

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 NOVEMBER 2011**

PRESENT: CLLRS. 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]

288. OPENING OF MEETING

The Vice-Chair opened the meeting at 7.32pm.

289. APOLOGIES

Apologies were **RECEIVED** from Cllr Porter. The previously notified reason for absence was recorded in the absence book ref. 136 and **ACCEPTED** and **APPROVED**.

290. DECLARATION OF INTERESTS

There were no declarations of interest.

291. FINANCIAL INFORMATION**(a) Financial Analysis**

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

(b) Budget Management 2nd Quarter 2011 - 1st April 2011 – 30th September 2011 & 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 spread sheet detailing the current investment values. It was **NOTED** that due to stock market fluctuations the investment values have decreased. Cllr Beadle also REPORTED there had been an anomaly when he was checking the investment values although it now appeared to be rectified.

RESOLVED the Clerk will contact UBS to ask for an explanation why this anomaly had occurred.



292. **ESTIMATES FOR FINANCIAL YEAR 2012/2013**(a) **2012/13 Estimates**

Draft estimates which had previously been circulated were **READ, NOTED** and discussed.

Cllr Mulcuck said he would like to see a sum included to be able to provide entertainment at a Jubilee Celebration next year. Discussion took place and members agreed a sum should be included for this.

RESOLVED to include a sum of £1,500.00 to provide entertainment for Jubilee Celebrations for the village in 2012.

RESOLVED to **RECOMMEND** the following as the estimates for the Finance and Administration Committee for the Financial Year 2012/13:-

<u>Income</u>	Estimates for 2012/13
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	5,000.00
Investment Interest for Reserve Replacement	-
	16,040.00
<u>Expenditure</u>	
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	1,000.00
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	600.00
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
Twining Expenses	1,000.00
Election Expenses	-
SUB TOTAL	109,743.00
<u>Capital items</u>	
Jubilee Celebration	1,500.00
Total	111,243.00
LESS INCOME	16,040.00
GRAND TOTAL	95,203.00

(b) Future financial planning Five Year Plan/Accrued Funds/Investment

Discussion took place on the best method of planning for future expenditure. It was agreed it would be useful for each committee to produce a five year plan to keep track of what will be required and when in the future. It was suggested that if there were savings made on the precept request the amount could be put towards either topping up the council's reserves or an item on the five year plan.

293. PARISH COUNCIL DANCES 2012/13

It was **NOTED** that ticket sales have been slower this year for the two Christmas Dances and the New Year's Eve Dance, probably due to bad weather for the two previous years but it was hoped that ticket sales would pick up nearer to the events. It was **FURTHER NOTED** that the Spring Dance had only made a small profit of £60.00 and that no Halloween Dance had been held.

RESOLVED to just hold the two Christmas Dances and the New Year's Eve Dance in 2012 and to send out a reminder to all on the mailing list that tickets for this year's dances are still available

294. PHOTOCOPY CHARGES

It was **NOTED** that the fee per copy that the Parish Council pays had increased in August this year. It was **FURTHER NOTED** that the pre-school have been receiving free photocopying for a considerable period as the Council agreed to waive the charges some time ago when the pre-school experienced difficulties when their numbers dropped. Discussion took place and things appear to have improved and it was felt the Council could not continue to offer a free service to one organisation when all other local organisations that use the Centre paid for copying.

RESOLVED to inform pre-school that they would be charged at the local rate for photocopying from 1st April 2012.

295. CLOSURE

The meeting closed at 8.46pm.

Chairman
5th December 2011