

MILTON PARISH COUNCIL

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FINANCE COMMITTEE

To all members of Milton Parish Council Finance Committee

For information to all members of Milton Parish Council

**You are summoned to the next meeting of Milton Parish Council Finance Committee
to be held in the Bowls Pavilion on Tuesday 2 May at 7.30pm
Members of the Public and the Press are cordially invited to attend**

Clerk's signature: *Sarah Corder*
Date of issue: 25 April 2017

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.
RJF and RTS have been granted a dispensation to discuss and vote as trustees of MCC.
3. Approval of minutes 23 January 2017 (Appendix 1)
4. Bank Statements and Bank Reconciliations to end of year (Appendix 2)
5. Review of debtors and creditors (Appendix 3)
6. Review of budget and year to date actuals (Appendix 4)
7. Draft Annual Return to 31 March 2017 (Appendix 5)
8. Review of Annual Internal Audit 2016/17 (Appendix 6)
9. Review of Annual Governance Statement (Appendix 7)
10. Finance Officer Review
 - Staffing hours
 - Telephone contract renewal (BT)
 - Insurance (Public Liability, HMS to report)
11. Staff Pension Scheme
12. List of regular payments
 - to recommend that Council pre-approves a list of regular payments (Standing Orders and Direct Debits mostly, but also regular salaries, tax and pension payments) which will be debited (usually monthly) between meetings and appear on the payments list for review at the following meeting (Appendix 8)
13. Dates of future meetings:
Tues 11th July, Monday 9th October

APPENDIX 1

Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday 23 January 2017 at 7.30p.m. in Milton Parish Council Office

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

In attendance: D Owen, G Kinsman (RFO)

- 1. To accept and approve apologies for absence**
R Summerfield (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 10 October 2016**
ALL AGREED
Bright Pay has been purchased and is user friendly – cost £89 a year.
- 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.
- 5. Review of debtors and creditors**
All in order. The VAT return will be submitted in February after our consultation with VAT advisors.
- 6. Review of Financial Regulations**
Reviewed and approved updated Financial Regulations for presentation and approval at February Parish Council meeting.
- 7. Review of Budget and Year to Date Actuals**
Reviewed and agreed budget and year to date actuals.
- 8. The Budget for 2017-18**
Having considered the detailed breakdown the Committee recommend a precept of between £125,000 and £129,000 – details to be confirmed.
- 9. Review S106**
Suggested boardwalk in Tomkins Mead could be taken from S106 money
- 10. Santander Interest Rate**
It was AGREED to close the Santander account which is now paying 0.1% and move £66,000 into the Unity current account and review what we have in Cambridge Building Society.
- 11. To discuss Alto Card replacement**
To consider at a future meeting.
- 12. To discuss BT price increase of 6%**
RJF will look into this further.
- 13. Dates of next meeting**
Tuesday May 2nd @ 7.30pm

Meeting closed at 10.50pm

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