



MILTON PARISH COUNCIL

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TO ALL MEMBERS OF THE PARISH COUNCIL FINANCE COMMITTEE

You are summoned to attend the additional meeting of Milton Parish Council Finance Committee to be held online via Zoom on Monday 17 January 2022 at 7:30pm

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

Clerk's signature: *Sarah Coaker*
Date of issue: 11 January 2022

AGENDA

1. **Apologies for absence:** to receive and approve apologies for absence.
2. **To APPROVE the minutes of the Finance meeting held on Monday 18 October 2021 and Wednesday 17 November 2021 (Appendix 1 & 2)**
3. **Declarations of interest and dispensations:**
To receive declarations of interest from councillors on items on the agenda;
To receive written requests for dispensations for disclosable pecuniary interests (if any);
To grant any requests for dispensation as appropriate.
4. **Public Participation – members of the public are invited to speak**
Public Participation of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing orders 3e, 3f, and 3g).
5. **Bank Reconciliation and Balances (Appendix 3)**
To review balance sheet
6. **Review of Debtors and Creditors (Appendix 4)**
7. **Review of Budget and Year to Date Actuals (Appendix 5)**
8. **Set Budget for 2022/23 (Appendix 6 and 7)**
To **CONSIDER** grant request from Milton Community Centre for £40,000
9. **Set Parish Precept for 2022/23**
10. **Responsible Finance Officer Review**
11. **Dates of next meetings**
Monday 11 April 2022 at 7:45pm

Clerk's Office

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

**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

**Minutes of the Additional Meeting of Milton Parish Council Finance and Administration Committee
held on Wednesday 17 November 2021 at 7:30pm in the Bowls Pavilion**

Present: J Coston(Chair), R Farrington (RF), A Latchem (AL)

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

1 Apologies for absence

HMS gave apologies for not being present but was in attendance via Zoom. It was AGREED that JEC would chair the meeting to cover for HMS not being present

2 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

3 Public Participation – members of the public are invited to speak

D Wildman (MCC Chairman) attended and spoke at relevant points

4 Review of Debtors and Creditors

Received

5 Review of Budget and Year to Date Actuals

Received

GK: Contingency budget has been used to evict a Traveller incursion on MPC land
£250 will be placed in the **Christmas budget** for the Christmas lights by Pond Green
The S106 Arts interest had been credited: S106 spreadsheet to be updated.

6 Milton Community Centre (MCC) Bills Paid Budget Review

To CONSIDER reports produced by MCC

DW: An accrual of £11.2k (budget for The Sycamores play area) was rolled over into this year's accounts for each of MCC and MPC. For MCC there was an overspend on bills for 2020/21 (of over £7,000) meaning a brought forward balance of £3,282.96 shows in the accounts. MCC have calculated the overspend at the end of 2021/22 will be £3,003.27 which includes the ongoing monthly expenditure. DW suggested that MCC could pay some of the ongoing bills to lower the possible overspend (MCC to confirm after their Finance meeting).

7 Finance Officer (RFO)

External Auditor report: The £672 unpaid direct debits recorded in the 2020/21 accounts need to be accounted for in this year's accounts and the total of investments in Box 8 is to be restated as £497,263 for 2020/21 when we give comparative figures at the end of this year.

The VAT return needs to be recalculated for the period July to September 2021 as incorrect reclaim figures were sent.

Smart Pensions had refused the October pension payments. GK will attempt to pay contributions in November and sort it out then.

MCC will be discussing their Buildings Insurance at their next meeting. The PC Office is not to be included as DW stated that there is an agreement that the PC covers this. (This Agreement is to be found and kept with the lease.)

A first draft of the 2022-23 budget should be available for our December meeting (budget lines from MCC and Maintenance would have to be estimated at that stage). **GK to prepare**

8 Dates of next meetings
Monday 17 January 2022

Meeting closed at 8:56pm Signed: Date: