

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 FEBRUARY 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]

521. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

522. **APOLOGIES FOR ABSENCE**

Apologies were RECEIVED from Cllr. Mrs J F Thwaites. The previously notified reason for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book ref. 60.

523. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

524. **FINANCE**(a) **Financial Analysis**

The Financial Analysis, which had previously been circulated, was discussed, **READ** and **NOTED**.

Members expressed some concern that the Gazette budget is overspent and there is one more edition to be published in this financial year.

(b) **Income and Expenditure 3rd Quarter and Comparison**

The above information which had previously been circulated was **READ**, discussed and **NOTED**.

(c) **Bank Reconciliations**

RESOLVED Councillors will check and sign bank reconciliations in the parish office each month instead of during meetings.

(d) **Investment Report**

Cllr. Beadle gave a report on the investment and asked if it was possible to have internet access to the Council's investment account, so that he can be sure he has up-to-date information when preparing his reports.

RESOLVED to request internet access to the account for Cllr. Beadle.



525. **REVIEWS**

Copies of the following documents had previously been circulated to Members of this Committee.

(a) **Standing Orders**

It was **NOTED** that the new Model Standing Orders differ greatly from the previous model and contains many new Standing Orders. Members agreed that it will take some time to compare this document with Council's current standing orders to see if any amendments are required.

Cllr. Mulcuck suggested that a sub-committee be set up to review the Council's current Standing Orders and compare them with the new model.

RESOLVED Cllrs. Nunn, Mulcuck and the Clerk will review the two documents and draft proposals for the next meeting of this committee.

(b) **Financial Regulations**

Having previously received copies of the Financial Regulations, Members were asked for their views on the document and whether they had any recommendations for amendments. Discussion took place.

RESOLVED to **RECOMMEND** the financial Regulations are still relevant and that no amendments are required.

(c) **Investment Strategy for 2010/2011**

A review of the Investment Strategy was undertaken and Members and were mindful that the maximum and minimum holding of cash should be no less than 7% and no more than 15%.

RESOLVED it be recorded that the cash held in the Council's Treasury Account forms part of its cash holding.

RESOLVED to **RECOMMEND** no amendments are required to the investment strategy for 2010/2011.

(d) **Assets Register**

A review of the assets register was undertaken by Members.

RESOLVED to **RECOMMEND** that the asset register is confirmed and signed as a correct record of this Council's assets.

(e) **Committee Terms of Reference**

A review was undertaken and discussion took place.

RESOLVED to **RECOMMEND** the following amendments:

- **Community Centre Committee**

Amend '*CENTRE = Building plus concrete aprons*' to read CENTRE= building plus concrete aprons and **car park**

- **Open Spaces and Amenities Committee**

Amend 5. to readTo **'make recommendations'** to acquire.....

Amend 7. to readin the parish 'in conjunction with KCC'.

- Personnel Committee

Amend Membership to read 'Chair of Council' instead of Vice-Chair.

(f) Risk Identification and Management

A review of the risk management for Ditton Parish Council was undertaken by Members.

RESOLVED this Committee is confident that the risks affecting this Council are being adequately managed.

RESOLVED to RECOMMEND that the risk management summary be approved and signed.

526. **SAFETY SURFACES, KILNBARN ROAD RECREATION GROUND**

This item had previously been dealt with by the Open Spaces and Amenities Committee and funding to replace the safety surfaces is not required at this time.

527. **HEALTH & SAFETY MEASURES DURING ADVERSE WEATHER CONDITIONS**

Insurance advice regarding safety measures which should be undertaken to ensure the safety of visitors to public places within this Council's control during adverse weather conditions, was **READ** and **NOTED**.

528. Cllr. Mulcuck raised the following items and asked that they be placed on the next agenda for this committee:-

- Cobdown Club
- Bradbourne Lane Preservation Land

529. **CLOSURE**

The meeting closed at 8.40pm

Chairman
1st March 2010