

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee  
held on Monday 20 October 2025 at 7:30pm in the Bowls Pavilion**

**Present:** D Wildman (Chair), H Smith (HMS), J Coston (JEC), P Ellwood (PE), R Farrington (RF), J Windle (JS), A Bradnam (AB)

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

**1 Apologies for absence**

Full Committee in attendance.

**2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 18 August 2025**

HMS: Amendment to item 11 should say S106

DW Proposed to accept the minutes as a true record with the amendment – HMS Seconded **AGREED (RF abstain)**

**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**

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. VAT refund and Community Care fees are due.

**7 Review of Budget and Year to date Actuals**

The budgets were reviewed. Cemetery is over budget due to extra clearance works required. Clerk to see how many more grass cuts are due in this financial year. Paddock Wood is over budget due to the number of cuts it has had so far. General Maintenance is also slightly over budget – monitor and increase budget at next Finance meeting. It was suggested to vire £2.5k from General Ground Maintenance to Cemetery (increase budget from £3.5k to £6k), vire £1,000 for Paddock Wood from General Ground Maintenance (increase budget from £500 to £1.5k).

Consultancy is over budget due to IT works required – to vire £1.5k from Legal to Consultancy (increase budget from £200 to £1.7k).

**DW Proposed the above – HMS Seconded ALL AGREED**

**8 To Review Investment/Bank Summary**

Received and reviewed.

Bonds due for reinvestment – Cambridge and Counties 21/11/25 and Hampshire Trust Bank 6/12/25.

Clerk awaiting information from the banks on bond interest rates on offer for 1 year bonds.

**9 To Review Regular Payments List 2025/26**

Received and reviewed – Clerk has updated the list with new contractors/suppliers.

## 10 Finance Policies

To **REVIEW** the Risk Management Policy and Investment Policy  
Received and reviewed – Clerk to make minor amendments to the Risk Management Policy. No amendments required on the Investment Policy.  
**(Clerk to check when building values were last done for insurance purposes)**

## 11 Internal Auditor

To **CONSIDER** replacement Auditor:

**Heelis & Lodge** provided several options in case this changes for next year.

1) Remote audit (files sent electronically) £440 (this option includes a report and completion of the IA section of the AGAR).

2) Visit to your office £495 (this option includes all travel, report and completion of the IA section of the AGAR).

Should your income/expenditure fall below £200,000 for 2025-2026:

1) Remote audit £385

2) Visit to your office £440

**LGS Services:** See quote details – from £235 to £450 + VAT

Or to use CAPALC Internal Auditor Services.

**PE Proposed to use CAPALC services – HMS Seconded ALL AGREED**

(Clerk to confirm CAPALC charges for approval by Full Council).

**DW Proposed to suspend Standing Order 3 at 9:30pm, to allow the meeting to continue for a short time to complete the agenda – ALL AGREED**

## 12 To CONSIDER Budget Request for Maintenance 2026/27

General Ground Maintenance	£26,000
Trees	£5,000
Cemetery	£5,500
Allotments	£2,000
Paddock Wood	£1,000
Bus Shelters	£500
Seats & Bins	£500
Cleaning sundries	£100
Play areas	£4,000
Play areas (to reserve for contingent liability)	£10,000
Tomkins Mead (includes £1,500 to CSLT)	£3,500
Equipment Maintenance (to include AED's x 3)	£250
General Maintenance	£750
<b>Total</b>	<b>£59,100</b>

**It was AGREED to review the budget figures with current and future due spends at the next Finance meeting.**

## 13 Responsible Finance Officer Review

Nothing to report.

## 14 Date of next meetings

Monday 12 January 2026 at 7:30pm

**Meeting closed at 9.38pm    Signed: .....    Date: .....**