

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

Present: H M Smith (HMS) (Chair), R Summerfield, Rob Farrington, J Coston

In attendance: G Kinsman (GK) Responsible Finance Officer ("RFO"),
S Corder (SC), (Assistant 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.

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

3. Approval of Finance and Administration minutes for 23 May 2016 and 11 July.

As the meeting was not quorate for the July meeting the minutes of the meeting for both 23 May and 11 July were approved. Proposed HMS Seconded RS - **ALL AGREED**.

4. Bank Statements and Bank Reconciliations

HMS has checked the bank totals from Scribe against the bank statements. All the banks were reconciled except the current account. GK to explain the discrepancy and amend the report.

HMS tabled the S106 spreadsheet. The S106 reconciled with the CBS (S016) account.

5. Review of debtors and creditors

Report tabled.

GK – PAYE and VAT were agreed by HMS.

6. Review of budget and year to date actuals

The report was tabled - GK to amend Highways coded invoice to MCC code.

HMS asked that Clerk contact Andy Gray, Secretary of Charities, to apply for the funding for the Trolley Bus and Trees.

Review of the Budget for North Lodge Park

The report was tabled. JEC and HMS went through the list and amendments were discussed. GK to carry out the amendments. HMS to produce a new list. It was proposed that £5k be transferred from Capital Project towards the budget for North Lodge Pavilion. Proposed HMS Seconded RS – **ALL AGREED**

7. Review Investment Policy

The Investment policy was due for review. No amendments made.

8. Bright Pay – Update

GK to download and set up Bright Pay to use instead of HMRC's payroll software as it interfaces with auto enrolment software. There is a free period after which we will pay the £100 fee.

9. Finance Officer Review

Staff Pensions – The Parish Council has now enrolled with Smart Pensions

Section 106 – Covered previously

To **AGREE** Renewal of Shawbrook Bond and increase to £75,000. HMS proposed that the amount to be transferred be increased to £75,000 Proposed RF Seconded HMS – **ALL AGREED**

To **AGREE** transfer to CBS Reserve - £33,000. HMS proposed that £33,000 be transferred over to the CBS Reserve account to bring the Unity Trust balance under 75,000 as required in our Investment Policy. Proposed RF Seconded HMS – **ALL AGREED**

To **Discuss** the External Audit Report and **Review** Internal Audit Report. Littlejohns has now signed off the external audit. The Clerk and Griffith have been working through the items to be dealt with in regard to the internal audit for

Canalbs. S Wilkin has started work on the Asset Register, but there is no spreadsheet yet, just some pictures.

Their next visit is due in November. A date we could all make was suggested 9, 10 or 16 November. The Assistant Clerk should contact Canalbs to book Jacqui for that day if possible. **Note: Date booked for 16 November**

- 10. Dates of future meetings**
23 January 2017 at 7.30pm

Meeting closed at 9.40p.m.

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