

## DITTON PARISH COUNCIL

**MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE, TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 24<sup>TH</sup> JUNE 2019**

PRESENT: CLLRS. J LOVER [Chairman], N NEWMAN [Vice-Chairman], MRS J COOPER, MRS J DEARDEN, MRS K DENNISON & MRS A THROSSELL  
MRS N GREENAWAY [Clerk of the Council]

**104. OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

**105. APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mrs Thwaites. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.434.

The Chairman asked that an additional item to co-opt a member to fill the vacancy on the committee be taken next.

**RESOLVED** to accede to this request.

**106. CO-OPTION TO COMMITTEE**

**RESOLVED** to co-opt Cllr Mrs Throssell to fill the vacancy on the Finance and Administration Committee.

**107. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**108. FINANCE****(a) 2018/19 & 2019/20****(i) Financial Analysis Months 12 / 1 & 2**

Queries were raised on the budgets for audit fees on both months and for the card charges on month 2. The Clerk will look into these and report back. The Clerk reminded member that if they have questions it is useful if they can be raised in advance of the meeting to enable staff to look into, and provide an explanation at the meeting.

The Clerk also asked members to note that overall the F&A finished well within its budget which was very positive.

**(ii) Budget Management Month 12 / 2 & Comparisons**

**READ** and **NOTED**. It was further **NOTED** that new ways of promoting both the Centre and Bar are being looked into with the view to increase income.

109. **AMENDMENT TO THE FINANCIAL REGULATIONS** [RE BACS RETURN OF DEPOSITS]

It was **NOTED** that the internal auditor had recommended the Council's Financial Regulations be amended to include a paragraph to enable Deposit Refunds to be made within a week of the hire.

An additional draft paragraph was **CIRCULATED**.

**RESOLVED** to amend the Financial Regulations to include the additional paragraph 5.5 (d) *to authorise the return of Community Centre hirer refundable deposits within one week of the hire [subject to satisfactory room inspection and approval by a Council member] via the method of original payment.*

110. **INVESTMENT**

(a) Report (current values / statement at 31.03.2019)

A statement of the values at 31<sup>st</sup> March 2019 was **READ** and **NOTED**.

(b) Current situation re Transfer to CCLA

The Clerk **REPORTED** that the assets with UBS had to be sold and the funds then placed in the Council's account before it could be placed with CCLA. The Clerk advised that this had now happened and she had asked for the transfer to be done as two payments – for capital and income.

It was **NOTED** that the Clerk and Chairman would be meeting with Mr Davies of CCLA on the following afternoon to discuss the movement of the funds. Cllr Mrs Throssell confirmed she can also attend this meeting.

111. **DITTON GAZETTE**

(a) Review of Advertising Rates

The current rates for advertising in the gazette were **READ**. It was **NOTED** that a recent advertiser was unhappy with the quality of the ad and the Community Centre Administrator is also trying to find new advertisers. It was thought that it would not be advisable to increase rates at the current time.

**RESOLVED** to keep advertising rates the same but to review again when other issues with the gazette are resolved.

(b) Quality/Content

Various comments were made about the quality of the recent edition. The Clerk advised there were problems reproducing a particular pdf Ad and the admin staff were looking into this. The Chairman advised he would ask a contact about the quality and cost of printing to see if the current printer was competitive.

**RESOLVED** the Clerk will raise the issues of quality with the current printers.

112. **ITEMS REFERRED FROM COMMUNITY CENTRE COMMITTEE**

(a) Oaken Hall Lighting and Ceiling

The final preferred quotes to replace the Oaken Hall Lighting and Ceiling were **READ**.

The Community Centre Chair advised that these lights had been chosen as they would withstand sports activities and they were anti-glare. It was also **NOTED** that they would fit flush to the ceiling as opposed to the previous suggestion of suspended lamps.

**RESOLVED** to approve the total expenditure of £25,370.00 for the replacement lighting and ceiling and that this be paid from the investment income.

(b) Band for VE Day 75<sup>th</sup> Anniversary Dance

It was **NOTED** that there was a choice of two possible bands for the VE Day Dance and that a budget would need to be set.

Discussion took place on the merits of each of the two bands.

**RESOLVED** to engage Todd Miller and the Joe Loss Orchestra for the event in recognition of the bands long history with the Community Centre provided that they can meet the specific requirements for this dance.

It was suggested that the band and possibly the staff be asked if they would dress up in costume of the era for the event.

**RESOLVED** tickets should be priced at £20.00 and a budget for the event of £5,000.00 be included in next year's estimates and this would cover the cost of the band, decorations and additional staff costs as the event will take place on a bank holiday.

113. **CCTV**

An updated quotation from a company that had previously quoted to replace the CCTV, including some new cameras and new recording equipment for a total of £13,100.00 was **READ**. The Clerk said she would endeavour to obtain updated quotations from the other companies that had previously quoted. Members recognised that this is an important issue and the CCTV should be updated as a priority.

**RESOLVED** the Clerk to seek other quotations and engage the most suitable contractor up to the value of £13,100.00. The Clerk will also report back on the maintenance contract for the chosen contractor.

114. **COMMITTEE TERMS OF REFERENCE**

It was **NOTED** that the Chair of Personnel wished to review and update the Terms of Reference for the Personnel Committee. The Clerk advised as the Finance and Administration Committee was responsible for approving amendments to all Committee Terms of Reference it would be appropriate for all Committees to review their TOR's and then any recommended amendments could be approved at the next F&A Meeting.

**RESOLVED** all Committee's to review their TORs at their next meetings.

115. **CLOSURE**

The meeting closed at 8.39pm.

Chairman  
1<sup>st</sup> July 2019