

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on  
Monday 4 May 2020 at 7:30pm. Via Zoom On-line**

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**  
None all in attendance.
2. **Approval of Finance and Administration Minutes of 20 January 2020**  
DW Proposed to accept the Minutes of the meeting 20 January 2020 **AGREED**
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 - HMS has checked the bank totals from Scribe against the bank statements. All the banks were reconciled.  
To review bank and investment balances:  
The precept will be paid in 3 parts - £33,250 in April and July and £66,500 in September.  
Transfer £3,754.54 POS balance from S106 (CBS) to current account for outdoor play expenses.  
Transfer £40k from Unity current account to the Redwood 90 day notice account (total of £85k with 1.4% interest – maximum covered by FSCS) **JEC Proposed – RF Seconded ALL AGREED**
5. **Review of debtors and creditors**  
All in order. JEC asked if any debtors were rolled over to the new financial year – Clerk to check
6. **Review of Budget and Year to Date Actuals**  
Reviewed – all in order
7. **To CONSIDER updated Finance Regulations 2019**  
The Clerk has amended the NALC 2019 version of the Finance Regulations to be in line with Milton Parish Council - DW and HMS went through the regulations and updated any further amendments required with the Clerk. **RF Proposed to accept the regulations - DW Seconded – 3 In Favour, 1 Against (JEC) AGREED.**
8. **Responsible Finance Officer**  
GJK reported: Office expenditure included: £485 decorating and £485 for fire door.  
MCC expenditure included: £4,784 car park, £1,433 annex windows, £2,779 play area in addition to regular maintenance, £1095 NLP football pitch issues  
The overspend of £8,453 will be accrued and covered by the agreed budget for 2020/21 of £40k.  
Professional fees: £250 solicitor fees for staff contracts review and staff policies.  
  
GK thanked DW for his assistance for guiding GK through the on-line access to the office and help with operating the system. DW thanked GK for his support on producing the finance documents required.
9. **To CONSIDER request from Landbeach Parish Council to contribute to purchasing another MVAS sign.** Clerk to gain more clarification who MPC would share it with, costings, who would be involved and will our MVAS volunteers be happy to maintain another MVAS unit.
10. **To CONSIDER purchasing an AED unit for The Sycamores Pavilion**  
Clerk to source quote from Wel-medical, to ask MCC who would maintain/check the unit and check installation costs. To come back to future Parish Council meeting.

**11. Dates of next meeting**

Monday 6 July at 7:45pm

Meeting closed at 8.25pm    Signed.....    Date.....

DRAFT