

**DITTON PARISH COUNCIL**

**MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON TUESDAY 3<sup>rd</sup> JANUARY 2023**

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]

291. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

292. **APOLOGIES**

There were no apologies of absence.

293. **DECLARATION OF INTERESTS**

There were no declarations of interest.

294. **F&A COMMITTEE ESTIMATES FOR FINANCIAL YEAR 2023/2024**

(a) 2023/24 Estimates - draft suggestions

The draft estimates which had previously been **CIRCULATED** were **READ**. Cllr Mrs Throssell asked where the income for the electric charging points is allocated to, the Clerk will ask the Finance Administrator to confirm this. There was also a discussion if the proposed budget for the coronation would be sufficient but as there was no planned event it was agreed to leave it as it was and maybe combine with the music event. This item will be referred to the Community Centre Committee for further consideration.

The Clerk also advised that some adjustments would be required to the salaries to take into account the increase in minimum wage from 1<sup>st</sup> April and a slight adjustment to the OSA Admin Assistants hours, if agreed by the Personnel Committee.

**RESOLVED** to approve the draft estimates, subject to the necessary adjustments and they be included in the full estimates to be approved by this committee under item 5.

(b) Accrued Funds (Earmarked Reserves)

**READ** and **NOTED**.

**RESOLVED** that there was sufficient funds in the OSA EMR for new machinery to purchase the new mower attachment that would prove more economical than the existing gang mowers and also the new line marker or water bowser, rather than include these items in next year's estimates.

It was agreed it would be useful to have the latest schedule of EMR's available at each F&A meeting.

295 **FULL ESTIMATES FOR FINANCIAL YEAR 2023/24** – Consideration of Full Estimates

A communication from TMBC was **READ** and it was **NOTED** that the tax base for 2023/2024 has been calculated to be 1,795.57. The Clerk advised she had queried this figure as the calculation for new properties was 8 but there were likely to be more with the development at Ditton Edge. The response had indicated that it was based on information as at December 2022 and as the building had not started these properties were not included this year.

It was **NOTED** that adjustments would need to be made to both the OSA and Community Centre Committee Estimates to take into account the adjustments to salaries already discussed. It was also **NOTED** and agreed that adjustments were required to take into account an increase to the bar dispense service costs that have just been announced.

It was agreed that Draft 2 was the preferred option subject to the adjustments mentioned in items 294 and 295 to ensure a precept increase of no more than 0.5%.

**RESOLVED** to **RECOMMEND** the following as this Council's estimates for the financial year 2023/2024:

<b>COMMUNITY CENTRE</b>		
<b>Expenditure</b>		
Business Rates	15,500.00	
Water	3,000.00	
Electricity	20,000.00	
Gas	14,000.00	
Cleaning & Consumables	4,500.00	
Telephone	350.00	
Postage	50.00	
Stationery	400.00	
Insurances	3,800.00	
Subscriptions	1,800.00	
Repairs & Replacements	18,000.00	
Service Contracts	13,000.00	
Floor Maintenance *	-	
SL Maintenance & Energy	1,000.00	
Advertising/Marketing	2,000.00	

Salaries (Admin & Caretaking staff)	70,420.00	
NIC	4,100.00	
LGPS Pension - Employers	5,444.00	
Nest Pension - Employers	705.00	
Training	500.00	
HR/H&S Services	500.00	
Function Provisions		
<b>Capital Items</b>		
Oaken Hall Floor Refurb	9,575.00	
<b>TOTAL EXPENDITURE</b>		<b>188,644.00</b>
<b>Anticipated Income</b>		
Pre-School Service Fee	3,000.00	
Hire Fees	120,000.00	
Bar Services	10,000.00	
[EVCP] Electric Vehicle Charge Reimbursement	1,200.00	
<b>TOTAL</b>		<b>134,200.00</b>
<b>DEFICIT</b>		<b>- 54,444.00</b>
<b>BAR</b>		
<b>Expenditure</b>		
Cleaning & Consumables	750.00	
Games machine duty	500.00	
Stationery	100.00	
Licences	600.00	
Repairs & Replacements	10,000.00	
Service Contracts	7,700.00	
Stocktaking	750.00	
Hire of Equipment		

	4,500.00	
Promotions/Entertainment	2,000.00	
Intruder Alarm Maintenance	1,300.00	
Bar Dart Subs	200.00	
Beer Gas	1,200.00	
Bar Complimentary	500.00	
Bar Sundry	350.00	
Sky TV	4,500.00	
BT Sports	4,500.00	
Kilnbarn Bar Services	10,000.00	
Staff (Permanent) Incl. Admin.	58,578.00	
NIC Employers	2,200.00	
Nest Pension - Employers	1,080.00	
Training	500.00	
HR/H&S Services	500.00	
Bar Stock	120,000.00	
<b>TOTAL</b>		<b>232,308.00</b>
<b>Anticipated Income</b>		
Kilnbarn Club Counter	220,000.00	
Oaken Hall Counter	17,000.00	
Don Carman Hall Counter	6,000.00	
Gaming Machine	3,000.00	
Sweet Commission	250.00	
Heineken Retro Discount	-	
Don Carman Hall Bar Hire	500.00	
Food Prep	-	
<b>TOTAL</b>		<b>246,750.00</b>
<b>PROFIT</b>		<b>14,442.00</b>

