

**Minutes of the Meeting of Milton Parish Council Finance and Administration Committee
held on Monday 27 July 2026 at 7:30pm in the Bowls Pavilion**

Present: H Smith (HMS) (Chair), JE Coston (JEC), J Windle (JW), A Bradnam (AB – arrived 7:46pm),
JL Coston (JLC – arrived 7:51pm)

In Attendance: S Corder (Clerk), P Ellwood (Non-voting Councillor), D Wildman (Non-voting Councillor)

1 Apologies for absence

None – all Committee members present

2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 20 April 2026

AB Proposed to accept the minutes as a true record - JW Seconded **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

No members of public in attendance.

5 Bank Reconciliation and Balances

The bank reconciliation was received and reviewed.

HMS 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 debtors and creditors list was received and reviewed.

The VAT for April-June has been claimed for. Community Care fees for April-June are now due.

7 Review Budget Sheet 2026/27

The budget sheet was received and reviewed.

Clerk to amend the cost centre for the allotment pump from Grants/Donations to Capital Projects and vire £3,000 from the General Reserve fund to the Capital Project budget.

Clerk to add the brought forwards reserves to the reserves section on the Budget summary sheet for 2026/27. A working budget document showing any budget changes within the year will be shared with the Finance Committee at each meeting.

8 Review of Budget and Year to Date Actuals and Net Position Report

The Insurance budget is slightly overspent as the renewal came in higher than budgeted for.

MCC budget figures to be adjusted due to large spends on MCC bills paid. Grounds Maintenance and MCC Cleaning budgets to be adjusted on receipt of a financial recommendation from MCC.

9 Review Payroll Summary against Salary, HMRC and Pension Payments

A payroll report from Brightpay showing salaries, HMRC and pension payments for 2025-26 was received and reviewed. HMS reported that the figures are consistent with each other, allowing for the delayed payment and deductions.

10 Review Brought Forward Earmarked Reserves

The brought forward balances are History £203.00, Hardship Fund £212.53, Watercourse Maintenance £10,000.00, Play areas £10,000.00, Church wall grant donation £2,000.00 and Tomkins Mead works £5,000.00.

11 To Review Bank Balances and Bond and to consider reinvesting the United Trust Bond

Received and reviewed. It was AGREED to roll over the United Trust Bond for another year at 4.46%.

12 To Review Bank Signatories

The bank signatory list was received and reviewed. It was AGREED to add JW as a signatory to the Santander, Unity Trust, Hampshire, Redwood and CBS bank accounts.

13 To Review the Regular Payment List

Clerk shared the updated regular payments list, now with a direct debt date column and updated costings for 2026/27.

14 To Review the Insurance Schedule

Clerk shared the updated insurance schedule with the agreed item increases.

Query of CCTV equipment covered – Clerk to check with Insurers.

It was AGREED to only insure the metal art benches in the benches section.

Clerk to source valuation of the War Memorial and rebuild costs.

15 Responsible Financial Officer Review

A mid-year Internal Audit has been requested for October.

Electricity renewal window is now open and our Broker has made contact with renewal quotes.

16 Date of next meetings

Monday 19 October 2026 – 7:30pm

Meeting closed at 9:09pm Signed:

Date: