

DITTON PARISH COUNCIL**MINTUES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 26TH NOVEMBER 2007**

PRESENT: CLLRS. M J PORTER [Chairman], J BEADLE [Vice-Chairman], RGW BAKER, A R MULCUCK & D H NUNN
MRS S J KAVANAGH [Clerk of the Council] & MRS M GRANTHAM [Community Centre Administrator]

402. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

403. **APOLOGIES**

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

404. **DECLARATION OF INTERESTS**

There were no declarations of interest.

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

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

It was **RESOLVED** to **RECOMMEND** to slip forward the unused sum of £2,749 in the current election expenses budget towards account preparation and support in 2008/2009 and to slip forward the unused sum of £4000 in the Firework budget towards the vehicle lease fee in 2008/2009

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

The budget management figures for the 2nd quarter were **READ** discussed and **NOTED**.

(c) Bar Finance

A communication from the Internal Auditor regarding bar finance was **READ** and **NOTED**.

Members considered a detailed list comparing this council's current bar prices and those of other local clubs and public houses and discussion took place.

406. **ITEMS BROUGHT FORWARD FROM PREVIOUS MEETING**(a) Risk Assessments [Page 155, item 283]

Cllr. Nunn reported on the annual review of risk assessments which he carried out on 22nd November 2007.

Cllr. Nunn's comments regarding non-inclusion in the assessment of the smoke alarms fitted in the Centre and the Lone Worker and employees health & safety risk assessments were **READ** and it was **NOTED** the Clerk agreed to rectify this.

Cllr. Nunn recommended that the council give consideration to a review being undertaken with its insurer on a bi-annual basis, rather than the 3/5 years at present, although it was **NOTED** that the Clerk reviews the Council's insurance policies annually.

RESOLVED to **RECOMMEND** that the Council accepts the risk assessments, as reviewed.

(b) Accounts – Provision of Additional Information [Page 154, item 280(c)]

Cllr. Nunn reported that, despite several communications, RBS have been unable to supply the information requested by him to streamline the accounts and provide additional financial information for councillors. This is due to pressure of work and they hope to provide this information in the near future.

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

FINANCE AND ADMINISTRATION COMMITTEE ESTIMATES 2008/2009		
<u>Income</u>		
Misc. Income	50.00	
Lease Fees	122.00	
Copy Charges	160.00	
Borough Cncl Allocation	9,083.00	
Bank Interest (Incl. Tr)	1,500.00	
Raffle Income (Charities Acc)	1,600.00	
From Charities Acc. for Sec 137 expenditure	1,800.00	
Family Day/Hort Show	-	
Firework Display - Bucket Collection (To Charities Acc)	1,200.00	
Donation -Fireworks	-	
Sale of Glow items	1,200.00	
Gazette Adverts	1,000.00	
Dance Ticket Sales	16,000.00	
Slippages from 2007/2008	6,749.00	40,464.00
<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 & Consumables	4,000.00	
Network Anti-virus	1,000.00	
Webmaster Fees	1,500.00	
KAPC	1,200.00	
Mobile Phone	250.00	
PC Vehicle Repairs	-	
PC Vehicle Fuel	600.00	
Accounts Prep/Support	2,900.00	
Legal Expenses	2,500.00	
Audit Fees	3,600.00	
Contingencies	3,000.00	
Broadband/domain Name 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	200.00	
Sage Support	250.00	
Vehicle Lease Fee	4,284.00	
Office Expenses	100.00	
Intruder Alarm Maintenance	400.00	
Staff Travel	100.00	
Bank Charges	1,500.00	
Bankline	600.00	
Ditton Gazette	4,000.00	
Family Day/Hort Show	300.00	
Firework Display	-	
Purchase of Glow Items	600.00	
Bucket collection to Charities Acc.	1,200.00	
Raffle Prizes	700.00	
Dances	11,000.00	
Twinning Expenses	1,200.00	
Cedar Room Prof. Fees	-	
Election Expenses	-	
Reserve Replacement	<u>10,000.00</u>	77,982.00
Capital Items		
Cedar Room Rebuild Fund	<u>500.00</u>	<u>500.00</u>
		38,0198.00

408. **CLOSURE**

The meeting closed at 9.35pm

Chairman
3rd December 2007