

## DITTON PARISH COUNCIL

**MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 23<sup>RD</sup> JUNE 2025**

PRESENT: CLLRS. N NEWMAN (CHAIRMAN), M PORTER (VICE-CHAIR), MRS J DEARDEN  
& MRS A THROSSELL  
MRS N GREENAWAY [Clerk of the Council]

**86. OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

**87. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Waters. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 584.

**88. DECLARATIONS OF INTEREST**

There were no declarations of interests.

**89. FINANCE**

(a) Financial Analysis

(b) (i) 2024/25 Month 12

The financial analysis for the year end was **READ** and **NOTED**.

(ii) 2025/26 Months 1 & 2

The financial analysis for the first two months was **READ** and **NOTED**.

(c) Budget Management EOY 2024/25 & Comparison with Previous Years

A summary of the year's expenditure against the precept income was **READ** and it was **NOTED** that the favourable position at the year end was due to the continued increase in income from the bar. A comparison of previous years' expenditure was also **NOTED**.

(d) Investment Update

**NOTED** no update available.

**90. APPROVAL OF BACs & DIRECT DEBIT PAYMENTS FOR YEAR – 2025 – 2026**

**RESOLVED** to approve the current list of regular payments to current suppliers and contractors by Direct Debit and BACs as listed in the Full Council Agendas.

**91. REVIEW OF FINANCIAL REGULATIONS [DPC last review June 2024, NALC last update May 2024]**

Suggestions to amend figures in respect of contracts and for emergency expenditure were considered and agreed.

**RESOLVED TO RECOMMEND**

THE AMENDMENTS TO THE FINANCIAL REGULATIONS TO SUIT DITTON PARISH COUNCIL'S BUSINESS NEEDS, BE APPROVED AND ADOPTED.

92. **REVIEW OF STANDING ORDERS** *[DPC last review July 2023, NALC last update May 2025]*

It was **NOTED** that NALC had updated the Model Standing Orders in May this year. The updated version showed that paragraphs under Section 14 - Complaints - had been removed to make them more appropriate for all councils. Further paragraphs under Section 18 – Financial Controls and Procurement – have also been removed and as these sections were in bold, the updates must be adopted.

**RESOLVED TO RECOMMEND**

THE UPDATED MODEL STANDING ORDERS INCLUDING AN ADDITIONAL AMENDMENT FOR DITTON PARISH COUNCIL TO INCREASE THE FIGURE IN 18(v) to £60,000.00, BE APPROVED AND ADOPTED.

93. **SCHEME OF DELEGATION / COMMITTEE TERMS OF REFERENCE**

It was **NOTED** that many local councils use a scheme of delegation. A draft scheme of delegation for DPC, which had previously been circulated was considered. It was agreed this would be a useful tool going forward to give clarity to the parameters in which Members and Officers of the Council can act.

**RESOLVED** the Clerk and Chairman will spend some time on the document and bring back to a future F&A meeting for consideration.

Updated Committee Terms of Reference were circulated.

**RESOLVED** Committee Members take away the draft document and these be considered for approval at an F&A meeting to be called immediately following the next Full Council Meeting.

94. **DITTON GAZETTE REVIEW**(a) Review of Advertising Rates

**RESOLVED** to keep the advertising rates the same.

(b) Quality/Content

It was **NOTED** it was sometimes difficult getting sufficient, relevant content. It was suggested it would be nice to include more historical information including “then” and “now” photographs. Cllr Mrs Dearden said she would look into this.

(c) Format – printed/digital

**RESOLVED** to keep the format the same and have it printed and available on line for the next edition which would be Autumn/Winter.

95. **REVIEW OF BAR SUPPLY CONTRACT**

It was **NOTED** that the current two year contract with Carlsberg was due for renewal. It was further **NOTED** that if the Council renewed with them, they would give the cellar a full “service”. It was agreed that customers are happy with the products and the prices were still reasonable and better value than Heineken.

**RESOLVED** to sign up to a further two year agreement with Carlsberg.

96. **OTHER POLICIES IF REQUIRED OR TO BE REVIEWED**

It was **NOTED** that it would be good to review the council's other existing policies that have not been reviewed for some time such as Social Media and to look into the need for and possible introduction of some new documents that have been suggested such as Civility & Respect, Vexatious Policy and Management Strategies for Committees.

**RESOLVED** the Clerk and Chairman to start looking at the policies and to bring back suggestions to a future F&A Meeting.

97. **CLOSURE**

The meeting closed at 8.24pm.

Chairman  
7<sup>th</sup> July 2025

