

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE,
HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE, ON
MONDAY 10TH DECEMBER 2007

PRESENT: CLLRS. M J PORTER [Chairman], R G W BAKER, A R MULCUCK & D H
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[MRS] S J KAVANAGH [Clerk of the Council]

424. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30.pm.

425. **APOLOGIES**

Apologies were RECEIVED from Cllrs. J and Mrs A Beadle. The previously notified reason for absence was **ACCEPTED** and **APPROVED**.

426. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

427. **ESTIMATES FOR FINANCIAL YEAR 2008/2009**

Discussion took place on the budgets recommended by each committee together with the Clerk and Vice-Chairman's suggested reductions, details of which had been previously circulated.

RESOLVED to accept the reductions and **RECOMMEND** the following as the estimates for 2008/2009:-

COMMUNITY CENTRE		
<u>Expenditure</u>		
Business Rates	12,500.00	
Services: Gas	4,600.00	
Electricity	10,000.00	
Water	1,200.00	
Sewage	1,200.00	
Hall Decorations	150.00	
Hygiene Items	4,000.00	
Stationery/Telephones	3,000.00	
Insurances	7,250.00	
Licences	2,750.00	
Repairs & Replacements	10,000.00	
Mobile Phone Top-Up	100.00	
Pest Control	50.00	
Security	600.00	

Function Security	1,000.00	
Service Contracts	3,600.00	
Vandalism	250.00	
Refuse Collection	2,000.00	
Public Works Loan Board	3,711.00	
Regular Maintenance	2,000.00	69,961.00
Capital Items		
Furniture & Fittings	2,000.00	
Oaken Hall Kitchen Refurbishment	10,846.00	
Floor Refurbishment	2,235.00	
Changes to Car Park - Disabled Bays	3,000.00	18,081.00
Anticipated Income		
Hire Fees	99,000.00	
Tonbridge & Malling BC (Debt Charges)	3,711.00	
Cupboard Hire	285.00	
Exam Desk Hire	750.00	
Performing Rights Society Fees	150.00	
Function Security	1,000.00	
Public Phone	50.00	
Hirers Refuse/Mat Hire	100.00	
Bar Services	10,450.00	
T&MBC Grant	6,877.00	122,373.00
		34,331.00
BAR		
Expenditure		
Bar Stock	80,000.00	
Bar Food	1,000.00	
Coffee & Cream	300.00	
Bar Snacks	2,400.00	
Tobacco	-	
Cleaning Sundries	350.00	
Stationery	90.00	
Insurance	300.00	
Licences	2,000.00	
Repairs & Replacements/Contingency	5,000.00	
Security	600.00	
Service Contract - Alarms & Coolers	430.00	
Vandalism	150.00	
Stocktaking	1,350.00	
Glasses	150.00	
Beer Gas	2,400.00	
Bar Counter Snacks	200.00	
Cherries & Straws	50.00	
Quiz Snacks	125.00	

Sky TV	4,500.00	
Gaming Machine Rental	2,500.00	
Bar Services	10,450.00	
Royal Mail Cash Collection	700.00	115,045.00
<u>Capital Items</u>		
Kilnbarn Flooring - behind bar	950.00	950.00
<u>Anticipated Income</u>		
Oaken Hall Counter	64,340.00	
Oaken Hall Wine	1,819.00	
Don Carman Hall Counter	22,700.00	
Don Carman Hall Wine	321.00	
Kilnbarn Club	103,000.00	
Kilnbarn Club Food	1,500.00	
Soft Drinks Bar	2,012.00	
Gaming Machine	6,000.00	201,692.00
		85,697.00
OPEN SPACES & AMENITIES		
<u>Expenditure</u>		
Water Supply	300.00	
Electricity/Energy	1,000.00	
Sewerage Charges	50.00	
Property Security/Maintenance	2,000.00	
Street Lighting Energy	300.00	
Street Lighting Maintenance	300.00	
Church Floodlighting	200.00	
Lighting Repairs	200.00	
War Memorial	250.00	
Allotment Refuse	400.00	
Notice Boards	200.00	
Seats	200.00	
Litterbins	200.00	
Provision of Salt	50.00	
General Grounds Treatment	1,000.00	
Football Pitches	500.00	
Cricket Square	500.00	
Playground Repairs	1,500.00	
Fencing Repairs	600.00	
Village Green & Amenities	100.00	
Best Kept Garden Competition	300.00	
Christmas Lights Competition	25.00	
Machinery Repairs/Services	2,750.00	
Machinery Fuel/Licences	500.00	
Trees/Planting	800.00	
Play Area Security Locking	300.00	

