

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE, ON MONDAY 19TH DECEMBER 2011

PRESENT: CLLRS. M J PORTER (Chairman), J A BEADLE [Vice-Chair], MRS A R BEADLE, M D BRINE, A R MULCUCK, N NEWMAN & MRS J F THWAITES
MRS N GREENAWAY [Clerk of the Council], MRS M GRANTHAM [Community Centre Administrator]

313. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

314. **APOLOGIES**

There were no apologies as all members were present.

315. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

The above communication was **READ** and it was **NOTED** that the tax base for 2012/2013 has been calculated to be 1834.72.

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

| | |
|---|----------------|
| Basic allocation @ £2.13 assuming a minimum of 1,250 adults | £7,870 |
| Cemeteries and Churchyards | £1,203 |
| Debt Charges | <u>£2,426</u> |
| | <u>£11,499</u> |

NOTED the above allocation will be paid in two instalments, the first on 4th May 2012 and the second on 16th November 2012.

317. **ESTIMATES FOR FINANCIAL YEAR 2012/2013**

Discussion took place on the committee estimates. It was **NOTED** that the figures in the Bar Estimates for Pest Control should be £50.00, glasses £300.00 and Beer Gas £1,200.00. The following amendments were discussed and **APPROVED**:-

| | |
|---|-----------|
| Reduce budget for Community Centre Electricity by | 500.00 |
| Reduce budget for Bar Stock by | 10,000.00 |
| Increase budget for Chairman's Allowance by | 150.00 |
| Increase budget for Dance Ticket Sales by | 3,000.00 |

RESOLVED to RECOMMEND the following as this Council's estimates for financial the year 2012/2013:



| | | |
|-----------------------------------|------------|--------------|
| COMMUNITY CENTRE | | |
| Expenditure | | |
| Business Rates | 12,000.00 | |
| Water | 1,500.00 | |
| Hall Decorations/Scaffold Hire | 300.00 | |
| Electricity | 13,000.00 | |
| Services: Gas | 8,000.00 | |
| Hygiene Items & PAT Testing | 2,500.00 | |
| Sewage | 2,000.00 | |
| Toilet Rolls | 400.00 | |
| Towel Rental | 840.00 | |
| Telephone | 1,500.00 | |
| Postage | 450.00 | |
| Stationery | 1,000.00 | |
| Insurances | 4,000.00 | |
| Licences | 3,000.00 | |
| Function Security | 500.00 | |
| Mobile Phone Top-Up | 70.00 | |
| Repairs & Replacements | 8,000.00 | |
| Service Contracts | 5,500.00 | |
| Vandalism | 250.00 | |
| Regular Maintenance Floor | 2,570.00 | |
| Public Works Loan Board | 2,426.00 | |
| Refuse Collection | 2,000.00 | |
| SL Maintenance & Energy | 500.00 | |
| Provision of Salt | 200.00 | |
| Advertising/Website | 200.00 | |
| Pest Control | 50.00 | |
| Admin staff | 13,266.00 | |
| Caretaking Staff | 34,583.00 | |
| Caretaking Overtime | 2,000.00 | |
| NIC etc, Mentor, Training. | 4,132.00 | |
| Pensions | 3,425.00 | |
| Capital Item - Replacement Chairs | 14,000.00 | |
| | | - 144,162.00 |
| Anticipated Income | | |
| Function Security | 500.00 | |
| Cupboard Hire | 325.00 | |
| Hirers Refuse | 30.00 | |
| Hire Fees 12/13 | 102,000.00 | |
| Performing Rights Society Fees | 600.00 | |
| TMBC (Debt Charges) | 2,426.00 | |
| Exam Desk Hire | 1,000.00 | |
| Kilnbarn Bar Services | 2,000.00 | |
| | | 108,881.00 |
| | | - 35,281.00 |

