



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 in the Bowls Pavilion on Monday 17 October 2022 at 7:45pm
Members of the Public and the Press are cordially invited to attend.

Clerk's signature: *Sarah Coker*

Date of issue: 11 October 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 22 August 2022 (Appendix 1)**
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 2)**
6. **Review of Debtors and Creditors (To be tabled)**
7. **Review of Budget and Year to Date Actuals (Appendix 3)**
8. **To Review Bank Balances and to Consider Reinvesting the Cambridge & Counties Bank 2 year bond and the Hampshire Trust Bank 1 year bond (Appendix 4)**
9. **To Review S106 Spreadsheet (Appendix 5)**
10. **Responsible Finance Officer Review**
11. **Dates of next meetings**
January 2023 – Date to be confirmed

Clerk's 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 22 August 2022 at 7:30pm in the Bowls Pavilion

Present: D Wildman (DW)(Chair), H Smith (HMS), J Coston (JEC)

In Attendance: S Corder (Clerk/RFO)

1 To Elect a Finance and Administration Chairman

HMS Proposed DW for Chairman - **ALL AGREED**

2 Apologies for absence

A Latchem (Personal)

3 To APPROVE the minutes of the Finance meeting held on Monday 11 April 2022

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

4 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.

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

No public attended

6 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.

7 Review of Debtors and Creditors

Received and reviewed – Still awaiting payment of April-June VAT refund

8 Review of Budget and Year to Date Actuals

YTD Budget figures review needed for: pension admin charge, contingency (previously agreed at £5k) and seats & bins. The budget figure for pension employee is within the budget for staff salaries – **Clerk/DW to review budget allocation figures in Scribe and verify the net balances and accruals**

To **AGREE** to transfer £9,513.23 from Santander S106 Arts account to Unity Trust Bank (for the Arts bus shelter competition) **DW Proposed – HMS Seconded ALL AGREED**

To transfer budget figure of £4,272 from General Reserve to Capital Projects **DW Proposed – HMS Seconded ALL AGREED**

9 To Review Bank Balances and to RATIFY decision to Reinvest the United Trust Bank Bond into a 1yr Bond – interest rate 2.11%

Bank balances were reviewed

JEC Proposed to ratify the decision to reinvest the United Trust Bond – DW Seconded **ALL AGREED**

10 To Review Bank Signatories List

Reviewed – Clerk to add DW to Unity Trust Bank, Hampshire Trust and Redwood banks.

Remove AH from United Trust Bank and AH and AL from Unity Trust bank. Remove AL from

Redwood and Hampshire Trust banks

11 Dates of next meetings

Monday 17 October 2022 at 7:45pm

Meeting closed at 8:53pm Signed: