

**Minutes of the Finance Committee meeting held on Monday 23<sup>rd</sup> January 2006 at 7.35pm in the Bowls Pavilion**

- Present:** RT Summerfield (chair) JE Coston PK Oldham HM Smith. RLE Waters  
In attendance - part - R Day  
The clerk
- 1 Apologies for absence** - none.
- 2 Declarations of Interest - item 11** - HMS, RTS and RLEW (MCC Trustees and committee members).
- 52/06 **3 Minutes** of the meeting of 17<sup>th</sup> October 2005 were confirmed and signed as a true record.
- 53/06 **4 Matters arising**  
Quickbooks – Nick Sloman had spent a few hours working with the clerk. Despite the clerk's concern RTS was confident that he would master Quickbooks.
- 54/06 **5 Bank Reconciliation and Bank Statements**  
The chairman reconciled the bank accounts as at 31/12/05.
- 55/06 **6 Review of Debtors**  
Debtors at 31/12/05 were reviewed – interest since received; two amounts hire fees £156.85 for youth centre still outstanding.
- 56/06 **7 Review of Insurances and Risk Management**  
**AGREED**  
to keep mandatory insurance covers at present level;  
not to continue to insure wooden/concrete seats;  
not to insure the youth shelter;  
to insure office contents for £5,000;  
to insure office building for £30,000;  
to re-assess youth building contents.  
*Action: the clerk*  
  
The Risk Management Form was reviewed and amended. Minibus risk assessment was conducted by Minibus Committee. The clerk to confirm and update.  
*Action: the clerk*
- 57/06 **8 Community Minibus Report**  
Draft accounts as at 31/12/05 received. The clerk would clarify exact amount of hire fees received; also rules concerning reclaiming VAT. *Action: the clerk*
- 58/06 **9 Review of Budget and Year to Date Actuals**  
Income received was £5354 over budget; expenditure £71 under budget.
- 59/06 **10 2005/06 Projected Expenditure**  
Budget for trees needed – eg Sycamores bund £980 to be paid.
- 60/06 **11 New Projects if any including Capital Projects 2006-2009 and request from MCC for financial help towards Community Centre alterations**  
Land Purchase – the clerk had estimated a **total** cost of £550,000 (report circulated to Council with January agenda papers) of which the Football Foundation would fund 50%.  
MCC – **AGREED** to recommend that Council  
grant MCC £26,000 for 2006/07 as requested;  
[3 votes in favour, 2 abstentions]  
request a meeting with MCC to discuss the Community Centre refurbishment; and  
continue to include the £18,000 (amount of loan - now repaid) in the precept to help pay towards the MCC project and proposed football pitches.

61/06

**12 Expenditure Review 2006/07**

Committee reviewed the revised forecast for 2005-06 and the draft budget 2006-07.

- o The clerk would ask Milton Charities for a donation towards the trolley bus and Community Care. RLEW declared a personal interest (wife a Trustee of Milton Charities). **Action: the clerk**
- o Grazing rights to be reviewed. PKO would research. **Action: PKO**
- o JEC intended taking her Chairman’s Allowance only when she had already incurred the expenses.
- o Salary scales for 1<sup>st</sup> April 2006 had been received. It was **AGREED** to review them and to recommend to Council that:
  - the clerk continue on LC2 Spinal Column Point 30 - an increase of 39p pence per hour; [instead of an increase to SCP 31 - at clerk’s request].
  - the youth cleaner continue on SCP 10 – an increase of 19 pence per hour;
  - the village litter picker/ cleaner continue on SCP 4 – an increase of 17 pence per hour;
  - the Community Care Warden continue on SCP 17 – an increase of 24 pence per hour.
- o PKO asked that the budget for professional training be increased to allow for training on press relations. The budget was increased though there was no support for professional training as proposed by PKO.

62/06

**13 Precept 2006/07**

Projected expenditure £104,983 income £13,613 - a shortfall of £91,370. £5,000 play equipment/repairs would be taken from commuted.

As the precept had not been increased for two years it was **AGREED** to recommend

that Council precept for £84,000 – an increase of 5% equivalent to two years at 2.5%.

63/06

**14 Clerk’s Revised Contract**

The clerk had circulated a model contract, a proposed contract incorporating amendments suggested by JEC (in consultation with the clerk) and a proposal that a Disciplinary and Grievance Procedure be adopted. This was referred back to JEC to draw up a Contract together with a Disciplinary and Grievance Procedure to present either to Council or the next Finance Committee meeting.

The meeting ended at 10.10pm.

Chairman.....

Date.....