

# MILTON PARISH COUNCIL

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**16 January 2012**

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

There will be a Finance & Administration Committee meeting on **Monday 23 January 2012 at 7.30pm** in the Bowls Pavilion

## AGENDA

- 1 Apologies for absence
- 2 Declarations of interest
- 3 To approve Minutes of the meeting of 31 October 2011 (page 2)
- 4 Matters Arising  
Building Society Account (F&A4/10-11) – new account opened. Book still to be signed by four councillors.
- 5 Bank Reconciliation and Bank Statements (balance sheet attached)
- 6 Review of Debtors and Creditors at 31 December 11 (attached)
- 7 Review of Insurances and Risk Management (attached)
- 8 Minibus Accounts (see email)
- 9 Review of Budget and Year to Date Actuals (attached)
- 10 Request from MCC for grant 2012/13
- 11 2011/12 Projected Expenditure }
- 12 New Projects if any 2012-2015 }  
(spreadsheet attached)
- 13 Expenditure Review 2012/13 }
- 14 Precept 2012/13 }
- 15 Date of next meeting – 30 April 2012

*Jim Daniels*

Jim Daniels  
Clerk



**Minutes of the Finance & Administration Committee meeting held on Monday 31 October 2011 at 7.00pm in the Parish Council Office**

**Present:** RT Summerfield (chair) M Hersom I Tyes  
The clerk

- 1 **Apologies for absence** – JE Coston IF May HM Smith.
- 2 **Declarations of interest** – none.
- 3 **Minutes** - the minutes of the meeting of 18 July 2011 were approved and signed as a true record.
- 4 **Matters Arising**  
Bank interest rates (F&A10/07-11 refers) – **AGREED to open a separate Cambridge Building Society “Easy Access Business Saver” Account for the S106 monies received.** *Action: the clerk*
- 5 **Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 30 September 2011.
- 6 **Review of Debtors and creditors** - one debtor still awaiting probate. One minibus invoice overdue. The clerk to investigate both. *Action: the clerk*
- 7 **Minibus Accounts** – 1<sup>st</sup> quarter ‘lopsided’ because of road tax and insurance. The figures ‘improve’ throughout the year.
- 8 **Review of Budget and year to date actuals** – the figures were reviewed as at 30 September 2011.
- 9 **Date of next meeting** - 23 January 2012 at 7pm

The meeting ended at 7.30pm.

Signed.....

Date.....