

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday  
9 July 2018 at 7.30p.m. in Bowls Club**

Present: H M Smith (HMS), Don Wildman (DW), R Farrington (RF) T Leavens (TL)

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

**1. Election of Chairman**

HMS Proposed DW to be elected as Chairman of Finance and Administration - RF Seconded **ALL AGREED**

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

JE Coston (personal)

**3. Approval of Finance and Administration Minutes of 23 April 2018**

The Minutes of the meeting 23 April 2018 were received - **All AGREED**

**4. 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.

**5. 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 reported that the Unity bank balance is currently low due to payment of the first instalment of the Coles Road play park – awaiting grant fund refund from WREN. HMS Proposed to move the CBS Community Care balance at the year end, £18,936.64, to the Unity Trust bank instead of the Council Saver as previously agreed to cover the current shortfall of funds. **ALL AGREED**

DW Proposed to transfer £15k from the Council Saver to the Unity Trust Bank if needed in the future – HMS Seconded **ALL AGREED**

**6. Review of debtors and creditors at year end**

All in order.

**7. Review of Budget and Year to Date Actuals**

GK explained that £2,705 of the Bailiffs budget of £5k has been spent. DW Proposed to top the budget back up to £5k - RF Seconded **ALL AGREED. To go to full Council for approval.**

GK reported that further work may be needed for the War Memorial and we may go over budget on this project.

**8. To consider reinvesting the United Trust Bond: 1 year bond rate 1.70%, 2 years 1.85% and 3 years 1.90% (as of 3 July 2018).**

HMS Proposed to roll over the balance to the 1 year bond – RF Seconded **ALL AGREED**

**Progress on opening of Santander account** – HMS reported that the account is now opened and awaiting transfer of the Arts budget of £50,525.

**9. Finance Officer**

GK – nothing to report

**10. Dates of next meeting**

Monday 15 September 2018 @ 7.45pm

Meeting closed at 8.05pm Signed..... Date.....