

**Minutes of the Finance Committee meeting held on Friday 8 May 1998 in Milton Community Centre at 7.00pm**

**Present:** RT Summerfield (chair) JE Coston HM Smith RLE Waters and the clerk.

**1. Apologies for absence J Sandford**

204/98 **2. Minutes of the meeting of 12 January 1998 already confirmed and signed at Council meeting February 1998.**

**3. Matters Arising**

None.

205/98 **4. Bank Reconciliation and Bank Statements**

The Accounts to be reconciled by the chairman at meeting of 11 May 1998.

206/98 **5. Debtors**

There were four debtors at 31/03/98 one of which 'Premier Account Interest' was yet to be cleared.

207/98 **6. Review of Budget 1997/98**

Notes that Council budgeted £6300 for lighting and ducting at Coles Road car park but actually spent £8426.  
£3000 for the Millennium and £500 for office equipment was carried forward.

Committee was disappointed that only £450 was spent on youth provision although £1500 was budgeted. It was proposed that the Youth Committee meet with A Allen and Bus Project leaders.

208/98 **7. Section 137 - Free Resource**

Noted that Council's spending for 1997/98 was well within the limit.

209/98 **8. Cornhill Insurance Control Requirements**

(180/98) Agreed to seek clarification from Cornhill about their requirements for written references for employees; also whether the controls referred to the clerk/RFO only.

Noted that security checks should be built into all computer functions. Clerk to action.

210/98 **9. Contracts: Standing Orders**

Agreed that the following should apply:

- (i) The clerk be allowed to spend up to £50 without prior approval of Council.
- (ii) For expenditure of between £50 and £250 the chairman of the spending committee together with the clerk to have executive power.
- (iii) Prior approval of Council needed to authorise expenditure of

between £250 and £2000.

- (iv) For contracts where the expenditure exceeds £2000 the clerk to invite tenders from at least three firms.

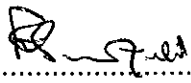
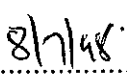
Advice to be sought from J Walker CALC.

211/98

**10. Dates of Future Meetings**

The meetings in July and October were re-arranged for Wednesday July 8th at 7.30pm and Monday October 19th following the Planning Committee meeting.

The meeting ended at 8.50pm.

Signed  ..... Chairman .....  ..... Date

**DECLARATION OF ACCEPTANCE OF OFFICE**

I, *ROBERT LESWE EDWARD WATERS* having been elected to the office of Chairman of Milton Parish Council declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to be guided by the National Code of Local Government Conduct in the performance of my functions in that office.

Date... *11-5-98* ..... (Signed) *R. L. Waters* .....

(Signed) *Spaulds* .....

**Member/Proper Officer of the Council of the parish of Milton**