

# MILTON PARISH COUNCIL

Parish Council Office  
Coles Road  
Milton  
Cambridge  
CB24 6BL



Asst Clerk: Sarah Corder  
Tel: 01223 861447

Email: [clerk@miltonvillage.org.uk](mailto:clerk@miltonvillage.org.uk)  
Web: [www.miltonvillage.org.uk](http://www.miltonvillage.org.uk)

---

**30 September 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 10 October 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.  
RJF and RTS have been granted a dispensation to discuss and vote as trustees of MCC.
3. Approval of minutes 11 July 2016 (Appendix 1)
4. Bank Statements and Bank Reconciliations (Appendix 2)
5. Review of debtors and creditors (Appendix 3)
6. Review of budget and year to date actuals (Appendix 4)  
  
Review the Budget for North Lodge Park (Appendix 5)
7. Review Investment Policy
8. Finance Officer Review  
Staff Pensions - Update  
Bright Pay - Update  
Section 106 - Update  
To **AGREE** Renewal of Shawbrook Bond and increase to £75,000  
To **AGREE** transfer to CBS Reserve - £33,000  
To **DISCUSS** the External Audit Report and **REVIEW** Internal Audit Report  
To **CONSIDER** and **AGREE** to deposit £50,000 with the Cambridge and Counties Bank either on a 1 year Bond (1.5%) or 3 year (1.9%)
9. Dates of future meetings  
23 January 2017 at 7.30p.m.

Sarah Corder  
Asst Clerk

JEC, RJF, HMS, RTS, TL, GK

## APPENDIX 1

### **Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday 23 May 2016 at 7.45p.m. in Milton Parish Council Office**

**Present:** HM Smith (HMS) (Chair), R T Summerfield (RTS),  
R J Farrington (RJF)

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

**1. Election of Chairman**

It was proposed by RJF and seconded by RTS that HMS be elected as Chairman.

**2. To accept and approve apologies for absence**

J Coston – personal, D Stirrups – personal

**3. Declarations of interest and dispensations**

**(a) To receive declarations of interest from councillors on items on the agenda. - None**

**(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.

**4. Approval of Finance and Administration minutes for 11 April 2016**

HMS asked that Item 7 Insurance renewal cost be amended to state “per annum” and to take out the post meeting note as it is not applicable. It was Proposed by RTS and Seconded by RJF that the minutes should then be approved.

**5. Draft Annual Accounts to 31 March 2016 (tabled)**

GK went through the draft annual accounts. There is a surplus of £21,239 for the year before transfer to reserves.

The S106 money spent on play equipment repairs during the year has been transferred to the Unity Bank account and added to the S106 Excel spreadsheet that records payments out against S106 contributions from developers.

The internal auditor is due in the office on Wednesday 8 June to conduct the audit. GK thanked HMS and SW for their help this year.

**6. Draft Annual Return to 31 March 2016 (tabled)**

HMS and GK went through the draft annual return. The carried forward reserves need clarifying as to which are ring-fenced: unspent money allocated to Capital projects on North Lodge Park and Christmas arrangements should be added to the Capital Projects total, and the £203 History fund needs to be added to this. HMS and GK will agree the correct figure.

**7. Review of Annual Governance Statement**

GK had written a Governance Statement which was tabled. This covered all the items on the Annual reviewed, discussed and agreed and will be signed by JEC and SW on 6 June at the Parish Council meeting in accordance with the enclosed statement. The notice should be displayed to the public for the first ten days of July.

SW to inform PKF Littlejohn LLP accountants that we will be submitting the documents to them on 9 June 2016.

**8. Finance Officer Review**

Insurance for North Lodge Pavilion – This is now in place at a cost of £479.39 and is pro rata until the renewal date. GK to check to make sure that everything is covered. Contents insurance will be looked at once purchased.

Basic PAYE system – GK reported that the HMRC PAYE system had crashed when doing the HMRC update and wage records had been lost, although paper records were available. This appeared to be a problem with the first upgrade to Windows 10.

Backups are being done weekly.

Staffing hours – TE is now being paid for 5 extra hours a week with effect from 1 May 2016 in order to fulfil her client requirements and paperwork.

**9. Staff Pension Scheme**

SW reported that she is in a receipt of a report from another parish councillor who has done some research into the pension options which she has made available to GK and HMS.

The Staging date is 1 November 2016. HMS and SW will attend a CPALC pension seminar on Thursday 26 May 2016 to try and obtain further information.

**10. Dates of future meetings**

- 11 July 2016
- 10 October 2016

Meeting closed at 8.35p.m.

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