

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 28th OCTOBER 2019

PRESENT: J LOVER [Chairman], N NEWMAN [Vice-Chair], MRS J DEARDEN,
MRS K DENNISON, MRS A THROSSELL & A MULCUCK
MRS N GREENAWAY [Clerk of the Council]

278. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

279. **APOLOGIES**

Apologies were **RECEIVED** from Cllr Mrs Thwaites. The previously notified reason for absence was recorded in the absence book ref 446 and **ACCEPTED** and **APPROVED** .

280. **DECLARATION OF INTERESTS**

There were no declarations of interest.

281. **FINANCIAL INFORMATION**(a) Financial Analysis Month 6

The financial analysis for month 6, which had previously been **CIRCULATED**, was **READ** and **NOTED**.

(b) Budget Management 2nd Quarter 2019/20 & Comparison with Previous Years

CIRCULATED, **READ** and **NOTED** that the Council was well within budget at month 6.

(c) Investment Update

The Clerk **REPORTED** that she had just received notification of the first dividend payment of £3,595.68 from CCLA since the investment was placed in the property fund. It was agreed this was better than expected. The Clerk confirmed the dividend would be placed in the Council's reserve account and would be treated as the previous investment interest.

282. **ESTIMATES FOR FINANCIAL YEAR 2020/2021**(a) 2020/21 Estimates

Draft estimates which had previously been **CIRCULATED** were **READ**, **NOTED** and discussed. It was **NOTED** that a budget had been included for both the VE day celebrations and Twinning 25th Anniversary. A query was also raised on the gazette expenditure so far this year, the Clerk will look into this. It was agreed that an amount of £500.00 should be placed in Earmarked Reserves for future computer replacement

RESOLVED to approve the following as the estimates for the Finance and Administration Committee and that they be included in the Full Estimates for the Financial Year 2020/21, for scrutiny by the Finance and Administration Committee at its precept meeting.

Income	
	Draft Ests 2020/2021
Misc. Income	-
Copy Charges	50.00
Grant (KCC Members)/TMBC	-
Bank Interest	400.00
Gazette Adverts	500.00
Dance Ticket Sales	8,000.00
Investment Int for Reserve Replacement	-
	8,950.00
Expenditure	
Salaries	50,547.00
NIC Employers etc	4,500.00
Pensions LGPS/NEST	5,838.00
Travel	100.00
Staff Training	750.00
Councillor Training	400.00
Mentor Services/HR/H&S	500.00
Telephone	450.00
Postage	300.00
Stationery	600.00
Subscriptions	250.00
Insurance	5,200.00
Computer Support (plus web licences)	6,000.00
CCTV Maintenance	1,000.00
KALC	1,300.00
Service Contracts -Alarm etc.	500.00
PC Vehicle Fuel	1,000.00
PC Vehicle Repairs	200.00
Accounts Prep/Support/VAT cal.	2,200.00
Legal Expenses/Professional fees	2,000.00
Audit Fees inc Internal Audit	3,000.00
Contingencies	500.00
Broadband	800.00
Staff Welfare	700.00
Webmaster Fees/Website Maintenance	500.00
Hire of Office Equipment	4,000.00
Donations etc. (incl. S.137)	500.00
Chairman's Allowance	750.00
Remembrance Day	400.00
Maps & Books	100.00
Sage Support	1,050.00
Vehicle Lease Fee	3,650.00
Office Expenses	300.00
Bank Charges	60.00
Card Charges	1,400.00
Bankline	650.00
Public Notices/Notices	100.00
Ditton Gazette	3,000.00
Dances	5,500.00
Twinning Expenses [25th Ann. Event]	1,000.00

Election Expenses	2,500.00
SUB TOTAL	114,095.00
Capital Items	
VE DAY 75TH Anniversary	6,000.00
To Accrued Fund	
Cedar Room Maintenance	500.00
Computer Replacement	500.00
Total	121,095.00
LESS INCOME	8,950.00
GRAND TOTAL	112,145.00

(b) Accrued Funds (Earmarked Reserves)

A schedule of the current earmarked reserves was **READ** and **NOTED**.

283. **BUSINESS CONTINUITY PLAN**

Discussion took place and it was acknowledged that it would be difficult to devote sufficient time to this plan as budget setting, Remembrance and Christmas dances were currently a priority.

RESOLVED to defer this matter until early in the New Year.

284. **VAT EXEMPTION**

It was **NOTED** that the accountant had carried out the VAT partial exemption review and the Community Centre remained exempt from VAT for the current year.

285. **TELEPHONE SYSTEM – REVIEW OF SUPPLIER**

It was **NOTED** that the current telephone system had been in for five years but was on a seven year licence deal. The Clerk **REPORTED** that there had been a few issues with the phone system recently and it would be good to look into replacing it. She advised that two quotes had been obtained so far and another would be obtained shortly. It was noted that one of the quotes offered a reasonable saving on the current costs and would be a three year contract.

RESOLVED to obtain more information/quotes and report back to the next meeting.

286. **REVIEWS REQUIRED – FINANCIAL REGULATIONS & STANDING ORDERS**

It was **NOTED** that both these items needed to be reviewed. However, it was again acknowledged that it is a very busy time for the Council and administration staff.

RESOLVED to defer the reviews until early in the New Year.

The Chairman moved that an additional date sensitive item be considered.

RESOLVED to accede to this request:

287. REQUEST TO HOLD MONTHLY OUTDOOR DOG TRAINING SESSIONS

A request from Cllr Mrs Godden to hold one hour dog training sessions on the recreation ground/quarry was **READ**. It was **NOTED** that she hoped to commence on 2nd November. The Clerk reported that she had advised Cllr Mrs Godden that this request should go to the Open Spaces Committee for consideration, and that if permission is granted she would need to pay £30.00 admin fee and supply proof of public liability insurance. However, she said she would bring the request for the first session to the members tonight in light of the short notice. Members said they would have appreciated more notice to make a decision.

RESOLVED permission be granted for the initial session on 2nd November but the matter be passed to the Open Spaces Committee for full consideration if permission is to be granted on permanent basis.

289. CLOSURE

The meeting closed at 8.05pm.

Chairman
4th November 2019