

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE, ON MONDAY 16<sup>TH</sup> JANUARY 2006.

PRESENT: CLLRS. M J PORTER [Vice-Chairman], R G W BAKER, MRS J E DESAVE, J E DESAVE & A R MULCUCK  
MRS S J KAVANAGH [Clerk of the Council] & MRS M GRANTHAM [Community Centre Administrator]

462. **OPENING OF MEETING**

In the absence of the Chairman the Vice-Chairman opened the meeting at 7.30pm and asked the Clerk to convey best wishes to Cllr. Day for a speedy recovery.

463. **APOLOGIES**

Apologies previously **NOTIFIED** were **RECEIVED** and **ACCEPTED** from Cllr. J Day.

464. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

465. **FINANCE**

(a) **Financial Analysis**

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

(b) **Earmarked Reserves**

A copy of the earmarked reserves, which had been previously circulated, together with the Clerk's notes, was **READ**, discussed and **NOTED**.

It was **NOTED** that the earmarked reserves have become redundant as a result of the introduction of the five year plan.

**RESOLVED** that earmarked reserves be dispensed with and the funds absorbed back into the general reserves.

466. **DISASTER RECOVERY PLAN**

Minutes of Working Party meeting held on 18/11/2005 were **READ** and **NOTED**.

Copies of the draft DRP which had been previously circulated was also **READ** and **NOTED**.

Members were advised that the Chairman had asked for three amendments as follows:-

- Page 2 Responsibilities - 3<sup>rd</sup> paragraph: Final sentence to be in italics and underlined.
- Page 4 Stage 3 - 2<sup>nd</sup> bullet point: change to read '*at the hirers own cost*'
- Page 10 Displacement of Hirers - 2<sup>nd</sup> paragraph: change to read '*at the hirers own cost*'

**RESOLVED** to **RECOMMEND** that, subject to the above amendments, the draft Plan be adopted and copies circulated to all Members and staff.

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

(a) **Committee Estimates** - Copies of the following information herewith

(i) COMMITTEE BUDGETS

The committee budgets as recommended were **READ & NOTED**.

(ii) CLERK'S NOTES & (ii) DRAFT ESTIMATES INCORPORATING CLERK'S SUGGESTIONS

The Clerk's notes and suggestions were **READ** and **NOTED**.

Discussion took place.

(b) **Five Year Plan**

Details of the five year capital expenditure plan, was **READ** and **NOTED**. Cllr. Mulcuck pointed out that there was no figures included for the replacement of the Scout HQ wall.

The Clerk advised that a quotation is still awaited and therefore it could not be included.

**RESOLVED** to include the following capital items in the 2006/2007 estimates.

- Refurbishment of Oaken Hall & Don Carman Hall Floors
- Furniture & Fittings
- Refurbishment of Kilnbarn Club
- Fencing New Road Recreation Ground
- Steel Fencing at Allotments
- Fence & Gate Top Track Kilnbarn Recreation Ground
- Removal of Concrete Base at New Road Recreation Ground
- Fireproof storage and Refurbishment of Clerk's Office

(c) **F & A Committee Recommendation**

**RESOLVED** to **RECOMMEND** the following as the estimates for financial year 2006/2007:-

<b>COMMUNITY CENTRE</b>
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<b>Expenditure</b>	<b>2006/2007</b>	
<b>Business Rates</b>	<b>14000.00</b>	
Services	15500.00	
<b>Hygiene Items</b>	<b>4000.00</b>	
Stationery/Telephones	3000.00	
<b>Insurances</b>	<b>7000.00</b>	
Licences	2100.00	
<b>Repairs &amp; Replacements</b>	<b>7000.00</b>	(Incl. contingencies)
Security	500.00	
<b>Function Security</b>	<b>350.00</b>	
Service Contracts	3500.00	
<b>Vandalism</b>	<b>250.00</b>	
Contingencies	4500.00	
<b>Refuse Collection</b>	<b>1800.00</b>	
Public Works Loan Board	4224.00	
<b>Regular Maintenance</b>	<b>2000.00</b>	<b>69724.00</b>
<b>Capital Items</b>		
<b>Furniture &amp; Fittings</b>	<b>2000.00</b>	
Refurbishment of Floors	<u>3500.00</u>	<u>5500.00</u>
<b>Anticipated Income</b>		
<b>Hire Fees</b>	<b>96000.00</b>	
Tonbridge & Malling BC (Debt Charges)	3968.00	
<b>Cupboard Hire</b>	<b>300.00</b>	
Exam Desk Hire	500.00	
<b>Performing Rights Society Fees</b>	<b>200.00</b>	
Function Security	350.00	
<b>Public Phone</b>	<b>50.00</b>	
Hirers Refuse/Mat Hire	100.00	
<b>Bar Services</b>	<b>10200.00</b>	<b>111668.00</b>
		<b>36444.00</b>
<b>BAR</b>		

<b>Expenditure</b>	<b>2006/2007</b>	
<b>Bar Stock</b>	<b>85000.00</b>	
Bar Food	800.00	

<b>Coffee &amp; Cream</b>	<b>300.00</b>	
Bar Snacks	2000.00	
<b>Tobacco</b>	<b>200.00</b>	
Cleaning Sundries	500.00	
<b>Insurance</b>	<b>100.00</b>	
Licences	1750.00	
<b>Repairs &amp; Replacements</b>	<b>3500.00</b>	
Security	1000.00	
<b>Stocktaking</b>	<b>1000.00</b>	
Contingencies	1000.00	
<b>Glasses</b>	<b>300.00</b>	
Beer Gas	2400.00	
<b>Bar Counter Snacks</b>	<b>400.00</b>	
Cherries & Straws	50.00	
<b>Quiz Snacks</b>	<b>200.00</b>	
Sky TV	3500.00	
<b>Gaming Machine Rental</b>	<b>3500.00</b>	
Bar Services	10200.00	
<b>Royal Mail Cash Collection</b>	<b><u>700.00</u></b>	<b>118400.00</b>
<b>Capital Items</b>	-	
<b>Refurbishment of Kilnbarn Club</b>	<b><u>5000.00</u></b>	<b>5000.00</b>
	-	
<b>Anticipated Income</b>		
<b>Oaken Hall Counter</b>	<b>65000.00</b>	
Oaken Hall Wine	2000.00	
<b>Don Carman Hall Counter</b>	<b>21000.00</b>	
Don Carman Hall Wine	750.00	
<b>Kilnbarn Club</b>	<b>100000.00</b>	
Kilnbarn Club Food	1000.00	
<b>Soft Drinks Bar</b>	<b>600.00</b>	
Gaming Machine	9000.00	
<b>Cigarette Commission</b>	<b><u>100.00</u></b>	199450.00
		<b>76050.00</b>
<b>OPEN SPACES &amp; AMENITIES</b>		

<b>Expenditure</b>	<b>2006/2007</b>	
<b>Water Supply</b>	<b>350.00</b>	
Electricity/Energy	400.00	
<b>Sewerage Charges</b>	<b>50.00</b>	
Propery Security/Maintenance	2500.00	

<b>Machinery Hire</b>	<b>850.00</b>	
Machinery Fuel	400.00	
<b>Tractor/Mower Repairs</b>	<b>2000.00</b>	
Contingencies	1000.00	
<b>PWLB Loan (Tractor)</b>	<b>2400.00</b>	
Staff Welfare	150.00	
<b>Church Floodlighting</b>	<b>200.00</b>	
War Memorial	250.00	
<b>Hanging Baskets</b>	<b>300.00</b>	
Litterbins	220.00	
<b>Notices</b>	<b>200.00</b>	
Seats	200.00	
<b>Provision of Salt</b>	<b>100.00</b>	
School Grounds Maintenance	0.00	
<b>Pest Control</b>	<b>150.00</b>	
Floodlights/Electricity (MUGA)	1200.00	
<b>General Grounds Treatment</b>	<b>1900.00</b>	
Football Pitches	450.00	
<b>Cricket Square</b>	<b>450.00</b>	
Fencing Repairs	600.00	
<b>Playground Repairs</b>	<b>1000.00</b>	
Village Green & Amenities	100.00	
<b>Trees/Planting</b>	<b>500.00</b>	
Protective Clothing	400.00	
<b>Tools</b>	<b>200.00</b>	
Upkeep of Churchyard	200.00	
<b>Cleansing Dogloos</b>	<b>50.00</b>	
Bowls Club Water	200.00	
<b>Licences</b>	<b>0.00</b>	
Lighting Repairs	200.00	
<b>Street Lighting Maintenance &amp; Energy</b>	<b>400.00</b>	
Allotments	650.00	
<b>Christmas Lights Competition</b>	<b>50.00</b>	
Play Area Security Locking	300.00	
<b>Best Kept Garden Competition</b>	<b>350.00</b>	
Quarry	<u>2500.00</u>	<u>23420.00</u>
<b>Capital Items</b>		
<b>Fencing NRRG</b>	<b>4235.00</b>	
Removal of Concrete Base NRRG	1200.00	
<b>Steel Palisade fence - Allotments</b>	<b>800.00</b>	
Fence & Gate Top Track KBRG	<u>1695.00</u>	<u>7930.00</u>
<b>Anticipated Income</b>		
Multi-Sport Fees	<b>3000.00</b>	
<b>Cricket Pitch Fees</b>	<b>300.00</b>	