<b>OPEN SPACES &amp; AMENITIES</b>		
<b>Expenditure</b>		
Salaries (inc Admin)	89,775.00	
NIC Employers	7,300.00	
Nest Pension - Employers	2,694.00	
Training	1,500.00	
HR/H&S Services	500.00	
Water Supply (Allotments/Cedar)	2,000.00	
Electricity/Energy	2,400.00	
Mobile Telephone	200.00	
Subscriptions	200.00	
Insurance (Tractor/mower/vehicle)	1,200.00	
Repairs and Replacements	2,000.00	
Property/Security Maintenance inc alarm	1,100.00	
Service contracts	100.00	
Machinery Hire	300.00	
Machinery Fuel	1,100.00	
Tractor/Mower Repairs	5,000.00	
Staff Welfare	400.00	
War Memorial	300.00	
Energy Water NRRG	600.00	
Pest Control	200.00	
Multi Sports	500.00	
General Treatments [spraying of rec]	1,000.00	
Football Pitches	1,000.00	
Fencing Repairs	1,000.00	
Playground Repairs	1,500.00	
Village Green Costs	100.00	
Trees/Planting	6,000.00	
Protective Clothing	400.00	
Tools	750.00	
Footpaths*	0.00	
Quarry Maintenance	1,000.00	
Allotment Refuse	0.00	
Hanging Baskets	350.00	
Street Light Maintenance	0.00	
		<b>132,469.00</b>
<b>Capital Items</b>		
Trimax Mower £4,795.00 [Gang Replacement]		
Water Bowser/jet washer £1,300.00		
Football line marker £1,020.00		
Replacement Trailer [with trade in £TBA]		
<b>Total Expenditure</b>		<b>132,469.00</b>

<b>Anticipated Income</b>		
Lease fees	165.00	
Pitch Marking	1,100.00	
Energy (Youth Centre)	400.00	
Water Reimbursement (Bowls Club)	1,300.00	
NRRG Energy/water Reimbursement	400.00	
Admin Fees	150.00	
Castle Colts FC	842.00	
Ditton Minors FC	1,100.00	
FC Kilnbarn	421.00	
Football school	720.00	
Churchyard Maintenance	1,000.00	
MUGA Users	3,000.00	
School Grounds Maintenance	4,602.00	
Allotment Rents	638.00	
Allotment Keys	0.00	
		<b>15,838.00</b>
<b>TOTAL</b>		<b>- 116,631.00</b>
<b>FINANCE AND ADMINISTRATION</b>		
<b>Expenditure</b>		
Salaries	58,578.00	
NIC	5,300.00	
LGPS Pension Employers	7,935.00	
Nest Pension Employers	749.00	
Travel	100.00	
Training	500.00	
HR/H&S Services	500.00	
Telephone	2,000.00	
Postage	150.00	
Stationery/Office	400.00	
Subscriptions	500.00	
Insurance	6,500.00	
Computer Support inc web licences	5,000.00	
CCTV Maintenance	1,600.00	
KALC	1,450.00	
Service Contracts -Alarm etc.	500.00	
PC Vehicle Fuel	1,100.00	
PC Vehicle Repairs	500.00	
PC Vehicle Tax	420.00	
Accounts Prep/Support/VAT cal.	1,600.00	
Audit Fees inc Internal Audit	3,000.00	
Legal Expenses/Fees	3,000.00	

Broadband/domain Name /Email	700.00	
Staff Welfare	800.00	
Website maintenance/fees	100.00	
Hire of Equipment	3,300.00	
Donations etc. (incl. S.137)	500.00	
Chairman's Allowance	750.00	
Remembrance Day	400.00	
Maps & Books	100.00	
Sage Support	1,800.00	
Office Expenses	300.00	
Bank Charges	1,620.00	
Card Charges	3,000.00	
Bankline	750.00	
Public Notices/Notices	100.00	
Ditton Gazette & Delivery	1,642.00	
Twinning Expenses (25th Ann Event)	1,000.00	
Election Expenses	3,000.00	121,244.00
<b>To Accrued Funds</b>		
Cedar Room Maintenance	0.00	
Computer Replacement	0.00	
<b>Capital Item</b>		
Music Event	4,000.00	
King's Coronation	500.00	
		4,500.00
TOTAL		<u>121,244.00</u>
		-
		-
<b>Income</b>		
Copy Charges	40.00	
Bank Interest	400.00	
Gazette Adverts	100.00	
From Reserve [for music event & coronation]	4,500.00	5,040.00
		-116,204.00
<b>SUMMARY</b>		
<b>COMMUNITY CENTRE</b>		-54,444.00
<b>BARS</b>		14,442.00
<b>OPEN SPACES AND AMENITIES</b>		-116,631.00
<b>ADMINISTRATION</b>		-116,204.00
		- 272,837.00

Precept required

272,837.00

*£272,837.00 divided by the tax base 1795.57 = a parish rate of £151.95*  
*This would mean an increase of 0.5% on previous*  
*year*  
*[or 76p per Band D property - for the year]*

296. **CLOSURE**

The meeting closed at 8.01pm.

Chairman  
9<sup>th</sup> January 2023