

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 23 October 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 31 July 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

HMS checked the figures in the Scribe report against the bank statements in the Parish Office – all figures correct and verified

(Clerk to check with Cambridge and Counties Bank if we can apply 2 signatories – currently 1 signature required for transfer of funds to the designated MPC current account. No other transactions are permitted.)

6 Review of Debtors and Creditors

Received and reviewed – RFO reported that the VAT repayment for the quarter July-Sept 2023 has been sent in. Awaiting payment

7 Review of Budget and Year to Date Actuals

Received and reviewed

Maintenance – vire £1.5k from General Maintenance cost code to Cemetery cost code

Office – vire £75 from Photocopying cost code to Postage cost code

S137 – vire £350 from Community Grant cost code to S137 Sundries cost code

8 To Review Bank Balances and Consider Reinvesting the Cambridge & Counties Bank 2 Year Bond and the Hampshire Trust Bank 1 Year Bond

Received and reviewed

Cambridge & Counties 2 year bond – reinvest into a 1 year Bond 5%

Hampshire Trust Bank 1 year bond – reinvest into a 1 year Business Bond 5.15%

RF Proposed – HMS Seconded ALL AGREED

Transfer £20k from Unity Bank to CBS General Purpose account – **HMS Proposed – RF Seconded ALL AGREED**

9 Review S106 Spreadsheet

Reviewed – Awaiting transfer payment of £20,353.81 from the Santander S106 Arts Account to the main Unity bank account

DW – Community Facilities fund to be spent on spaces that are for hire to the public which may be indoor or outdoor facilities. MCC to put forward suggestions on where the money could be spent

10 Lloyds Corporate Credit Card

To **CONSIDER** increasing the spend limit from £100 to £200

RF Proposed to increase the spend limit – HMS Seconded **ALL AGREED**

11 Play Inspection Repair Budget

To **CONSIDER** a budget of £250 for on-site minor repairs when Play Inspections take place

RF Proposed – HMS Seconded **ALL AGREED**

Clerk to check with Wicksteed they can carry out on-site minor repairs when inspections take place

12 Responsible Finance Officer Review

Awaiting revised NALC pay scales for 2023/24

13 Dates of next meetings

Monday 15 January 2024 at 7:30pm

Meeting closed at 8:25pm Signed: Date:

DRAFT