

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE **FINANCE AND ADMINISTRATION COMMITTEE** HELD IN THE COUNCIL CHAMBER ON **WEDNESDAY 15TH DECEMBER 2021**

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

260. **OPENING OF MEETING**

The Chairman opened the meeting at 7.00pm.

261. **APOLOGIES**

There were no apologies for absence.

262. **DECLARATION OF INTERESTS**

There were no declarations of interest.

263. **DATE SENSITIVE PLANS FOR COMMENT**

TM/21/03137/FL - PolyPipe Terrain College Road Larkfield Aylesford Kent ME20 7PJ

Installation of a new covered structure for storage to be 20m wide x 27m long x 6.2m to ridge and 3.5m to eaves - no change of use

RESOLVED THIS COUNCIL HAS NO OBJECTIONS TO THIS APPLICATION.

TM/21/03167/TPOC - 46 Cherry Orchard Ditton Aylesford Kent ME20 6QS

1x Copper beech (applicant's ref T1) to prune the lower half of the west crown by up to 2.5m, weight reduction on Northern crown by up to 3.5m, and removal of all significant dead branches over 30mm from the crown. T17 of Tree Preservation Order

RESOLVED THIS COUNCIL HAS NO OBJECTIONS TO THIS APPLICATION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL.

TM/21/03178/FL - 6 The Stream Ditton Aylesford Kent ME20 6AG

Addition of a 4m 2 storey rear extension, rear extension to side entrance, new fenestrations to first floor side elevations, new cladding and render to principle elevation, garage conversion to living space and roof alterations

RESOLVED THIS COUNCIL HAS NO OBJECTIONS TO THIS APPLICATION SUBJECT TO THERE BEING SUFFICIENT OFF-STREET PARKING FOR THE SIZE OF PROPERTY.

TM/21/03235/TNCA - East Malling Research Station New Road East Malling West Malling Kent

Tag 1385 Cherry tree - Dismantle to monolith approx 2m high (to retain standing decayed wood habitat). REASON FOR WORK: Historic large stem failure wound, subsequently hollowed and open at least 1 metre downwards. Tag 536 Beech - Crown reduction, primarily focusing on upper half of crown all over, to up to 3.5m in both height and spread. REASON FOR WORK: Over-mature tree has a history of occasionally shedding large branches over a mown grass area of low to moderate use. Two large branches shed fairly recently

RESOLVED THIS COUNCIL HAS NO OBJECTIONS TO THIS APPLICATION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL.

Delegated Power for Date Sensitive Plans in December

RESOLVED DELEGATED POWER BE GIVEN TO THE CLERK AND PLANNING CHAIR TO COMMENT ON ANY DATE SENSITIVE APPLICATIONS DURING THE DECEMBER RECESS.

264. **COUNCIL TAX BASE 2022/23**

A communication from TMBC was **READ** and it was **NOTED** that the tax base for 2022/2023 has been calculated to be 1,801.08.

265. **FULL ESTIMATES FOR FINANCIAL YEAR 2021/22** – Consideration of Committee & Full Estimates

Committee Estimates which had previously been circulated were **READ**, along with the month 6 financial analysis for each committee which were circulated on the table.

Discussion took place on the committee estimates and members were mindful that no more than a small increase should be applied this year. It was further noted that to achieve this some items required for the forthcoming year would need to be purchased using the investment income. It was noted that the Vice-Chair had asked for the Clerk for confirmation that several items had been taken into consideration with staff costs such as training and the increase to National Insurance and the Clerk confirmed that they had. It was also noted that he raised the question of inclusion of a budget towards fencing replacement at the New Road Recreation Ground. The Clerk had prepared three drafts of the full estimates giving different options which were considered. It was **NOTED** that draft 1 which included everything would mean an increase of 1.7%. Draft 2 achieved an increase of only 0.3% but would mean taking out several items from budgets. Draft 3 would mean an increase of 0.63%, which was more realistic. However, draft 3 included a sum towards the MUGA light replacement but not new fencing. As there was a reasonable sum in MUGA repairs, it was agreed that replacement bulbs should be purchased and the equipment hired to replace the damaged bulbs and that a budget for new lights be considered the following year. It was also agreed that some of the equipment needed for the Grounds Staff [chipper, leaf blower and drag mat] could be purchased from this year's budgets as there was sufficient left.

It was agreed that Draft 3 was the preferred option subject to £6,000.00 being removed for MUGA lights but being put in for fencing at NRRG.

RESOLVED to RECOMMEND the following as this Council's estimates for the financial year 2022/2023:

COMMUNITY CENTRE		
Expenditure		
Business Rates	14,000.00	
Water	2,500.00	
Electricity	15,000.00	

Gas	8,000.00	
Cleaning & Consumables	3,000.00	
Telephone	350.00	
Postage	150.00	
Stationery	400.00	
Insurances	3,500.00	
Subscriptions	1,800.00	
Repairs & Replacements	18,000.00	
Service Contracts	11,000.00	
Floor Maintenance *	-	
SL Maintenance & Energy	1,100.00	
Advertising/Marketing	3,000.00	
Salaries (Admin & Caretaking staff)	63,355.00	
NIC	4,100.00	
LGPS Pension - Employers	4,835.00	
Nest Pension - Employers	1,211.00	
Training	500.00	
HR/H&S Services	500.00	
Function Provisions		
Capital Items		
TOTAL EXPENDITURE		156,301.00
Anticipated Income		
Pre-School Service Fee	1,500.00	
Hire Fees	105,000.00	
Bar Services	4,000.00	
TOTAL		110,500.00
DEFICIT		- 45,801.00

BAR		
Expenditure		
Cleaning & Consumables	400.00	
Games machine duty	500.00	
Stationery	100.00	
Licences	550.00	
Repairs & Replacements	5,000.00	
Service Contracts	8,000.00	
Stocktaking	1,000.00	
Hire of Equipment	4,000.00	
Promotions & marketing	1,000.00	
Intruder Alarm Maintenance	1,100.00	
Bar Dart Subs	100.00	
Beer Gas	900.00	
Bar Complimentary	500.00	
Bar Sundry	350.00	
Sky TV	4,000.00	
BT Sports	3,700.00	
Kilnbarn Bar Services	4,000.00	
Staff (Permanent) Incl. Admin.	47,782.00	
NIC Employers	1,200.00	
Nest Pension - Employers	587.00	
Training	500.00	
HR/H&S Services	500.00	
Bar Stock	60,000.00	
TOTAL		145,769.00

Anticipated Income		
Kilnbarn Club Counter	115,000.00	
Oaken Hall Counter	15,000.00	
Don Carman Hall Counter	15,000.00	
Gaming Machine	3,000.00	
Sweet Commission	100.00	
Heineken Retro Discount	-	
Don Carman Hall Bar Hire	750.00	
Food Prep	-	
TOTAL		148,850.00
PROFIT		3,081.00
OPEN SPACES & AMENITIES		
Expenditure		
Salaries (inc Admin)	80,055.00	
NIC Employers	6,300.00	
LGPS Pension - Employers	6,809.00	
Nest Pension - Employers	1,536.00	
Training	1,500.00	
HR/H&S Services	500.00	
Water Supply (Allotments/Cedar)	1,300.00	
Electricity/Energy	1,520.00	
Telephone	350.00	
Subscriptions	175.00	
Insurance (Tractor/mower/vehicle)	1,000.00	
Repairs and Replacements	1,800.00	
Property/Security Maintenance inc alarm	1,100.00	
Service contracts	100.00	
Machinery Hire	300.00	
Machinery Fuel	1,000.00	
Tractor/Mower Repairs	4,000.00	
Staff Welfare	400.00	
War Memorial	300.00	
Energy Water NRRG	400.00	
Pest Control	150.00	
Multi Sports	1,000.00	
General Treatments [spraying of rec]	1,000.00	
Football Pitches	800.00	
Cricket Square	0.00	

Fencing Repairs	1,000.00	
Playground Repairs	1,500.00	
Village Green Costs	100.00	
Trees/Planting	5,000.00	
Protective Clothing	400.00	
Tools	500.00	
Footpaths*	0.00	
Quarry Maintenance	1,000.00	
Allotment Refuse	0.00	
Hanging Baskets	260.00	
Street Light Maintenance	0.00	
		123,155.00
Capital Items		
Gang Mower External Service	750.00	
Wood Chipper 1,749.00 }		
Leaf blower 400.00 } total £2379 from current budgets?		
Drag Mat 230.00 }		
NRRG Fence Replacement	6,000.00	
MUGA Lights [£12,000 - deferred, bulb replacement only this year]		
		6,750.00
5 Year Plan/Accrued Fund Requests		
Trimax Mower 7747.00 [Gang Replacement]	2,000.00	
Total Expenditure		129,905.00
Anticipated Income		
Lease fees	165.00	
Pitch Marking	420.00	
Energy (Youth Centre)	250.00	
Water Reimbursement (Bowls Club)	750.00	
NRRG Energy/water Reimbursement	250.00	
Admin Fees	100.00	
Castle Colts FC	638.00	
Ditton Minors FC	1,120.00	
FC Kilnbarn	319.00	
Churchyard Maintenance	1,000.00	
MUGA Users	3,000.00	
Footpath Maintenance	0.00	
Allotment Rents	580.00	
Allotment Keys	0.00	
		8,592.00
TOTAL		- 121,313.00

FINANCE AND ADMINISTRATION		
Expenditure		
Salaries	50,636.00	
NIC	4,800.00	
LGPS Pension Employers	6,911.00	
Nest Pension Employers	641.00	
Travel	100.00	
Training	500.00	
HR/H&S Services	500.00	
Telephone	350.00	
Postage	150.00	
Stationery/Office	400.00	
Subscriptions	420.00	
Insurance	6,000.00	
Computer Support inc web licences	5,000.00	
CCTV Maintenance	1,500.00	
KALC	1,400.00	
Service Contracts -Alarm etc.	500.00	
PC Vehicle Fuel	1,000.00	
PC Vehicle Repairs	300.00	
PC Vehicle Tax	300.00	
Accounts Prep/Support/VAT cal.	2,000.00	
Audit Fees inc Internal Audit	3,000.00	
Legal Expenses/Fees	3,000.00	
Contingencies	1,000.00	
Broadband/domain Name /Email	700.00	
Staff Welfare	800.00	
Website maintenance/fees	100.00	
Hire of Equipment	4,300.00	
Donations etc. (incl. S.137)	500.00	
Chairman's Allowance	750.00	
Remembrance Day	400.00	
Maps & Books	100.00	
Sage Support	1,300.00	
Office Expenses	300.00	
Bank Charges	50.00	
Card Charges	1,800.00	
Bankline	700.00	
Public Notices/Notices	100.00	
Ditton Gazette & Delivery	2,500.00	
Dances	1,500.00	
Twinning Expenses (25th Ann Event)	1,000.00	
Election Expenses	1,500.00	108,808.00
To Accrued Funds		
Cedar Room Maintenance	0.00	
Computer Replacement	0.00	

Capital Items		
Queens Jubilee	3,000.00	3,000.00
TOTAL		111,808.00
Income		
Copy Charges	20.00	
Bank Interest	20.00	
Gazette Adverts	100.00	
Dance Ticket Sales	2,500.00	2,640.00
		-109,168.00
SUMMARY		
COMMUNITY CENTRE		-45,801.00
BARS		3,081.00
OPEN SPACES AND AMENITIES		-121,313.00
ADMINISTRATION		-109,168.00
		- 273,201.00

Precept required

- 273,201.00

£273,201.00 divided by the tax base 1801.08 = a parish rate of £151.69

This would mean an increase of 0.63% on previous year

It was noted that the Kilbarn Bar was in need of some refurbishment including new flooring but this had not been included in the estimates. It was agreed that estimates for each area requiring work should be obtained/updated and prioritised and then should investment dividends be available it can be used to start the work.

The Clerk asked for two additional date sensitive financial items to be considered.

RESOLVED to accede to this request.

266. **OPENING OF KILNBARN BAR FOR PETANQUE REFRESHMENTS**

The Clerk advised that the Petanque Club had asked if it would be possible for the Kilbarn to open on Wednesday evenings to provide refreshments after their matches [as they had done so pre-covid]. It was noted that the bar does not currently open on Wednesday evenings because it would not be profitable. It was further noted that the petanque teams do not come in for drinks/food until about 10pm so the member of bar staff would have little to do in the hours before. The Clerk advised she had given this matter some thought as it would be a shame for the pentanque club not to be able to continue and she had looked at

alternative accommodation for them to use for their after match refreshments including the Youth Centre. The Chairman of the Youth Centre had indicated he would have no objection to them using the centre.

RESOLVED to not open the Kilnarn on Wednesday evenings as it is not financial viable but to offer the Youth Centre as a venue for the Petanque Club to use for their refreshments.

267. **BANK CHARGES**

The Clerk advised that she had received a letter from Nat West Bank advising that they would be imposing new charges – automated payments 35p per item and cash payments [in and out] 70p per transaction. It was felt that these charges were high and unreasonable and the Council should look into moving its accounts. It was suggested that the Clerk contact other local councils to see who they bank with.

RESOLVED the Clerk to investigate an alternative bank account provider.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and standing Orders 27 & 50 the Chairman to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

266. **PERSONNEL ESTIMATES**

These were reviewed and it was **NOTED** that only certain staff would be eligible for point increments and that other job roles would be “capped” except for exceptional circumstances or achievements. It was further noted that provision had been made for a cost of living rise and increase to National Insurance contributions. Details of staff salaries for 2022/23 are contained in Confidential Memorandum 421.

267. **UPDATE ON STAFF MATTERS**

Details contained in Confidential Memorandum Ref: 422.

The Clerk requested permission to give an update on the Boundary Issue [Page 111, Item 258].

268. **BOUNDARY ISSUE**

The Clerk reported that the solicitor at Invicta Law that had previously dealt with this case had left. She had then sought advice from KALC and the adviser had suggested checking with the insurance company as the council could be covered for commercial legal issues. The Clerk advised she has done this and although the Council is covered for commercial legal issues, it does not cover boundary disputes. She advised that she then contacted a solicitor recommended by KALC that specialises in assisting Local Councils and they could assist with the issue and had given an initial estimate of £500.00.

RESOLVED to instruct Surrey Hills Solicitors to review this issue and draft a response on the Council's behalf.

268. **CLOSURE**

The meeting closed at 8.15pm.

Chairman
10th January 2022