditure Account and Supporting Statement.
AGREED to recommend that Council approve the accounts as presented.
- 11 **To consider employing a cleaner**

RHC reported that MCC had agreed to ask their cleaners to clean the bowls pavilion once a week throughout the year. The clerk and A Gray would organise.
- 12 **Workstation self assessment**

A proposed form for a workstation self assessment was discussed. HMS agreed to act as ‘line manager’ for the clerk and the clerk as line manager for the assistant clerk.

The meeting ended at 8.35pm.

Chairman.....

Date.....

BALANCE SHEET 30/06/10

ASSETS	
Cash and Bank Accounts	
Business Fund Deposit	243,215
Cambridge B S	1,366
Community Direct	2,863
Minibus (Co-op)	8,446

TOTAL Cash and Bank Accounts	255,890
Other Assets	
Debtors	3,142
MCC Advance Grant	0
Payments in Adv	0
VAT Recoverable	0

TOTAL Other Assets	3,142

TOTAL ASSETS	259,032
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	
Creditors	13,712
MCC Grant Due	8,724
Payroll N I	0
Payroll PAYE	0
Receipts in Advance	0
VAT Control	-2,390

TOTAL Other Liabilities	20,045

TOTAL LIABILITIES	20,045
EQUITY	238,987

TOTAL LIABILITIES & EQUITY	259,032

CREDITORS and DEBTORS

CREDITORS			
31/03/2004	Cambs County Council	IVC Spring term AWAITING INVOICE*	-404.09
31/03/2005	Cottenham Village College	Autumn/Spring term	-709.72
31/03/2006	Cambs County Council	Zebra crossing	-3200.00
31/03/2010	MCC	MYC 4th qtr	-1310.24
10/05/2010	MCC	Youth building less electricity*	1310.21
30/06/2010	Dial-A-Ride	Trolley Bus May Seat /	-96.00
30/06/2010	David Ogilvie Ltd	bin	-1469.93
30/06/2010	CBS Office Solutions	Photocopying/Laminator	-117.29
30/06/2010	David Geasor	Assistant clerk June	-736.53
30/06/2010	FuelGenie	Minibus fuel	-95.00
30/06/2010	Buchans Landscapes	Grass cutting month 3	-2268.63
30/06/2010	H Woodruff	Bus shelters June	-56.00
30/06/2010	Jim Daniels	Clerk June	-809.02
30/06/2010	HM Revenue & Customs	Tax/NI 1st qtr	-2440.55
30/06/2010	MCC	MYC 1st qtr	-1309.00

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TOTAL 01/04/86 - 30/06/10			13,711.79
TOTAL INFLOWS			1,310.21
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TOTAL OUTFLOWS			15,022.00

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* w/o next year		NET TOTAL	13,711.79
* 3 pence error to correct			

DEBTORS			
31/03/2008	Milton Outdoor Bowls Club	Bowls green	500.00
31/03/2010	VAT Reclaim	Reclaim to 31/03/10	2626.56
31/03/2010	Sundry Debtor	Sundry debtor	15.00

TOTAL 01/04/07 - 30/06/10			3,141.56

I&E 30/06/10

INCOME

	30/06/2010	30/06/2009
Agency Received	0	1,129
Allotment Rents	483	463
Cemetery Fees	200	1,425
Community Care Fees	774	1,350
Community Care Grant	3,000	4,000
Community Minibus Hire Income	548	1,328
Grant	1,500	2,093
Interest	574	193
Precept	60,000	55,000
Sundry Receipts	253	414
Village Guide	0	1,275

TOTAL INCOME	67,333	68,670
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EXPENSES

Admin	9,287	13,412
Agency Services	282	336
Allotments	662	1,099
Capital Scheme - Office	1,248	0
Capital Schemes	524	0
Cemetery maintenance	492	692
Community Minibus Expenses	1,570	1,757
Grass cutting	2,008	2,705
Highways	1,647	1,776
MCC Bills Paid	6,577	4,336
MCC Grant Pay	1,421	5,836
Office	1,436	1,984
Parish Plan	0	665
Play Areas	0	590
Professional	49	-178
S 137 C Care	3,966	4,648
Tomkins Mead	0	100
Trees	0	640
Trolley Bus	295	279
Youth - Building	1,309	2,663
Youth - sports grant	0	620
Youth Club Expenses	0	1,324

TOTAL EXPENSES	32,774	45,285
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OVERALL TOTAL	34,559	23,386
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BUDGET 30/06/10

INCOME

	Actual	Budget	Difference	
Agency Received	0	0	0	Awaiting payment
Allotment Rents	483	450	33	
Cemetery Fees	200	0	200	
Community Care Fees	774	1,250	-476	
Community Care Grant	3,000	3,000	0	
Community Minibus Hire Income	548	375	173	
Grant	1,500	500	1,000	inc resident's donation 550
Interest	574	627	-53	
Precept	60,000	60,000	0	
Sundry Receipts	253	250	3	
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TOTAL INCOME	67,333	66,452	881	

EXPENSES

Admin	9,287	9,262	-25	
Agency Services	282	284	2	
Allotments	662	660	-2	
Capital Scheme - Office	1,248	2,430	1,182}	electrical works meeting room
Capital Schemes	524	0	-524	} MCC share taken from grant seat
Cemetery maintenance	492	372	-120	
Community Minibus Expenses	1,570	1,764	194	
Grass cutting	2,008	2,068	60	
Highways	1,647	1,072	-575	inc bin at river - c £300 to be reclaimed from SCDC
Long term debts	0	0	0	
MCC Bills Paid	6,577	7,998	1,421	
MCC Grant Pay	1,421	0	-1,421	
Office	1,436	1,500	64	
Parish Plan	0	0	0	
Play Areas	0	0	0	
Professional	49	50	1	
S 137 C Care	3,966	3,843	-123	
S 137 Expenses	0	0	0	
Trees	0	0	0	
Trolley Bus	295	273	-22	
Youth - Building	1,309	2,325	1,016	
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TOTAL EXPENSES	32,774	33,901	1,127	
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OVERALL TOTAL	34,559	32,551	2,008	

