

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on  
Wednesday 17 April 2019 at 7:45p.m in Bowls Club**

Present: D Wildman (DW) (Chair), H M Smith (HMS), R Farrington (RF), J Coston (JEC)

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

**1. To accept and approve apologies for absence**  
T Leavens (personal)

**2. Approval of Finance and Administration Minutes of 21 January 2019**

The Minutes of the meeting 21 January 2019 were received

**Amend Item 7 - donation to payment. DW Proposed to sign the minutes with this amendment - ALL AGREED**

(Clerk to amend error date on agenda to 1 July 2019)

**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.

**4. Bank Statements and Bank Reconciliations**

To review balance sheet - DW has checked the bank totals from Scribe against the bank statements. All the banks were reconciled.

S106 Play and S106 Arts balances to be adjusted and transfers between accounts to be arranged once confirmation of amounts has been confirmed.

GK – United Trust Bonds due to mature in July – awaiting confirmation of new interest rates.

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

All in order.

The MCC grant budget was £36,399.39 including £4,399.39 brought forward from 2017/18. A grant overspend is to be deducted from NLP overheads payment (the difference between incoming and outgoing. £1,749.21 overspend - £3,818.01 for NLP = £2068.80 to be paid to MCC)

Awaiting invoice for the MVAS unit.

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

All in order.

**7. To Review Investment Policy and Risk Management Policy.**

Clerk and DW to amend/update the Risk Management Policy and bring back to the next meeting.

**8. Finance Officer**

New salary payments implemented and Employee Pension contributions.

**9. Dates of next meeting**

Monday 1 July at 7:45pm – **To be moved to Monday 8 July at 7:30pm**

Meeting closed at 9.20pm Signed..... Date.....