

Minutes of the Finance & Administration Committee meeting held on Monday 21st July 2014 7.30pm in the Parish Council Office

Present: HM Smith (Chair) RT Summerfield JE Coston RJ Farrington I Tyes
The clerk

1. **Election of Chairman.** RTS recommended Hazel Smith, JEC Seconded the recommendation. All in favour to appoint HS as Chairman for the finance committee.
2. **Apologies:**
None received. All committee members present.
3. **To approve the minutes for the parish council meetings on the 28th of April 2014 and follow up meeting on 7th May 2014.** – Approved. All agreed. Noted that The Parish Plan will be looked at, at a later date.
4. **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).**
- none
 - c) **To grant any requests for dispensation as appropriate.** RTS and RJF: members of Milton Community Centre & Recreations Grounds Management Ctte
5. **Bank Reconciliation and Bank Statements:**
Co-op Bank and Santander could not be reconciled and will be looked at by HS and the Clerk to rectify the situation before the next meeting. All other accounts balanced.
6. **Review of Budget and Year to date.**
Accounts scrutinised, some errors found in budget figures. Clerk to amend EON duplication of £3.45. Clerk to review all amounts that need the VAT to be added. Future reports must only be for the 3 month period prior to the meeting. Clerk to look at forecasting reports.
7. **Annual Return.**
The auditors (PKF Littlejohn) have sent an email requesting further information on the annual return. Box 7&8 reconciliation and explanation of variance. Clerk to report back with explanations. Previous expenses in 2012/13 (Minibus and Gym equipment). Saving for the cost of land and a Contingency plan for drainage of sports pitches. Trees fund. Saving on spent loan for Community Centre.
8. **Closing of 2013/14 Accounts**
The Accounts will be approved to close at the September Parish Council Meeting. Clerk to confirm the MCC Grant amounts before the meeting.
9. **Moving to Unity Trust Bank**
The Clerk sent a link to committee members to the webpage for Unity Trust Bank which is specifically designed for Councils and Charities needing a one or two signature approval for payments. Clerk to look into the options of accounts suitable for the Parish Council and if it can be confirmed that the account is free, then the proposal to move to Unity Trust Bank will be taken to the Parish Council meeting in September.
10. **Tompkins Mead Grant.**
Clerk has been contacted by Mick Woolhouse regarding the yearly Grant that the Parish have previously offered the Country Park. Clerk to ask Mick for an email with a request for audit purposes and then this will be discussed at the September Parish Council meeting.
11. **Matters Arising.** Internal Audit Feedback. Appointing Internal Auditors for this financial year.
12. **Date of Next Meeting** 20th October 2014

Meeting closed at 9.28pm

Signed.....

Date.....