

**Minutes of the Finance & Administration Committee meeting held on Wednesday 7th May 2014 8pm in the Parish Council Office**

**Present:** RT Summerfield (chair) JE Coston 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:**  
Agreed at meeting 28<sup>th</sup> April 2014.
- 4. Bank Reconciliation and Bank Statements:**  
Bank Accounts balanced.
- 5. Review of Debtors and Creditors at Year End:**  
Clerk to meet with Sutton Parish Council tomorrow 8<sup>th</sup> May 2014, to establish the correct reports to run in Scribe for accurate information on debtors and creditors.
- 6. Review of Insurances:**  
Discussed at meeting 28<sup>th</sup> April 2014.
- 7. Review of standing orders.**  
Discussed at meeting 28<sup>th</sup> April 2014.
- 8. Review of budget and year end actuals.**  
Budget figures and end of year actuals balance apart from a £170.68 discrepancy from the previous financial year that was carried over incorrectly.  
Clerk to look at and understand S106 Spreadsheet , overall general reserves and £18,000 Capital projects.
- 9. Review of statutory instruments, regulatory reform. The legislation reform (payments by parish councils).**  
Discussed at meeting 28<sup>th</sup> April 2014.
- 10. To recommend that the council approve the accounts 2013/14 and confirm responses to Annual Governance statement.**  
Annual Governance statement agreed in principal. To be taken to Parish Council meeting on 12<sup>th</sup> of May for full parish council agreement and to be signed by Chair.
- 11. To recommend that the council appoint S Wilson, Canalbs ltd as Independent Auditor 2014/15.**  
Discussed at meeting 28<sup>th</sup> April 2014.

Meeting to take place between JC HS & IT to discuss/review Parish Plan.  
Clerk to look into financial help in the office whilst learning to be a clerk.

Date of next meeting 21<sup>st</sup> July 2014 – 7.30pm.

Meeting closed at 8.45pm

Signed.....

Date.....