

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE, ON MONDAY 13TH DECEMBER 2010

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

402. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

403. **APOLOGIES**

Apologies were RECEIVED from Cllr. Mrs Thwaites. The previously notified reason for absence was **APPROVED** and is recorded in the absence book Ref. 96.

404. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

405. **PRECEPT, TAX BASE AND SCHEME OF FINANCIAL ARRANGEMENTS**

The above communication was **READ** and it was **NOTED** that the tax base for 2011/2012 has been calculated to be 1830.08.

Details of the scheme of financial arrangements were **READ** and **NOTED** as follows:-

Basic allocation @ £2.54 assuming a minimum of 1,250 adults	£9,251
Cemeteries and Churchyards	1,431
Debt Charges	<u>2,683</u>
	<u>£13,365</u>

NOTED the above allocation will be paid in two instalments, the first on 6th May 2011 and the second on 18th November 2011.

406. **ESTIMATES FOR FINANCIAL YEAR 2011/2012**

Discussion took place on the committee estimates and the following amendments were discussed and **APPROVED**:-

Reduce budget for Gazette by	1,000.00
Reduce budget for Bar Security/Locking by	750.00
Reduce budget for Overtime by	500.00
Reduce budget for Centre Business Rates by	500.00
Reduce budget for Account preparation by	500.00
Reduce budget for Training by	500.00

RESOLVED to take out the £4,000 from the F & A budget for computers and this be financed from investment interest later in the year, subject to there being sufficient funds available.

RESOLVED to **RECOMMEND** the following as this Council's estimates for financial year 2011/2012.

COMMUNITY CENTRE

Expenditure		
Business Rates	13,500.00	
Water	2,000.00	
Hall Decorations/Scaffold Hire	300.00	
Electricity & Car Park Lighting	12,500.00	
Services: Gas	7,500.00	
Hygiene Items & PAT Testing	2,500.00	
Sewage	2,000.00	
Toilet Rolls	300.00	
Towel Rental	800.00	
Telephone	1,500.00	
Postage	450.00	
Stationery	1,000.00	
Insurances	4,000.00	
Licences	2,750.00	
Function Security	600.00	
Mobile Phone Top-Up	70.00	
Repairs & Replacements	8,000.00	
Security	0.00	
Service Contracts	5,000.00	
Vandalism	250.00	
Regular Maintenance - Oaken Hall Floor	0.00	
Public Works Loan Board	2,683.00	
Refuse Collection	2,000.00	
Provision of Salt	200.00	
Advertising	200.00	
Pest Control	50.00	
Admin staff	15,955.00	
Caretaking Staff	31,503.00	
Caretaking Contingency	2,000.00	
NIC etc, Mentor, Training.	4,007.00	
Pensions	4,569.00	128,187.00
Capital Items		
Anticipated Income		
Function Security	750.00	
Cupboard Hire	350.00	

Allbars Expenses	72.00	
Hirers Refuse	50.00	
Hire Fees	102,000.00	
Performing Rights Society Fees	450.00	
Tonbridge & Malling BC (Debt Charges)	2,683.00	
Exam Desk Hire	1,000.00	
Function Bar Services	-	107,355.00
Total		- 20,832.00

BAR

Expenditure		
Cleaning Sundries	250.00	
Toilet Rolls	100.00	
Stationery	50.00	
Insurance	300.00	
Licences	400.00	
Repairs & Replacements/Contingency	2000.00	
Security & Assisted Locking Service Contract - Alarms & Coolers	2000.00	
Vandalism	250.00	
Stocktaking	150.00	
Advertising	750.00	
Pest Control	0.00	
Intruder Alarm Maintenance	125.00	
Glasses	350.00	
Bar Counter Snacks	100.00	
Cherries & Straws	300.00	
Quiz Snacks	50.00	
Sky TV	0.00	
Bar Services	5250.00	
Function Bar Services	0.00	
Staff (Permanent) Incl. Admin.	0.00	
Casual Staff	39772.00	
Overtime	6000.00	
NIC Employers, Mentor, Training	5000.00	
Superannuation - Employers	3908.00	
Bar Stock	5654.00	
Bar Food	32500.00	
Bar Snacks	0.00	
	2000.00	107,259.00
Capital Items		
		-
Anticipated Income		
Kilnbarn Club Food	0.00	
Kilnbarn Club Counter	100000.00	

