

DITTON PARISH COUNCIL

MINUTES of a MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE held in the COUNCIL CHAMBER at DITTON COMMUNITY CENTRE on MONDAY 25th JULY 2011

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chair], MRS A R BEADLE, M D BRINE & A R MULCUCK
MRS N GREENAWAY [Clerk of the Council]

87. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

88. APOLOGIES

Apologies were **RECEIVED** from Cllr Mrs Thwaites. The previously notified reason for absence was **NOTED** and **RECORDED** in the absence book ref. 122.

89. ELECTION OF VICE-CHAIR

Cllr Beadle was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Mrs Beadle. There being no further nominations Cllr Beadle was duly elected Vice Chair for 2011/12.

The Chairman suggested that it would be beneficial to the Committee to co-opt another Councillor with financial experience onto the Committee now that Cllr Nunn is no longer on the Committee. Members agreed this was a good idea and it was suggested that Cllr Newman be invited to join the F&A Committee.

90. DECLARATIONS OF MEMBERS' INTERESTS

Cllr Porter declared a personal interest in item 95(b) as he works for one of the companies that have supplied a quotation.

91. FINANCIAL INFORMATION

(a) Financial Analysis

(i) EOY 2010/2011 & Explanation of Significant Variances in budgets

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

(ii) April/May/June 2011

Information previously **CIRCULATED** was **READ** and it was **NOTED** that the hire of equipment budget was already overspent. The Clerk will look into this.

It was **NOTED** that income in the function bars and Kilnbarn had increased in recent weeks and various ideas to improve this further were discussed.



(iii) Budget Management Comparisons

Information previously **CIRCULATED** was **READ** and **NOTED**

(b) Investment(i) Report On Current Situation

Cllr Beadle **CIRCULATED** a table of the investment illustrating its progress. It was **NOTED** that the value had dropped slightly since February. This was partly due to the stockmarket still being down and the fact that a large sum of the capital had been withdrawn. Cllr Beadle expressed concern that further withdrawals should not be made from the capital, if possible, because of the effect it has on the level interest which the Council can use to assist with running costs. All members supported this view.

92. REVIEWS(a) Services – *referred from Community Centre Committee*

It was **NOTED** that a recommendation had been made by the Community Centre Committee to seek a professional review of the Councils Community Centre and Bar commercial operations. It was **FURTHER NOTED** that Mr Blake, the Councils former External, Internal Auditor had been approached and he could undertake this review for £150.00 per day, up to a maximum of 5 days. It was suggested that clear terms of reference of what was required from the review were needed. Cllr Beadle offered to draft the terms of reference, which would then be approved by the Clerk and Chairman.

RESOLVED to support the Community Centre Committees **RECOMMENDATION** for an external professional review.

(b) Human Resources/H&S Advice

It was **NOTED** that Sage can provide a similar Human Resources advice service as Mentor Services but at a much lower cost. It was suggested that this service should be investigated further to see if the level of cover was the same

RESOLVED to invite a representative from Sage to meet with members of the F&A Committee to discuss the level of advice they can provide.

93. CCTV POLICY

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

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

94. PARISH SURVEY

It was **NOTED** that this item had been referred from the full Council Meeting that took place on 6th June. Discussion took place on the merits of carrying out a survey of the parish or a parish plan. It was **NOTED** that the new Localism Bill comes into effect next year and this should bring with it new powers and funding for parish projects such as this.

RESOLVED to defer the decision on a parish survey or parish plan until the new Localism Bill has been passed.

95. **DITTON GAZETTE**

(a) Style of future editions

It was **NOTED** only positive comments had been received on the new A5 format of the gazette.

RESOLVED TO RECOMMEND to keep the gazette format in A5 booklet style.

(b) Quotations

Two quotations to produce 2100 copies of the gazette in A5 colour booklet format were **READ** and **NOTED** as follows:-

[A]	£700.00 + VAT
[B]	£940.00 + VAT

It was **FURTHER NOTED** that the company currently being used charge £938 +VAT for 2100 copies in the same format.

RESOLVED TO RECOMMEND to accept quotation [A] from Popi and to ask if they can produce the next gazette in September.

The Chairman moved that an additional item, raised by Cllr Mulcuck, be considered in relation to the gazette.

(c) Charges for advertisements

It was **NOTED** that although commercial companies do pay for their advertisements to go into the gazette some organisations, such as the pre-school that use the Community Centre do not – although they are not a club, they are a business. It was suggested that clarification is required as who is charged and who is not. Discussion took place and it was **NOTED** that other local publications seem to provide space for articles from pre-schools and similar organisations free of charge.

RESOLVED not to charge the pre-school for articles but to monitor what they ask to be put in the gazette.

It was also **NOTED** that the pre-school do not pay for photocopying charges, when other organisations do. It was suggested that this is also monitored and the costs involved recorded.

The Chairman moved that one more additional item be considered:-

96. **DONATION TO CHARITY**

It was **NOTED** that the Symbolics group have asked that a donation is made to charity rather than them take a fee for providing entertainment at the former Clerk's retirement party.

RESOLVED a donation of £100.00 be made to the Air Ambulance from the Charities Account.

97. **CLOSURE**

The meeting closed at 8.54pm.

Chairman
1st August 2011