

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

Present: H M Smith (Chair), J E Coston (JEC) G Menon (GM)

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

- 1. To accept and approve apologies for absence**
T Leavens (personal), R Farrington (personal)
- 2. Approval of Finance and Administration Minutes of 22 January 2018**
All AGREED with minor amendment.
GK confirmed the insurance has now been amended and MCC will be paying for the insurance of North Lodge. GK to ask MCC to look into insuring the new play equipment on Coles Road as it is a requirement of the grant funders.
- 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.
HMS Proposed to move the CBS Community Care balance to the Council Saver account, leaving a £1 in the Community Care account to keep it in use. **ALL AGREED**
HMS Proposed to call the new Santander account in Scribe the Santander S106 Arts. **ALL AGREED**
Review list of regular payments (direct debits and standing orders) – Amend RFO and Atkin Gregory monthly charges due to cost increase.
- 5. Review of debtors and creditors at year end**
All in order.
GK reported there is a £19,401 surplus at the end of this financial year.
- 6. Review of Budget and Year to Date Actuals**
GK reported that the Highways budget was overspent this financial year due to backdated pay owing and Capital Schemes budget paid out the 11% third party landfill tax to release the Wren grant.
- 7. To AGREE S106 Spreadsheet**
HMS explained the layout of the spreadsheet: date money received, date to spend it by, who gave it, amount given, what it was used for, under what S106 terms. We currently have £64,852.51 left to spend.
- 8. Utilities**
MPC has now switched supplier to Utilita.
- 9. Staff Salaries**

Motion to exclude public and press

It is hereby resolved in accordance with Section 1(2) of the Public Bodies (Admission to meeting) Act 1960 that publicity would be prejudicial to the public interest by reason of the sensitive nature of the business to be transacted at Agenda Item 9 namely: Staff Salaries

The public and press will be temporarily excluded from the meeting at this point and any present are herewith to withdraw.

Meeting to go into confidential session.

JEC Proposed HMS Seconded – **ALL AGREED (Meeting closed 9.03pm and reopened 9:10pm)**
GK reported that due to the minimal wage increase and increases due in 2019 this will narrow the pay margin to other staff members. **To be referred to the Staffing Committee**

- 10. Dates of next meeting**
Monday 9 July 2018 @ 7.30pm

Meeting closed at 9.10pm

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

DRAFT