

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee  
held on Monday 18 October 2021 at 7:45pm in the Bowls Pavilion**

**Present:** H Smith (HMS)(Chair), R Farrington (RF), J Coston (JEC), A Latchem (AL)

**In Attendance:** S Corder (Clerk), G Kinsman (RFO)(via Zoom)

**1 Apologies for absence**

None – all Committee members present

**2 To APPROVE the minutes of the Finance meeting held on Monday 19 July 2021**

HMS Proposed to accept the minutes – **ALL AGREED**

**Matters arising:**

Payments received from Milton Charities: 30/3/21 £2,000 for Community Care 2019 and 2020 and £500 for tree maintenance 2019 and 2020

Jean Gallagher Trust: 12/5/21 £800 for Trolley Bus 2020 and £1,000 for Community Care 2020

S106 - £914.36, POS £5,532.77: Payment received for 53 Cambridge Road to be spent by 2/10/27

**3 Declarations of interest and dispensation**

To receive declarations of interest from councillors for items on agenda: None

To receive written requests for dispensations for disclosable pecuniary interests (if any); None

To grant any requests for dispensation as appropriate; None

**4 Public Participation – members of the public are invited to speak**

None

**5 Bank Reconciliation and Balances**

RF checked the figures in the Scribe report against the bank statements in the Parish Office – all figures correct and verified.

**6 Review of Debtors and Creditors**

Deferred to additional Finance meeting due to wrong data received.

GK: The debtors list will show less owing, as direct debit payments are now inputted into Scribe on the date the payment leaves the bank and not the date on the invoice.

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

Deferred to additional Finance meeting

**8 To Consider Reinvesting the Cambridge & Counties Bank 2 year bond and the Hampshire Trust Bank 1 year bond**

HMS suggested reinvesting the proceeds of the Cambridge & Counties bond in a 1 year bond (currently 1.11%) and the proceeds of the Hampshire Trust in a 1 year bond at (currently 1.20%) RF Proposed – JEC Seconded **ALL AGREED**

**9 Review Bank Signatory List**

Due to the resignation of D Wildman who is signatory on: CBS Council Saver, CBS General Purpose, CBS Business Saver 2, Unity Trust Bank and Redwood Bank, the Clerk will arrange for removal of D Wildman as signatory on these accounts.

AL to become signatory on Unity Trust Bank and the Redwood Bank

DW has been removed as administrator for Smart Pension. PE and HMS are now the Administrators

**10 Responsible Finance Officer.**

Still waiting for the revised NALC pay scales for staff pay increases

