

DITTON PARISH COUNCIL

MINUTES of a MEETING of the FINANCE AND ADMINISTRATION COMMITTEE, held in the COUNCIL CHAMBER at DITTON COMMUNITY CENTRE on MONDAY 23rd MAY 2005

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

65. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

66. **APOLOGIES**

Apologies previously notified, were **RECEIVED** and **ACCEPTED** from Cllr. Baker.

67. **DECLARATIONS OF INTERESTS**

There were no declaration of interest.

68. **FINANCE**

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

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

(b) **Profit & Loss**

[i] **FINAL QUARTER**

The profit and loss for the 4th quarter was **READ** and the overall profit for the year **NOTED** as £9,980.00.

Members were pleased with the figures, bearing in mind the unbudgeted expenditure it has absorbed during the year.

[ii] **COMPARISON**

The profit and loss comparison for the past four years was **READ** and it was **NOTED** that, with careful budgeting and management, a total profit of £77,835.00 has been recouped over the last four years.

(c) **Accrued [Earmarked] Funds as at 1st May 2005** - Copy herewith

Details of the funds held by the various committees were **READ** and it was **NOTED** that they currently total £25,934.80.

(d) Five Year Expenditure Plan

Discussion took place regarding the Clerk's proposal for each committee to compile a five year expenditure plan.

It is envisaged that plans would be drawn up by the committee members, who would prioritise the order of urgency and review, amended and add to the plan each year as required. The plans would be submitted to the Finance and Administration Committee each year with the estimates and would form the basis of the Councils capital expenditure programme for the following year.

When formulating capital expenditure plans, the Committee would take account of priorities within each committee plan and recommend the items for inclusion in the next year's budgets.

The funds to finance capital expenditure would be budgeted for through the Finance and Administration Committee each year and placed in a central 'pot', instead of individual committee funds. All emergency expenditure during any year would be referred to this committee and, if considered appropriate, funding would be taken from the central pot. This could mean revisiting priorities within the plan to ensure that, whenever possible, no over expenditure occurs.

RESOLVED that each committee is asked to draft a provisional five year plan, which will form the basis of further discussion at the next meeting of this Committee.

(e) VAT Partial Exemption

A communication from HM Revenue & Customs regarding partial exemption calculations was **READ** and it was **NOTED** that the Council's figures have been verified and they are satisfied that the council was within the de-minimis levels for the year ended 31st March 2003.

69. ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING(a) Web Site [Page 330, Item 602]

Members were asked to consider what additional information they would like to see included on the website.

It was **NOTED** that the free standardised web pages and training that Kent County Council is providing for parishes is progressing well, however, as this Council already has its own superior site, webmaster Mr Clive Stanley will edit and customise the site provided by KCC to redirect all visitors to the Council's website.

70. DISASTER RECOVERY

Although no meeting has yet taken place, the Clerk has undertaken some work to identify and list some of the risks, vulnerabilities and threats, countermeasures and duties and responsibilities.

It was agreed that this list be circulated to all working party members to peruse and add any other categories that come to mind. This list will then form the basis of the first meeting of the group.

71. **REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE**

Discussion took place regarding a review of the Standing Orders, Terms of Reference and Financial Regulations.

RESOLVED that volunteers be requested to join a working party to meet and review the documents.

Members interested in joining the working party are asked to contact the Clerk as soon as possible.

- **Community Centre Refurbishment Works**

During discussion Members requested an update of the current situation regarding the Community Centre corridor refurbishment.

Members were advised of the need to undertake urgent minor amendments to the works last Friday (29th May), which were agreed in consultation with the Chairman of the Council and Community Centre Chairman. It was **NOTED** these amendments will have some minor cost implications.

RESOLVED to RECOMMEND that, in future, a contingency sum be included in all estimate figures for projects so that this can be used, in consultation with the appropriate Chairman or Chairman of the Council, to implement any urgently required minor additional work or changes that come to light during the course of the work.

It was generally agreed that, in future, all regular hirers must be notified of impending works taking place in the Centre, so that they are aware of the situation and that they may be subject to some inconvenience during the course of the works.

RESOLVED that a critical path analysis for all future projects must be drafted and placed in a prominent place in the office, so that everyone can see exactly what is occurring on any given day and which contractors will be on site each day of the project.

RESOLVED that, in future, any officer overseeing a project must ensure that they do not arrange for the work to be undertaken when they are going to be on leave.

72. **FIREPROOF STORAGE**

Details of costs of secure storage for legal documents, deeds, minute books etc., were circulated, discussed and **NOTED**.

It was suggested that this item be referred to the Disaster Recovery Plan working party so that it can be incorporated into the overall plan.

73. **VEHICLE LEASING THROUGH KCC**

Details of costs of purchasing a suitable replacement for the parish vehicle were **READ**, together with the costs of leasing a suitable vehicle over a period of five years.

The replacement vehicle recommended by KCC leasing is a Mitsubishi L200 4 Work 'Club Cab' 2.STD 4x4. The annual lease fee for this vehicle would be £3,830.00.

It was **NOTED** that this vehicle has been viewed by the grounds staff, who confirm that it would meet all requirements of a replacement vehicle.

Discussion took place and it was **NOTED** that offers between £900 and £1,500 have been made to purchase the existing vehicle.

RESOLVED to **RECOMMEND** that, providing a minimum of £1,000 can be obtained from the sale of the current vehicle, an order be placed for the Mitsubishi and the balance of the £2383.00 lease fee for 2005/2006 be met from the parish vehicle and contingencies budgets.

In view of the confidential nature of the business about to be transacted, the Chairman moved that the press and public be excluded from this part of the meeting in accordance with Standing Orders 27 & 50.

74. **LAND AT BELL LANE**

NOTED no further information was available.

75. **EX-CLEANER/CARETAKER**

Members were advised that an agreement has been reached between the parties and the matter has now been concluded. Details of the agreement are recorded in the Confidential Memorandum Book Ref CM 323.

76. **CLOSURE**

The meeting closed at 9.06pm.

Chairman
6th June 2005