Minutes of the Meeting of Milton Parish Council Finance and Administration Committee held on Monday 19 October 2026 at 7:30pm in the Bowls Pavilion

Present: H Smith (HMS) (Chair), JE Coston (JEC), J Windle (JW), A Bradnam (AB)

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

1 Apologies for absence
JL Coston (personal)

2 To APPROVE the minutes of the Finance and Administration meeting held on Monday 27 July 2026. AB Proposed to accept the minutes as a true record - HMS Seconded **ALL AGREED**

Matters Arising from the Minutes:
Cost of the Youth Building CCTV – As the CCTV is no longer working this will be removed from the PC Insurance in April on the renewal and removed from the Asset Register.

Clerk – The Internal Auditor has been booked for a mid-year audit.

HMS – The renewal of the electricity has been accepted with British Gas for another 3 years.
JEC – Can the electricity charges be investigated due to the invoices received being higher than previously – Clerk to prepare a comparison of charges sheet.

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 had all been checked against the bank statements in the Parish Office. Further Interest has been added to Santander and the United Trust Bank to balance to the date of the reconciliation. The figures were reconciled and verified, and an updated reconciliation was shared and signed by HMS.

6 Review of Debtors and Creditors
The debtors and creditors list was received and reviewed.
The VAT and Community Care fees for April-June has been received. VAT for July – September has been claimed for. Community Care fees for July-September are now due.

7 Review of Budget and Year to Date Actuals and Net Position Report
Received and reviewed.
S137 Agency Holiday is close to the budget allocated – Vire £900 from S137 Warden's Cost to S137 Agency Holiday.
JEC: Photocopying costs are high can this be looked in to – Clerk to collate information from the last 6 months invoices of running costs of the copier.

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8 To Review Investment/Bank Summary

Received and reviewed. It was AGREED to roll over the Cambridge & Counties and Hampshire Trust Bonds when up for renewal for another year at around 4.6%.

Clerk to check interest on the Redwood Bank 95-day account. It was agreed to give the 95-day notice on the Redwood account and to find another account with higher interest.

9 To CONSIDER Budget Request for Maintenance 2027/28

General Ground Maintenance	£28,000
Trees	£5,200
Cemetery	£8,320
Allotments	£2,080
Paddock Wood	£1,560
Bus Shelters	£520
Seats & Bins	£520
Cleaning sundries	£104
Play areas	£4,160
Play areas (to reserve for contingent liability)	£10,000
Tomkins Mead (includes £2,830 to CSLT)	£4,680
Equipment Maintenance (to include AED's x 3)	£2660 **(Error on agenda should be £260)**
General Maintenance	£780
Total	**£58,184 + £10,000 play area reserve**

The budget of £58,184 + £10,000 for play area reserve for 2027/28 was AGREED.

10 To REVIEW Budget Spend for Community Care and Budget for 2026/27

The draft budget was circulated and the below agreed for the 2027/28 budget:

Salary	£26,000	
Mileage	£1,300	
Phone	£255	
Agency	£4,000	
Sundries	£100	
Total expenditure	**£31,655**	
Fees	£8,500	
Grants	£8,175	
Total income	**£16,675**	**MPC to cover £14,980**

SCDC are lowering their grant contribution towards the scheme and 2027/28 will be the last year we receive their grant.
Clerk to write to the Trustees requesting that they consider increasing the grant we receive from Milton Charities and Jean Gallagher Trust.

11 Responsible Financial Officer Review

The new NALC pay scales for 2026/27 have now been implemented and backdated to April.

12 Date of next meetings

Monday 11 January 2027 – 7:30pm

An earlier meeting to discuss the budget will be scheduled

Meeting closed at 8:52pm Signed: ..... Date: .....

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