

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 20 April 2015 at 7.30pm in Milton Parish Council Office**

Present: HM Smith (HM chair), JE Coston (JC), RJ Farrington (RJ),
D Marshall (Acting Clerk)

1 To accept and approve apologies for absence

Apologies were received from Ian Tyes and Richard Summerfield.

2 Declarations of Interest

RJ declared an interest in the matters under discussion at the meeting and committee members noted those previous DPI declarations made by RTS.

3 Approval of Minutes for 19 January 2015

Members noted that the exercise equipment previously purchased was listed on the asset register. It was agreed that the total value declared (£190684) and as itemised should be brought to the May meeting for approval by full council. JC requested that copies of all policies should be made available to David Stirrups so that he could undertake the necessary reviews and provide council with any recommendations/changes at the May meeting. The Committee noted that the long term agreement for insurance expires in 2016.

Thereafter the minutes to the 19th January 2015 meeting of the Finance and Administration Committee were approved.

Proposed by HS, seconded by JC, all in favour.

4 Bank Reconciliation and Bank Statements

HS reported that she had verified the cash and monies held in all accounts 31 March 2015 and this information appeared in the draft bank reconciliation prepared by the acting RFO.

5 Review of Debtors and Creditors at year end

HS reported that she had verified the debtor and creditor list to 31 March 2015.

6 Review of Budget and Year end actuals

HS reported the income and expenditure to 31st March 2015 within the SCRIBE accounts system.

7 Progress on preparing the council approved accounts for 2014-15 and to confirm response to the Annual Governance Statement

HS reiterated the difficulties that have been highlighted and reported to council throughout the year. The committee considered the draft accounts as prepared currently with suggested revisions/amendments. The Committee approved those responses to Section 2 in the Annual Return to be brought to council at its May meeting.

Proposed by HS seconded by JC. All in favour.

8 To recommend that the council appoint J Wilson, Canalbs Ltd as the Independent Internal Auditor for 2015/16.

Proposed by HS seconded by JC. All in favour.

9 Date of next meeting

27 July 2015

Meeting closed at 9.15p.m.

Signed: Dated:.....