

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday
22 January 2018 at 7.45p.m. in Bowls Club**

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

In attendance: G Kinsman (RFO), S Corder (Clerk)

1. **To accept and approve apologies for absence**
G Menon (personal)
2. **Approval of Finance and Administration minutes of 9 October 2017**
Approval of Confidential minutes of 9 October 2017
All AGREED.
HMS confirmed that a budget for office expenses had been set and that the Optimum Card could not be a replacement for the Alto card as cannot be in a business name.
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**
To review balance sheet - HMS has checked the bank totals from Scribe against the bank statements. All the banks were reconciled.
Review bank signatories mandate – Signatories on the Cambridge Building Society accounts to be checked and updated. (To add TL and AH remove RS)
Review list of regular payments (direct debits and standing orders) – To add NLP BT cost to list of payments, to check how the electricity bill is split between MPC and the Bowls Pavilion.
5. **Review of debtors and creditors**
All in order.
To adjust on Scribe £230 from grass cutting to MCC grant paid for tennis courts.
6. **Review of Insurance, Risk Management and Investment Policy**
Office CCTV to be added to insurance policy.
JEC Proposed to remove all wooden seats from the insurance – HMS Seconded **ALL AGREED.**
GK to check insurance policy as to what we have insured and circulate to the Committee.
Risk management – changes agreed – to go to full council for approval.
Copy of insurance and risk assessments for all contractors (Buchans, Town & Country, PW Maintenance and grave diggers) to be obtained by Clerk and filed.
7. **To look at reinvesting S106 Money**
To CONSIDER Business Instant Saver Account 1 year fixed bond 0.75% Nationwide Building Society.
HMS Proposed to open an account with Nationwide – RF Seconded **ALL AGREED.** GK and HMS to calculate how much has been spent on play repairs and the Tomkins Mead boardwalk and transfer the S106 money over to Unity. The difference to be transferred into the Nationwide Business Bond account.
Signatories to be HMS, JEC, TL, RF, AH and AB.
8. **Review of Budget and Year to Date Actuals**
GK explained that the Highways cost is up on the Income & Expenditure sheet due to agreed backdated pay and that the National Living Wage will go up in April to £7.83. HMS suggested annual increments for staff on the LC pay scales. JEC is still awaiting a response from CPALC regarding LC pay scales.
JEC asked if the subscriptions could be listed - HMS to add a note to the list.

Reviewed and agreed budget and year to date actuals – Telephone to now include Broadband, Allotment income to be adjusted to £3.5k, increase S137 Community to Care to cover pay and agency holiday cover, adjust Youth Building to £3k.

9. Agreed works budget 2017/18 to be carried over to next financial year 2018/19

Capital Projects - £2k war memorial renovation, £2k Youth Building renovation, £5k footpath by Tesco, £5k contingency for encampments and £25k commitments for play area on Coles Road.

A request from Milton Community Centre for the yearly grant of £32k was received – **ALL AGREED** for payment. To go to MPC for approval.

10. Set Budget for 2018/19

Budget agreed with above amendments. To go to full MPC for approval

Having considered the detailed breakdown the Committee recommend a precept of 125,000 – details to be confirmed.

11. Utilities

MPC is in the process of being switch to Utilita.

12. Dates of next meeting

Monday 23 April 2018 @ 7.45pm

Meeting closed at 10.10pm

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

