

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday
2 May 2017 at 7.30p.m. in Milton Parish Council Office**

Present: H M Smith (Chair), R J Farrington, J E Coston

In attendance: G Kinsman (RFO), S Corder (Clerk)

- 1. To accept and approve apologies for absence**
R Summerfield (personal), T Leavens (personal)
- 2. Declarations of interest and dispensations**
 - (a) To receive declarations of interest from councillors on items on the agenda.
There were no declarations of interest to agenda items.
 - (b) To receive written requests for dispensations for disclosable pecuniary interests (if any). – None.
 - (c) To grant any requests for dispensation as appropriate.
All Councillors resident in Milton Parish have been granted a dispensation to discuss and vote on finance and the precept.
RTS and RJF have been granted a dispensation to discuss and vote as trustees of MCC.
- 3. Approval of Finance and Administration minutes for 23 January 2017**

Agenda Item 8 - £125k was agreed for the precept.
Agenda Item 11 – To further research replacement for the Alto Card – discuss at July’s meeting.
Agenda Item 12 – Correction from RJF to GK - to research cost of BT contract and internet.
All agreed with amendment on Item 12.
- 4. Bank Statements and Bank Reconciliations**

HMS has checked the bank totals from Scribe against the bank statements. All the banks were reconciled except the current account which balances when taking account of unrepresented cheques.
S106 list was tabled. The boardwalk in Tomkins Mead could be partly paid for by the S106 money
To look at reinvesting the United Trust Bond – to put on the agenda and discuss at July’s meeting
- 5. Review of debtors and creditors**

All in order.
Mike Elsome and Peter Jones awaiting invoice for work carried out – to keep on liabilities list.
The budget for the Tomkins Mead boardwalk and bridge to be carried forward to 2017/18 accounts as awaiting completion of work.
- 6. Review of Budget and Year to Date Actuals**

Reviewed and agreed budget and year to date actuals with amendment to Cricket Club grant – change from £500 to £450 as £50 unspent and returned to MPC (transfer from Office). **GK to make amendment.**
JEC asked that GK add notes to the reports for MCC expenditure. MCC underspent by £2186 in 2015/16 – this was carried over and paid in 2016/17. Overspent in 2016/17 by £2511.71 - to be accounted for in 2017/18 accounts.
- 7. Draft Annual Return to 31 March 2017**

HMS and GK went through the draft annual return. Some of our reserves are set aside for the 7 play areas MPC are responsible for. We hope to purchase replacement play equipment for the play parks.
HMS thanked GK for laying out the variances spreadsheet and explanation.
North Lodge Pavilion and Recreation area need to be added to the list of assets at £1 each.
Asset list to record which Recreation Ground (including car park) is referred to.
- 8. Review of Annual Internal Audit 2016/17**

The Auditor fills in this form.

9. Review of Annual Governance Statement

All the questions on the form require a yes response and will be signed by JEC and SC on 22 May at the Parish Council meeting in accordance with the enclosed statement. Notice of Public Rights and Publications: the Annual Statement will be placed on the Noticeboard and Website from 5 June to 14 July inclusive. To comply with the statutory requirement this has to include the first ten working days of July.

Annual return to be submitted by GK by 12 June 2017.

Meeting with the MPC Internal Auditor is on 23 May 2017 at 1:30.

10. Finance Officer Review

Staffing Hours – GK to confirm working hours of the Village Cleaner
Telephone contract renewal – GK researching new contract with BT
Insurance (Public Liability) – HMS awaiting confirmation from Zurich in response to Community Care Warden questionnaire.

11. Staff Pension Scheme

All employees, who wish to be, are now enrolled with Smart Pension. JEC thanked HMS and GK for setting this up.

12. List of Regular Payments.

A list of regular payments including standing orders and direct debits was discussed to go for agreement at the Parish Council meeting on 8 May. SC to adjust Buchan’s monthly grass cutting costs due to their increase in April.

13. Dates of next meeting

Tuesday 11 July @ 7.30pm

Meeting closed at 9.25pm

Signed..... Date.....