

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee  
held on Monday 22 April 2024 at 7:45pm in the Bowls Pavilion**

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

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

**1 Apologies for absence**

R Farrington (Personal)

**2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 22 January 2024**

**HMS – meeting ended at 9:25pm not 8.25pm**

DW Proposed to accept the minutes as a true record with amendment - HMS Seconded – **ALL AGREED**

**3 Declarations of interest and dispensation**

DW reported that the Monitoring Officer had 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.

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 bank reconciliation report**

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

Santander S106 account will be renamed to Santander

**6 Review of Debtors and Creditors**

The report had been received and reviewed

**7 Review Year End Accounts**

Received and reviewed

A VAT adjustment had to be made to last year's account 2022/23 a VAT repayment was coded as a receipt and not a refund in the accounts. The accounts have been restated in the AGAR forms for 2022/23

Balance of the S106 Arts fund of £3,55.64 to be transferred to General Funds to cover the administrative costs of the project. This will leave a zero balance for the S106 Arts budget

**8 Review Investment/Bank Account Summary**

Received and reviewed. The United Trust Bond is due to end in August 2024 – discuss rolling it over at July's Finance meeting

**9 Responsible Finance Officer Review**

The minimum wage has gone up from 1 April 2024 from £10.42 to £11.44 aged 21 and over

**10 Date of next meetings**

Monday 29 July 2024 at 7:45pm

**Meeting closed at 8:10pm**    **Signed:** .....    **Date:** .....

DRAFT