| | | |
|---|-----------|------------------|
| BARS (KILNBARN/OAKEN HALL/CARMAN ROOM) | | |
| Expenditure | | |
| Cleaning Sundries | 250.00 | |
| Toilet Rolls | 100.00 | |
| Stationery | 50.00 | |
| Insurance | 300.00 | |
| Licences | 400.00 | |
| Repairs & Replacements/Contingency | 5,000.00 | |
| Security & Assisted Locking | 300.00 | |
| Service Contract - Alarms & Coolers | 250.00 | |
| Vandalism | 150.00 | |
| Stocktaking | 800.00 | |
| Pest Control | 50.00 | |
| Intruder Alarm Maintenance | 550.00 | |
| Glasses | 300.00 | |
| Bar Gas | 1,200.00 | |
| Bar Counter Snacks | 100.00 | |
| Cherries & Straws | 50.00 | |
| Quiz Snacks | 100.00 | |
| Sky TV | 5,250.00 | |
| Bar Services | 2,000.00 | |
| Staff (Permanent) Incl. Admin. | 45,238.00 | |
| Casual Staff | 6,500.00 | |
| Overtime | 5,000.00 | |
| NIC Employers, Mentor, Training | 5,032.00 | |
| Superannuation - Employers | 5,228.00 | |
| Shorts & Staff Drinks | 0.00 | |
| Bar Stock | 50,000.00 | |
| Bar Food | 750.00 | |
| Coffee, Cream & Tea etc | 500.00 | |
| Bar Snacks | 2,500.00 | |
| | | - 137,948.00 |
| | | |
| | | |
| Anticipated Income | | |
| Soft Drinks Bars | 500.00 | |
| Kilnbarn Club Food | 1,000.00 | |
| Kilnbarn Club Counter | 90,000.00 | |
| Gaming Machine | 5,000.00 | |
| Oaken Hall Counter | 40,000.00 | |
| Oaken Hall Wine | 250.00 | |
| Don Carman Hall Counter | 15,000.00 | |
| Don Carman Hall Wine | 500.00 | |
| | | 152,250.00 |
| | | |
| | | 14,302.00 |
| | | |

| OPEN SPACES & AMENITIES | | |
|------------------------------------|-----------|---------------------|
| Expenditure | | |
| Salaries (inc Admin) | 65,142.00 | |
| Emergency Staff Cover | 1,000.00 | |
| NIC Employers | 4,200.00 | |
| Superann Employers | 9,638.00 | |
| Training | 500.00 | |
| Mentor Services | 932.00 | |
| Business Rates | 380.00 | |
| Water Supply | 260.00 | |
| Electricity/Energy | 1,500.00 | |
| Telephone | 250.00 | |
| Property/Security Maintenance | 2,000.00 | |
| Security | 555.00 | |
| Machinery Hire | 700.00 | |
| Machinery Fuel | 850.00 | |
| Tractor/Mower Repairs | 3,000.00 | |
| Repairs and Replacements | 1,175.00 | |
| PWLB Loan - Capital | 1,750.00 | |
| PWLO Loan - Interest | 250.00 | |
| Staff Welfare | 300.00 | |
| Christmas Light Competition | 25.00 | |
| War Memorial | 250.00 | |
| Hanging Baskets | 200.00 | |
| Street Light Maintenance | 60.00 | |
| Street Light Energy | 116.00 | |
| Lighting Repairs | 50.00 | |
| Pest Control | 150.00 | |
| Multi Sports | 300.00 | |
| General Treatments | 3,000.00 | |
| Football Pitches | 600.00 | |
| Cricket Square | 450.00 | |
| Bowls Green | 250.00 | |
| Fencing Repairs | 500.00 | |
| Playground Repairs | 1,000.00 | |
| Village Green Costs | 100.00 | |
| Best Kept Garden Competition | 250.00 | |
| Trees/Planting | 1,200.00 | |
| Protective Clothing | 300.00 | |
| Tools | 200.00 | |
| Upkeep of Churchyard | 1,203.00 | |
| Allotment Refuse | 160.00 | |
| Allotment Contingencies | 350.00 | |
| Quarry Maintenance | 1,000.00 | |
| School Clock | 150.00 | |
| | | - 106,246.00 |

