

**DITTON PARISH COUNCIL****MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD BY ZOOM VIDEO CONFERENCE CALL ON TUESDAY 12<sup>TH</sup> JANUARY 2021**

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

**101. OPENING OF MEETING**

The Vice-Chairman opened the meeting at 5.00pm.

**102. APOLOGIES**

Apologies were **RECEIVED** from Cllrs Lover and Mrs Throssell. The previously notified reasons for absence were recorded in the absence book ref. 462 and **ACCEPTED** and **APPROVED**.

**103. DECLARATION OF INTERESTS**

There were no declarations of interest.

**104. COUNCIL TAX BASE 2021/22**

A communication from TMBC was **READ** and it was **NOTED** that the tax base for 2021/2022 has been calculated to be 1,786.27. It was **NOTED** that the Tax Base was slightly lower than last year. The Clerk advised that although it usually increased each year, last year it reduced also and when she had contacted TMBC to ask why it had reduced then, she was advised it was because the previous year TMBC had made provision for new developments that had failed to materialise.

**105. FULL ESTIMATES FOR FINANCIAL YEAR 2021/22**

Discussion took place on the committee estimates and members were mindful that little or no increase should be applied this year. It was further noted that to achieve this some items put forward for the forthcoming year would need to be purchased using dividend payments from CCLA or reserves. The Vice-Chairman said he had discussed some of the budgets including changes to salaries with the Clerk and was satisfied that the estimates were as good as could be hoped for under the current circumstances. Cllr Mulcuck thanked the Clerk for the work that had gone into producing the estimates this year and all members agreed.

**RESOLVED** to **RECOMMEND** the following as this Council's estimates for the financial year 2021/2022:

<b>COMMUNITY CENTRE</b>		
<b>Expenditure</b>		
Business Rates	14,000.00	
Water	2,500.00	
Electricity	15,000.00	
Gas	8,000.00	
Cleaning & Consumables	3,600.00	
Telephone	350.00	
Postage	250.00	
Stationery	600.00	
Insurances	3,500.00	
Subscriptions	1,800.00	
Repairs & Replacements	15,000.00	
Service Contracts	10,000.00	
Floor Maintenance *	-	
SL Maintenance & Energy	1,000.00	
Advertising/Marketing	3,000.00	
Salaries (Admin & Caretaking staff)	62,287.00	
NIC	4,400.00	
LGPS Pension - Employers	4,672.00	
Nest Pension - Employers	1,031.00	
Training	500.00	
HR/H&S Services	500.00	
Function Provisions		
<b>TOTAL EXPENDITURE</b>		<b>151,990.00</b>
<b>Anticipated Income</b>		
Pre-School Service Fee	1,000.00	
Hire Fees	100,000.00	

Bar Services	4,000.00	
<b>TOTAL</b>		<b>105,000.00</b>
<b>DEFICIT</b>		<b>- 46,990.00</b>
<b>BAR</b>		
<b>Expenditure</b>		
Cleaning & Consumables	400.00	
Games machine duty	500.00	
Stationery	100.00	
Licences	500.00	
Repairs & Replacements	4,500.00	
Service Contracts	7,300.00	
Stocktaking	1,100.00	
Hire of Equipment	3,720.00	
Promotions & marketing	1,000.00	
Intruder Alarm Maintenance	1,000.00	
Bar Dart Subs		-
Beer Gas	800.00	
Bar Complimentary	500.00	
Bar Sundry	350.00	
Sky TV	3,400.00	
BT Sports	3,100.00	
Kilnbarn Bar Services	4,000.00	
Staff (Permanent) Incl. Admin.	39,763.00	
NIC Employers	2,000.00	
Nest Pension - Employers	145.00	
Training	500.00	
HR/H&S Services	500.00	
Bar Stock	60,000.00	
<b>TOTAL</b>		<b>135,178.00</b>

<b>Anticipated Income</b>		
Kilnbarn Club Counter	105,000.00	
Oaken Hall Counter	20,000.00	
Don Carman Hall Counter	15,000.00	
Gaming Machine	3,000.00	
Sweet Commission	-	
Heineken Retro Discount	-	
Don Carman Hall Bar Hire	500.00	
Food Prep	100.00	
<b>TOTAL</b>		<b>143,600.00</b>
<b>PROFIT</b>		<b>8,422.00</b>
<b>OPEN SPACES &amp; AMENITIES</b>		
<b>Expenditure</b>		
Salaries (inc Admin)	79,757.00	
NIC Employers	6,500.00	
LGPS Pension - Employers	11,971.00	
Nest Pension - Employers	871.00	
Training	500.00	
HR/H&S Services	500.00	
Water Supply (Allotments/Cedar)	1,300.00	
Electricity/Energy	1,400.00	
Telephone	450.00	
Subscriptions	175.00	
Insurance (Tractor/mower/vehicle)	1,050.00	
Repairs and Replacements	2,000.00	
Property/Security Maintenance inc alarm	1,050.00	
Service contracts	150.00	
Machinery Hire	300.00	
Machinery Fuel	1,000.00	
Tractor/Mower Repairs	4,500.00	
Staff Welfare	380.00	
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	
		<b>127,264.00</b>
<b>Capital Items</b>		
Footpath Cedar Room *	4,502.00	
MUGA Light Replacement [£12,000 - from investment or s.106 ?]		
General Treatments [overseeding of rec - £3932.00]		
		<b>4,502.00</b>
<b>5 Year Plan/Accrued Fund Requests</b>		
<b>Total Expenditure</b>		<b>131,766.00</b>
<b>Anticipated Income</b>		
Lease fees	165.00	
Pitch Marking	600.00	
Energy (Youth Centre)	250.00	
Water Reimbursement (Bowls Club)	750.00	
NRRG Energy/water Reimbursement	250.00	
Admin Fees	100.00	
Castle Colts FC	650.00	
Ditton Minors FC	800.00	
FC Kilnbarn	319.00	
Churchyard Maintenance	1,000.00	
MUGA Users	1,600.00	
Coins - Multi-Sports Users	400.00	
Footpath Maintenance	870.00	
Allotment Rents	456.00	
Allotment Keys	100.00	
		<b>8,310.00</b>
<b>TOTAL</b>		<b>- 123,456.00</b>

<b>FINANCE AND ADMINISTRATION</b>		
<b>Expenditure</b>		
Salaries	51,049.00	
NIC	5,000.00	
LGPS Pension Employers	6,811.00	
Nest Pension Employers	666.00	
Travel	100.00	
Training	500.00	
HR/H&S Services	500.00	
Telephone	350.00	
Postage	250.00	
Stationery/Office	600.00	
Subscriptions	400.00	
Insurance	5,300.00	
Computer Support inc web licences	6,000.00	
CCTV Maintenance	1,500.00	
KALC	1,400.00	
Service Contracts -Alarm etc.	500.00	
PC Vehicle Fuel	1,000.00	
PC Vehicle Repairs	200.00	
Accounts Prep/Support/VAT cal.	2,200.00	
Audit Fees inc Internal Audit	3,000.00	
Legal Expenses/Fees	2,000.00	
Contingencies	500.00	
Broadband/domain Name /Email	800.00	
Staff Welfare	650.00	
Website maintenance/fees	200.00	
Hire of 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	1,300.00	
Vehicle Lease Fee	5,000.00	
Office Expenses	300.00	
Bank Charges	60.00	
Card Charges	1,400.00	
Bankline	700.00	
Public Notices/Notices	100.00	
Ditton Gazette & Delivery	3,000.00	
Dances	3,500.00	
Twinning Expenses (25th Ann Event)	0.00	
Election Expenses	0.00	<b>112,586.00</b>
<b>To Accrued Funds</b>		
Cedar Room Maintenance	0.00	
Computer Replacement	0.00	

<b>Capital Item</b>		
VE Day 75th Anniversary Celebration [£5,000.00 from dividends?]		0.00
<b>TOTAL</b>		<b>112,586.00</b>
<b>Income</b>		
Copy Charges	50.00	
Bank Interest	100.00	
Gazette Adverts	200.00	
Dance Ticket Sales	5,000.00	<b>5,350.00</b>
		<b>-107,236.00</b>
<b>SUMMARY</b>		
<b>COMMUNITY CENTRE</b>		<b>-46,990.00</b>
<b>BARS</b>		<b>8,422.00</b>
<b>OPEN SPACES AND AMENITIES</b>		<b>-123,456.00</b>
<b>ADMINISTRATION</b>		<b>-107,236.00</b>
		<b>- 269,260.00</b>

**Precept required**

**- 269,260.00**

*£269,260.00 divided by the tax base 1786.27 = a parish rate of £150.74  
This would mean an increase of 0.3% on previous year*

106. **CLOSURE**

The meeting closed at 5.10pm.

Chairman  
18<sup>th</sup> January 2021

