

DITTON PARISH COUNCIL

**MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY
26th SEPTEMBER 2005**

PRESENT: CLLRS. J D DAY [Chairman], M J PORTER [Vice-Chair], J E DESAVE ,
A R MULCUCK & MRS J THWAITES
MRS M GRANTHAM [Community Centre Administrator]

278. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

279. **APOLOGIES**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllrs. RGW Baker
&
Mrs J E DeSave

280. **DECLARATION OF INTERESTS & EXPENDITURE**

Cllrs Day and Mulcuck declared an interest in item 284 because they are both members of the Twinning Committee. Cllrs Day, Mulcuck and Mrs Thwaites declared an interest in item 285 because they are members of the Heritage Centre.

281. **FINANCIAL INFORMATION**

(a) **Financial Analysis**

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

Cllr Day requested clarification of where income from the Gazette advertisements is placed.

All Members requested that a printout of the contingency expenditure be circulated, when available.

(b) **Profit & Loss for all Committees 1st April 2005 - 30th June 2005**

The 1st quarter profit and loss figures, copies of which had been previously circulated, were **READ** and **NOTED**. **FURTHER NOTED** the second quarter figures should show a profit.

It was explained to members that the Community Centre and Open Spaces and Amenities both had projects for 2005/06 and both of these were carried out in the first six months rather than over the twelve month period.

RESOLVED no major projects be undertaken in the financial year 2006/07.

(c) **Earmarked Funds as at 31st August 2005**

Details of the earmarked reserves, previously circulated, were **READ** and **NOTED**.

(d) **Kent County Council - Member Community Grant 2005/2006**

Details of County Council Member grants were **READ** and **NOTED**.

RESOLVED TO RECOMMEND that an application be made for a small grant to cover the cost of a hearing loop.

RESOLVED to purchase a portable table top induction loop to the value of £200 as a matter of emergency.

282. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**

(a) **Five Year Expenditure Plan**

Members were reminded of the need for Committees to compile a 5 year expenditure plan. If work on this has not already been started, Committee Chairs should be urged to make this a priority.

(b) **Disaster Recovery Plan** - Progress

NOTED the plan is progressing well. Further information is still awaited from the Fire Officer and Insurers. Once this is to hand a further meeting of the Working Group will be called.

Cllr Mulcuck requested that Ditton Bowls Club be contacted and asked if they could provide temporary emergency accommodation during their closed season.

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

Unfortunately the Clerk and Chairman have not yet had an opportunity to review these documents. It is hoped that this can be achieved during October.

Cllr Mulcuck expressed an interest in joining the sub-committee to review the standing orders.

283. **RISK MANAGEMENT - REVIEW OF RISK ASSESSMENTS**

NOTED the Health & Safety Officer is currently reviewing all the risk assessments and it is hoped they will be available for consideration by this Committee at the next meeting.

284. **DITTON TWINNING ASSOCIATION - FINANCIAL ASSISTANCE**

A request for financial assistance with funding during 2006/2007 was **READ** and **NOTED**.

FURTHER NOTED the Clerk has perused the Associations accounts as requested and would suggest that a figure of £800 - 1000 would be needed to assist with funding visits during the next financial year.

RESOLVED to RECOMMEND that a sum of £1000.00 be included in next years estimates to assist the Twinning Association to fund visits from Rang-du-Fliers.

285. CORRESPONDENCE

Ditton Heritage Centre Ltd:

Request to hold a Bottle Stall at Hallowe'en Dance

A request to raise funds by holding a bottle stall at the Hallowe'en Dance was **READ** and **NOTED**.

Members were advised that to date only 135 tickets have been sold and therefore it may not be financially viable for the Heritage Centre to try to raise funds at this dance.

RESOLVED not to accede to this request on this occasion.

Ditton C of E Junior School:

Wildlife Area - Request for payment of Donation

A request to draw off the donations promised by the Council earlier in the year [Minute nos. 524(b) & 577 (e)] to assist with the creation of the pond and Wildlife area and 'eco' project at the school, was **READ** and **NOTED**.

RESOLVED to accede to the request and the donation of £500.00 be made under Section 137 of the Local Government Act 1972, in October 2005.

286. DRAFT MEETINGS TIMETABLE 2006

The draft meetings timetable for 2006, previously circulated was **READ**, **NOTED** and **APPROVED**.

The Chairman moved that, In view of the confidential nature of the next items, the press and public are excluded from the remainder of the meeting in accordance with Standing Orders 27 & 50.

287. LAND AT BELL LANE

NOTED there was no further information available.

288. CLOSURE

The meeting closed at 8.30pm.

Chairman
3rd October 2005

