

DITTON PARISH COUNCIL**MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY
17th JANUARY 2005**

PRESENT: CLLRS. J D DAY (Chairman), M J PORTER [Vice-Chairman], R G W
BAKER, & PA THORPE
MRS S J KAVANAGH [Clerk of the Council]

479. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

480. APOLOGIES

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllrs. Mrs Je DeSave and J E DeSave.

481. DECLARATIONS OF INTEREST

There were no interests declared at this point in the meeting.

482. FINANCE**(a) Financial Analysis**

The financial Analysis, previously circulated, was **READ**, discussed and **NOTED**.

(b) Closed Circuit Television for Kilnbarn Club

Details of costs to install CCTV in the Kilnbarn Club were **READ** and **NOTED**.

RESOLVED to defer a decision on this item until the land in Bell Lane has been sold.

483. QUALITY COUNCIL PORTFOLIO

The Clerk and Chairman explained the concept of Quality Council Status and the work necessary to fulfil the requirements of the portfolio application, together with the merits of gaining this status. It was **NOTED** that Councillor's input will be required into the preparation of the portfolio.

RESOLVED that this Council accepts this challenge and commence work to comply fully with the requirements and preparation of a portfolio.

484. DITTON JUNIOR SCHOOL WILDLIFE AREA

A communication from Ditton C of E Junior School Council, giving details of their project to create a pond and wildlife area within the school grounds and requesting financial assistance towards achieving their dream, was **READ** and **NOTED**.

It was **FURTHER NOTED** that the members of the school council would be willing to attend a meeting of the Council to present their project and answer any questions.

RESOLVED members of the School Council be invited to attend at 7.00pm on Monday 7th February 2005 immediately before the meeting of the Parish Council.

485. **COMMITTEE ESTIMATES FOR FINANCIAL YEAR 2005/2006**

Discussion took place regarding amendments to the committee budgets put before this Committee.

Cllr. Mulcuck commented on the current excellent condition of the Oaken Hall floor and suggested that it only needs to be resealed every other year in future.

RESOLVED to include the following amendments:-

- Community Centre: Reduce by £10,479 (Refurbishment of Toilets and Corridor) and fund from reserves.
- Bar: Increase Kilnbarn Club income by £2,000
- Personnel: Reduce General Contingency by £1,000
- OSA: Deduct the cost of the ride on mower and obtain borrowing approval to purchase this over three years
- OSA: include a sum of £3,420 to cover one year's instalments for the ride on mower

RESOLVED to **RECOMMEND** the following as this Council's estimates for financial year 2005/2006

COMMUNITY CENTRE

Expenditure

2005/2006

Business Rates	16000.00
Services	14500.00
Hygiene Items	4000.00
Stationery/Telephones	2500.00
Insurances	6750.00
Licences	1750.00
Cleaning & Caretaking Contract	0.00
Repairs & Replacements	4000.00
Security	0.00
Function Security	350.00
Service Contracts	3000.00
Vandalism	250.00

Contingencies	4500.00	
Refuse Collection	1800.00	
Public Works Loan Board	4224.00	
Annual Refurbishment of Floors	<u>3355.00</u>	-66979.00

Capital Items

Upgrade Audio & Hearing Loop	2000.00	
Furniture & Fittings Fund	2000.00	
Regular Maintenance	2000.00	
Upgrade Corridor & Toilets etc	<u>17304.00</u>	-23304.00
		-90283.00

Anticipated Income

Hire Fees	92500.00	
Tonbridge & Malling BC	4224.00	
Cupboard Hire	300.00	
Exam Desk Hire	400.00	
Guide HQ Energy Charges	0.00	
Performing Rights Society Fees	200.00	
Function Security	350.00	
Public Phone	25.00	
Hirers Refuse/Mat Hire	100.00	
Bar Services	10000.00	
Grant from T&MBC	<u>6826.00</u>	<u>114925.00</u>
		24642.00

BAR

Expenditure 2005/2006

Bar Stock	90000.00
Bar Food	800.00
Coffee & Cream	300.00
Bar Snacks	2000.00
Tobacco	200.00
Cleaning Sundries	400.00
Insurance	100.00
Licences	1750.00
Repairs & Replacements	3000.00
Security	1000.00
Stocktaking	850.00
Contingencies	1500.00
Glasses	500.00
Beer Gas	2000.00
Bar Counter Snacks	400.00

Cherries & Straws	50.00	
Quiz Snacks	200.00	
Sky TV	3000.00	
Gaming Machine Rental	2000.00	
Advertising	0.00	
Bar Services	10000.00	
KB Extension	500.00	
Royal Mail Cash Collection	<u>700.00</u>	-121250.00

Anticipated Income

Oaken Hall Counter	66000.00	
Oaken Hall Wine	2000.00	
Don Carman Hall Counter	19000.00	
Don Carman Hall Wine	750.00	
Kilbarn Club	107000.00	
Kilbarn Club Food	1200.00	
Soft Drinks Bar	500.00	
Gaming Machine	12000.00	
Cigarette Commission	<u>100.00</u>	<u>208550.00</u>
	-	87300.00

