

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee  
held on Monday 17 January 2022 at 7:30pm via Zoom On-line**

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

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

**Public:** 1

**1 Apologies for absence**

None – all Committee members present

**2 To APPROVE the minutes of the Finance meeting held on Monday 18 October and Wednesday 17 November 2021**

RF Proposed to accept the minutes as a true record – JEC Seconded **ALL AGREED**

**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; All Councillors resident in Milton Parish have been granted a dispensation to discuss and vote on finance and the precept.

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

One member of the public attended (MCC Chairman) to discuss Item 8

**5 Bank Reconciliation and Balances  
To review balance sheet**

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**

The figures in Appendix 4 were incorrect. A creditors list from Scribe was tabled by the Clerk.

The VAT return including corrected figures for the previous VAT quarter is not yet complete and is due to be sent to HMRC. HMS asked that she check it before it is sent.

the invoice for Agency Cover for Community Care Warden for 2021 has now been received.

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

Budget figures showing what is left in the budget to the end of March 2022 was received and explained.

Clerk's salary is overspent due to overtime. Still awaiting new pay scales for staff which will need to be backdated to April 2021. Allotment maintenance overspend due to extra work required on the culvert/bridge. Bus shelter overspent due to required repairs

**8 Set Budget for 2022/23**

An improved spreadsheet had been sent out by the Clerk replacing Appendix 6. Each budget heading was reviewed and where needed amended for the financial year 2022/23.

The use of S106 Community Facilities funds on the Bowls Pavilion, currently being let to the Red Cross, was discussed and new heaters are required in addition to kitchen improvements. As the heaters are mostly for Parish Council use, a budget figure should be inserted in the S106 section.

**To go to full Council on 24 January 2022 for confirmation. Other income: Clerk to write to CCC to increase grass cutting payment by around 2% due to inflation (£1,130 to £1,153)**

To **CONSIDER** grant request from Milton Community Centre for £40,000 – **AL suggested going halfway between at £35,000. JEC Proposed £35,000 – HMS Seconded. To go to full Council on 24 January for confirmation.**

**9 Set Parish Precept of 2022/23**

The budget calculations indicate an unchanged total precept of £133,000 (£75.89 for band D property) for 2022/23 is appropriate. **To go to Full Council on 24 January for confirmation**

**10 Responsible Finance Officer.**

MPC subscription to Scribe (financial accounts system) is due for renewal January/February  
MCC are making progress with the buildings insurance, but the new contract has not yet been agreed.

**11 Dates of next meetings**

Monday 11 April 2022 at 7:45pm

Meeting closed at 9.21pm    Signed: .....    Date: .....

DRAFT