

MILTON PARISH COUNCIL

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13 July 2011

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

There will be a Finance & Administration Committee meeting on **Monday 18 July 2011 at 7.30pm**
in the Council Office

AGENDA

- 1 Election of Chairman**
- 2 Apologies for absence**
- 3 Declarations of interest**
- 4 To approve Minutes of the meeting of 28 April 2011**
- 5 Matters Arising**
- 6 Bank Reconciliation and Bank Statements**
- 7 Review of Debtors and creditors (to be circulated)**
- 8 Minibus Accounts**
- 9 Audit report**
- 10 Review of Budget and year to date actuals**
- 11 Date of next meeting 17 October 2011**

Jim Daniels

Jim Daniels
Clerk



Minutes of the Finance & Administration Committee meeting held on Thursday 28 April 2011 at 7.00pm in the Parish Council Office

Present: RT Summerfield (chair) GA Covell SC Humphreys HM Smith RLE Waters
The clerk

- 1 **Apologies for absence** – AJ Campbell JE Coston.
- 2 **Declarations of interest** - none.
- 3 **Minutes** – the minutes of the meeting held on 24 January 2011 were approved and signed a true record.
- 4 **Matters Arising**
Insurances (F&A7/01-11) – see footnote to January minutes.
Indemnity from MCC (F&A9/01-11) - undertaking received.
Play inspections(F&A10/01-11) - A Gray and the clerk were investigating other companies to provide the service.
- 5 **Bank Reconciliation and Bank Statements**
The bank statements were reconciled as at 31 March 2011.
- 6 **Review of Debtors and creditors at year end** –
Reviewed and noted.
One creditor dated 31/03/04 was written off at year end.
- 7 **Minibus Accounts 2010/11**
Reviewed and noted.
- 8 **Notice of Audit**
- Internal 24 May 2011
- External 1 June 2011
- 9 **Review of Budget and Year End Actuals**
Quite a few underspends:
Administration – by £2500
Capital scheme meeting room – half paid by MCC
Office in credit - rates rebate 2007-11
Play - by £2800. Play equipment at Hawthorn Hedge and fitness equipment to be considered.
Youth club by £3880 – one youth club evening was closed after the summer term although Council was prepared to pay for the year.
MCC grant – balance rolled over
- 10 **Recommendation that Council approve Accounts 2010/11**
The chairman took committee through the accounts: Annual Return; Significant Variations; Balance Sheet; Reserves. Noted that the General Reserve now stood at £43,950 an increase from £20,879. Committee answered “yes” to questions 1-8 in the Annual Governance Statement.
AGREED to recommend that Council approve accounts for 2010/11
- 11 **Recommendation that Council appoint S Wilson, Canalbs Ltd as Independent Internal Auditor 2011/12**
AGREED to recommend that Council appoint S Wilson, Canalbs Ltd as Independent Internal Auditor 2011/12
- 12 **Date of next meeting – 18 July 2011.**

The chairman closed the meeting at 7.30pm.

Signed.....

Date.....