Gaming Machine	4000.00	
Function Bar Income	4500.00	108,500.00
Total		1,241.00

OPEN SPACES & AMENITIES

Expenditure		
Cedar Room Rates	380.00	
Water Supply	450.00	
Electricity/Energy	1,800.00	
Sewerage Charges	50.00	
Telephone Line for Alarm	200.00	
Property Maintenance, Security, Notices, Seats, Litterbins	2,000.00	
Play Area Security Locking	300.00	
Hire of Machinery	600.00	
Machinery Fuel	850.00	
Machinery Repairs/services	2,500.00	
Contingencies	1,175.00	
Tractor Loan Repayment	2,400.00	
Water Dispenser	200.00	
Christmas Lights Competition	25.00	
War Memorial	250.00	
Hanging Baskets	200.00	
Street Lighting Maintenance	100.00	
street Lighting Energy	100.00	
Street Lighting Repairs	100.00	
Provision of Salt	-	
Rabbit/Pest Control	150.00	
Muga	500.00	
General Treatments	1,000.00	
Football Pitches	550.00	
Cricket Square	450.00	
Bowls Water	80.00	
Fencing Repairs	500.00	
Playground Repairs	1,000.00	
Village Green	100.00	
Best Kept Garden Competition	250.00	
Trees	600.00	
Protective Clothing	300.00	
Tools	300.00	
Allotment Refuse	150.00	
Allotment Contingencies	100.00	
Quarry	1,000.00	
School Clock Repairs	200.00	
Intruder Alarm Maintenance/Key Holding	250.00	

Churchyards & Cemeteries funding to St Peter's PCC	1,431.00	
Staff (incl. Admin)	68,071.29	
Overtime	500.00	
NIC, Mentor, Training etc.	5,507.00	
Pension	10,809.78	107,479.07
Capital Items		
Anticipated Income		
Lease Fees	150.00	
Energy Reimbursement (Guides)	50.00	
Pitch Marking	400.00	
NRRG Energy Reimbursement	100.00	
Castle Colts Pitch Fees	210.00	
RKP Utd (2 Teams)	420.00	
Cricket Pitch Fees	450.00	
Maidstone Utd Pitch Fees	94.50	
Ditton United Pitch Fees	-	
Ditton Minors Pitch Fees	189.00	
Holtwood Rangers Pitch Fees	493.00	
Bowls Water Reimbursement	250.00	
MUGA Fees	5,000.00	
Cemeteries and Churchyards	1,431.00	
School Grounds Maintenance	5,203.00	
Footpath Maintenance	622.00	
Churchyard Maintenance	168.00	
Allotment Rents	240.00	15,470.50
		- 92,008.57

FINANCE AND ADMINISTRATION

Expenditure		
Telephone	800.00	
Postage	400.00	
Stationery/Office	1,300.00	
Subscriptions	630.00	
Insurance	13,300.00	
Licences	10.00	
Computer Support/Repairs	2,100.00	
KALC	1,025.00	
Mobile Telephone	250.00	
Service Contracts - Alarm etc	500.00	
PC Vehicle Fuel	800.00	
Prof Fees - Cedar Rooms	-	
Accounts Prep/Support	3,000.00	
Legal Expenses	-	
Audit Fees (incl. Internal Audit)	3,700.00	
Contingencies	1,000.00	

Broadband Fees etc	500.00	
Staff Welfare	400.00	
Network AntiVirus/Anti Spam	550.00	
Webmaster Fees	1,500.00	
Hire of Equipment	2,333.00	
T&MBC Y2 Crew (Donation	-	
Donations Etc (Incl. Sec 137)	2,000.00	
Chairman's Allowance	600.00	
Remembrance Day	280.00	
Maps, Books, Binding	100.00	
Sage Support	300.00	
Vehicle Lease Fee	3,710.00	
Office Expenses	200.00	
Reserve Restoration	5,000.00	
Bank Charges	150.00	
Bankline	550.00	
Public Notices/Notices	100.00	
Ditton Gazette	4,000.00	
Family Day/Horticulture	750.00	
Staff /Cllrs Travel Expenses	100.00	
Raffle Prizes	500.00	
Dances	10,000.00	
Twinning Expenses	1,150.00	
Election Expenses	3,000.00	
Staff	51,101.27	
NIC, Training, Mentor Svs etc.	4,807.00	
Pension	7,601.00	130,097.27
Capital items	-	-
Computers/Network		-
Anticipated Income		
Miscellaneous Income	-	
Lease Fees	152.00	
Copy Charges	350.00	
BC Allocation	9,251.00	
Bank Interest (incl Treasury Reserve)	10.00	
Sec 137 Raffle Income	1,300.00	
Family Day Income	-	
Ditton Gazette Adverts	1,500.00	
Raffle Prize Reimbursement	500.00	
Dance Ticket Sales	15,000.00	
Interest from Main Investment for reserve replacement	5,000.00	
		33,063.00
		97,034.27

SUMMARY			
COMMUNITY CENTRE*		-	20,832.00
BAR			1,241.00
OPEN SPACES AND AMENITIES		-	92,008.57
ADMINISTRATION		-	97,034.27
		-	208,633.84

£208.633.84 divided by the tax base (1830.08*) = a parish rate of £114.00 (an increase in council tax of 1.89%).

407. **ACCOUNTANT**

The Clerk requested that the cheque for the accountants be released to enable the end of year closedown to be booked. Discussion took place and it was agreed that there would be insufficient time before the end of the financial year to make any changes to accountancy services, bearing in mind the complexity of the Council accounts and the requirements of the Audit Commission.

RESOLVED to accede to the request but the accountant be asked when the Council can expect to receive a response to Councillor Nunn's communication.

408. **CLOSURE**

The meeting closed at 8.15pm.

Chairman
5th January 2011