

Ditton Parish Council

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 22ND NOVEMBER 2010

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chair], MRS A R BEADLE, A R MULCUCK, D H NUNN & MRS J F THWAITES
MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Admin. Asst.]

379. **OPENING OF MEETING**

The Chairman opened the meeting at 7.40pm.

380. **APOLOGIES**

All Members were present.

381. **DECLARATION OF INTERESTS**

There were no declarations of interest.

382. **FINANCIAL INFORMATION**

(a) Financial Analysis

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

(b) Budget Management 2nd Quarter 2010 - 1st April 2010 to 30th September 2010 & Comparison with Previous Years

The above documents which had previously been circulated were **READ** and **NOTED**

(c) Investment Update

Cllr. Beadle gave an update on the investment and CIRCULATED a spreadsheet detailing the current investment values. It was **NOTED** that due to the buoyant stock market the investment values have increased substantially and are still producing a good yield.

(d) VAT Partial Exemption

Members were advised that the cost of the renovation of the Cedar Room will greatly exceed the vat de minimus on partial exemption and may mean the Council will be liable for vat on the expenditure.

The Council's accountants have been made aware of this and will look at it when calculating vat at the end of the financial year. However, they did advise that there may be some leeway with the VAT Office who has recently intimated they may look sympathetically on Councils who exceed the exemption limit for one year only for a specific project.

383. **CORRESPONDENCE**

Tonbridge & Malling Crime Prevention Panel: Budget Setting

A request for a donation to be included in the Council's budgets for 2011/2012 to assist with crime prevention was **READ** and **NOTED**.

RESOLVED to refer this to a later meeting where donations are agreed.

384. **ESTIMATES FOR FINANCIAL YEAR 2011/2012**(a) Five Year Plan

The five year plan was **READ** and it was **NOTED** that replacement of the computer and network system is planned for 2012/2013. Discussion took place and Cllr. Nunn felt that replacement of the computers should be replaced in 2011/2012 as they are old and very slow. It was suggested that a service call be requested to ascertain whether the computers can be speeded up in any way.

RESOLVED to lodge a service call, place £4,000 in the 2011/2012 budgets and investigation be made in to the costs of replacing the equipment and also the costs of leasing it.

(b) 2011/2012 Estimates

Draft estimates which had previously been circulated were **READ, NOTED** and discussed. Considerable discussion took place regarding the sum donated to the Twinning Association each year.

RESOLVED to **RECOMMEND** the following as the estimates for the Finance and Administration Committee for Financial Year 2011/2012:-

Income	Draft Ests 2011/2012
Misc. Income	-
Lease Fees	152.00
Copy Charges	350.00
Grant (KCC Members)	-
Borough Cncl Allocation	9,749.50
Bank Interest (Incl. Tr)	10.00
Sec 137/Raffle Income	1,300.00
Family Day/Hort Show	-
Sale of Glow items	-
Gazette Adverts	1,500.00
Raffle Prize Reimbursement	500.00
Dance Ticket Sales	15,000.00
Investment Interest for Reserve Replacement	5,000.00
	33,561.50
Expenditure	
Salaries	51,101.27
NIC Employers etc	3,500.00

LGPS	7,601.00
Health Ins	-
Travel	100.00
Training	500.00
Mentor Services	932.00
Telephone	800.00
Postage	400.00
Stationery/Office	1,300.00
Subscriptions	630.00
Insurance	13,300.00
Licences	10.00
Computer Support	2,100.00
KALC	1,025.00
Mobile Phone	250.00
Service Contracts -Alarm etc.	500.00
PC Vehicle Fuel	800.00
Prof Fees/Repairs - Cedar Room	-
Accounts Prep/Support/VAT cal.	3,500.00
Legal Expenses	-
Audit Fees inc Internal Audit	3,700.00
Contingencies	1,000.00
Broadband/domain Name /Email	500.00
Staff Welfare	400.00
Network Anti-virus/Anti Spam	550.00
Webmaster Fees	1,500.00
Hire of Equipment	2,333.00
T&MBC Y2 Crew (donation)	-
Donations etc. (incl. S.137)	2,000.00
Chairman's Allowance	600.00
Remembrance Day	280.00
Maps & Books	100.00
Sage Support	300.00
Vehicle Lease Fee	3,710.00
Office Expenses	200.00
Reserve Replacement	5,000.00
Bank Charges	150.00
Bankline	550.00
Public Notices/Notices	100.00
Ditton Gazette & Delivery	5,000.00
Family Day/Hort Show	750.00
Firework Display	-
Raffle Prizes	500.00
Dances	10,000.00
Twinning Expenses	1,150.00
Election Expenses	3,000.00
SUB TOTAL	131,722.27
Capital items	
Computers/Network	4,000.00
Total	135,722.27
LESS INCOME	33,561.50
GRAND TOTAL	102,160.77

385. **CLOSURE**

The meeting closed at 8.57pm.

Chairman
6th December 2010