

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 13 January 2025 at 7:30pm in the Bowls Pavilion**

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

In Attendance: S Corder (Clerk)

1 Apologies for absence

None – all Committee members present

2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 28 October 2024

DW – carried out the bank reconciliation for the previous quarter and signed it

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.

The Monitoring Officer has confirmed that dispensation is given to all Councillors, including those who are also MCC trustees, to discuss matters that relate to MCC but Committee recommendations should be decided at full MPC meetings.

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 reported that the figures in the Scribe report against the bank statements in the Parish Office had all been checked, reconciled, and verified.

6 Review of Debtors and Creditors

The report had been received and reviewed, and the last quarters debtors have been received.

7 Review of Reserves

A confidential report by DW was circulated and reviewed for consideration – DW to make minor tweaks before document to be shared with full Council.

What to do with the Hardship Fund - £300

Budgets available for Reserves – use separate earmarked reserves to define each fund (Land purchase, Gas Pipe)

Play area budget - £10k has been put aside for several years for play park upgrades. After the spend for The Rowans play area a new starting budget needs to be decided as well as for Land purchase budget (from previous land sales)

8 Review of Budget and Year to Date Actuals

Received and reviewed – Consultancy: increase budget to £7,200 to cover the works carried out by EPG – water testing at the Cemetery – DW Proposed – HMS Seconded **ALL AGREED** (vire funds from General fund to Consultancy).

9 Bank Signatories

DW to be added as signatory for Hampshire Trust (previously agreed but signatory form not received).

10 Set Budget for 2025/26

Members discussed in detail the draft financial budget for the coming year. Minor amendments were agreed to expenditure and capital schemes. Members agreed to recommend the revised budget to MPC.

11 Parish Precept

Members agreed to recommend to MPC that the application for Parish Precept remain at £133,000.

12 Date of next meetings

Tuesday 22nd April 2025 at 7:45pm

Meeting closed at 9:56pm Signed: Date:

DRAFT