

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE on MONDAY 26th MARCH 2007

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

578. **OPENING OF MEETING**

In the absence of the Chair and Vice Chair, Cllr. Mulcuck **PROPOSED** that Cllr. Beadle be invited to chair the meeting. The proposal was **SECONDED** by Cllr DeSave and **CARRIED UNANIMOUSLY**.

Cllr. Beadle Opened the meeting at 7.34pm.

579. **APOLOGIES FOR ABSENCE**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllrs. Day and Porter.

580. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

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

(b) **Budget Management 3rd Quarter + Comparison**

The budget management figures for the third quarter were **READ** and it was **NOTED** that income and expenditure are on target.

It was **NOTED** that these figures do not include the growth and interest on the investment with UBS and suggested that this should be included in the future to give a truer picture.

(c) **Investment**

Cllr. Beadle circulated the investment figures, which were based on the last valuations received from UBS in January 2007, and it was **NOTED** that these figures showed the total investment to be £749,230.29.

It was suggested that in future either the valuations be requested to coincide with this meeting or the meeting be changed to coincide with receipt of the valuations, to enable an up-to-date analysis to be prepared.

582. **FIRE RISK ASSESSMENT**

Members were advised that, in accordance with the new Workplace Fire Precautions Legislation, a Fire Risk Assessment has recently been carried out on the Community Centre by Kent County Council.

It was **NOTED** that the Assessor was impressed with this Council's fire safety policies and procedures and the only actions he requires to be taken are as follows:-

- Fire Call Point signs to be placed beside all call points throughout the building
- Updating of Fire Exit signs from Kilnbarn Bar and from the Acorn Room to the Don Carman Hall entrance
- Updating of Fire Action Notices in Oaken Hall and Oaken Hall Bar area
- Consolidation of Fire Safety tests, Drills & Training into one log book.

583. **DANCE TICKETS - PRICE INCREASE**

It was **NOTED** that the price of dance tickets for Parish Council Dances have not been increased for some years.

Discussion took place and it was generally agreed that the Valentine and Hallowe'en Dances, which attract lower attendances, should not be increased but instead less expensive bands be engaged to balance costs. It was agreed, however, that the other three dances should be increased to absorb the increase in costs of holding these dances.

RESOLVED to **RECOMMEND** no increase be applied to the Valentine and Hallowe'en dance tickets but to increase the price of the tickets for this year's two Christmas dances (21st and 22nd December 2007) and the New Year's Eve Dance (31st December 2007) by £1.

Cllr. Mulcuck asked the Members to consider whether complimentary tickets to Council dances should be offered to all Councillors who leave office after 5 years continuous service.

Cllrs. Mrs & Mr DeSave declared a prejudicial interest in this item, as they have continuously served 6 and 7 years respectively and will not be standing for re-election in May this year.

RESOLVED to **RECOMMEND** complimentary tickets to all Parish Council dances be offered to Councillors who leave office after 5 years continuous service.

584. **CATERING REFRIGERATOR – REPLACEMENT PART**

It was reported that a new quotation of £360.00 has been received for a replacement compressor for the catering fridge. It was **NOTED** this is considerably less than the previous quotation of £500.17.

RESOLVED to accept the quotation, to replace the compressor in the catering fridge, provided the replacement part carries a warranty of at least 12 months.

585. **CLOSURE**

The meeting closed at 8.23pm.

Chairman
2nd April 2007