

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 SEPTEMBER 2007**

PRESENT: CLLRS M J PORTER (CHAIRMAN), J A BEADLE (VICE-CHAIR), MRS A BEADLE, R G W BAKER & D H NUNN
MRS M GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR)
MRS N GREENAWAY (ADMINISTRATIVE ASSISTANT)

277. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

278. APOLOGIES

Apologies were RECEIVED from Cllr Mulcuck and the Clerk. The previously notified reasons for absence were **APPROVED** by the Council.

279. DECLARATION OF INTERESTS & EXPENDITURE

There were no declarations of interest.

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

The financial analysis was **READ** and discussed and it was **NOTED** that some budgets had been spent where one off fees were incurred in the early part of the year. It was **FURTHER NOTED** that the computer support/repairs budget had already been overspent because of additional costs incurred to purchase a publisher package for the gazette production, website costs and the remote support and on-site cover.

Cllr Nunn said that he thought that the current accounting system was difficult to follow and could be made more efficient and cost effective. Ways of achieving this are outlined in item (c) below.

(b) Profit & Loss**(i) 1ST QUARTER: 1ST APRIL 2007– 30TH JUNE 2007**

The profit and loss figures for the 1st quarter of 2007/08, which had previously been CIRCULATED, were **READ** and **NOTED**.



(c) Accounts – Provision of additional information

Cllr Nunn said that he thought that the many spreadsheets produced monthly and quarterly were unnecessary and this procedure could be simplified. He also said that salaries information could be imported into the accounts to save time on inputting the information twice.

RESOLVED Cllr Nunn will speak to this Council's accountant about how best to simplify this Council's accounting system and will report back to the Council before speaking to Staff about possible changes.

(d) Investment

A report on the investments, prepared by Cllr Beadle, was **READ** and it was **NOTED** that the investment had fluctuated slightly but that was to be expected in the current financial climate. Members thanked Cllr Beadle for the report which was very informative.

(e) Ditton Village Show – Balance Sheet

The balance sheet for the Village Show was **READ** and **NOTED** as follows:

INCOME		EXPENDITURE	
From Ditton Parish Council	350.00	Printing costs	20.00
Entry Fees	48.70	Judge's Expenses	20.00
		Prize Money	144.40
		Balance returned to DPC	214.30
	398.70		398.70

(f) Refurbishment of Cedar Room

Cllr Mrs Beadle reported that she had recently visited the existing storage, grounds staff mess room and Guide HQ within the existing Cedar Room and was surprised particularly with the guide's area at how good it was inside. She suggested obtaining a quotation to repair/refurbish the existing building if the Council could not obtain a grant for a complete rebuild. Cllr Mrs Beadle said she would be happy to be part of working party to look into this. It was suggested that at least two more members should be on the working party, possibly one from each Committee.

RESOLVED an item be placed on the next Full Council Agenda asking for two members to join Cllr Mrs Beadle on the Working Party to investigate the best way to rebuild/refurbish the Cedar Room.

281. **CORRESPONDENCE**

Cobra Insurance:

Incident in Car Park 7/3/2007 – Car Damage

READ and **NOTED** that to save court costs the insurers would like to deal with the claim on the best possible terms.

RESOLVED to reply to Cobra Insurance asking the reasons for advising to settle on the best possible terms - is it because they think the bracket holding the drop down bollard was set too high and if this is the case should the installers of the bollard be held responsible.

282. **HALLOWE'EN DANCE 2007**

It was **NOTED** that ticket sales for the Hallowe'en Dance had not been very good, the current total approximately 130.

RESOLVED to review the Hallowe'en Dance at the next F&A meeting when the balance sheet for the forthcoming dance would be available.

The Chairman requested that an additional date sensitive item be considered. Members acceded to this request

283. **RISK ASSESSMENTS**

Cllr Beadle reported that the Clerk had advised him that the Risk Assessments recently prepared by Nigel Saunders need to be reviewed to enable them to be adopted at the next F&A meeting.

RESOLVED Cllrs Beadle and Nunn will review the risk assessments before the next F&A meeting.

284. **CLOSURE**

The meeting closed at 8.44pm.

Chairman
3rd October 2007

