

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON THURSDAY 17TH MAY 2018

PRESENT: CLLRS. M J PORTER [Chairman], A MULCUCK [Vice-Chairman], P DALTON, MRS J DEARDEN, MRS K DENNISON, P JOBLING, J LOVER & MRS J THWAITES
MRS N GREENAWAY [Clerk of the Council]

24. **OPENING OF MEETING**

The Chairman opened the meeting at 7.00pm.

25. **APOLOGIES FOR ABSENCE**

There were no apologies.

26. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

27. **FINANCE**(a) **End of Year 2017/18**

(i) Financial Analysis Month 12

The Financial Analysis for Month 12 which had previously been **CIRCULATED** was **READ** and **NOTED**.

Cllr Dalton raised queries about “negative figures” and the Clerk explained these would be “plus” because it was in the expenditure budget (ie unspent amounts added in). Other queries were raised and the Clerk advised that as this was month 12, adjustments had been made by the accountants in preparation for the year end accounts. The Clerk also asked that if members had queries on the financial analysis, to forward them in advance of the meeting, in future, to enable her time to look into and give an accurate explanation.

(ii) Budget Management Month 12 & Comparisons

READ and **NOTED**.

28. **REVIEW OF FINANCIAL REGULATIONS**

The current financial regulations, which had previously been **CIRCULATED** were **READ**. It was **NOTED** that it was no longer a requirement to have three signatures plus the clerk for cheques.

RESOLVED to ACCEPT and APPROVE the suggested amendments based on the NALC model and to reduce the signatories to two plus the Clerk. Further **RESOLVED** to amend the bank mandate to reflect this change.

29. **INVESTMENT**(a) Report

Statements for the values up to 31st March 2018 were **CIRCULATED** and **NOTED**. Cllr Mrs Dearden ask a question about the fall in market value figure. The Clerk will ask the account manager for an explanation. Current values to date were also **NOTED**.

(b) Funding of Maintenance Projects

It was **NOTED** that it had been agreed when the budgets were set to fund the car park repair from the investment interest. It was reported that the account for this repair would not be settled until the contractor returned to resolve a couple of outstanding issues with the work.

It was further **NOTED** that approval had been given for the purchase of a laptop and that this would also be paid from investment interest.

RESOLVED the Clerk request the appropriate sum be withdrawn from the investment interest to cover the cost of the car park repair and purchase of a laptop.

RECOMMENDATION FROM COMMUNITY CENTRE COMMITTEE AND FULL COUNCIL FOR FUNDING FOR HEATING REPAIRS/REPLACEMENT RADIATORS.

RESOLVED to **RATIFY** the **RECOMMENDATION** to cover the cost of the heating repairs/replacement radiators from the investment interest subject to clarification on the warranty and other issues.

30. **INSURANCE**

Insurance quotations supplied by Came & Company, the current specialist insurance broker used by the Council were **CIRCULATED**.

It was **NOTED** that various quotations had been sought and their recommendations were:

PC Combined Policy – Inspire Insurance £4625.19 (including LTA agreement) – a saving of £1,734.42 on last year’s premium.

Motor Policy – MS Amlin £896.00 – a saving of £214.68 on last year’s premium.

Engineering Policy (boiler inspection) – Allianz £373.70 – slight increase of £3.70.

The overall savings would be £1,945.40.

RESOLVED to renew the policies per the recommendations above.

31. **GDPR**

The Clerk **REPORTED** that although it had been agreed in principal to engage and external DPO, assistance with this could be supplied by Tonbridge & Malling Borough Council following information given at the recent T&M KALC Meeting attended by Cllrs Mrs Dearden and Mrs Dennison. Cllr Mrs Dearden advised that they were informed TMBC were being approached to provide a DPO service to parish council’s in the Borough, but as this was unlikely to be in place by the GDPR deadline of 25th May it would not be an issue for parish councils, as long as Councils could demonstrate they were aware of the new regulations and taking steps to comply.

RESOLVED to wait for further information on this before engaging a DPO.

32. **WEBSITE**

A quotation from a web design company was **CIRCULATED** and discussed. It was recognised that a new website is now essential as it would appear impossible to update the existing one.

RESOLVED to request further information about this web-design and obtain further quotations to include examples of the websites designed.

33. **CLOSURE**

The meeting closed at 7.37pm.

Chairman
4th June 2018