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|-----------------------------------|-----------|-------------|
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| Anticipated Income | | |
| Cupboard Rental | 25.00 | |
| Lease fees | 155.00 | |
| Guides/Minors Electricity | 95.00 | |
| Pitch Marking | 428.00 | |
| Bowls Club Reimbursement | 250.00 | |
| NRRG Energy Reimbursement | 372.00 | |
| Castle Colts FC | 210.00 | |
| Allotment Rents | 255.00 | |
| RKP United FC | 420.00 | |
| Cricket Club Fees | 450.00 | |
| Maidstone Utd | 95.00 | |
| Ditton Minors FC | 190.00 | |
| Holtwood Rangers FC | 400.00 | |
| Millstream | 95.00 | |
| MUGA Users | 5,000.00 | |
| Cemeteries/Churchyard | 1,203.00 | |
| Coins - Multi-Sports Users | 900.00 | |
| School Grounds Maintenance | 6,419.00 | |
| Footpath Maintenance | 500.00 | |
| Allotment Keys | 120.00 | |
| Online Filing Incentive | 19.00 | |
| | | 17,601.00 |
| | | |
| | | - 88,645.00 |
| | | |
| FINANCE AND ADMINISTRATION | | |
| Expenditure | | |
| Salaries | 39,785.00 | |
| NIC Employers etc | 3,500.00 | |
| LGPS | 5,876.00 | |
| Travel | 100.00 | |
| Training | 500.00 | |
| Mentor Services | 932.00 | |
| Telephone | 1,000.00 | |
| Postage | 450.00 | |
| Stationery/Office | 1,300.00 | |
| Subscriptions | 630.00 | |
| Insurance | 12,500.00 | |
| Licences | 10.00 | |
| Computer Support | 3,400.00 | |
| KALC | 1,060.00 | |
| Mobile Phone | 300.00 | |
| Service Contracts -Alarm etc. | 500.00 | |

| | | |
|---|----------|--------------|
| PC Vehicle Fuel | 900.00 | |
| Accounts Prep/Support/VAT cal. | 3,000.00 | |
| Audit Fees inc Internal Audit | 3,700.00 | |
| Contingencies | 8,175.00 | |
| Broadband/domain Name /Email | 350.00 | |
| Staff Welfare | 450.00 | |
| Network Anti-virus/Anti Spam | 200.00 | |
| Webmaster Fees | 1,500.00 | |
| Hire of Equipment | 6,700.00 | |
| Donations etc. (incl. S.137) | 2,000.00 | |
| Chairman's Allowance | 750.00 | |
| Remembrance Day | 280.00 | |
| Maps & Books | 100.00 | |
| Sage Support | 310.00 | |
| Vehicle Lease Fee | 3,710.00 | |
| Office Expenses | 200.00 | |
| Bank Charges | 150.00 | |
| Bankline | 500.00 | |
| Public Notices/Notices | 100.00 | |
| Ditton Gazette & Delivery | 3,000.00 | |
| Family Day/Hort Show | 750.00 | |
| Raffle Prizes | 400.00 | |
| Dances | 7,000.00 | |
| Twinning Expenses | 1,000.00 | |
| Jubilee Celebration | 1,500.00 | |
| | | - 118,568.00 |
| | | |
| Anticipated Income | | |
| Copy Charges | 300.00 | |
| Borough Cncl Allocation | 7,870.00 | |
| Bank Interest | 20.00 | |
| Sec 137/Raffle Income | 700.00 | |
| Family Day/Hort Show (+ PoW donations) | 750.00 | |
| Gazette Adverts | 1,000.00 | |
| Raffle Prize Reimbursement | 400.00 | |
| Dance Ticket Sales | 8,000.00 | |
| Investment Interest for Reserve Replacement | - | 19,040.00 |
| | | - 99,528.00 |
| | | |
| SUMMARY | | |
| COMMUNITY CENTRE | | - 35,281.00 |
| BARS | | 14,302.00 |
| OPEN SPACES AND AMENITIES | | - 88,645.00 |
| ADMINISTRATION | | - 99,528.00 |
| | | - 209,152.00 |

£209,152.00 divided by the tax base 1,834.72 = a parish rate of £114.00 (same as last year).

318. **INCIDENT IN KILN BARN 10TH DECEMBER 2011 RESULTING IN BAN**

A report from the Bar Manager about an incident that took place in and outside of the Kilnbarn on Saturday 10th December, which had previously been **CIRCULATED**, was **READ**. It was **NOTED** that the instigator of the trouble had been issued with a temporary ban from the Kilnbarn.

RESOLVED to make the ban permanent.

319. **CLOSURE**

The meeting closed at 9.00pm.

Chairman
4th January 2011