

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE COUNCIL CHAMBER at DITTON COMMUNITY CENTRE ON MONDAY 28th JUNE 2010

PRESENT: CLLRS. J A BEADLE, MRS A R BEADLE, A R MULCUCK, D H NUNN & MRS J F THWAITES
MRS S J KAVANAGH [Clerk of the Council]

111. OPENING OF MEETING

The meeting was opened by the Vice-Chairman of the Council, Cllr. Beadle, in the absence of the Chairman.

112. APOLOGIES

Apologies were RECEIVED from Cllr. Porter. The previously notified reason for absence was **APPROVED** and is recorded in the absence book ref. 76,

113. ELECTION OF VICE-CHAIR

After discussion it was

RESOLVED to hold over election of a Vice Chair to a later date and appoint a Member to chair a meeting if the chairman is absent.

114. DECLARATIONS OF MEMBERS' INTERESTS

There were no declarations of interest.

115. FINANCIAL INFORMATION**(a) Financial Analysis****(i) EOY 2009/2010 & EXPLANATION OF SIGNIFICANT VARIANCES IN BUDGETS**

Information previously circulated was **READ** and **NOTED**.

(ii) APRIL/MAY 2010

Information previously circulated was **READ**, discussed and **NOTED**.

(b) Investment**(i) REPORT ON CURRENT SITUATION**

Cllr. Beadle advised that he had been unable to compile a report as he had not received the latest valuation and contract notes. He will obtain these and compile a report and circulate to members of the Committee as soon as possible.



(ii) NOTIFICATION OF FINANCIAL SERVICES COMPENSATION SCHEME ("FSCS")

Information previously circulated was **READ** and **NOTED**.

(c) Cheque Signatories and Electronic Payments

A report from the Clerk regarding the above and which had previously been circulated, was **READ** and **NOTED**. A copy of the report is filed with these minutes.

Discussion took place.

RESOLVED to **RECOMMEND** no change to the Council's current procedures.

116. **REVIEWS REQUIRED**(a) Standing Orders

Revised draft Standing Orders which had been previously circulated, were **READ** and discussed.

RESOLVED to **RECOMMEND** that the amended standing orders be adopted.

Cllr. Nunn asked when the Review Committee would next meet and it was agreed that it would meet again in August. The Clerk will make a list of items to be raised at the meeting.

117. **DRAFT MEDIA POLICY**

A draft media policy, which had previously been circulated was **READ** and **NOTED**.

RESOLVED to **RECOMMEND** the policy be adopted.

118. **EMERGENCY PLAN**(a) Progress to date

Copies of the draft plan to date, which had been circulated, was **READ** and it was **NOTED** that the main areas to be finalised are lists of volunteers and equipment.

119. **DITTON YOUTH CLUB LEASE**

Discussion took place on the drafting of a 25 year lease on the Cedar Room for the Youth Centre.

RESOLVED to **RECOMMEND** that a lease be professionally drawn up by the Council's Solicitor, on the Heads of Terms already agreed by the Council.

120. **PHOTOCOPIER & PRINTERS**

The Clerk advised that she has been conscious of the ever increasing cost of consumables for the three printers currently being used in the parish office and has investigated the cost of a networked colour photocopier which would negate the need for printers. It was **NOTED** that due to age, at least two of the printers will need replacing in the not too distant future.

Members were informed that using copy usage figures taken from meter readings on the present copier and printers, plus the cost of printer consumables during the past 12 months, it shows that the total cost of copies, consumables and copier rental currently total £3,740.00 per annum.

Quotations obtained by the Clerk to replace the current copier with a colour model, networked to computers and with a security code to enable confidential copies to only be released by the Clerk were **READ** and it was **NOTED** that savings per annum working on current copy volume would range from £1,145 - £1,302 depending on the supplier. **FURTHER NOTED** the rental cost includes full training, toners and maintenance.

Three quotations received are as follows and are total costs per annum:-

- (A) £2595.04
- (B) £2517.60
- (C) £2437.92

RESOLVED to change to a networked colour copier and accept quotation (C) from NCS.

121. **DITTON GAZETTE**

Discussion took place on the format of the Gazette and the possible savings that could be made by reducing it to an A5 booklet with colour only on the front and back page.

It was generally felt that an A5 booklet would be easier to deliver and less costly.

RESOLVED to obtain costs to enable this to be considered further.

122. **CLOSURE**

The meeting closed at 8.31pm.

Chairman
5th July 2010