

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee  
held on Monday 19<sup>th</sup> January 2015 at 7.30pm in Milton Parish Council Office**

**Present:** HM Smith (chair) RT Summerfield I Tyes RJ Farrington (7.44pm)  
JE Coston (7.44pm)  
G Faulkner (Clerk) D Marshall (Acting Clerk)

Meeting Start time 7.36pm

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

No apologies, all Finance and Administration Committee present.

**2 Declarations of Interest**

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

RTS and RF (Trustees of Milton Community Centre) have been granted a dispensation to discuss and vote on item 9.

IT & HS – Personal Interest in Milton Youth Club.

**3 Approval of Minutes for 10<sup>th</sup> November 2014**

The minutes were agreed and signed as a true record.

**4 Bank Reconciliation and Bank Statements**

Bank accounts reconciled. ACTION CLERK – To make sure that all reports are printed on the day/day after the quarter ends to keep report dates exact.

**5 Review of Debtors and Creditors**

Nothing unusual was outstanding. Clerk and Acting Clerk to look into a clearer way of showing Creditors.

**6 To review actions from the mid-year Independent Auditors Report**

Insurance - £2500 for contents at clerks home has been investigated. This is a free element to the policy, and despite sending a letter to ask for this to be removed in 2013, they decided to leave it there as it doesn't cost us anything.

Asset Register – to be revised and brought to Parish Council in February for adoption

Council Policies – The Clerk and Acting Clerk are currently updating the policies and making paper copies that are easily available in the office.

Minutes and Agendas - Clerk is making sure that the minute book is up-to-date and numbered.

Discussion took place on where to place Public Participation on the agenda, the Independent Auditor suggested having it before the meeting starts. Expenditure to be made clearer in the minutes. Signed agenda and minutes for previous meetings need to be filed together in the minute book.

Due to the election on May 7<sup>th</sup>, we need to have a Parish Council meeting at the end of April to accept the accounts with the outgoing parish councillors. The Finance and Administration meeting that was due to be on the 27<sup>th</sup> of April will now be a Parish Council meeting for this reason. The Finance and Administration meeting will be the 20<sup>th</sup> of April.

The dates for the APM and AGM may both need to be in May. Exact dates to be sent through shortly.

Conversion from Quality Parish status to Local council award scheme, Foundation Level to be applied for.

## **7 Review of Insurances and Risk Management policy**

Insurance – Noted that we are moving into year 5 of 5 on our existing policy with Zurich. Action Clerk – To look into new policies in the coming months.

Clerk and Acting Clerk queried the fact that the play equipment is not covered for vandalism, this decision was made owing to the fact that most items are metal. When the Clerk looks at new policies this can be looked at depending on costs.

Risk Management – Review of current risk management documents. Items to be added for regular checks: -

Fire Extinguisher, PAT Testing, Electrical Installation Testing, PC Virus Update, Alarm System, Defibrillator, Contractors risk assessments, public liability and Insurance documents, S106, proper document control, PC Back up, Two councillors to sign off online bills for payment. Proposed JC, Seconded RS, ALL AGREED.

## **8 Review of Budget and Year to Date Actuals**

Most expenditure is within budget. The phone bills are well above budget due to not using the mobile phone for outgoing calls while the Clerk has been ill. The recent bills for payment were reviewed. The payments list has been amended from the PC meeting on January 12<sup>th</sup> 2015 due to errors, this will be taken back to the parish meeting on February 2<sup>nd</sup> for re-approval.

Note: - The parish office have started to issue cheques from the Unity Trust Bank Account. Clerk to send an email to all councillors to make sure they are set up to use the online banking facility. Currently JC, RS, RF are set up.

## **9 MCC Grant**

Review of current spend from the MCC Grant. Agreed that we would recommend a £32,000 grant for MCC for next financial year 2015/16 to the Parish Council.

**10 - Hazel moved items 11 and 12 before item 10 to make the meeting run more smoothly.**

## **11 New Projects**

Christmas project including new arrangement for lights for the village - £5,000

Carpeting the new pavilion at North Lodge Park

Kitchen appliances and fitting out for the new pavilion

Tables and chairs at the new pavilion

Drainage of pitches – could be £15,000

£13,690 has already been agreed from this year's Capital Projects budget or S106 funds towards extra work on the pavilion and our consultants. The items above are in addition. £20,000 allowed in this year's expected outturn, and a further £20,000 if necessary next year.

## **12 Milton Football Club Grant Request.**

Milton Football Club have requested £15,000 to upgrade the Sycamores Pavilion. This request

will be taken to Parish Council on February 2<sup>nd</sup> 2015.

**10 2015 Budget to be agreed**

The budget figures had been prepared by HS and DM (Acting Clerk). DM has a new spreadsheet format that we will start using from April 2015 which show three years running costs before and after the current year.

ALL AGREED to present this budget to Parish Council for approval, some small corrections to be made.

**13 – Duplicate agenda heading**

**14 Precept 2015/16**

The Finance committee recommend to Parish Council to increase the precept to £129,000 (a small reduction in Band D tax compared to last year).

**15 To agree costs for Cemetery Training Course for Clerk/Assistant Clerk.**

The training course was not approved due to work load. Defer to next staffing committee.

**16 Date of Next Meeting 20<sup>th</sup> April 2015 – 7.30pm**

**Note: - Pension letter given to Clerk.**

Meeting closed at 21.47.

Signed.....

Date.....