

Minutes of the Finance & Administration Committee meeting held on Monday 22nd July 2013 at 7:30pm in the Parish Council Office

Present: RT Summerfield (chair) RJ Farrington HM Smith I Tyes
The clerk

1. **Election of Chairman:** RT Summerfield was elected Chairman (proposed IT, seconded RJF)
2. **Apologies:** Apologies for absence were accepted and approved from JE Coston – personal; M Hersom – personal.
3. **Declarations of interest and dispensations**
 - a) **To receive declarations of interest from councillors on items on the agenda.**
 - b) **To receive written requests for dispensations for disclosable pecuniary interests (if any).**
 - c) **To grant any requests for dispensation as appropriate**None received
4. **Minutes:** the minutes of the meeting of 29 April 2013 were approved and signed as a true record.
5. **Bank Reconciliation and Bank Statements:**

These were reconciled as at 30 June 2013.

Update on Bank Accounts

A Council Saver account has been opened with Cambridge Building Society.
A 1 year fixed term savings account has been opened with United Trust Bank.
Santander bank accounts not yet open.
6. **Review of Budget and year to date actuals:**

Year to date actuals: payments are £11,463.76 below estimated figure to 30 June 13 and income is £9960.15 above estimated figure. Income has been boosted by cemetery fees and a recent S106 receipt.

Clerk advised that Scribe produces reports in a completely different way to the previous system, and as there are no figures for 2012/13 available on Scribe this makes producing reports time-consuming.
7. **Recommendation that Council approve document retention policy and review Risk Management document:**

AGREED to recommend that Council adopt the Document Retention policy (proposed IT, seconded RJF) and the Risk Management document (proposed HMS, seconded IT).

Recommendation that council approves scanning of minutes from 1999-2012 and originals to be archived at County Council

The clerk will obtain quotes for scanning to present at the September council meeting. **Action: Clerk**
8. **Recommendation for signing letters:**

AGREED to recommend that, at the Clerks discretion, letters could be signed from Clerk, Milton Parish Council, without the clerk's name being shown.
9. **Date of next meeting – 21st October 2013**

The meeting closed at 8:40pm

Signed.....

Date.....