

Minutes of the Finance & Administration Committee meeting held on Monday 28th April 2014 7:30pm in the Parish Council Office

Present: RT Summerfield (chair) JE Coston (arrived at 8.15pm) RJ Farrington HM Smith I Tyes
The clerk

1. **Apologies:**
None received.
2. **Declarations of interest and dispensations**
 - a) **To receive declarations of interest from councillors on items on the agenda.**
RTS and RJF: members of Milton Community Centre & Recreations Grounds Management Ctte
 - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).**
- none
 - c) **To grant any requests for dispensation as appropriate – none**
3. **Approval of Minutes:**
The minutes of the meeting of 20th January 2014 were approved and signed as a true record.
4. **Bank Reconciliation and Bank Statements:**
DEFERRED to the 7th of May 2014.
5. **Review of Debtors and Creditors at Year End:**
The reports do not clearly itemise the debtors and creditors from the previous financial year, they are bunched in one lump sum called 'restated'. Clerk to investigate with the help of Sutton Parish council a way to clearly list and details the amounts.
6. **Review of Insurances:**
The insurance documents were reviewed and no comments were made.
7. **Review of standing orders.**
It was agreed that at this time the standing orders did not need to be reviewed as they have only recently been done. They will be looked at again within the next year.
8. **Review of budget and year end actuals.**
DEFERRED to the 7th of May 2014.
9. **Review of statutory instruments, regulatory reform. The legislation reform (payments by parish councils).**
Look into set up procedures in the standing orders.
Agreed that we would look into online banking – Clerk to discuss with others Clerks the methods they are using.
10. **To recommend that the council approve the accounts 2013/14 and confirm responses to Annual Governance statement.**
DEFERRED to the 7th of May 2014.
11. **To recommend that the council appoint S Wilson, Canalbs ltd as Independent Auditor 2014/15.**

Date of next meeting 7 May 2014 8pm. – To confirm End of Year Financial Figures.
21st July 2014 – 7.30pm.

Meeting closed at 9pm

Signed.....

Date.....