

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 22ND SEPTEMBER 2008 AT 7.30PM

PRESENT: CLLRS. J A BEADLE [Vice-Chair], R G W BAKER, MRS A R BEADLE & A R MULCUCK
MRS S J KAVANAGH [Clerk of the Council]

253. **OPENING OF MEETING**

In the absence of the Chairman, the Vice-Chairman opened the meeting at 7.30pm.

254. **APOLOGIES**

Apologies were RECEIVED from Cllrs. Nunn and Porter. The previously notified reasons for absence were **ACCEPTED** and **APPROVED**.

255. **DECLARATION OF INTERESTS**

There were no declarations made.

256. **FINANCIAL INFORMATION**

(a) Financial Analysis

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

(b) Profit & Loss 1st April 2008 – 30th June 2008

The profit and loss documentation requested by Cllr. Nunn, and which had been previously circulated, was **NOTED**.

RESOLVED to refer this document to the next meeting, when Cllr. Nunn will be present.

A budget management summary for the first quarter of 2008/2009 and seven year comparison were **READ** and the surplus **NOTED**.

(c) Investment – current situation

It was **NOTED** that the investment working party will be meeting with the new UBS investment manager, Mr Horniman, on Friday 26th September.

Cllr. Beadle advised that there was nothing further to add to the report he had given to Members at the Council meeting held on 1st September.

257. **ITEM BROUGHT FORWARD FROM PREVIOUS MEETING**

(a) Community Day Working Party [Page 86, Item 180] - Report if available

Minutes of the meeting held on 17th September 2008 were not available, however, an email containing points raised at the meeting has been received from Cllr. Stone.

Cllr. Baker gave a verbal report of the meeting and discussion took place regarding funding.

RESOLVED this Council's representatives on the Community Day Committee must ensure minutes of meetings are taken and a copy made available to the Council.

RESOLVED the question of cost and funding for the event must be explored at the next meeting and this Council's position fully explained.

258. **RISK MANAGEMENT - RISK ASSESSMENT REVIEW PANEL**

The Clerk advised that the annual risk assessment reviews are currently being undertaken and it would be helpful if a group of Members could peruse the assessments prior to them being placed before the committee for approval.

RESOLVED Cllrs. Beadle and Nunn, subject to Cllr. Nunn's agreement, will undertake the task again this year.

259. **QUALITY STATUS RE-ACCREDITATION APPLICATION**

It was **NOTED** that since the quality mark for Town and Parish Councils was introduced, the criteria for Quality council applications has been reviewed and new tests added to the application to reflect the ever increasing role of councillors. Quality status lasts for four years and has to be reapplied for after that time. The re-accreditation process requires the completion of the entire application, which consists of meeting the 'quality' tests and the submission of a comprehensive portfolio, together with proof that the criteria has been fully met during the preceding year. This Council's re-accreditation application will be due in January 2010 and work on the application will need to start early in 2009.

The following items form part of the requirements the accreditation panel will be looking for and will need to be addressed to ensure this council meets the quality tests.

(a) **Councillors Contact Details – Publishing Requirement**

Information previously circulated regarding the requirement for councillors contact details to be published, was **READ** and it was **NOTED** that the Clerk is investigating the legal situation.

Discussion took place and Members expressed serious concerns over security issues and lack of privacy the publication of their home contact details would create.

RESOLVED to hold this item over pending information on the legal position.

(b) **Recording Non-Attendance at Meetings**

Information previously circulated regarding the recording of non-attendance at meetings was **READ** and the requirement for the reason for absence to be minuted was **NOTED**. Members advised they were uncomfortable with this, as it could compromise their security if their reason for absence was that they are on holiday. The Clerk suggested that reasons for absence could be sensitively worded in the minutes to ensure security was not compromised, or perhaps a book could be kept of the reasons given for absence and the apologies minute referenced to the book.

It was **NOTED** that, as required, the Clerk maintains a record of attendance which shows whether a non-attendance was notified in advance of the meeting.

Discussion took place.

RESOLVED to refer this matter to the full council at its next meeting.

(c) Agenda Summons

Members were reminded that Notices of meetings are a legal summons to attend and if Members are unable to attend they should give their apologies in advance of the meeting. Apologies for absence must be formally approved by the Council and minuted, otherwise non-attendance counts towards the six month disqualification period.

It was **NOTED** that most council's notices of meetings include a summons (which reminds Members of their legal obligation to attend), however this Council dropped the 'summons' from their notices of meetings some time ago to make it more modern and friendly. Discussion took place on whether the summons should be reinstated.

RESOLVED to refer this item to the full council for discussion and decision.

(d) Community Engagement Strategy – Additional Criteria

A draft strategy prepared by the Clerk and previously circulated was **READ**, discussed and **NOTED**.

RESOLVED to **RECOMMEND** that the strategy be adopted.

(e) Training – Statement of Intent

A draft training statement of intent prepared by the Clerk and previously circulated was **READ**, discussed and **NOTED**.

RESOLVED to **RECOMMEND** that the statement of intent be adopted.

260. **CLOSURE**

The meeting closed at 8.33pm.

Chairman
6th October 2008