

Minutes of the Finance & Administration Committee meeting held on Monday 20th January 2013 at 7:30pm in the Parish Council Office

Present: RT Summerfield (chair) JE Coston (arrived at 7:35pm) RJ Farrington IF May HM Smith I Tyes
The clerk

1. **Apologies:** received and accepted from: M Hersom - personal
2. **Declarations of interest and dispensations**
 - a) **To receive declarations of interest from councillors on items on the agenda.**
IT and HMS: members of Milton Action 4 Youth (MA4Y) (item 10)
RTS and RJF: members of Milton Community Centre & Recreations Grounds Management Ctte (items 9,10)
 - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).**
 - c) **To grant any requests for dispensation as appropriate**
RTS and RJF have been granted a dispensation to discuss and vote on item 9 (MCC)
3. **Minutes:** the minutes of the meeting of 21 October 2013 were approved and signed as a true record.
4. **Bank Reconciliation and Bank Statements:**
These were reconciled as at 31 December 2013.
Update on Bank Accounts
 - A 1 year bond has been opened with Shawbrook Bank (interest rate 1.8%)
 - The clerk now has read-only access to the Santander deposit account.
 - The Clerk will arrange for the new Clerk to be set-up to run the accounts on a day-to-day basis.Bank signatories mandate reviewed.
5. **Review of Debtors and Creditors at 31 December 2013**
Creditors: £7270.56; Debtors £993.00 (Community Care Fees Oct-Dec 13)
Most outstanding fees for the Community Care Scheme had now been received.
6. **Mid-year Independent Auditor's Report:** The mid-year Independent Auditors report was received and noted.
The Clerk has copies of insurance cover and risk assessments from the grass cutting contractor. The contractor will supply confirmation that equipment is maintained properly and that H&S at Work regulations are followed.
7. **Review of Insurances and Risk Management policy:**
Insurance cover was checked. The Clerk will check if Hirer's Liability can be deleted from the cover. For 2014/15 the insurance cover is year 4 of a 5 year LTA.
The Risk Management policy was checked and signed. Noted that individuals can now load their DBS checks onto a website where employers can check this without paying a fee.
8. **Review of Budget and Year to Date actuals**
AGREED to recommend training for new Clerk (proposed IT, seconded JEC):
CiLCA – total cost £500 (to commence April 2014);
New Clerks training (2 day course) - £200 (next course is in March 2014).
AGREED to recommend that Sue Humphreys helps new clerk on an ad hoc basis after 6th February, and assists with year-end accounting, to be paid at her current payscale (£12.94/hour) (proposed RTS, seconded IT).
AGREED to purchase a mobile phone and contract for the office for use instead of the landline for outgoing calls (except premium numbers). Expenditure for this up to a maximum of £300 (proposed JEC, seconded IT).
JEC asked that for future F&A meetings each January an item is added to the agenda to review S106 monies held and deadlines to spend this money.
9. **MCC grant 2014/15**
AGREED to recommend that council approve grant to MCC for 2014/15 of £32000 (proposed RTS, seconded IFM).
AGREED to budget £4000 for Youth Building expenses.
10. **2014/15 Projected Expenditure**

Committee scrutinised all estimated income and expenditure.
Estimated receipts £13590 expenditure £139985.
£1500 would be taken from reserve for trees work thus reducing budgeted expenditure to £138485 and making a shortfall of £124895. No grant was available from SCDC for 2014/15 to compensate for changes to the tax base due to major changes in the welfare system introduced in April 2013.
Budget provision was made for grants totalling £1700.

11. New Projects 2014-2016

A Working Party has been set up to identify future projects.

12. Expenditure Review 2013/14

Expenditure is estimated to be below the budget set, with savings in Play Areas (no major repairs required), Highways (savings made on village cleaning) and Admin (the amount paid for Assistant Clerk's wages was much reduced as David Geasor had left in September, although he had worked some hours during Oct-Dec).
Income was above budget set due to cemetery fees received.

13. Precept 2014/15

It was AGREED to recommend that Council approves the Budget for 2014/15 and sets a precept of £125000 for 2014/15 (proposed IT, seconded RTS).

14. Date of next meeting – 28th April 2014

The meeting closed at 8:53pm

Signed.....

Date.....