

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 17 April 2023 at 7:45pm 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 16 January 2023

DW Proposed to accept the minutes as a true record - HMS 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

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

Debt of 50% for the Village Signs due £4,567.50 – figure to be accrued in the year end accounts

7 Review Year End Accounts

DW carried out manual adjustments as agreed at the previous Finance meeting

To decrease General Reserve by £24k and increase Capital Projects reserve to £230k

£300 Covid grant loan made by the Covid Group was repaid to the MPC – separate earmarked reserve required “Covid Fund” to hold the monies whilst enquires ongoing on who to repay

MCC Bills Paid exceeded the Bill Payment Facility by £831.89 on their £35k budget which will be accrued as a prepayment offset against the 2023-24 budget.

An additional bill LED lighting at MCC was paid using the S106 Community Facilities budget – question raised: should this payment reduce the £35k MCC budget? To go to full Council for discussion after confirmation from the Internal Auditor

Queen’s Jubilee cakes coded under Contingency – move £150.00 to S137 Sundries

Move Contingency cost centre to Professional and code as Enforcement

Milton Charities paid £1k towards Community Care – move income to S137 Community Care Grant

8 Reviewed Investment/Bank Account Summary

Received and reviewed. Clerk to check Redwood bank interest rate
(RF left 9:17pm)

9 Review Finance Polices

Risk Management – Amendments required

Clerk to check “Risk to Councillors health & Safety” what policy covers meetings in the Bowls Pavilion?

Payroll – Chairman checks Clerk’s timesheet and overtime claimed – figures checked against the
payslips by 2 Councillors authorising the payment

IT Committee to investigate remote storage/backup

10 Responsible Finance Officer Review

Nothing to report

11 Dates of next meetings

Monday 31 July 2023 at 7:45pm

Meeting closed at 10.11pm Signed: Date: