

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee  
held on Monday 20 April 2026 at 7:30pm (started 7:43pm) in the Bowls Pavilion**

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

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

**Public:** 1

**1 Apologies for absence**

None – all Committee members present

**2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 12 January 2026**

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

**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**

1 member of public in attendance to observe.

**5 Bank Reconciliation and Balances**

The bank reconciliation was received and reviewed.

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 VAT refund for Jan-March will be received in the new financial year. Community Care fees for Jan-March are now due.

**7 Review of Draft Year End Accounts**

The draft year-end accounts were reviewed and it was suggested to reduce the earmarked reserves for play areas from £20,000 to £10,000. To add to the earmarked reserves: £2,000 for the church yard wall donation and £5,000 for the additional works required on Tomkins Mead agreed in the 2024/25 budget.

**DW Proposed to these amendments – HMS Seconded ALL AGREED. To go full Council for approval of year end accounts.**

**8 Review Investment/Bank Account Summary**

Received and reviewed. Next bond renewal due in August 2026.

**9 Financial Regulations**

HMS raised some points over the Financial Regulations which were reviewed and amendments made where necessary. **To go to full Council for approval of amendments.**

**10 Review updated Assets Register**

The Clerk had updated the Assets Register and listed all items required. **Clerk to add the 3 benches on Edmund Green to the list. To go to full Council for approval.**

**11 Responsible Finance Office Review**

Nothing to report.

**12 Date of next meetings**

Monday 27 July 2026 – 7:30pm

**Meeting closed at 9:30pm**    **Signed:** .....    **Date:** .....

DRAFT