

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 OCTOBER 2006**

PRESENT: CLLRS. J D DAY [Chairman], 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]

307. **OPENING OF MEETING**

The Chairman opened the meeting at 9.34pm. The Chairman requested that Cllr. Beadle be co-opted to this Committee, because of his financial experience and his leading involvement in the investment working party.

RESOLVED to **RECOMMEND** that Cllr. Beadle be co-opted to the Finance and Administration Committee.

308. **APOLOGIES**

All members of the Committee were present.

309. **DECLARATION OF INTERESTS & EXPENDITURE**

Cllr. Mulcuck declared a personal interest in item 310(f) as he is a member of the bowls club.

310. **FINANCIAL INFORMATION**

(a) **Financial Analysis**

The financial analysis was **READ**, discussed and **NOTED**.

(b) **Profit & Loss**

(i) **1ST QUARTER 1ST APRIL 2006 - 30TH JUNE 2006**

The profit and loss figures for the 1st quarter of 2006/2007, which had previously been circulated, were **READ** and **NOTED**.

Discussion took place and Cllr. Beadle felt that the bar stock should be included in the bar figures and not shown as a separate item for noting.

(ii) **2ND QUARTER 1ST JULY - 30TH SEPTEMBER 2006**

The figures for the 2nd quarter were not available.



(c) **General Reserve Restoration**

Details of a plan to restore the general reserve was **READ** and it was **NOTED** that the proposal is to restore the general reserve balance to £60,000 over three years.

RESOLVED to **RECOMMEND** this plan be **ADOPTED**.

(d) **Asset Replacement Reserves Plan**

A plan listing the Council's assets, their expected life, estimated replacement costs and the amount the Council needs to reserve each year to replace assets as they wear out, was **READ** and **NOTED**.

(e) **Ditton Village Show - Balance Sheet**

The balance sheet for the Village Show was **READ** and **NOTED** as follows:-

INCOME		EXPENDITURE	
Ditton Parish Council	400.00	Prizes	132.25
Entry Fees	<u>45.15</u>	Judges Fees (3)	13.00
		Banner	70.50
		Hall Hire (Ditton J School)	75.00
		Balance Refund to DPC	<u>154.40</u>
Total	445.15		445.15

(f) **Increase to Bowls Club Lease Fee**

Members were advised that a review of the lease fee for the Bowls Club is now due. It was **NOTED** that in accordance with the lease it can only be increased by 'the rent previously payable multiplied by the fraction in which the index of retail prices (as published by the HM Stationery Office) for the month of 1992 is the denominator and the index for the relevant date is the numerator.

RESOLVED to increase the fee by £26.70 to £76.70 in accordance with the First Schedule of the lease.

(g) **Big Lottery Fund**

The Clerk informed Members of the above fund and that she would like to apply for funding towards a building to replace the Cedar Rooms. She advised that the application will create a lot of work, as the bidding process is in two stages, and will require meetings with local organisations, proper scale plans to be drawn up, accurate costings and the services of an architect at stage two.

RESOLVED that an application for stage one be undertaken.

311. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**(a) **Review of Standing Orders and Financial Regulations**

Draft amendments compiled by the Working Party and previously circulated to all Members, were **READ** and **NOTED**.

RESOLVED to **RECOMMEND** the amendments be **ADOPTED**.

312. **FIRE RISK ASSESSMENT**

Members were advised that in accordance with the Fire Precautions (Workplace) Regulations (amended in 1999) all employers, with 5 or more employees, are responsible for fire safety and must carry out a comprehensive Fire Risk Assessment by October 2006.

KCC Commercial Services are able to undertake the risk assessment at a cost of £270 for the 1st day and £45.00 per hour if additional hours are required.

Kent Fire & Rescue cannot carry out the assessments because they are the enforcing authority.

RESOLVED to engage the services of KCC to undertake the assessment.

313. **AGENDA - SUPPORTING INFORMATION**

The Clerk asked if it would be acceptable to Members for supporting documentation sent out with committee agendas to be sent to members of the respective committee only. This would save on staff time and paper wastage. Any Member not a member of the committee would still be able to request copies of any information if they wished.

RESOLVED to **RECOMMEND** this suggestion be **ADOPTED**.

314. **HALLOWE'EN DANCE 2007**

Members were advised of the poor take-up of tickets for the Hallowe'en dance and it was **NOTED** that the sale of tickets for this dance has been dropping off over the past few years.

Discussion took place on whether the Hallowe'en dance should be dropped from the dance programme for future years.

RESOLVED to hold a Hallowe'e'n dance next year and advertise it more widely.

315. **CLOSURE**

The meeting closed at 10.12pm.

Chairman
6th November 2006