

## DITTON PARISH COUNCIL

**MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 28<sup>th</sup> FEBRUARY 2011.**

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chair], MRS A R BEADLE, A R MULCUCK, D H NUNN & MRS J F THWAITES.  
MRS S J KAVANAGH [Clerk of the Council] & MRS N GREENAWAY [Deputy Clerk].

521. **OPENING OF MEETING**

The Chairman opened the meeting at 7.37pm.

522. **APOLOGIES FOR ABSENCE**

All members of the committee were present.

523. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

The month 10 financial analysis was discussed, **READ** and **NOTED**.

(b) **Income and Expenditure 3<sup>rd</sup> Quarter and Comparison**

The above information was **READ** and details of the current financial situation was **NOTED**.

Discussion took place and it was suggested that the 2011/2012 committee budgets be revisited to see if any further savings could be made within the next financial year.

**RESOLVED** the Review Committee be asked to look at the situation and review the estimates.

(c) **Bank Reconciliations** – for approval & Signing

Cllr. Mrs Beadle agreed to attend the parish office to approve and sign the bank reconciliations.

(d) **Investment Report**

Cllr Beadle gave a report on the investment and it was **NOTED** that, as agreed by the full council, £50,000 will be withdrawn to finance the Cedar Room project and the accrued interest taken to assist with the parish running costs.

**RESOLVED** to **RECOMMEND** that a further £20,000 be withdrawn from the investment to cover the balance of the Cedar Room project expenditure and capital items purchased during the year.

Further discussion took place regarding parish council assets and Members questioned whether the value of the land at Bradbourne lane is correct in the assets register.

**RESOLVED** to have the land at Bradbourne Lane valued in the next financial year.

(e) Internal Audit – Report of 3<sup>rd</sup> Visit

A report from the internal auditor, which had been previously circulated, was **READ** and it was **NOTED** at this visit he concentrated on reviewing systems for payments, income and outstanding debtors, investments and investment strategy, bank reconciliations, financial outturn and direct debit payments.

**FURTHER NOTED** there were no matters arising from his work that needed to be raised with the Council, however he did note the significant drop in income from the Kilnbarn.

525. **KILNBARN** – Recommendation from Community Centre Committee

Copies of the Business Development Plan, previously circulated, were **READ** and the Community Centre Committee recommendation **NOTED**.

Cllr. Nunn gave a précis of the inception of the project and of those involved in the Business Development Plan sub-committee. He also advised that the committee was instructed to have a free range and look at all possibilities. Discussion took place.

Members all agreed a lot of work has gone into the plan which is excellent but, it was **NOTED** that looking at the income projections it would take sixty five years to recoup the initial outlay.

**RESOLVED** that, with the current financial situation, the committee could not approve this amount of expenditure at this time.

526. **COMPUTER NETWORK**

Two quotations for lease or purchase of the above equipment to upgrade the current system were **READ** and **NOTED** as follows:-

(a) 3 year lease - £251.56 per month; Purchase - £7,694.00

(b) 3 year lease - £801.73 per month; Purchase - £7,938.22

**RESOLVED** to accept quotation (a) from NCS to lease the equipment from June 2011.

527. **FUNCTION BAR FRANCHISE**

Members were advised that Allbars have given two months notice of termination of their function bar franchise due to personal reasons, but advised they are flexible with the period of the notice.

Discussion took place and it was generally felt that the function bars should be taken back in-house with a suggested takeover date of 1<sup>st</sup> April 2011.

**RESOLVED** to refer this to the Council's Review Committee to look at all possibilities and make its recommendations to the Council at its meeting next Monday.

528. **REVIEWS**

(a) **Investment Strategy for 2011/2012**

Draft copies of the 2011/2012 investment strategy which had been previously circulated, was **READ** and **NOTED**.

**RESOLVED to RECOMMEND** the draft be adopted as the investment strategy for 2011/2012.

529. **ADVERSE WEATHER POLICY**

A draft adverse weather policy which had been previously circulated, was **READ** and it was **NOTED** such a policy is now a requirement for health & safety and human resource purposes.

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

530. **TICKET PRICES FOR 2011 DANCES**

Discussion took place on the fees to be charged for dance tickets in 2011.

**RESOLVED** a fee of £12.00 be applied to the Spring Dance tickets and the Christmas and New Year's Eve tickets remain unchanged at £17.00 per ticket.

531. **CEDAR ROOM LEASE**

A draft copy of the cedar room lease for the Youth Centre, based on the lease for the Guide headquarters, and which had been previously circulated, was **READ** and **NOTED**.

Discussion took place and several amendments agreed.

**RESOLVED to RECOMMEND** that, subject to inclusion of amendments, the lease be approved and a copy forwarded to the Youth Centre Committee for their comments.

532. **CLOSURE**

The meeting closed at 9.40pm

Chairman  
7<sup>th</sup> March 2011