

DITTON PARISH COUNCIL

**MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY
27TH NOVEMBER 2006**

PRESENT: CLLRS. J D DAY [Chairman], RGW BAKER, J BEADLE, , J E DESAVE & A R
MULCUCK.
MRS S J KAVANAGH [Clerk of the Council]

372. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm

373. **APOLOGIES**

Apologies were RECEIVED and ACCEPTED from Cllrs. Mrs Desave and Porter.

374. **DECLARATION OF INTERESTS**

Cllrs. Day and Mulcuck declared a personal interest in item 376 as they are members of Ditton Bowls Club.

375. **FINANCIAL INFORMATION**

(a) **Financial Analysis**

The financial analysis, which had previously been circulated, was **READ**, discussed and **NOTED**.

Discussion took place on the low take-up of tickets for the Hallowe'en Dance and how wider advertising could be achieved. Cllr. Mulcuck advised that he has ascertained the Council could become an Associate Member of KENTARA for a fee of £35 per year, which would give the Council access to all the Kent ARA secretaries and enable them to notify all their members of forthcoming parish council dances.

RESOLVED TO RECOMMEND that this Council becomes an Associate Member of KENTARA.

(b) **Profit & Loss for all Committees 1st April 2006 - 30th September 2006**

The profit and loss figures for the 2nd quarter of 2006/2007, which had previously been circulated, were **READ**. Discussion took place and the profit of £9244.79 was **NOTED**.

(c) **Review of Five Year Plan**

The five year plan, previously circulated was **READ & NOTED**. In view of the cost of the capital items requested by the various committees for 2007/2008, it was agreed that the



Committee Chairs will meet in December to scrutinise the plan to agree priorities for purchase during the next financial year.

(d) **Investment**

The spreadsheet compiled by Cllr. Beadle and circulated to Members, was **READ** and it was **NOTED** that the investment now stands at £726,509.87. This means that with the growth and interest earned to date it has recouped the set up fees plus a further £26,509.87.

Thanks were extended to Cllr. Beadle for all his work with the parish council's investments, which is much appreciated.

376. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**

(a) **Increase to Bowls Club Lease Fee** [Page 172, Item 310(f)]

It was **NOTED** that an incorrect calculation was made in respect of the percentage increase to the bowls club lease fee. The new fee will now be £71.51.

(b) **Big Lottery Fund** [Page 172, Item 310(g)]

The Clerk advised that to enable the application to be completed on time, meetings will very shortly have to commence with interested organisations and she asked for volunteers to serve on a working party to assist with the progress of the application.

RESOLVED a memo be sent to all Members asking for volunteers.

377. **ESTIMATES FOR FINANCIAL YEAR 2007/2008**

RESOLVED to **RECOMMEND** the following as the estimates for the Finance and Administration committee for 2007/2008:-

<u>Income</u>	
Misc. Income	500.00
Lease Fees	70.00
Copy Charges	200.00
Borough Cncl Allocation	8,893.00
Capital Receipt	-
Bank Interest	1,500.00
Raffle Income (Charities Acc)	1,300.00
Family Day/Hort Show	150.00
Fire Work Display - Bucket Collection (To Charities Acc)	1,000.00
Sale of Glow items	500.00
Gazette Adverts	1,500.00
Dance Ticket Sales	15,000.00
	30,613.00

Expenditure		
Telephone	700.00	
Postage	500.00	
Stationery/Office	1,200.00	
Subscriptions	600.00	
Insurance	11,000.00	
Licences	10.00	
Computer Support Repairs	2,300.00	
KAPC	1,000.00	
Mobile Phone	250.00	
Alarm Service Contract	250.00	
PC Vehicle Fuel	600.00	
Accounts Prep/Support	1,000.00	
Legal Expenses	500.00	
Audit Fees	3,000.00	
Contingencies	3,000.00	
Broadband Fees	450.00	
Staff Welfare	400.00	
Hire of Equipment	2,000.00	
Summer Playscheme	-	
Donations etc (sec. 137)	1,600.00	*
Chairman's Allowance	600.00	
Remembrance Day	400.00	
Maps & Books	200.00	
Sage Support	250.00	
Vehicle Lease Fee	4,400.00	
Office Expenses	100.00	
Intruder Alarm Maintenance	250.00	
Staff Travel	100.00	
Bank Charges	1,500.00	
Bankline	1,500.00	
Ditton Gazette	4,000.00	
Family Day/Hort Show	450.00	
Firework Display	4,000.00	
Raffle Prizes	700.00	
Dances	11,000.00	
Twinning Expenses	1,000.00	
Reserve Replacement	10,000.00	**
	70,810.00	
Capital Items	0.00	
Depreciation Funds	0.00	
LESS: Investment Interest	-7,000.00	^
LESS: Income	-31,638.00	
	32,172.00	
* To be paid from the Charities Account		
** £7,000 to be transferred from Investment Interest		
^ £7,000 Interest transferred from investments		

RESOLVED that 50% of this year's bucket collection made at the fireworks evening be earmarked for the Heritage Trust.

378. **SECURITY**

Members were advised of the problems being experienced with youths around the Centre during the evenings and that hirers are being intimidated with their bad behaviour. They are kicking doors, banging on windows, forcing open the main doors, even though they are on exit only, and running inside the Centre causing havoc.

It appears to be particularly bad on the evenings when there is a female caretaker on duty.

It was **NOTED** that Cllr, DeSave has agreed to the installation of a security camera to be strategically placed at the front of the building and a quotation is being obtained for door film, to enable people to see out but prevents anyone looking in.

Discussion took place.

RESOLVED to **RECOMMEND** that a doorman be employed during some weekday evenings when female staff are on duty.

379. **CLOSURE**

The meeting closed at 8.50pm.

Chairman
4th December 2006