

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE **FINANCE AND ADMINISTRATION COMMITTEE** HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 8TH JANUARY 2018**

PRESENT: M PORTER [Chairman], P DALTON, P JOBLING, J LOVER & MRS A THROSSELL
MRS N GREENAWAY [Clerk of the Council]

369. **OPENING OF MEETING**

The Chairman wished everyone a Happy New Year and opened the meeting at 7.30pm.

370. **APOLOGIES**

Apologies were **RECEIVED** from Cllr Mrs Thwaites. The previously notified reason for absence was recorded in the absence book ref 378 and **ACCEPTED** and **APPROVED**.

371. **DECLARATION OF INTERESTS**

There were no declarations of interest.

372. **DATE SENSITIVE PLANNING MATTERS**

TM/17/03378/FL RESOLVED	Single storey rear extension THIS COUNCIL HAS NO OBJECTION	47 Fernleigh Rise
TM/17/02438/FL RESOLVED	Alterations to previously approved scheme (ref. TM/16/0095/FL) to provide 2 squash courts and sports hall with view areas and associated changing room spaces THIS COUNCIL HAS NO OBJECTION TO THIS APPLICATION HOWEVER IT DOES OBJECT TO INCREMENTAL CHANGES TO APPLICATIONS ONCE THEY HAVE BEEN APPROVED.	Cobdown Sports & Club, Station Rd
TM/17/03402/FL RESOLVED	Two storey pitched roof side and rear extension, new bay window to the front THIS COUNCIL HAS NO OBJECTION	7 Ragstone Ct

373. **FINANCIAL INFORMATION**

(a) **Financial Analysis**

The financial analyses for months 8 and 9, which had previously been **CIRCULATED**, were **READ** and **NOTED**. The Clerk will look into queries raised on items 4050 (road fund licence) and 4067 (staff welfare).

(b) Budget Management 2nd Quarter 2017/18 & Comparison with Previous Years**CIRCULATED, READ and NOTED.**(c) Investment

(i) Update

The current values were **READ** and **NOTED**.

(ii) Signatories

RESOLVED to remove former Cllr John Beadle as a signatory and to withdraw the online access that he had previously had to the account.**RESOLVED** to add Cllr John Lover as a signatory to the UBS Investment Account and ask that he be given online access to the account. The Clerk will advise Cllr Lover on the required forms of ID to enable him to be added as a signatory.(d) Signatories on Council's Bank Accounts – Additions/RemovalsIt was **NOTED** several changes were required following changes in personnel both on the Council and with staff.**RESOLVED** to remove John Beadle, Audrey Beadle and Richard Price as signatories from the Council's bank accounts and to remove Penny Alexander as a signatory on the Council's Imprest Account.

Discussion took place on the proposed change, suggested last year when the Financial Regulations were looked at, to the signing rule to reduce the number from three to two signatories plus the Clerk.

RESOLVED the bank mandate be changed to add Cllrs Kay Dennison and Paul Jobling as signatories and to amend the signing requirement to two signatures plus the Clerk. Also to ensure the Financial Regulations are updated to include the amendment to the signing rule.(e) Parish Council Dances(i) Balance Sheets for Christmas & NYE 2017The balance sheets for both dances were **CIRCULATED** and **READ**. It was **NOTED** that the Christmas Dance with Todd Miller had made a loss for the second year running but that the New Year's Eve Dance had gone very well and a good profit made. It was **NOTED** that both dances had good bar takes and raffle ticket sales.**RESOLVED to RECOMMEND** that Todd Miller is not used for the 2018 Christmas Dance and he be advised of this and thanked for the many years he and the band have been coming to Ditton.(ii) Dances for 2018

The Clerk advised that the lead singer of the Peter Elligate Show Band had advised her that he would not be continuing with the band next year but that most of the band members will be continuing to perform under the name of Junction 5 with an

alternative lead singer. It was **NOTED** that this band would perform very similar music for the same fee.

