

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 24th NOVEMBER 2008

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman] [from 7.33pm], MRS A R BEADLE, R G W BAKER, A R MULCUCK & D H NUNN
MRS S J KAVANAGH [Clerk of the Council]

374. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

375. APOLOGIES

Cllr. Beadle for late arrival.

376. DECLARATION OF INTERESTS

There were no declarations of interest.

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

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

(b) Budget Management 2nd Quarter (Profit & Loss): 1st April 2007 – 30th September 2007 & Comparison with Previous Years

The above information, which had previously been circulated, was discussed, **READ** and **NOTED**.

RESOLVED to ask DCK Beavers for costs to complete the process for the provision of profit and loss information.

(c) Five Year Plan

The projected capital expenditure plan for the next five years was **READ** and **NOTED**.

(d) Investment Update

An investment report and portfolio analysis, prepared by Cllr. Beadle, was circulated at the meeting. It was **NOTED** that the investment value has fallen by 19.53% over the last four months, which is mirroring the stock market. As the Council entered into the investment as a long term programme with the intention to take only the cash yields and interest earned each year, provided the Council sticks to that philosophy, when the stock market eventually picks up the investment will follow.

(e) Invoicing on RBS Omega

Information from the Community Centre Administrative Staff regarding their concerns and problems with using the RBS invoicing system was **READ** and **NOTED**.

Discussion took place.

RESOLVED to ascertain whether adjustments can be made to the programme, to make it more efficient.

378. **INTERNAL AUDIT – TERMS OF REFERENCE**

The Clerk’s draft Terms of Reference for Internal Audits were **READ** and **NOTED**.

RESOLVED to **RECOMMEND** that the document be adopted, subject to the addition of VAT compliance.

379. **FREEDOM OF INFORMATION ACT - NEW MODEL PUBLICATION SCHEME**

(a) Details of New Model Publication Scheme

Information which had previously been circulated, was **READ** and **NOTED**.

RESOLVED to **RECOMMEND** that the Freedom of Information Act 2000 New Model Publication Scheme be adopted.

(b) Guide to Information available under the Scheme

The Clerk’s draft listing of information to be published under the publication scheme, and the scale of charges to be made for information requested, was **READ** and **NOTED**.

RESOLVED to **RECOMMEND** this listing be adopted and published as required under the Freedom of Information Act 2000

380. **CORRESPONDENCE**

RBS Software Solutions: Price Structure Changes for April 2009

Information regarding increases in training fees, consultancy fees and travel expenses was **READ** and **NOTED**.

RESOLVED to enquire if it is possible to have a remote connection to DCK Beavers, to enable them to undertake end of year procedures at their own offices and thereby saving on travel expenses.

381. **TONBRIDGE & MALLING BOROUGH COUNCIL’S PARISH CHARTER**

Information, which had previously been circulated, was **READ** and **NOTED**.

RESOLVED to **RECOMMEND** the Parish Charter be adopted.

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ADJOURNMENT

Borough & Parish Cllr. Stone addressed the Council in connection with the Borough Council’s financial position, the possibility of it being capped this year and the withdrawing of its grant scheme.

382. **ESTIMATES FOR FINANCIAL YEAR 2009/2010**

Discussion took place and Members agreed they could not be justify including a sum of £6,000 in this Committee's budget for a firework display in 2009. It was also agreed that the printing costs for the Ditton Gazette should be reduced.

RESOLVED not to include a sum for fireworks in the estimates for this committee.

RESOLVED to restrict the Gazette to no more than eight pages each edition.

RESOLVED to **RECOMMEND** the following as the estimates for the Finance and Administration Committee for 2009/2010.

| Expenditure | | |
|-----------------------------------|------------------|--|
| Telephone | 800.00 | |
| Postage | 500.00 | |
| Stationery/Office | 1,300.00 | |
| Subscriptions | 630.00 | |
| Insurance | 14,059.00 | |
| Licences | 30.00 | |
| Computer Support/Repairs | 2,000.00 | |
| Network Anti Virus | 1,000.00 | |
| Webmaster Fees | 1,500.00 | |
| KAPC | 1,110.00 | |
| Mobile Telephone | 280.00 | |
| PC Vehicle Fuel | 750.00 | |
| Accounts Prep/Support | 1,350.00 | |
| Legal Expenses | 1,000.00 | |
| Audit Fees | 2,000.00 | |
| Contingencies | 1,000.00 | |
| Broadband Fees | 450.00 | |
| Staff Welfare | 350.00 | |
| Hire of Equipment | 2,100.00 | |
| Donations Etc (Sec 137) | 2,025.00 | |
| Chairman's Allowance | 600.00 | |
| Remembrance Day | 250.00 | |
| Maps, Books, Binding | 150.00 | |
| Sage Support | 250.00 | |
| Vehicle Lease Fee | 4,284.00 | |
| Office Expenses | 130.00 | |
| Intruder Alarm Maintenance | 590.00 | |
| Community day | | |
| Notices | 100.00 | |
| Staff /Cllrs Travel Expenses | 100.00 | |
| Bank Charges | 500.00 | |
| Ditton Gazette | 5,000.00 | |
| Family Day/Horticulture | 450.00 | |
| Firework Display | - | |

| | | |
|---|------------------|------------|
| Raffle Prizes | 700.00 | |
| Dances | 10,000.00 | |
| Twining Expenses | 1,000.00 | |
| Election Expenses | - | |
| Bucket Collect - To Charities Acc. | - | |
| Purchase of Glow Items | - | |
| Cedar Room Professional Fees | 500.00 | |
| Reserve Restoration | 5,000.00 | |
| Staff | 54,711.00 | |
| NIC etc. | 8,923.00 | |
| Pension | 9,086.00 | 136,558.00 |
| Capital items | - | |
| Anticipated Income | | |
| Miscellaneous Income | 100.00 | |
| Lease Fees | 147.00 | |
| Copy Charges | 180.00 | |
| BC Allocation | 9,119.00 | |
| Bank Interest (incl Treasury Reserve) | 1,000.00 | |
| Raffle Income (To Charities Acc) | 1,000.00 | |
| From Charities Acc to fund Sec. 137 | 2,025.00 | |
| Family Day Income | 200.00 | |
| Firework Display - Bucket Collection | - | |
| Sale of Glow Items | - | |
| Ditton Gazette Adverts | 1,700.00 | |
| Dance Ticket Sales | 16,000.00 | |
| Main Investment Interest | 17,000.00 | |
| | | -48,471.00 |
| | | 88,087.00 |

383. **CLOSURE**

The meeting closed at 9.02pm.

Chairman
1st December 2008