

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday 11 April 2016 at 7.30p.m. in Milton Parish Council Office**

**Present:** HM Smith (HMS) (Chair), JE Coston (JEC), R T Summerfield (RTS), R J Farrington (RJF) and D Stirrups (DS)

G Kinsman (GK) Responsible Finance Officer (“RFO”)  
S Wilkin (SW) (Acting Clerk)

**1. To accept and approve apologies for absence**

T Leavens - personal

**2. Declarations of interest and dispensations**

(a) To receive declarations of interest from councillors on items on the agenda.

There were no declarations of interest to agenda items.

(b) To receive written requests for dispensations for disclosable pecuniary interests (if any). – None.

(c) To grant any requests for dispensation as appropriate.

All councillors resident in Milton Parish have been granted a dispensation to discuss and vote on finance and the precept.

DS, RTS and RJF have been granted a dispensation to discuss and vote as trustees of MCC.

**3. Approval of Finance and Administration minutes for 25 January 2016**

It was Proposed by HMS and Seconded by JEC that the minutes be approved. **ALL IN FAVOUR.**

Matters arising – As a result of Paul Oldham leaving the village a working party had been set up to look at possible options and would obtain three quotations for the website, IT services and support.

**4. Bank Statements and Bank Reconciliations**

HMS reported that she had done the bank reconciliations and all the amounts were correct.

**5. Review of debtors and creditors**

All of the following were in order:

Debtors: Community Care fees to be invoiced; approximately £1300

Creditors: None

**6. Review of budget and year to date actuals**

The figures were tabled and discussed. It was noted that on the draft figure that was a surplus of just under £20,000.

SW was awaiting the contribution from the Jean Gallagher Trust for the trolley bus which had been agreed at the trustees’ meeting in March.

**7. Finance Officer Review**

Insurance Renewal – This has been taken out with Community Action Suffolk Insurance at a cost of £801.49 with effect from 1 April 2016 and was slightly less than last year and covered the period up to 31 March 2021. SW would request an invoice.

Budget 2016/17 – The budget had been agreed at the Parish Council meeting on 1 February 2016.

Unity Trust Bank charges – A letter has been received stating that Unity Trust will be charging £6 per month and 15p per transaction if the credit turnover is over £100K.

Cambridge Building Society closure – A letter has been received stating that the Milton branch will be closing in June – SW to look at other possible options of paying money into the account other than attending the Cambridge or Histon branch.

Annual Return and Annual Governance Statement – GK was arranging to complete the form ready for approval by the parish council.

It was noted that the parish council would pay increases in accordance with NJC Pay Scales to staff once these are published, including implementing the Living Wage as a minimum from 1 April 2016.

Section 106 payments - £2,718 should now be transferred into the Cambridge Building Society account and the money allocated on the Section 106 spreadsheet. The interest received should also be allocated to the various Section 106 agreement monies. GK would organise this.

**8. End of Year Accounts**

A date was to be agreed for the internal auditor to come in which was likely to be sometime in late May.

**9. Date of next meeting**

11 July 2016

Meeting closed at 8.30p.m.

Signed..... Date.....