

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee  
held on Monday 16 January 2023 at 7:30pm in the Bowls Pavilion**

**Present:** D Wildman (Chair), H Smith (HMS), R Farrington (RF), J Coston (JEC)

**In Attendance:** S Corder (Clerk/RFO)

**1 Apologies for absence**

None – all Committee members present

**2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 17 October 2022**

DW Proposed to accept the minutes as a true record - RF 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 in attendance

**5 Bank Reconciliation and Balances**

**To review balance sheet**

DW 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**

Reviewed. No issues

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

Budget figures showing what is left in the budget to the end of March 2023 was received and explained.

**Budget Codes to be amended:**

Reduce MCC grass cutting from £10k to £3k and increase MCC cleaning and grounds maintenance.

Vire £150 from stationery to office expenses

Vire £250 from GJK/RFO to subscriptions

Vire £250 from S137 agency cover to S137 sundries

**8 Reviewed S106 Figures**

The use of S106 Community Facilities funds on the Bowls Pavilion were discussed for possible kitchen improvements and toilet facilities.

**9 Review Assets List 2022/23**

Clerk provided an updated Assets list which was reviewed – Clerk to add Doctors Surgery and Barnabas Court lease to the list

**10 Milton Community Centre – Bill Payment Facility Request**

To **CONSIDER** a request from Milton Community Centre for a Bill Payment Facility of £45k – **HMS Proposed £45k – RF Seconded. To go to full Council on 23 January for confirmation.**

**11 Set Budget for 2022/23**

DW, HMS and SC (Clerk/RFO) produced a revised budget sheet for the financial year 2023/24. This was reviewed by the Committee

**To go to full Council on 23 January for confirmation.**

**Other income: Clerk to write to CCC to increase grass cutting payment by around 10% due to inflation (£1,152 to £1,268)**

**12 Set Parish Precept for 2023/24**

The budget calculations indicate an unchanged total precept of £133,000 (£75.69 for band D property) for 2023/24 is appropriate. **To go to Full Council on 23 January for confirmation**

**13 Dates of next meetings**

Monday 17 April 2023 at 7:45pm

**Meeting closed at 9.11pm    Signed: .....    Date: .....**

DRAFT