

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday
10 July 2019 at 7.30p.m. in Bowls Club**

Present: H M Smith (HMS), Don Wildman (DW)(Chair), R Farrington (RF)

In attendance: G Kinsman (RFO), S Corder (Clerk), E Taylor (Office Assistant)

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), T Leavens (personal)

3. Approval of Finance and Administration Minutes of 17 April 2019

The Minutes of the meeting 17 April 2019 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 - DW has checked the bank totals from Scribe against the bank statements. All the banks were reconciled.

6. Review of debtors and creditors at year end

All in order.

GK reported that we have received the grant from Community Foundation A14 fund and are awaiting an invoice from CCC Highways for the work undertaken and the invoice for the MVAS unit.

7. Review of Budget and Year to Date Actuals

GK reported that MCC have had some extra work undertaken – Tarmac area of the car park £4,784 and extra rubber mulch put down on the Coles Road rec £2,778.55. Funds to be deducted from the MCC grant.

DW Proposed to increase the amount of the office budget from £1,000 to £1,500 due to redecorating of the office. **ALL AGREED.**

8. To Review Bank Balances and Consider Reinvesting the United Trust Bond

DW reported that the Unity bank balance is currently high but MPC are due to pay Wickspeed £12,078.15 for new play equipment and the July invoices which will bring the balance back down to a reasonable level. DW Proposed to move the CBS Community Care balance at the year end, £7,214.53, S106 for play equipment £5,106.43 and S106 Arts for war memorial benches project £4,720, to the Unity Trust bank. **ALL AGREED**

9. Finance Officer

GK – The Annual return has now been submitted to the External Auditors.

We have received the Internal Audit report – finances all in order.

The staff pension rate is now 5% employee and 5% employer.

10. Review of Bank Signatories

HMS to contact Shawbrook and Cambridge and Counties bank to confirm signatories and add DW.

To add to list JEC and HMS signatories for Smart Pension and DW and GK Administrators. – DW to discuss with JEC whether to change roles with DW as signatory.

11. Review of Regular Payments 2019/20

The list of regular payments were reviewed – **ALL AGREED**

12. To Consider grant given to CSLT for maintenance of Tomkins Mead

DW suggested to increase the grant from £1,000 to £1,250 – HMS Proposed – RF Seconded
ALL AGREED.

13. Dates of next meeting

Monday 21 October 2019 at 7.45pm

Meeting closed at 8.10 pm

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

