

MILTON PARISH COUNCIL

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FINANCE COMMITTEE

To all members of Milton Parish Council Finance Committee

For information to all members of Milton Parish Council

You are summoned to attend the next meeting of Milton Parish Council Finance Committee to be held online on Monday 6 July 2020 at 7:45pm

Members of the Public and the Press are cordially invited to attend. For details of how to join the online meeting please contact the Clerk by noon in advance of the meeting and indicate any agenda item(s) on which you would like to speak.

Clerk's signature: *Sarah Coker*
Date of issue: 30 June 2020

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the meeting held on 4 May 2020: (Appendix 1)**
3. **Declarations of interest and dispensations:**
 - a) To receive declarations of interest from councillors on items on the agenda;
 - b) To receive written requests for dispensations for disclosable pecuniary interests (if any);
 - c) To grant any requests for dispensation as appropriate.
4. **To Review the Year End Accounts 2019/20 (Appendix 2)**
5. **To Review the Annual Governance Statement (Appendix 3)**
6. **Bank Reconciliation and Balances (Appendix 4)**
To review bank and investment balance sheet
7. **Review of Budget and Year to Date Actuals (Appendix 5)**
8. **Review of Regular Payments 2020/21 (Appendix 6)**
9. **Responsible Finance Officer**
10. **Parish Council Office Roof (Appendix 7)**
To **CONSIDER** quotes for replacement office roof due to leak
C J Murfitt £3,730.80 + VAT, J P Morley £3822 or felt built up £2520
11. **Dates of next meeting**
19 October 2020 at 7:45pm

Clerks Office

The full agenda papers are available on the website www.miltonvillage.org.uk and at the Parish Council office.

Appendix 1

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