RESOLVED to engage Junction 5 for the 2018 New Year's Eve Dance and the Clerk will source an alternative (more reasonably priced) band for the Christmas Dance to be held on 15th December. Also to more widely advertise the dances.

(f) VAT Partial Exemption - (information from DCK Accounting Solutions)

It was **NOTED** that the Community Centre could lose the VAT Partial Exemption in future years as it had recently paid out more than the permitted average due to major roof repairs. Discussion also took place on whether the Car Park can come under the OSA and/or F&A budgets to remove the burden of VAT from the Community Centre. Also a query was raised about whether VAT should be paid by regular businesses that use the facilities. The Clerk advised she would need to take advice from the accountant on all these matters.

RESOLVED to seek further advice and the impact this would have, when the Accountant visits in April.

(g) Adverts for Staff Vacancy

It was **NOTED** that following the resignation of the OSA Administrator the recruitment process to fill the vacancy needed to be actioned. Further information is contained in Confidential Memorandum CM 403.

RESOLVED the Clerk will speak to both members of existing office staff before drafting a new job description for the prospective new employee and once the role and proposed salary are approved, an advert will be placed in local media.

374. **FINANCE & ADMINISTRATION ESTIMATES FOR FINANCIAL YEAR 2018/2019**

(a) 2018/19 Estimates

Draft estimates which had previously been **CIRCULATED** were **READ, NOTED** and discussed. It was suggested quotations be sought from alternative suppliers for some services such as the printing of the gazette.

RESOLVED to approve the following as the estimates for the Finance and Administration Committee and that they be included in the Full Estimates for the Financial Year 2018/197, for scrutiny by the Finance and Administration Committee.

Income	Draft Ests 2018/2019
Misc. Income	-
Copy Charges	100.00
Grant (KCC Members)/TMBC	-
Borough Cncl Allocation	-
Bank Interest	50.00
Sec 137/Raffle Income	-
Family Day/Hort Show	-
Gazette Adverts	650.00
Raffle Prize Reimbursement	-
Dance Ticket Sales	6,000.00
	6,800.00

Expenditure	
Salaries	45,880.00
NIC Employers etc	4,200.00
LGPS	5,227.00
Travel	100.00
Training	500.00
Mentor Services	810.00
Telephone	450.00
Postage	350.00
Stationery	600.00
Subscriptions	200.00
Insurance	6,600.00
Licences	-
Computer Support (plus web licences)	4,500.00
CCTV Maintenance	1,000.00
KALC	1,175.00
Mobile Phone	200.00
Service Contracts -Alarm etc.	500.00
PC Vehicle Fuel	1,000.00
PC Vehicle Repairs	200.00
Cedar Room Maintenance Fund	-
Accounts Prep/Support/VAT cal.	2,200.00
Legal Expenses/Professional fees	2,000.00
Audit Fees inc Internal Audit	3,000.00
Contingencies	500.00
Broadband	800.00
Staff Welfare	500.00
Network Anti-virus/Anti Spam	150.00
Webmaster Fees/Website Maintenance	1,000.00
Hire of Office 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	1,000.00
Vehicle Lease Fee	3,650.00
Office Expenses	300.00
Reserve Replacement	-
Bank Charges	60.00
Card Charges	1,000.00
Bankline	700.00
Public Notices/Notices	100.00
Ditton Gazette	3,000.00
Hort Show	300.00
Raffle Prizes	-
Dances	5,000.00
Twinning Expenses	-
Election Expenses	-
SUB TOTAL	104,502.00
Capital Items	
Ditton Minors 50th Anniversary	1,000.00

To Accrued Fund	
CCTV Replacement	1,000.00
Cedar Room Maintenance	500.00
Computer Replacement	1,000.00
Total	108,002.00
LESS INCOME	6,800.00
GRAND TOTAL	101,202.00

(b) Five Year Plan/Accrued Funds (Earmarked Reserves)

A schedule of the current Five Year Plan was **CIRCULATED, READ and NOTED.**

375. COUNCIL TAX BASE 2018/19 – (information from TMBC)

The above communication was **READ** and it was **NOTED** that the tax base for 2018/2019 has been calculated to be 1,787.48.

