

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday
11 July 2017 at 7.30p.m. in Bowls Club**

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

T Leavens (personal), G Menon (personal)

2. Approval of Finance and Administration minutes for 2 May 2017

All AGREED.

3. Declarations of interest and dispensation:

(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.

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 Cambridge Building Society Community Care account, which needed the interest received to be added for the quarterly accounts up to 30 June 2017.

5. Review of debtors and creditors

All in order. The direct debit for Smart Pensions needs to be added to debtors list.

Mike Elsome and Peter Jones awaiting invoice for work carried out – to keep on liabilities list.

6. To look at reinvesting the United Trust Bond

United Trust – AGREED to reinvest for 12 months at an interest rate of 1.5%.

7. Finance Officer Review

GK and SC met with Scribe support to help adjust the yearend figures for carrying over to the new financial year and adjust the VAT receipts paid in. HMS, SC and GK to attend Scribe accounts training.

North Lodge revenue figure needs to be adjusted – remove rates refund to North Lodge and add to Capital Projects income. The total for Professional expenditure is high due to an extra invoice for Elysium services to rectify North Lodge VAT issue.

Due to an error in the setup of the solar panels at North Lodge no income will be received from the energy supplier.

The Doctor's surgery land needs to be added to the Parish Council list of assets at peppercorn rent.

8. Youth Club

The Youth Building has been shown to a group that is interested in using the building every day of the week. JEC suggested that a £2k budget be put aside from the Capital Projects budget for redecorating the Youth Building as it does need updating. RF Seconded – ALL AGREED – To be agreed at the next Parish Council meeting.

The Connections Bus Project (Histon) will be taking over the running of the Youth Club from September. There will be a slight increase in the original budget for the running of the Youth Club for the 12 months. The cost will be £166 per week. JEC Proposed – HMS Seconded ALL AGREED.

HMS RECOMMENDED a £500 top up float for Milton Action for Youth to reimburse the youth worker as and when needed for materials for the Youth Club. HMS Proposed – JEC Seconded ALL AGREED. To be agreed at next Parish Council meeting.

9. To discuss Alto Card replacement

JEC suggested that the Clerk has a petty cash float to be able to purchase small items as an alternative to a business credit card which will carry a monthly usage charge. A float of £100 was recommended. JEC Proposed – HMS Seconded ALL AGREED. To be agreed at next Parish Council.

10. To discuss BT price increase and KCom broadband

GK is in the process of looking into when our contract ends with KCom and if BT can offer us a better phone line and broadband package.

11. Dates of next meeting

Monday 9 October @ 7.30pm

Meeting closed at 9.10pm

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

