

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 12 January 2026 at 7:30pm 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)

1 Apologies for absence

None – all Committee members present

2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 20 October 2025

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

Noted that the Deputy Clerk would check the building valuations for insurance purposes were sufficiently up to date (ongoing from previous minute).

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

Received and reviewed.

DW to formally check, reconcile, and verify the figures and sign off.

Noted that payments by the Lloyds Corporate Card were limited to £200. Agreed that the Clerk should look for a corporate debit card that we could pre-load so that larger amounts could be paid online after Council approval as this would be useful.

6 Review of Reserves

The report had been received and reviewed. S106 Community Facilities should be a zero balance – Clerk to input a reserve transfer of £4,233.04 to zero off the negative balance currently showing.

7 Review of Budget and Year to Date Actuals

Received and reviewed – To vire £100 from Audit fees to subscription, vire £80 from S137 Sundries (Warden) to S137 Warden's Phone.

8 To CONSIDER Budget Request for Maintenance 2026/27

General Ground Maintenance	£20,000 (error on agenda – stated£2,000)
Trees	£5,000
Cemetery	£8,000
Allotments	£2,000
Paddock Wood	£1,500
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 £2,830 to CSLT)	£4,500
Equipment Maintenance (to include AED's x 3)	£250
General Maintenance	£750
Total	£57,100

Above budget figures were agreed and added to the budget spreadsheet for 2026/27.

9 Staff Salaries

To CONSIDER Recommendation from the Staffing Committee

To increase the Clerk's pay of one scale point, in recognition of her 10 years' service to this Council and successfully taking on the RFO role.

**JEC Proposed to go into Confidential Session – HMS Seconded ALL AGREED
(Meeting closed at 8:31pm and Clerk left the meeting)**

AGREED to refer the increase to Full Council in February.

(Meeting opened 8:40pm)

10 Set Budget for 2026/27

Members discussed in detail the draft financial budget for the coming year. Minor amendments were agreed to expenditure and capital schemes. Members agreed to recommend the revised budget to MPC for approval.

(JEC left 9:45pm)

11 Parish Precept

Members agreed to recommend to MPC that the application for Parish Precept be increased to £143,000. (Band D property £80.44 an increase of 7.12%).

PE Proposed – AB Seconded ALL AGREED. To go to Full Council on 19 January 2026 for approval.

12 Date of next meetings

Monday 20 April 2026 – 7:30pm

Meeting closed at 10:18pm Signed: Date: