

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE,
HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE, ON
MONDAY 15TH JANUARY 2007

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

419. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

420. **APOLOGIES**

Previously notified apologies were RECEIVED and **ACCEPTED** from Cllrs.
Mrs J E DeSave & J E DeSave.

421. **DECLARATIONS OF INTEREST**

Cllrs. Day and Mulcuck declared a personal interest in item 422(b) as they
are members of the Ditton Heritage Centre.

422. **FINANCE**

(a) **Financial Analysis** - Copy herewith

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

(b) **Donations**

Requests for financial support received since 1st April 2006, details of which
had been previously circulated, were **READ** and **NOTED**.

RESOLVED to make the following donations under Sections 142 and 144 of
the Local Government Act 1972:-

Section 142: Malling Area Volunteer Bureau	£200.00
T & M Victim Support	£100.00
Malling Citizens Advice Bureau	£100.00
Section 144: Ditton Heritage Centre	£100.00

Members were reminded that the Heritage Centre Members undertake the
collection of donations at the annual bonfire and fireworks display and it is
usually agreed that they receive 50% of the collection.

RESOLVED that an additional sum of £650.00, which equates to 50% of the
donations collected at the above event, be donated to the Heritage Centre
under Section 144 of the Local Government Act 1972.



(c) **Investment**

NOTED no further information has been received since the last meeting of this Committee, when the total investment stood at £728,010.00.

Cllr. Porter requested an additional item be taken regarding suppliers bar beverage price increases.

(d) **Bar Price Increases**

RESOLVED that the products affected be increased to maintain the percentage profit, with the exception of those that are above the percentage which will remain unchanged.

Cllr. Mulcuck raised a matter that was discussed at a recent meeting between allotment tenants and allotment managers, regarding expenditure and provision of facilities at the allotments.

It was **NOTED** that the Clerk is currently seeking guidance from the National Association of Parish Councils.

RESOLVED to await receipt of the information before taking any further action.

423. **ESTIMATES FOR FINANCIAL YEAR 2007/2008**

The Committee draft estimates, incorporating capital item expenditure were **READ**, discussed and **NOTED**.

RESOLVED to **RECOMMEND** the following as this Council's estimates for financial year 2007/2008

COMMUNITY CENTRE		
Expenditure	2007/2008	
Business Rates	13,000.00	
Services	17,000.00	
Hygiene Items	4,100.00	
Stationery/Telephones	3,000.00	
Insurances	7,000.00	
Licences	2,350.00	
Repairs & Replacements	10,000.00	
Security	500.00	
Function Security	500.00	
Service Contracts	3,500.00	
Vandalism	250.00	
Refuse Collection	2,000.00	
Public Works Loan Board	3,711.00	

Regular Maintenance	2,000.00	68,911.00
Capital Items		
Furniture & Fittings	4,000.00	
CCTV	18,000.00	
Floor Refurbishment	4,000.00	26,000.00
Anticipated Income		
Hire Fees	98,000.00	
Tonbridge & Malling BC (Debt Charges)	3,711.00	
Cupboard Hire	300.00	
Exam Desk Hire	500.00	
Performing Rights Society Fees	150.00	
Function Security	500.00	
Public Phone	50.00	
Hirers Refuse/Mat Hire	100.00	
Bar Services	10,200.00	
T&MBC Grant towards CCTV	8,000.00	
Investment interest to fund running costs	4,000.00	
Transfer from Capital to fund Capital Items	14,000.00	139,511.00
		-44,600.00
BAR		
Expenditure	2007/2008	
Bar Stock	83,000.00	
Bar Food	1,200.00	
Coffee & Cream	300.00	
Bar Snacks	2,000.00	
Tobacco	60.00	
Cleaning Sundries	500.00	
Insurance	100.00	
Licences	1,750.00	
Repairs & Replacements	5,000.00	
Security	600.00	
Stocktaking	1,200.00	
Glasses	200.00	
Beer Gas	2,400.00	
Bar Counter Snacks	350.00	
Cherries & Straws	70.00	
Quiz Snacks	150.00	
Sky TV	3,750.00	
Gaming Machine Rental	3,500.00	
Bar Services	10,200.00	
Royal Mail Cash Collection	700.00	117,030.00

Capital Items		
Kilnbarn Counter	2,000.00	
Oaken Hall Bar - Kitchen	4,000.00	6,000.00
Anticipated Income		
Oaken Hall Counter	65,000.00	
Oaken Hall Wine	1,500.00	
Don Carman Hall Counter	22,000.00	
Don Carman Hall Wine	750.00	
Kilnbarn Club	100,000.00	
Kilnbarn Club Food	2,500.00	
Soft Drinks Bar	1,250.00	
Gaming Machine	8,000.00	
Cigarette Commission	60.00	
Trf from Cap. For Capital items	6,000.00	207,060.00
		-84,030.00
OPEN SPACES & AMENITIES		
Expenditure	2007/2008	
Water Supply	350.00	
Electricity/Energy	600.00	
Sewerage Charges	50.00	
Properly Security/Maintenance	1,500.00	
Street Lighting Energy	250.00	
Street Lighting Maintenance	270.00	
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	450.00	
Cricket Square	350.00	
Playground Repairs	1,750.00	
Fencing Repairs	600.00	
Village Green & Amenities	100.00	
Best Kept Garden Competition	250.00	
Christmas Lights Competition	25.00	
Machinery Repairs/Services	2,000.00	
Machinery Fuel/Licences	400.00	
Trees/Planting	700.00	
Play Area Security Locking	300.00	
Protective Clothing/Tools	600.00	

Upkeep of Churchyard	200.00	
Cleansing Dogloos	50.00	
Water Dispenser	150.00	
Hire of Machinery	1,000.00	
MUGA Floodlights/Electricity	1,200.00	
Contingencies	1,000.00	
Tractor Loan Repayment	2,400.00	
Rabbit/Pest Control	150.00	
Allotment Contingencies	150.00	
Hanging Baskets	300.00	
Quarry	1,500.00	
Bowls Water	200.00	21,545.00
Capital Items		
Seats NRRG	800.00	
Removal of Safety Surface Area NRRG	1,050.00	
Chainsaw	500.00	
Weighted Ballast for Tractor	500.00	
Tipping Trailer	2,500.00	5,350.00
Anticipated Income		
Multi-Sport Fees	3,000.00	
Cricket Pitch Fees	-	
Football Pitch Fees	800.00	
Petanque Fees	50.00	
TMBC Cemeteries & Churchyards	1,385.00	
Bowls Water	200.00	
Allotment Rents	162.00	
Casual Hire of Grounds	-	
Pitchmarking at NRRG	300.00	
Energy Reimbursement - Guides	100.00	
NRRG Energy Reimbursement	-	
Investment interest to fund running costs	1,050.00	
Trf from capital to fund cap items	4,300.00	11,347.00
		15,548.00
PERSONNEL COMMITTEE		
Expenditure	2007/2008	
Admin Staff	83,770.00	
Outdoor Staff	57,500.00	
Permanent Bar Staff	34,483.00	
Cleaning/Caretaking staff	39,000.00	

Casual Bar Staff	30,000.00	
Bar Contingency	4,500.00	
General Contingency	3,000.00	
Employer's NIC	15,000.00	
Superannuation	22,500.00	
Training Courses	2,000.00	
Seasonal Gratuities	2,914.00	
Health Scheme	1,850.00	
Mentor Services	3,576.00	
Job Adverts/Agency Fees	500.00	
Staff Welfare**	400.00	
		300,993.00
INCOME		
Upkeep of Verges	427.00	
School Grounds Maintenance	5,587.00	
Footpath Maintenance	572.00	
Misc. Income & Bar Food Prep	100.00	6,686.00
		294,307.00
FINANCE AND ADMINISTRATION		
Expenditure	2007/2008	
Telephone	700.00	
Postage	500.00	
Stationery/Office	1,200.00	
Subscriptions	600.00	
Insurance	11,000.00	
Licences	10.00	
Computer Support/Repairs	2,300.00	
KAPC	1,000.00	
Mobile Telephone	250.00	
Alarm Service Contract	250.00	
PC Vehicle Fuel	600.00	
Accounts Prep/Support	1,000.00	
Legal Expenses	500.00	
Audit Fees	3,000.00	
Contingencies	3,000.00	
Broadband Fees	450.00	
Staff Welfare	400.00	
Hire of Equipment	2,000.00	
Summer Playscheme	-	
Donations Etc (Sec 137)	1,600.00	
Chairman's Allowance	600.00	
Remembrance Day	400.00	
Maps, Books, Binding	200.00	
Sage Support	250.00	
Vehicle Lease Fee	4,400.00	
Office Expenses	100.00	

Intruder Alarm Maintenance	250.00	
Staff Travel Expenses	100.00	
Bank Charges & Bankline	3,000.00	
Ditton Gazette	4,000.00	
Family Day/Horticulture	450.00	
Firework Display	4,000.00	
Raffle Prizes	700.00	
Dances	11,000.00	
Twinning Expenses	1,000.00	
Election Expenses	2,925.00	
Reserve Restoration	10,000.00	73,735.00
Capital items		
None	-	-
Anticipated Income		
Miscellaneous Income	500.00	
Lease Fees	70.00	
Copy Charges	200.00	
BC Allocation	8,878.00	
Bank Interest	1,500.00	
Raffle Income (Charities Acc)	1,300.00	
Family Day Income	150.00	
Firework Display – Bucket Collection	1,000.00	
Sale of Glow Items	500.00	
Ditton Gazette Adverts	1,500.00	
Dance Ticket Sales	15,000.00	
Trf Invest Interest for elec. Exps	2,925.00	
Transfer from Invest Interest for Reserve Restoration	10,000.00	
Trf from Investment Interest toward running costs	16,613.00	60,136.00
		13,599.00

SUMMARY		2006/2007
COMMUNITY CENTRE*		44,600.00
BAR		84,030.00
OPEN SPACES AND AMENITIES		-15,548.00
PERSONNEL		-294,307.00
		-194,824.00

FOR INFORMATION		
TRANSFER FROM RESERVES:		
From Capital Receipt - To Fund Capital Expenditure		25,350.00
From investment Interest - Restoration of reserves		10,000.00
Interest - towards running costs		23,584.00
		58,934.00

£194,825.00 Divided by the Tax Base (1753) = a parish rate of £111.14 (a decrease of 1% which is due to the higher tax base this year)

424. **CLOSURE**

The meeting closed at 7.52pm.

Chairman
5th February 2007