

**Minutes of the Finance & Administration Committee meeting held on Monday 21st October 2013 at 7:30pm in the Parish Council Office**

**Present:** RT Summerfield (chair) RJ Farrington HM Smith I Tyes  
The clerk  
2 members of the public  
**Absent:** JE Coston, M Hersom

1. **Apologies:** Apologies for absence were accepted and approved from IF May (ex officio member) – work commitment.
2. **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
3. **Minutes:** the minutes of the meeting of 22 July 2013 were approved and signed as a true record.
4. **Bank Reconciliation and Bank Statements:**  
These were reconciled as at 30 September 2013.  
**Update on Bank Accounts**  
Clerk has experienced problems with Santander Bank as she is unable to operate the account on a day-to-day basis (e.g. ordering a copy of a statement) as she is not a signatory. A form was signed to authorise read only access to the account for the Clerk. No statement has been received for the 1 Year Bond with Santander – it is not clear if this has been opened yet. The Santander accounts will be reviewed at next F&A meeting and an alternative savings account considered if the level of service is still poor. (Nationwide have an instant access savings account offering 1% interest at present.)
5. **Review of Budget and year to date actuals:**  
The Clerk gave details for each budget heading. Year to date actuals: payments are £13,798.72 below estimated budget figure to 30 Sept 13 and income is £16,502.49 above estimated figure. Income: has been boosted by cemetery fees and S106 receipts not included in the budget. Expenditure: Highways, Community Care S137 payments and staff costs are below budget and there is no expenditure under Capital Schemes. Clerk advised that an estimate for tree work required around the village will be submitted to the November council meeting and that, as there is a lot of remedial work required, this is likely to be over the amount in the budget.
6. **Precept 2014/15**  
Details of the parish's estimated tax base were checked. If the precept were to remain at £125,000 for 2014/15 the charge for a Band D house in Milton would rise from £74.25 to £74.97. HMS will ask if written confirmation of the actual tax base calculations for Milton can be supplied.  
Noted that no grant would be available from SCDC for 2014/15 to compensate for losses in tax base due to changes to the welfare system.
7. **New laptop for office:**  
**AGREED to recommend** that a new laptop plus Office 2013 Home & Business software is purchased from World of Computers for £575 + VAT. World Of Computers would come to the office to set up the laptop to interface with the office PC and the printers. Noted that a lower quote was received from PC World but the company did not offer any help with setting up the laptop to work with other equipment in the office.
8. **Date of next meeting** – 20th January 2014

The meeting closed at 8:29pm

Signed.....

Date.....