

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 26 October 2015 at 7.30p.m. in Milton Parish Council Office**

Present: HM Smith (HMS) (Chair), JE Coston (JEC), T Leavens (TL)
R Farrington (RJF)
A Bradnam (AB)
G Kinsman (GK) Responsible Finance Officer (“RFO”)
S Wilkin (SW) (Acting Clerk)

1. To accept and approve apologies for absence

Apologies were received from R Summerfield (RTS),

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 RJS have been granted a dispensation to discuss and vote as trustees of MCC.

3. Approval of Finance and Administration minutes for 10 August 2015

The minutes were approved. **ALL IN FAVOUR.**

4. Bank Statements and Bank Reconciliations

HMS reported that she had done the bank reconciliations and all amounts were correct with the exception of the Alto card where there was no statement. SW reported that Scribe noted that there was 80p currently on the card. HMS asked SW to arrange to top this up to £100. The spending on the Alto card was clearly defined in Scribe.

There was still the discrepancy of £1.20 where too much Tax and NI had been paid. This was still to be refunded by HMRC.

GK was requested to look into whether the PC could receive higher interest with other financial institutions, taking into consideration the limit soon to be imposed of £75,000 for the Financial Compensation Scheme and report back to the PC meeting in December.

SW was requested to see whether the Milton Charities would offer any money towards the Community Care Warden fees..

5. Maturing 1 Year Fixed Rate Business Bond

HMS proposed the maturing Bond was re-invested in the 1 year Fixed Rate Business Savings Bond – Issue 8 with Shawbrook. **ALL IN FAVOUR**

6. Review of debtors and creditors

Debtors: Community Care fees to be invoiced; £11,347.38 Bus Stop Shelter – Section 106;

SW to find out when the £888.86 for the grassing cutting fee from CCC is due to be received.

Creditors: All outstanding invoices will be settled after they have been approved at the next Parish Council meeting on 2 November 2015.

7. Review of budget and year to date actuals

The figures were tabled and discussed.

The cleaning of the bus shelters was not being carried out. GK was requested to enquire as to whether someone he knows would be prepared to carry this out and provide the PC with a quotation.

It was **AGREED** that the CALPALC fee should be paid immediately.

8. Finance Officer Review

Nothing to report.

9. Staff Pensions

Correspondence had been received from The Pensions Regulator requesting a key contact to be nominated to receive additional emails to help with complying with the duties for the automatic enrolment duties which are due to start on 1 November 2016. SW was requested to be the contact and complete registration.

10. Review of energy supplier

GK was requested to investigate the energy suppliers to see whether there was a better tariff to be obtained and report back to the Committee.

JEC said that she thought we should pay an extra fee to have the Broadband Unlimited tariff. All in **FAVOUR**.

11. Independent Half Year Audit – 17 November 2015 at 1.00p.m.

HMS, GK, SEW and JEC would be present for the meeting with the independent auditor.

12. Date of next meeting: 25 January 2016 at 7.30p.m.

Future meeting would be the 2nd Monday in the month.

Meeting closed at 9.10p.m.

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

APPENDIX 1

Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday 10 August 2015 at 8.00pm in Milton Parish Council Office

Present: HM Smith (HMS chair), D Stirrup (DS), JE Coston (JEC), R Summerfield (RTS), A Bradnam (AB), R Farrington (RJF), D Owen (DO)
G Kinsman (GK) Responsible Finance Officer (“RFO”)
S Wilkin (SW) (Acting Clerk)

1. To accept and approve apologies for absence

Apologies were received from G Heaney (GH), D Burch (DB), T Leavens (TL)

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 RJS have been granted a dispensation to discuss and vote as trustees of MCC.

3. Approval of Finance and Administration minutes for 27 July 2015

The minutes were approved. **ALL IN FAVOUR.**

4. Bank Statements and Bank Reconciliations

HMS reported that she had done the bank reconciliations and all sums were as they should be with the exception of the Unity Trust Bank where there was a discrepancy of £1.20 where too much Tax and NI had been paid. This would be refunded by HMRC shortly.

5. Review of debtors and creditors

Debtors: £455 Community Care fees; £11,347.38 Bus Stop Shelter – Section 106; £2,352.65 and £388.81 Public Space Contribution - Section 106;

Creditors: All outstanding invoices will be settled after they have been approved at the next Parish Council meeting on 7 September 2015.

6. Review of budget and year to date actuals

The figures were tabled and discussed. GK was thanked for producing the figures in an easier to read format. GK was asked to produce a slightly more detailed sheet which broke down some of the categories further and add a column which showed what monies were expected to be paid out in the future to give a clearer idea of whether the PC was keeping within the budget figures.

7. To APPROVE the proposed Investment Policy for ratification by Parish Council

The Investment Policy was **APPROVED** and would now be ratified by the Parish Council at their next meeting.

8. Finance Officer Review

The external audit has been approved and signed off by PKF Littlejohn. This would now allow the accounts to be closed at the next Parish Council meeting.

The 1 year Bond with United B has been taken out and the paperwork received.

9. Date of next meeting: 26 October 2015 at 7.30p.m.

Meeting closed at 9.20p.m.

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

DRAFT