Football Pitch Fees	800.00	
<b>Petanque Fees</b>	<b>50.00</b>	
TMBC Cemeteries & Churchyards	1339.00	
<b>Bowls Water</b>	<b>200.00</b>	
Allotment Rents	162.00	
<b>Casual Hire of Grounds</b>	<b>0.00</b>	
Energy Reimbursement Guides	100.00	
<b>NRRG Energy Reimbursement</b>	<b>0.00</b>	<b>5951.00</b>
		<b>-25399.00</b>

## PERSONNEL COMMITTEE

Expenditure	2006/2007	
Admin Staff	77636	
<b>Outdoor Staff</b>	<b>54121</b>	
Permanent Bar Staff	31917	
<b>Cleaning/Caretaking staff</b>	<b>38000</b>	
Casual Bar Staff	26000	
<b>Bar Contingency</b>	<b>4500</b>	
General Contingency	4000	
<b>Employer's NIC</b>	<b>13500</b>	
Superannuation	22000	
<b>Training Courses</b>	<b>2000</b>	
Seasonal Gratuities	2835	
<b>Health Scheme</b>	<b>2000</b>	
Mentor Services	3000	
<b>Job Adverts/Agency Fees</b>	<b>0</b>	
Saff Welfare**	300	
<b>Cost of Living increases*</b>	<b>4533</b>	
		<b>286,34</b>
		<b>2.00</b>
<b>INCOME</b>		
Upkeep of Verges	427.00	
<b>School Grounds Maintenance</b>	<b>3737.00</b>	
Footpath Maintenance	572.00	
		<b>4,856.</b>
<b>Misc. Income &amp; Bar Food Prep</b>	<b>120.00</b>	<b>00</b>
		<b>-281,486.00</b>

## FINANCE AND ADMINISTRATION

<b>Expenditure</b>	<b>2005/2006</b>	
Telephone Incl Mobile	1000.00	-
<b>Postage</b>	<b>400.00</b>	
Stationery/Office	1200.00	
<b>Subscriptions</b>	<b>700.00</b>	
Insurance	10500.00	
<b>Licences</b>	<b>0.00</b>	
Computer Support/Repairs	3000.00	
<b>KAPC</b>	<b>1000.00</b>	
PC Vehicle Repairs/Fuel	1000.00	
<b>Vehicle Lease Fee</b>	<b>4400.00</b>	
Accounting/Audit Prep	1500.00	
<b>Legal Expenses</b>	<b>500.00</b>	
Audit Fees	8000.00	
<b>Contingencies</b>	<b>3000.00</b>	
Broadband Fees	500.00	
<b>Staff Welfare</b>	<b>0.00</b>	
Hire of Equipment	2200.00	
<b>Summer Playscheme</b>	<b>650.00</b>	
Chairman's Allowance	600.00	
<b>Remembrance Day</b>	<b>200.00</b>	
Maps, Books, Binding	150.00	
<b>Sage Support</b>	<b>250.00</b>	
Intruder Alarm Maintenance	250.00	
<b>Staff Travel Expenses</b>	<b>100.00</b>	
Bank Charges & Bankline	2500.00	
<b>Twinning Expenses</b>	<b>1500.00</b>	
Section 137	1000.00	
<b>Ditton Gazette</b>	<b>3000.00</b>	
Family Day/Horticulture	450.00	
<b>Firework Display</b>	<b>3300.00</b>	
Raffle Prizes	0.00	
<b>DPC Dances</b>	<b>11500.00</b>	<b>64,350.00</b>
	-	
<b>Capital items</b>		
Fireproof Storage	3000.00	
<b>Refurb. Clerk's Office</b>	<b>3500.00</b>	<b>6,500.00</b>
<b>Anticipated Income</b>		
Miscellaneous Income & Copy Charges	2000.00	
<b>Lease Fees</b>	<b>50.00</b>	
BC Allocation	8677.00	
<b>Bank Interest</b>	<b>1200.00</b>	
Family Day Income	0.00	
<b>Ditton Gazette Adverts</b>	<b>1200.00</b>	

Dance Ticket Sales	16000.00	29,127. 00
		- <b>41,723.00</b>

<b>SUMMARY</b>		2006/2007
COMMUNITY CENTRE		36,444. 00
<b>BAR</b>		<b>76,050. 00</b>
OPEN SPACES AND AMENITIES		25,399.0 0
<b>PERSONNEL</b>		<b>281,486.0 0</b>
ADMINISTRATION		41,723.0 0
		<b>236,114.0 0</b>
<b>TRANSFER FROM RESERVES:</b>		
From Capital Receipt - To Fund Capital Expenditure	27,330. 00	
From current reserves (income/interest) towards running costs	13,959. 00	41,289. 00
		<b>194,825.0 0</b>

£194,825.00 divided by 1735.66 = a parish rate of £112.24 for 2006/07 (a decrease of approximately 0.2%, which is due to a higher tax base for 2006/2007)

468. **CLOSURE**

The meeting closed at 7.58pm.

Chairman  
6<sup>th</sup> February 2006