Protective Clothing/Tools	500.00	
Upkeep of Churchyard	200.00	
Tools	500.00	
Water Dispenser	150.00	
Hire of Machinery	700.00	
MUGA Floodlights/Electricity	1,500.00	
Contingencies	1,000.00	
Tractor Loan Repayment	2,400.00	
Rabbit/Pest Control	150.00	
Allotment Contingencies	150.00	
Hanging Baskets	300.00	
Quarry	1,700.00	
Bowls Water	200.00	23,975.00
<u>Capital Items</u>		
8ft Set Gang Mowers	7,900.00	
MIG Welder	500.00	
Reinforce Allotments Fence	1,000.00	9,400.00
<u>Anticipated Income</u>		
Multi-Sport Fees	3,000.00	
Cricket Pitch Fees	400.00	
Football Pitch Fees	650.00	
TMBC Cemeteries & Churchyards	1,339.00	
Bowls Water	200.00	
Allotment Rents	206.00	
Casual Hire of Grounds		
Energy Reimbursement - Guides	40.00	
NRRG Energy Reimbursement	100.00	
Slippages from 2007/2008 - DCQ	1,200.00	7,135.00
		-26,240.00
PERSONNEL COMMITTEE		
<u>Expenditure</u>		
Admin Staff	90,058.00	
Outdoor Staff	58,837.00	
Permanent Bar Staff	35,456.00	
Cleaning/Caretaking staff	43,757.00	
Casual Bar Staff	31,360.00	
Bar Contingency	4,728.00	
General Contingency	2,000.00	
Employer's NIC	16,000.00	
Superannuation	37,039.00	
Training Courses	2,000.00	
Seasonal Gratuities	-	
Health Scheme	2,300.00	
Mentor Services	3,576.00	
Job Adverts/Agency Fees	-	

		327,111.00
<u>INCOME</u>		
Upkeep of Verges	0.00	
School Grounds Maintenance	5,138.00	
Footpath Maintenance	613.00	
Misc. Income & Bar Food Prep	100.00	
Pitch Marking	425.00	6,276.00
		-320,835.00
FINANCE AND ADMINISTRATION		
<u>Expenditure</u>		
Telephone	700.00	
Postage	550.00	
Stationery/Office	1,100.00	
Subscriptions	620.00	
Insurance	12,500.00	
Licences	28.00	
Computer Support/Repairs	4,000.00	
Newtwork Anti Virus	1,000.00	
Webmaster Fees	1,500.00	
KAPC	1,200.00	
Mobile Telephone	250.00	
PC Vehicle Fuel	600.00	
Accounts Prep/Support	2,900.00	
Legal Expenses	2,500.00	
Audit Fees	2,300.00	
Contingencies	3,000.00	
Broadband Fees	450.00	
Staff Welfare	300.00	
Hire of Equipment	2,100.00	
Donations Etc (Sec 137)	1,800.00	
Chairman's Allowance	600.00	
Remembrance Day	250.00	
Maps, Books, Binding	200.00	
Sage Support	250.00	
Vehicle Lease Fee	4,284.00	
Office Expenses	100.00	
Intruder Alarm Maintenance	400.00	
Staff Travel Expenses	100.00	
Bank Charges & Bankline	2,100.00	
Ditton Gazette	4,000.00	
Family Day/Horticulture	300.00	
Firework Display	-	
Raffle Prizes	700.00	
Dances	11,000.00	
Twinning Expenses	1,200.00	
Election Expenses	-	
Bucket Collection - To Charities Acc.	1,200.00	

Purchase of Glow Items	600.00	
Reserve Restoration	10,000.00	76,682.00
<u>Capital items</u>		
Cedar Room Rebuild Fund	500.00	500.00
<u>Anticipated Income</u>		
Miscellaneous Income	50.00	
Lease Fees	122.00	
Copy Charges	160.00	
BC Allocation	9,083.00	
Bank Interest	1,500.00	
Raffle Income (To Charities Acc)	1,600.00	
From Charities Acc. to fund Sec. 137	1,800.00	
Family Day Income	-	
Firework Display - Bucket Collection	1,200.00	
Sale of Glow Items	1,200.00	
Ditton Gazette Adverts	1,000.00	
Dance Ticket Sales	16,000.00	
Slippages from 2007/2008 (unused fireworks& elections budgets	6,749.00	40,464.00
		-36,718.00

SUMMARY		
COMMUNITY CENTRE*		34,331.00
BAR		85,697.00
OPEN SPACES AND AMENITIES		-26,240.00
PERSONNEL		-320,835.00
ADMINISTRATION		-36,718.00
		-263,765.00
INCOME CONTRIBUTION FROM CAPITAL AND INTEREST:		
From Capital Receipt - To Fund Capital Expenditure (TR)		28,931.00
From investment Interest - Restoration of reserves		10,000.00
Interest - towards running costs		25,000.00
		63,931.00
	Final Total	-199,834.00

As there are no further meetings scheduled until January 7th, and a quorum of the Planning Committee were present, the planning Chairman asked the Members to take two planning applications that had been received today and require a response by the 21st December 2007.

RESOLVED to accede to the request.

428. **PLANNING APPLICATIONS FOR COMMENT**

TM/07/TEMP/0071 Extension of time until January 2011 to commence work in the Western Extension, currently permitted under TM/03/2785

Hermitage Quarry

RESOLVED NO OBJECTION

TM/07/04246/RD Details of landscaping submitted pursuant to condition 3 of TM/06/02288/FL: Alternative scheme of residential development comprising 96 dwellings etc.

New Road Bus. Est.

RESOLVED NO OBJECTION

429. **CLOSURE**

The meeting closed at 8.10pm.

Chairman
7th January 2007