

**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> NOVEMBER 2005**

PRESENT: CLLRS. R G W BAKER, J BEADLE, MRS J E DESAVE & J E DESAVE.  
(MRS) SUE KAVANAGH (Clerk of the Council)

**406. OPENING OF MEETING**

As the Chairman and Vice-Chairman of the Committee were absent, Cllr Baker was **NOMINATED** to Chair the meeting.

**407. APOLOGIES**

Apologies previously **NOTIFIED** were **RECEIVED** and **ACCEPTED** from Cllrs. Day, Mulcuck and Porter.

**408. DECLARATION OF INTERESTS**

There were no declarations of interest.

**409. FINANCIAL INFORMATION****(a) Financial Analysis**

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

**(b) Profit & Loss for all Committees 1<sup>st</sup> April 2005 - 30<sup>th</sup> September 2005**

Details of profit and loss for the first 6 months of the financial year, which had been previously circulated, was **READ**, and **NOTED**.

**(c) Accrued Funds as at 30<sup>th</sup> October 2005**

Details of the accrued funds currently held, were **READ** and **NOTED**.

**(d) VAT Partial Exemption F/Y 2004/2005 - copy herewith**

The VAT partial exemption information, previously circulated, was **READ** and **NOTED**. **FURTHER NOTED** that the analysis shows the Exempt VAT of £4360.86 falls well below the £7500.00 threshold, therefore it is not envisaged there will be any problem with HM Revenue & Customs acceptance of the calculations.

**(e) Five Year Plan**

Discussion took place regarding items to be included in the five year capital expenditure plan.

**RESOLVED** the following items be included in this Committee's five year plan.

ITEM DESCRIPTION	COST	YEAR	COMMENTS
Fire Resistant 2 Drawer Filing Unit	1,000.00	1	
Fire Resistant Cupboard	2,000.00	1	
Reburbishment Clerk's Office	3,500	1	
Printer Replacement	3,000.00	3	
Computers, Network, Server etc.	15,000.00	5	Lease Purchase

It was suggested that £800 be placed in the earmarked reserves each year towards the costs of printer replacements.

410 **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**

(a) **Disaster Recovery Plan**

Notes of Working Party Meeting held 18<sup>th</sup> November which had been previously circulated, were **READ** and **NOTED**.

**RESOLVED** to **RECOMMEND** that the Chubb fire alarm monitoring service be adopted.

(b) **Review of Standing Orders & Committee Terms of Reference**

No further progress has been made in connection with this item.

411. **REVIEW OF RISK ASSESSMENTS**

Copies of annual risk assessments were discussed at the meeting.

**RESOLVED** to circulate copies to all members of the Risk Assessment Working Party, who will peruse the assessments and report back to this Committee in January 2006.

412. **LAND AT BELL LANE**

Members were advised that the sale of the land has been successfully completed. Details yet to be confirmed.

Members were reminded that a presentation of investment options will take place in the Council Chamber on Wednesday 7<sup>th</sup> December 2005 commencing at 7.30pm.

413. **ESTIMATES FOR FINANCIAL YEAR 2006/2007**

**RESOLVED** to **RECOMMEND** the following as the Finance and Administration Committee estimates for Financial Year 2006/2007:-

<b>Income</b>	<b>ESTS</b>
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	<b>2006/2007</b>
Bank Interest	1,200.00
Investment Interest	
Copy Charges/Misc Income	2,000.00
Dance Tickets	16,000.00
Lease Fees	50.00
Gazette Advertising	1,200.00
Family Day Income	-
B.C. Basic Allocation	<u>8,500.00</u>
	<b>28,950.00</b>
<b><u>Expenditure</u></b>	
Machinery Hire	2,200.00
Acc/Audit Preparation	1,500.00
Audit Fees	8,000.00
Insurances	10,500.00
KAPC Membership	1,000.00
Summer Playscheme	650.00
Stationery/Office	1,200.00
Telephone Inc. Mobile	1,000.00
Broadband Fees	500.00
Postage	400.00
Travelling Expenses	100.00
Subscriptions	700.00
Chairman's Allowance	600.00
Remembrance Day	200.00
Maps, Books, Binding	150.00
Vehicle Lease Fee	4,400.00
Vehicle Costs	1,000.00
Twinning	1,500.00
Ditton Gazette	3,000.00
FamilyDay/Horticulture Show	450.00
Fireworks Display	3,300.00
Sage Support	250.00
Computer Support/Repairs	3,000.00
Bankline & Charges	2,500.00
Section 137	1,000.00
PC Dances	11,500.00
Legal Expenses	500.00
Intruder Alarm Maintenance	250.00
Contingencies	<u>3,000.00</u>
	<b>64,350.00</b>
<b><u>Capital Items</u></b>	
Fireproof Storage	3,000.00
Refurb.Clerk's Office	<u>3,500.00</u>
	<b>6,500.00</b>
<b><u>Funds</u></b>	
Printer replacement	800.00
Computer Fund	0.00
Vehicle Replacement	<u>0.00</u>
	<b>800.00</b>
LESS Income	<u><b>28,950.00</b></u>
	<b>42,700.00</b>

It was suggested that the purchase of a portrait of The Queen for the wall in the Council Chamber, should be included in the estimates. Cllr. Beadle agreed to research costs etc.

414. **CLOSURE**

The meeting closed at 8.28pm.

Chairman  
5<sup>th</sup> December 2005