

DITTON PARISH COUNCIL

MINUTES of a MEETING of the FINANCE AND ADMINISTRATION COMMITTEE, held in the COUNCIL CHAMBER at DITTON COMMUNITY CENTRE on MONDAY 22nd MAY 2006

PRESENT: CLLRS. J D DAY [Chairman], M J PORTER [Vice-Chair], R G W BAKER, & A R MULCUCK
MRS S J KAVANAGH [Clerk of the Council]

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59. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

60. **APOLOGIES**

Apologies, previously notified, were **RECEIVED** and **ACCEPTED** from Cllrs. Mr & Mrs DeSave.

61. **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

62. **FINANCE**

(a) **Financial Analysis** - EOY Outturn

The Financial Analysis showing the end of year outturn, which had been previously circulated, was **READ** and **NOTED**. Discussion took place on the unbudgeted expenditure during the last financial year..

(b) **Profit & Loss**

[i] **FINAL QUARTER**

The end of year profit and loss information which had been previously circulated was **READ** and discussed.

It was agreed that this Committee must look at where savings can be made this year in an endeavour to meet more of the costs from the income received and to increase reserves.

After considerable discussion it was



to **RECOMMEND** that no further capital expenditure be permitted during this financial year and all capital projects be put on hold until a full review of the financial situation has been carried out.

[ii] COMPARISON

The profit and loss comparison for the last five years was, CIRCULATED, READ and NOTED.

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

(a) Review of Standing Orders, Financial Regulations & Terms Of Reference

NOTED that no further progress has yet been made.

Cllrs. Day, Baker and Mulcuck offered to assist with the review.

64. **DATA PROTECTION ACT 1998**

The following policy and procedures, which had been drafted by the Clerk and which had been previously circulated, were READ and NOTED:-

- (a) Data Protection Policy
- (b) Data Protection Procedures
- (c) Data Protection Audit Procedures

RESOLVED to RECOMMEND that the three documents be approved and adopted.

A copy of the policy and procedures are filed with these minutes

65. **CLOSURE**

The meeting closed at 8.37pm.

Chairman
5th June 2006

