MILTON PARISH COUNCIL

Parish Council Office, Coles Road,
Milton, Cambridge, CB24 6BL.
Telephone: 01223 861447.
Email: clerk@miltonparishcouncil.gov.uk
Website: www.miltonparishcouncil.gov.uk

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 28 July 2025 at 7:45pm
Members of the Public and the Press are cordially invited to attend.

Clerk's signature: Sarah Coder
Date of issue: 22 July 2025

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 2025 (Pages 1-2)**
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 (Page 3-4)**
7. **Review of Debtors and Creditors (Page 5)**
8. **Review of Budget and Year to Date Actuals (Pages 6-13)**
9. **Review Net Position report and S106 reconciliation (Tabled)**
10. **To Review Bank Balances and to consider reinvesting the United Trust Bond (Page 14)**
11. **To Review Bank Signatories (Page 15)**
12. **Consider nominating a second authorised user for access to the HMRC gateway profile**
13. **To Review Assets Register (Page 16)**
14. **Review Finance & Administration Policies (Pages 17-30)**
    Updated 2025 Financial Regulations
15. **Responsible Finance Officer Review**
16. **Dates of next meetings**
    Monday 20 October 2025 at 7:45pm

Clerk's Office

The full agenda papers are available on the website www.miltonparishcouncil.gov.uk and at the Parish Council office.