

MILTON PARISH COUNCIL

Parish Council Office
Coles Road
Milton
Cambridge
CB24 6BL



Acting Parish Clerk: Susan Wilkin
Tel: 01223 861447

Email: clerk@miltonvillage.org.uk
Web: www.miltonvillage.org.uk

14 January 2016

TO ALL MEMBERS OF THE PARISH COUNCIL

There will be a Finance & Administration Committee meeting of Milton Parish Council in the Parish Council Office on Monday 11 April 2016 at 7.30pm to which members of the Committee are hereby summoned to attend.

AGENDA

1. To accept and approve apologies for absence
2. Declarations of interest and dispensations
 - a) To receive declarations of interest from councillors on items on the agenda.
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any).
 - 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.
DS, RJF and RTS have been granted a dispensation to discuss and vote as trustees of MCC.
3. Approval of minutes 25 January 2016 (Appendix I)
4. Bank Statements and Bank Reconciliations (Appendix 2)
5. Review of debtors and creditors - None
6. Review of budget and year to date actuals (Appendix 3)
7. Finance Officer Review
 - Insurance renewal 31.3.2016
 - Budget 2016/17 (Appendix 4)
 - Unity Trust bank charges
 - CBS closure
8. End of year accounts – Auditor date, sample decision to trace through
9. Dates of future meetings
 - 11 July 2016
 - 10 October 2016

S E Wilkin
Acting Clerk

JEC, RJF, HMS, RTS, TL, GK

APPENDIX 1

Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday 25 January 2016 at 7.30p.m. in Milton Parish Council Office

Present: HM Smith (HMS) (Chair), JE Coston (JEC), R T Summerfield (RTS),
R J Farrington (RJF) and D Stirrups (DS)

G Kinsman (GK) Responsible Finance Officer (“RFO”)
S Wilkin (SW) (Acting Clerk)

1. To accept and approve apologies for absence

Apologies were received T Leavens.

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.

DS, RTS and RJF have been granted a dispensation to discuss and vote as trustees of MCC.

3. Approval of Finance and Administration minutes for 26 October 2015

It was Proposed by HMS and Seconded by JEC that the minutes be approved. **ALL IN FAVOUR.**

4. Bank Statements and Bank Reconciliations

HMS reported that she had done the bank reconciliations and all the amounts were correct. HMS also reported that the Shawbrook Bond had been re-invested in a 1 year Fixed Rate Business Bond for another year at an interest rate of 1.5%.

5. Review of debtors and creditors

All of the following were in order:

Debtors: Community Care fees to be invoiced; approximately £1220.00.

Creditors: PAYE, NIC £751.17, MCC £316, Eclipse, £17.94, Eon £118.56 and Town and Country £1524.

Creditors: All outstanding invoices will be settled after they have been approved at the next Parish Council meeting on 1 February 2016.

6. Review of budget and year to date actuals

The figures were tabled and discussed.

SW was requested to write to Rev D Chamberlin requesting a contribution for the Trolley

Bus from the Jean Gallagher Trust whose next meeting was due in March.

7. Finance Officer Review

Electricity Contract Renewal – GK reported that he had looked at two, Scottish Power and Eon. Eon had been the best offer as they had a much cheaper rate over night. This had therefore been renewed with Eon.

GK was awaiting insurance renewal paperwork due for 31 March 2016 and this would be considered at the PC meeting on 1 February 2016.

BUDGET 2016/17

The budget figures proposed by GK were discussed and amended. GK will produce an amended sheet for PC meeting on 1 February 2016.

8. MCC Grant request

The request for £32,000 was discussed. It was **AGREED** that a grant for £32,000 be recommended for the MCC for the next financial year 2016/17 to the PC meeting on 1 February 2016. **ALL IN FAVOUR.**

The North Lodge Park pitches and Pavilion will be revenue spending for the PC next year and may later become part of the MCC grant once a lease has been drawn up and terms agreed. For now a budget item is set for maintenance and grass cutting.

9. Expenditure review 2015, S106 spreadsheet

The expenditure was reviewed and discussed.

SW was requested to organise the transfer of a S106 payment of £2741.46 into the S106 Cambridge Building Society account.

The £1,185 expenditure on play areas would be transferred from the Cambridge BS account and put as S106 spending in Scribe and added into the S106 spreadsheet.

10. New projects – Playgrounds working party, North Lodge Pavilion running costs, pitch maintenance

New projects; playgrounds and North Lodge Pavilion running costs and pitch maintenance were discussed.

Capital items that we are committed to for next year are: the bridge, paths and boardwalk at Tomkins Mead; play equipment and possibly North Lodge Park fencing.

PRECEPT 2016/17

The committee recommends a **PRECEPT** of £129,000.

11. Milton Football Club Update

SW reported that a final payment of £1,328.00 had been received from the Football Foundation on 22 January following an initial payment of £8672 made in December making a total of £10,000. Settling the final invoice to Jaggards was to be discussed at the PC meeting on 1 February.

12. To CONSIDER quotation from P Oldham for providing IT services and support.

It was **AGREED** that three further quotes should be considered.

13. Date of next meeting: 11 April 2016 at 7.30p.m.

Meeting closed at 10.15p.m.