OPEN SPACES & AMENITIES

Expenditure 2005/2006

Water	500.00
Electricity/Energy	150.00
Sewerage	50.00
Street Lighting Energy	250.00
Maintenance	150.00
Church Floodlighting	200.00
Lighting Repairs	200.00
War Memorial	250.00
Allotment Refuse	300.00
Noticeboards	200.00
Litterbins	120.00
Provision of Salt	100.00
General Treatments	900.00
Football Pitches	450.00
Cricket Square	250.00
Playground Repairs (inc. painting)	2500.00
Fencing Repairs	600.00
Village Green & Amenities	100.00
Best Kept Garden Competition	350.00
Machinery Repairs/Services	2500.00
Machinery Fuel/Licences	400.00
Property Maintenance Security	1200.00

Trees	500.00	
Seats	200.00	
Play Area Security Locking	0.00	
Protective Clothing/Tools	600.00	
Upkeep of Churchyard	200.00	
Cleansing Dogloos	50.00	
Water Dispenser	150.00	
Hire of Machinery	650.00	
MUGA Floodlights/Electricity	600.00	
Contingencies	1000.00	
Allowance for Tractor Loan r/p	2400.00	
Rabbit/Pest Control	150.00	
Christmas Lights	50.00	
Allotment Contingencies	<u>150.00</u>	-18420.00

Funds

Quarry Development	0.00	
Machinery Depreciation	1000.00	
Fencing Footpaths	0.00	
Playground Equipment R/P	0.00	
Multi Sports Replacements	<u>0.00</u>	-1000.00

Capital Items

Refurbishment of KBRG Play Equip	0.00	
Storage Container	0.00	
Strimmer	0.00	
Wicket Mower	850.00	
Steel Hedgecutter	0.00	
Replacement Fence at NRRG	0.00	
Chainsaw	575.00	
Air Compressor	0.00	
Topping Saw	160.00	
Power Washer	250.00	
RideOn Mower	3420.00	
Pollarding Trees on Village Green	<u>700.00</u>	-5955.00
		-25375.00

Anticipated Income

Multi Sport Fees	3000.00
Cricket Pitch Fees	0.00
Football Pitch Fees	710.00
Petanque Fees	50.00

Cemeteries and Churchyard	1303.00	
Bowls Water	200.00	
Allotment Rents	162.00	
Casual Ground Hire	<u>0.00</u>	5425.00
		-19950.00

PERSONNEL COMMITTEE

Expenditure

2005/2006

Admin Staff	75,608.00	
Outdoor Staff	50,298.00	
Permanent Bar Staff	31,784.00	
Cleaning/Caretaking staff	43,000.00	
Casual Bar Staff	23,690.00	
Bar Contingency	4,500.00	
	4,000.0	
General Contingency	0	
Employer's NIC	11,500.00	
Superannuation	17,000.00	
Training Courses	2,000.00	
Seasonal Gratuities	2,664.00	
Health Scheme	2,000.00	
Mentor Services	3,000.00	
Job Adverts	<u>0.00</u>	-271,044.00

Anticipated Income

Bowls Maintenance Charge	2600.00	
Upkeep of Verges	427.00	
Misc. Income	<u>0.00</u>	<u>3027.00</u>
		-268,017.00

FINANCE AND ADMINISTRATION

Expenditure

2005/2006

Machinery Hire	5000.00	
Audit Fees/Prep	4000.00	
Scott. Newcastle Loan	0.00	
Insurances	10000.00	
KAPC Membership	800.00	
Summer Playscheme	850.00	
Stationery/Office	1000.00	
Telephone Inc. Mobile	1000.00	
Broadband Fees	500.00	
Postage	400.00	
Travelling Expenses	150.00	
Subscriptions	310.00	
Chairman's Allowance	600.00	

Remembrance Day	200.00	
Maps, Books, Binding	100.00	
Vehicle Costs	2000.00	
Official Twinning	1000.00	
Ditton Gazette	4000.00	
FamilyDay/Horticulture Show	700.00	
Fireworks Display	3200.00	
Sage Support	250.00	
Computer Support/Repairs	1500.00	
Bankline & Charges	2500.00	
Section 137	1000.00	
PC Dances	13000.00	
Water Dispenser	150.00	
Intruder Alarm Maintenance	250.00	
Contingencies	<u>3000.00</u>	-57460.00

Funds		
Computer Fund	0.00	
Vehicle Replacement	<u>0.00</u>	<u>0.00</u>
		-57460.00

Anticipated Income		
Bank Interest	2000.00	-
Copy Charges/Misc Income	1500.00	
Dance Tickets	16000.00	-
Lease Fees	50.00	
Family Day Income	200.00	
B.B. Basic Allocation	<u>8431.00</u>	<u>28181.00</u>
		-29279.00

SUMMARY	2005/2006
COMMUNITY CENTRE*	24642.00
BAR	87300.00
OPEN SPACES AND AMENITIES	-19950.00
PERSONNEL	-268,017.00
ADMINISTRATION	-29279.00
	-205304.00
FROM RESERVES (Toilet & Corridor Refurbishment)*	10479.00
	-194825.00

The Borough Council have confirmed the tax base for 2005/2006 as 1731.81.

£194,825.00 divided by 1731.81 = a parish rate of £112.49 for 2005/06 (a rise of approx. 2.9%)

A breakdown of staff salaries is recorded in the Confidential Memorandum Book Ref. CM320.

486. **CLOSURE**

The Meeting Closed at 8.30pm

Chairman
7th February 2005