

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday  
23 May 2016 at 7.45p.m. in Milton Parish Council Office**

**Present:** HM Smith (HMS) (Chair), R T Summerfield (RTS),  
R J Farrington (RJF)

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

**1. Election of Chairman**

It was proposed by RJF and seconded by RTS that HMS be elected as Chairman.

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

J Coston – personal, D Stirrups – personal

**3. Declarations of interest and dispensations**

**(a) To receive declarations of interest from councillors on items on the agenda. - None**

**(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.

**4. Approval of Finance and Administration minutes for 11 April 2016**

HMS asked that Item 7 Insurance renewal cost be amended to state “per annum” and to take out the post meeting note as it is not applicable. It was Proposed by RTS and Seconded by RJF that the minutes should then be approved.

**5. Draft Annual Accounts to 31 March 2016 (tabled)**

GK went through the draft annual accounts. There is a surplus of £11,000 for the year.

The S106 money spent on play equipment repairs during the year has been transferred to the Unity Bank account and added to the S106 Excel spreadsheet that records payments out against S106 contributions from developers.

The internal auditor is due in the office on Wednesday 8 June to conduct the audit. GK thanked HMS and SW for their help this year.

**6. Draft Annual Return to 31 March 2016 (tabled)**

HMS and GK went through the draft annual return. The carried forward reserves need clarifying as to which are ring-fenced: unspent money allocated to Capital projects on North Lodge Park and Christmas arrangements should be added to the Capital Projects total, and the £203 History fund needs to be added to this. HMS and GK will agree the correct figure.

**7. Review of Annual Governance Statement**

GK had written a Governance Statement which was tabled. This covered all the items on the Annual reviewed, discussed and agreed and will be signed by JEC and SW on 6 June at the Parish Council meeting in accordance with the enclosed statement. The notice should be displayed to the public for the first ten days of July.

SW to inform PKF Littlejohn LLP accountants that we will be submitting the documents to them on 9 June 2016.

**8. Finance Officer Review**

Insurance for North Lodge Pavilion – This is now in place at a cost of £479.39 and is pro rata until the renewal date. GK to check to make sure that everything is covered. Contents insurance will be looked at once purchased.

Basic PAYE system – GK reported that the HMRC PAYE system had crashed when doing the HMRC update and wage records had been lost, although paper records were available. This appeared to be a problem with the first upgrade to Windows 10.

Backups are being done weekly.

Staffing hours – TE is now being paid for 5 extra hours a week with effect from 1 May 2016 in order to fulfil her client requirements and paperwork.

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**9. Staff Pension Scheme**

SW reported that she is in a receipt of a report from another parish councillor who has done some research into the pension options which she has made available to GK and HMS.

The Staging date is 1 November 2016. HMS and SW will attend a CPALC pension seminar on Thursday 26 May 2016 to try and obtain further information.

**10. Dates of future meetings**

- 11 July 2016
- 10 October 2016

Meeting closed at 8.35p.m.

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