

**Minutes of the Finance & Administration Committee meeting held on Monday 28 January 2013 at 7:30pm in the Parish Council Office**

**Present:** RT Summerfield (chair) JE Coston IF May HM Smith I Tyes (left at 9:30pm)  
The clerk  
**Absent:** M Hersom

1. **Apologies for absence:** DJ Chamberlin.
2. **Declarations of interest and dispensations**
  - a) **To receive declarations of interest from councillors on items on the agenda.**  
HMS and IT – on committee of MA4Y (Youth Club) (non pecuniary interest).
  - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).**  
None received.
  - 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 HMS have been granted a dispensation to discuss and vote on item 8 (MCC).
3. **Minutes:** the minutes of the meeting of 22 October 2012 were approved and signed as a true record.
4. **Bank Reconciliation and Bank Statements:**

These were reconciled as at 31 December 2012.  
Bank signatories mandate – signatories to be updated (add Cllrs Mowatt, Heaney and Wynne-Jones, take-off former Cllr Drummond and Cllr Chamberlin).

  - NOTED Scottish Widows a/c – interest rate reduced to 1% (balance over £50,000) from 14<sup>th</sup> Jan 13 (was 1.5%).
  - Cambridge B/S interest reduced to 0.5% from 3<sup>rd</sup> Jan 13 (was 1%).

Clerk will check other rates available. AGREED that RTS and HMS would decide to switch accounts as necessary (proposed JEC, seconded IT). **Action: Clerk**
5. **Review of debtors and creditors at 31 December 2012:**

£104 outstanding for Community Care Fees (Oct–Dec 2012).
6. **Review of Insurances and Risk Management:**

AGREED to add DBS to Risk Management form (keep CRB on form).  
AGREED to write to Suffolk ACRE to ask for exact details for public liability cover and to ask for additional cost to insure office contents for £10,000. Also to check queries raised over wording in the schedule for public liability and personal accident cover.  
(proposed JEC, seconded RTS) **Action: Clerk**
7. **Review of Budget and year to date actual:**

Sundry Receipts - Noted that as the horse grazing field was vacant no fees would be coming in for this.
8. **Request from MCC for grant 2013/14:**

Committee recommended that Council grant MCC £32500 for 2013/14 as requested.  
MCC had budgeted for a grant of £4000 towards the youth building expenses.
9. **2013/14 Projected Expenditure**

Revised budget figures for 2012/13 were received.  
AGREED to recommend that funds from contingency budget for 2012/13 are used to purchase Scribe accounts software and a new PC for the Clerk (proposed RTS, seconded JEC). The office laptop would be replaced from 2013/14 budget.
10. **New Projects 2013–2016:**

A possible contribution (up to £1000) towards investigation into surface water drainage in Chesterton Fen may be required for 2013/14. This will be taken from reserves if required.
11. **Expenditure Review 2013/14**

Committee scrutinised all estimated income and expenditure.  
Estimated receipts £13550 expenditure £146200.  
£1500 would be taken from reserve for trees work thus reducing budgeted expenditure to

£144700 and making a shortfall of £131150. Due to the changes in the process for setting the tax base due to major changes in the welfare system to be introduced in April 2013 there has been a reduction to the council tax base. To compensate for this loss SCDC has provisionally allocated a grant of £5562 to Milton Parish Council for 2013/14. Including this grant this leaves a shortfall of £125588. If precept kept at same level as last year (£125,000) this leaves a shortfall of £588.

It was noted that the grant from SCDC is unlikely to be available after this financial year (2013/14) which could mean a shortfall for 2014/15 of c. £6000 (grant given this year £5562 + £588 over on estimated budget for 2013/14). Savings would need to be identified over the next financial year.

Budget provision was made for grants totalling £1700.

**12. Precept 2013/14:**

It was AGREED to recommend that Council approves the Budget for 2013/14 and sets a precept of £125000 for 2013/14 (proposed RTS, seconded JEC).

IT left the meeting at 9:30pm

**13. Date of next meeting – 29<sup>th</sup> April 2013**

The meeting closed at 9:35pm

Signed.....

Date.....