

## DITTON PARISH COUNCIL

**MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE,  
HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 27<sup>th</sup>  
MARCH 2006**

PRESENT: CLLRS. M J PORTER [Vice-Chair], R G W BAKER, MRS J E DESAVE, J E  
DESAVE, A R MULCUCK  
MRS S J KAVANAGH [Clerk of the Council]

**622. OPENING OF MEETING**

In the absence of the Chairman, the Vice-Chairman opened the meeting at 7.30pm.

The Clerk advised members that there has been a minor accident with the parish vehicle. One of the groundsmen was backing the vehicle, towing a trailer, through the compound gate when the wind blew the gate onto the vehicle damaging the back rear light and denting the side. The clerk confirmed that the insurance company & KCC Fleet have been advised.

**623. APOLOGIES FOR ABSENCE**

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

**624. DECLARATIONS OF INTEREST**

Cllr. Mulcuck declared an interest in item 625(c) as he is a member of the Heritage Centre committee.

**625. FINANCE**

(a) Financial Analysis - copy herewith

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

(b) Profit & Loss 3<sup>rd</sup> Quarter + Comparison

The profit and loss for the third quarter, which had previously been circulated, was **READ** and the surplus **NOTED**.

(c) Donations

Requests for financial support received since 1<sup>st</sup> April 2005 and previously circulated, were **READ**, discussed and **NOTED**.

**RESOLVED** to make the following donations from the Charities Account under Section 137 of the Local Government Act 1972:-

£300.00:	1 <sup>st</sup> Ditton Scout Group – International Jamboree Nailer 2006
£250.00:	Ditton Infants School – Project Adventure, Outdoor Adventure Play Equipment.

**RESOLVED** to make the following donations from the Charities Account under Section 142 of the Local Government Act 1972:-

£200.00: Malling Area Volunteer Bureau  
 £100.00: Victim Support  
 £100.00: Malling Citizens Advice Bureau  
 £100.00: Kenward Trust – Grey Zebra Youth Outreach Substance Misuse Prevention

**RESOLVED** to make the following donation from the Charities Account under Section 144 of the Local Government Act 1972:-

£100.00: Ditton Heritage Centre – Creation of Victorian School & History of Ditton Centre

(d) Investment – Working Party Recommendations

Notes of a meeting of the working party held on 21<sup>st</sup> March 2006, which sets out the options investigated by the group, and had been previously circulated, were **READ**, discussed and **NOTED**. A copy of the notes is filed with these minutes

**FURTHER NOTED** that the working party recommends the capital sum be placed with UBS, because it gives a more diverse portfolio with investment in fixed interest, UK Equity Income, Property & Cash with minimum risk and a predicted yield of 8%.

**RESOLVED** to **RECOMMEND** that the capital sum totalling £700,000.00 held in Treasury Reserve be invested with UBS, subject to the approval of the Auditor.

The Vice-Chairman gave a vote of thanks to the working party for the work they put into this investigation.

(e) Clerk's Office Refurbishment – Quotations, if available

It was **NOTED** that only one quotation has been received to date.

**RESOLVED** the Clerk should endeavour to obtain 3 quotations and once received she be given delegated power to accept the best option within the budget figure set.

(f) Unbudgeted Expenditure

A report from the Chairman, Cllr. John Day, which was circulated at the meeting was **READ** and his concerns regarding unbudgeted expenditure from capital reserves was **NOTED**.

**RESOLVED** to **RECOMMEND** that a decision on the purchase of CCTV be deferred until 2007/2008 when grants can be applied for, unless the vandalism situation becomes any worse before then.

**RESOLVED** to **RECOMMEND** that no unbudgeted expenditure be permitted, unless it is in the current year of the five year plan or considered to be an emergency.

(g) Smoke Detectors – Quotation

A quotation from Chubb Fire Ltd to install smoke detectors in the Community Centre and fit them to the Redcare monitoring system, was **READ** & the cost **NOTED** as £7,723.31.

Members were mindful of the Chairman's report and the earlier recommendation not to spend money from capital reserves except in exceptional circumstances, but they feel this is Health & Safety issue and therefore an emergency.

**RESOLVED** to **RECOMMEND** that in the interests of Health & Safety and in compliance with the Disaster Recovery Plan, the quotation be accepted.

The Clerk was asked to enquire if the Community Centre insurance would be reduced by the installation and monitoring of smoke detectors.

(h) Spam Emails

The Clerk advised that she, and other members of staff, are receiving a vast amount of junk emails.

A quotation from Netbox, the Councils IT consultants, for the purchase and installation of equipment to block spam emails was **READ** and **NOTED**.

Cllr. Porter offered to obtain information on a software package that he uses which prevents junk emails from being accepted by his home computer.

626. **RISK ASSESSMENT REVIEW**

Details of the Working Party review were discussed and **NOTED**.

**RESOLVED** to accept the working party recommendations and the following risk assessments be **ACCEPTED**:-

- Open Spaces
- Playground
- Footpaths & Public Rights of Way
- Fire
- Members Compliance with the Code of Conduct
- Staff Safety & Protection
- Administration
- Display Screen Equipment
- Control of Substances Hazardous to Health [COSHH]
- Workplace
- Community Centre & Bars
- Cedar Room
- Guide Headquarters
- Legionnaires Disease
- Use of Stage Area
- Vehicle
- Bradbourne Lane Conservation Area
- Grounds Outbuildings
- Multi-Sport Facility
- Allotments
- War Memorial
- Street Furniture
- Groundsmens' Workshop
- Bonfire & Firework Display

- Safe Systems of Work
- Traffic Control Barrier

627. **PHIL DANDO BIG BAND – COSTS FOR VALENTINE DANCE 2007**

Members were advised that the cost for this band for next year's St Valentine Dance will be £2,000.00.

**RESOLVED** to engage the band for the St Valentine Dance 2007.

628. **REFURBISHMENT & CLEANING OF PARISH NOTICEBOARDS** – Requested by Cllr.  
Day

Members were advised that the Chairman has requested this item as he felt the notice boards are in need of refurbishment.

**RESOLVED** this be referred to the Open Spaces & Amenities Committee who have responsibility for notice boards

629. **CLOSURE**

The meeting closed at 8.35pm.

Chairman  
3<sup>rd</sup> April 2006