



# MILTON PARISH COUNCIL

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## TO ALL MEMBERS OF THE PARISH COUNCIL FINANCE & ADMINISTRATION COMMITTEE

You are summoned to attend the meeting of Milton Parish Council Finance & Administration Committee to be held in the Bowls Pavilion on Monday 29 July at 7:45pm  
Members of the Public and the Press are cordially invited to attend.

Clerk's signature: *Sarah Coder*  
Date of issue: 23 July 2024

## AGENDA

1. **To Elect a Finance and Administration Chairman**
2. **Apologies for absence:** to receive and approve apologies for absence.
3. **To APPROVE the minutes of the Finance meeting held on Monday 22 April 2024 (Appendix 1)**
4. **Declarations of interest and dispensations:**  
To receive declarations of interest from councillors on items on the agenda;  
To receive written requests for dispensations for disclosable pecuniary interests (if any);  
To grant any requests for dispensation as appropriate.
5. **Public Participation – members of the public are invited to speak**  
Public Participation of a maximum of fifteen minutes duration for members of the public to address Councillors. A member of the public may speak for up to 3 minutes to make representations, answer questions and give evidence at a meeting in respect of the business on the agenda (Standing orders 3e, 3f, and 3g).
6. **Bank Reconciliation and Balances (Appendix 2)**
7. **Review of Debtors and Creditors (Appendix 3)**
8. **Review of Budget and Year to Date Actuals (Appendix 4)**
9. **To Review Bank Balances and Consider Reinvesting the United Trust 1yr Bond – Interest Rate 5.06% (Appendix 5)**
10. **Reviews Reserves Balances (Appendix 6)**
11. **Review Finance & Administration Policies (Appendix 7)**  
Terms of Reference, Risk Management, Investment, Financial Regulations
12. **Responsible Finance Officer Review**
13. **Dates of next meetings**  
Monday 21 October 2024 at 7:45pm

Clerk's Office

The full agenda papers are available on the website [www.miltonvillage.org.uk](http://www.miltonvillage.org.uk) and at the Parish Council office.