

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 11 April 2022 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)

1 Apologies for absence

None – all Committee members present

2 To APPROVE the minutes of the Finance meeting held on Monday 17 January 2022

HMS: amended to Item 8 – to add “There was a proposal of £30,000”. AL suggested going halfway £35,000

HMS Proposed to accept the minutes with this amendment – 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

No public attended

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

Received and reviewed

7 Review Year End Accounts

The final quarter of the year end accounts were received and reviewed

Contingency spend: Bailiffs and Queen’s Jubilee decorations

Seats and Bins: overspent budget due to purchase of new dog bin on Coles Road

Insurance: Overspent budget due to 2 payments coming out in the Financial Year (new cover taken out this year)

Bus shelter: overspent due to required repairs

Contingency: roll over underspend to 2022/23

All Cost Centres came in under their budget

8 Review Investment/Bank Account Summary

Received and reviewed

9 Review Regular Payments 2022/23

received and reviewed. Clerk had updated the spreadsheet list showing cost increases from April 2022

10 Review S106 Figures

Received and reviewed. Clerk to add additional interest to S106 Arts balance

11 Review Assets List 2022/23

Received and reviewed. Clerk updated the nominal valuation of assets list adding the MVAS unit

12 Review Finance Policies

Terms of Reference, Investment Policy and Risk Management

Amendments required to Terms of Reference and Risk Management to be carried out by the Clerk

13 Allocation of AGR Renewables Donation for Gas Pipe Work

HMS suggested putting the £8,000 received into the Reserves until discussions had on what to spend it on (possible energy savings)

14 Responsible Finance Officer

To apply for Government Gateway VAT on-line

VAT return for July -December 2021 resubmitted due to previous error in the claim

NALC revised pay scales have been received and staff have been paid their backdated pay from April 2021

Minimum wage increased to £9.50 on 1 April 2022

15 Dates of next meetings

Monday 25 July 2022 at 7:45pm

Meeting closed at 9.27pm Signed: Date:

DRAFT