

# MILTON PARISH COUNCIL

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**21 April 2011**

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

There will be a Finance & Administration Committee meeting on **Thursday 28 April 2011 at 7.00pm** in the Council Office [NOTE TIME]

## AGENDA

- 1 Apologies for absence**
- 2 Declarations of interest**
- 4 To approve Minutes of the meeting of 24 January 2011**
- 5 Matters Arising**
- 6 Bank Reconciliation and Bank Statements**
- 7 Review of Debtors and creditors at year end**
- 8 Minibus Accounts 2010/11**
- 9 Notice of Audit**
  - Internal (tba)
  - External 1 June
- 10 Review of Budget and Year End Actuals**
- 11 Recommendation that Council approve Accounts 2010/11**
- 12 Recommendation that Council appoint S Wilson, Canalbs Ltd as Independent Internal Auditor 2011/12**

*Jim Daniels*

Jim Daniels  
Clerk



**Minutes of the Finance & Administration Committee meeting held on Monday 24 January 2011 at 7.30pm in the Bowls Pavilion**

**Present:** RT Summerfield (chair) GA Covell SC Humphreys HM Smith  
In attendance RJ Farrington  
The clerk

- 1 Apologies for absence** – JE Coston R Day IF May RLE Waters.
- 2 Declarations of interest** - none.
- 3 Minutes** – the minutes of the meeting held on 18 October 2010 were approved and signed a true record.
- 4 Matters Arising**  
**Review of Policies** – reviewed and approved by Council on 6 December 2010 (PC9c/12-10).
- 5 Bank Reconciliation and Bank Statements**  
The bank statements were reconciled as at 31 December 2010.
- 6 Review of Debtors and creditors at 31 December 10** - reviewed and noted.  
One creditor dated 31/03/04 would be written off at year end.
- 7 Review of Insurances and Risk Management**  
Insurance Policies and risk management were reviewed. Items to be amended: wooden seats, photocopier, employer's and public liability.\* **Action: the clerk**
- 8 Minibus Accounts**  
Minibus accounts were received.
- 9 MCC - Request Indemnity from MCC that they will repay MPC any grant paid in excess of £70,000 should our VAT claim on the refurbishment work be rejected**  
Council had pledged up to £70,000 in total towards the refurbishment. The VAT on this amount was being repaid by Her Majesty's Revenue & Customs (HMRC). If, however, HMRC decided to claim this back MCC's Finance Committee had agreed to give an undertaking to pay any amount above £70,000 back to Council.  
**AGREED to recommend to Council to ask MCC to give an undertaking pay any amount above £70,000 back to Council.**  
RTS would draft a letter. **Action: RTS**
- 10 Review of Budget and Year to Date Actuals**  
The budget and year to date actuals to 31 December 2010 and the revised forecast were reviewed. MCC grant was underpaid. MCC had planned to do secondary work that had been taken out of the refurbishment. This would use up most of the grant.  
The clerk would investigate the lack of play inspections by City Services.  
Youth Centre cooker (PC2/12-10) – probable cost about £450.  
**AGREED to recommend that Council approve additional cost of cooker.**
- 11 2010/11 Projected Expenditure**  
Office maintenance – ie repairing cracks in wall and painting office. The clerk would ask P Captain to complete this work from the present year's budget.
- 12 New Projects if any 2011-2014** - none had been received from the Committees.

**13 Expenditure Review 2011/12**

Agency expenditure subsumed into grass cutting.  
Budgeted income £19,260, expenditure £142,180 - difference £122,920.

Noted that:

Cambridgeshire County Council were likely to reduce payments for grass cutting by 25%;  
it had been agreed to merge the youth building fund with the general reserve (F&S 9/07-09).

**Action: clerk at year end**

- It was anticipated that Council would not expect to take over services from County and District Councils until 2011/12.
- The auditor had commented that the level of general reserves was low. This would give Council a valid reason to increase the precept.
- Although the play budget had been underspent any expenditure on new equipment would reduce the level of reserves even more.
- It was suggested that new clerk could work alongside the present clerk for two months in April and May 2012 – the extra expenditure to be allocated to that year’s budget.
- Salaries – the clerk and assistant received an automatic incremental increase while the other members of staff were on fixed Spinal Column Points.
- Tomkins Mead: The chairman understood that M Woolhouse intended asking Council to take on the cost of maintenance of Tomkins Mead. Noted that there was about £4,000 left in the Tomkins Mead fund.
- Request from MCC for a grant of £32,000 (no increase).

**AGREED to recommend that Council**

- **Approve the grant of £32,000 to MCC**
- **Approve the budget for 2011/12 as presented and amended.**

**14 Precept 2011/12**

A precept of £123,000 would mean a 2.5% increase.

A precept of £125,000 would mean a 4.166% increase.

It was **AGREED to recommend that Council precept for £125,000 for 2011/12.**

(Three votes in favour, one against.

The actual increase for a Band D house would be £2 per year (from £70 to £72) an increase of 2.85%.

**15 Date of next meeting – amended to Thursday 28 April 2011 at 7pm.**

The chairman closed the meeting at 8.50pm.

Signed.....

Date.....

\* Footnote:

The number of wooden seats insured has already been amended as requested. I have requested that Suffolk ACRE insure the photocopier for £600 and the Panasonic printer for £429.

Employers and public liability are a legal requirement and standard part of the policy. Therefore Suffolk ACRE and Aon must both have them in their Policies. If we had a claim both companies would probably share the burden.

Officials Indemnity - covers our legal liability for negligence of council members, officials or members of staff in pursuit of their duties up to £250,000.

Jim  
26/01/11