

## DITTON PARISH COUNCIL

MINUTES of a MEETING of the FINANCE AND ADMINISTRATION COMMITTEE, held in the COUNCIL CHAMBER at DITTON COMMUNITY CENTRE on MONDAY 28<sup>th</sup> FEBRUARY 2005

PRESENT: CLLRS: J D DAY [Chairman], R G W BAKER, MRS J E DESAVE & J E DESAVE  
MRS S J KAVANAGH [Clerk of the Council]

574. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

575. **APOLOGIES**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllr. M J Porter.

576. **DECLARATIONS OF INTEREST**

Cllr. Day declared an interest in item 577(e) as he is a member of The Heritage Centre Ltd.

577. **FINANCE**

(a) **Financial Analysis**

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

(b) **Profit & Loss 3<sup>rd</sup> Quarter + Comparison**

The profit and loss information for the 3<sup>rd</sup> quarter, which had been previously circulated, was **READ** and the profit **NOTED**.

(c) **Accrued Funds**

Details of the accrued funds held were **READ** and **NOTED**. Discussion took place on the level of funds held for replacement of grounds machinery and it was felt that this is far too low.

The Chairman expressed his concern at the lack of funds set aside for replacing the parish vehicle which is in a poor condition and advised that he is drafting a report on the vehicle, which he will circulate to all Members.

(d) **St. Valentine's Dance – Balance Sheet**

The balance sheet for the above dance was **READ** and the profit on ticket sales **NOTED** as £36.68. A profit of £207.00 was raised from the sale of raffle tickets, which will be placed in the Charities account.

Despite the low sale of tickets, Members expressed a wish to continue with this dance next year.

(e) **Donations** - Requests received since 1<sup>st</sup> April 2004

Details of requests for financial assistance received since 1<sup>st</sup> April 2004, were **READ**, considered and **NOTED**.

**RESOLVED** to **RECOMMEND** the following donations be made from the Charities account:-

Under Section 142 of the Local Government Act 1972.

- Victim Support £100
- Malling Citizens Advice Bureau £100

Under Section 137 of the Local Government Act 1972.

- Malling Area Volunteer Bureau £200
- The Heritage Centre £100
- Kenward Trust £100

**RESOLVED** to **RECOMMEND** that £500 be set aside for Ditton Junior School and they be permitted to draw upon this, by request, to purchase items to enhance the area of their pond and wildlife project and also to assist with gaining 'Eco' status.

(f) Fee to be charged for Information Requested under the FOI Act 2000

It was **NOTED** that in accordance with this Council's Publication Scheme under the Freedom of Information Act 2000, the fee which the Council has agreed to charge for information requested is 5p per one sided A4 sheet, with the exception of booklets etc., which will be charged at the published price.

Section 23 of the FOI Act allows public authorities to refuse to answer requests for information if the cost of complying would exceed the "appropriate limit". In this Council's case the "appropriate limit" is £450.00. Regulations set out what may be taken into account when public authorities are estimating whether the appropriate limit has been exceeded.

Further **NOTED** that when the appropriate limit has **not** been met **no** charge may be made for the time taken to locate, retrieve or extract information or write a covering letter to the applicant explaining that the information is being provided.

A charge **can**, however, be made for the cost of the paper when photocopying or printing the information and printing the covering letter, as well as the cost of postage.

(g) RBS Accounting Solutions - Fees

Details of the fees for year end accounts production, which had been previously circulated, were **READ** and **NOTED**.

(h) Mentor Services Organisational Change - For Noting, Copy herewith

Details of an organisational change were circulated, **READ** and **NOTED**.

(i) Purchase and fitting of Hands Free Kit for Parish Vehicle

In view of the impending report on the condition of the parish vehicle, it was agreed to defer a decision on this item.

578. **WEB SITE**

Members were advised that the newly refreshed website is now 'live' and can be viewed on [www.dittonparishcouncil.gov.uk](http://www.dittonparishcouncil.gov.uk).

It was **NOTED** that Webmaster, Mr Clive Stanley, has retained Catherine Baker's original design and refreshed and updated the information.

Discussion took place on future additional information pages, inclusion of agendas and minutes, and future updating and maintenance.

**RESOLVED** to retain the services of Webmaster Mr Stanley, to update and maintain the website on a twelve month trial basis.

**RESOLVED** that the website will remain a parish council website and not a community website.

579. **RISK ASSESSMENTS**

**RESOLVED** to **RECOMMEND** the assessments and control measures as set out in the attached risk register, be **ACCEPTED** and **ADOPTED**.

580. **CLOSURE**

The Meeting closed at 8.55pm.

Chairman  
7<sup>th</sup> March 2005