

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 22 January 2024 at 7:30pm in the Bowls Pavilion**

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

In Attendance: J Barrett (Deputy Clerk)

Public: H Holleran (HH – Finance for Milton Community Centre)

1 Apologies for absence

None – all Committee members present

2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 23 October 2023

DW Proposed to accept the minutes as a true record - 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

DW introduced HH, being the Chair of MCC Finance Committee. It was agreed that Agenda item 9 would be brought forward for discussion.

The Community Centre Accounts, and Profit and Loss forecast figures had been circulated. Hiring income had increased, partly due to recoveries following the limiting Covid restrictions. Budget figures for 2024/2025 anticipated an average of 10% increases from estimated year-end figures.

HH explained the process that MCC were going through an exercise to set out anticipated future capital expenditures and forecast maintenance and renewal costs of assets. HH and DW explained that capital reserves had previously been higher, but higher expenditure on repairs and maintenance were incurred and would be likely to increase again due to the age of buildings, sports courts, fences and hard surface areas. DW noted that the cost forecasts would enable better cost planning and financial commitments to be debated. RF noted that MCC were reliant on MPC to support the village amenities and facilities. HS asked that once the schedule of life cycle expenditure had been progressed, it would include a priority list.

The request for a Bill Payment Facility of £48,600 was discussed. It was suggested that this year's financial support be £48,000 met in part from the balance of S106 Community Facilities fund. MCC has improvement projects planned for next year that meet the criteria for S106. RF proposed that this be put forward for decision by full council. **All agreed.**

HH left the meeting at 8.30pm.

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. Papers previously circulated listed the Reserves Balances and detailed the expenditure from the S106 Arts Fund showing that the total spent on village arts projects had exceeded the funds allocated from the developers planning obligation. The additional costs would be met from reserves.

Agenda item 8 was brought forward, and Members agreed that there were advantages in maintaining the Santander account that previously held the S106 monies as a general savings account..

RF left the meeting at 8.45pm.

6 Review of Debtors and Creditors

The report had been received and the last quarters debtors and creditors would be added at year end.

7 Review of Budget and Year to Date Actuals

2023/2024 Budget were received and DW discussed the detail and comments raised.

8 To Consider Future use of the Santander Account

Agreed at Item 5

9 Milton Community Centre – Bills for Payment Facility

To **REVIEW** MCC accounts and request for bill payment facility for £48,600
Discussed and resolved at Item 4.

10 Set Budget for 2024/25

Members discussed in detail the financial budget for the coming year. Minor amendments were agreed to expenditure and capital schemes to take forward. Members agreed to recommend the revised budget headings and approved costs 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

Monday 22nd April 2024 at 7:45pm

Meeting closed at 8:25pm Signed: Date: