

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE **FINANCE AND ADMINISTRATION COMMITTEE** HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 16TH DECEMBER 2019**

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

366. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

367. **APOLOGIES**

Apologies were **RECEIVED** from Cllrs Mrs Thwaites and Newman. The previously notified reasons for absence were recorded in the absence book ref 451 and **ACCEPTED** and **APPROVED**.

368. **DECLARATION OF INTERESTS**

There were no declarations of interest.

369. **COUNCIL TAX BASE 2020/21**

A communication from TMBC was **READ** and it was **NOTED** that the tax base for 2020/2021 has been calculated to be 1,791.18. It was **NOTED** that the Tax Base was slightly lower than last year. The Clerk advised that usually it increased each year therefore she had contacted TMBC to ask why it had reduced this year. She **REPORTED** that she was advised this was because last year TMBC had made provision for new developments that had failed to materialise.

370. **FULL ESTIMATES FOR FINANCIAL YEAR 2020/21**

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 required for the forthcoming year would need to be purchased using the investment income. The Clerk had prepared four drafts giving different options which were considered. It was **NOTED** that draft 2 actually achieved a lower precept figure than the previous year but would mean a small increase due to the reduction in the TMBC tax base figure. It was agreed this would be the preferred option.

RESOLVED to RECOMMEND the following as this Council's estimates for the financial year 2020/2021:

COMMUNITY CENTRE		
Expenditure		
Business Rates	13,897.00	
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	1,750.00	
Repairs & Replacements	18,000.00	
Service Contracts	10,000.00	
Floor Maintenance *	2,875.00	
SL Maintenance & Energy	1,000.00	
Advertising/Marketing	5,000.00	
Salaries (Admin & Caretaking staff)	71,704.00	
NIC	4,450.00	
LGPS & Nest Pension - Employers	4,966.00	
Training	750.00	
HR/H&S Services	500.00	
Function Provisions	-	
Capital Items	-	
TOTAL EXPENDITURE		168,692.00

Anticipated Income		
Pre-School Service Fee	1,000.00	
Hire Fees	115,000.00	
Bar Services	4,000.00	
TOTAL		120,000.00
DEFICIT		48,692.00
BAR		
Expenditure		
Cleaning & Consumables	400.00	
Games machine duty	500.00	
Stationery	100.00	
Licences	350.00	
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	900.00	
Bar Dart Subs	200.00	
Beer Gas	1,500.00	
Bar Complimentary	500.00	
Bar Sundry	350.00	
Sky TV	3,420.00	
BT Sports	2,800.00	
Kilnbarn Bar Services	4,000.00	
Staff (Permanent) Incl. Admin.	63,000.00	
NIC Employers	3,000.00	

LGPS & Nest Pension - Employers	5,700.00	
Training	750.00	
HR/H&S Services	500.00	
Bar Stock	80,000.00	
TOTAL		185,590.00
Anticipated Income		
Kilnbarn Club Counter	135,000.00	
Oaken Hall Counter	30,000.00	
Don Carman Hall Counter	20,000.00	
Gaming Machine	3,000.00	
Sweet Commission	150.00	
Heineken Retro Discount	700.00	
Don Carman Hall Bar Hire	500.00	
Food Prep	100.00	
TOTAL		189,450.00
PROFIT		3,860.00
OPEN SPACES & AMENITIES		
Expenditure		
Salaries (inc Admin)	79,515.00	
NIC Employers	6,500.00	
LGPS & Nest Pension - Employers	10,224.00	
Training	750.00	
HR/H&S Services	500.00	
Water Supply (Allotments/Cedar)	1,300.00	
Electricity/Energy	1,400.00	
Telephone	350.00	
Subscriptions	170.00	
Insurance (Tractor/mower/vehicle)	1,000.00	
Repairs and Replacements	2,000.00	
Property/Security Maintenance inc alarm	1,000.00	

Service contracts	150.00	
Machinery Hire	400.00	
Machinery Fuel	1,200.00	
Tractor/Mower Repairs	4,500.00	
Staff Welfare	360.00	
War Memorial	700.00	
Energy Water NRRG	250.00	
Pest Control	120.00	
Multi Sports	2,300.00	
General Treatments	1,500.00	
Football Pitches	800.00	
Cricket Square	0.00	
Fencing Repairs	1,000.00	
Playground Repairs	1,500.00	
Village Green Costs	50.00	
Trees/Planting	5,000.00	
Protective Clothing	400.00	
Tools	400.00	
Footpaths*		
Quarry Maintenance	1,200.00	
Allotment Refuse	300.00	
Hanging Baskets	450.00	
Street Light Maintenance	0.00	
		127,289.00
Capital Items		
Footpath Cedar Room * (accrued funds?)		
War memorial clean and point	1,600.00	
MUGA Light Replacement [-4500 - from investment]		
Tools replacement	700.00	
		2,300.00
5 Year Plan/Accrued Fund Requests		
Total Expenditure		129,589.00
Anticipated Income		
Lease fees	165.00	
Pitch Marking	850.00	
Energy (Youth Centre)	250.00	
Water Reimbursement (Bowls Club)	750.00	
NRRG Energy/water Reimbursement	250.00	

Admin Fees	200.00	
Castle Colts FC	269.00	
Ditton Minors FC	1,800.00	
Churchyard Maintenance	1,000.00	
MUGA Users	1,700.00	
Coins - Multi-Sports Users	500.00	
Footpath Maintenance	870.00	
Allotment Rents	456.00	
Allotment Keys	25.00	
		9,085.00
TOTAL		- 120,504.00
FINANCE AND ADMINISTRATION		
Expenditure		
Salaries	50,047.00	
NIC	4,500.00	
LGPS & Nest Pension Employers	5,838.00	
Travel	100.00	
Training	750.00	
HR/H&S Services	500.00	
Councillor Training		
Telephone	350.00	
Postage	250.00	
Stationery/Office	600.00	
Subscriptions	250.00	
Insurance	5,200.00	
Computer Support inc 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	
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	700.00	
Website maintenance/fees	500.00	
Hire of Equipment	3,000.00	
Donations etc. (incl. S.137)	500.00	
Chairman's Allowance	750.00	
Remembrance Day	400.00	
Maps & Books	100.00	

371. **CLOSURE**

The meeting closed at 7.38pm.

Chairman
6th January 2020