376. FULL ESTIMATES FOR FINANCIAL YEAR 2018/19 – Consideration of Committee estimates

Discussion took place on the committee estimates and the three drafts with different options of the level of precept. Discussion took place and members were mindful that little or no increase should be applied this year following the large increase the previous year to cover the loss of the grant funds from TMBC and to provide a new playground. Members agreed option 2 was preferable and asked the Clerk to ensure provision was included for the possible impact on salaries because of staff changes and that overall there would be no increase/decrease to the parish precept for 2018/19. It was **NOTED** to achieve option 2, some amendments were necessary to the draft committee budgets such as reducing the advertising budget and removing the reserve transfer from the Community Centre budget; to reduce the reserve for the OSA budget and to use slipped forward amounts towards proposed fencing projects; to use investment interest to fund the big capital projects of replacement gang mower and carpark resurfacing. It was also **NOTED** that replacement CCTV had not been included as a capital item as there were already several capital items from other committees. However, it was agreed that should the council wish to proceed with replacement CCTV in the current year it could use the accrued fund of £3,000.00 and the balance could be paid from the investment interest. The Clerk advised that the expected bar estimated profit was reduced and that notification from the brewery of significant increases in wholes prices had already been received.

RESOLVED the Community Centre Committee look at bar price increases at the next meeting.

RESOLVED to **RECOMMEND** the following as this Council's estimates for the financial year 2018/2019:

COMMUNITY CENTRE		
Expenditure		
Business Rates	13,200.00	
Water	1,230.00	
Hall Decorations/Scaffold Hire	500.00	
Electricity	10,000.00	
Gas	8,000.00	
Hygiene Items & PAT Testing	3,000.00	
Sewage	1,500.00	
Toilet Rolls	400.00	
Towel Rental	750.00	
Telephone	450.00	
Postage	350.00	
Stationery	600.00	
Insurances	3,500.00	
Licences	1,000.00	
Function Security	500.00	
Repairs & Replacements	15,000.00	
Service Contracts	5,200.00	
Floor Maintenance	2,725.00	
First Aid Equipment	100.00	
Refuse Collection	2,000.00	
SL Maintenance & Energy	1,000.00	
Provision of Salt	100.00	
Advertising/Marketing	5,000.00	
Scrubber Dryer Lease	1,300.00	
Pest Control	250.00	
Electrical Inspection	-	

Admin staff	20,472.00	
Caretaking Staff	44,158.00	
NIC	3,200.00	
Pensions	3,836.00	
Training	500.00	
Mentor Services	810.00	
Function Provisions	3,000.00	
Transfer to Reserves [removed 7,000]	-	
Capital Items		
Car Park Resurfacing *	10,290.00	
TOTAL EXPENDITURE		163,921.00
Anticipated Income		
Function Security	500.00	
Cupboard Hire	300.00	
Hirers Refuse	100.00	
Hire Fees	100,000.00	
Performing Rights Society Fees	800.00	
Exam Desk Hire	350.00	
Bar Services	4,000.00	
Youth Club	47.00	
Petanque Fees (electricity)	-	
Investment Interest to cover car park resurfacing*	10,290.00	
TOTAL		116,387.00
DEFICIT		- 47,534.00
BAR		
Expenditure		
Cleaning Sundries	250.00	
Toilet Rolls	120.00	

Machine Games Duty	1,200.00	
Stationery	100.00	
Licences	350.00	
Repairs & Replacements	4,500.00	
Security	300.00	
Service Contracts	1,500.00	
Stocktaking	800.00	
Promotions & marketing	-	
Pest Control	50.00	
Intruder Alarm Maintenance	400.00	
Bar Dart Subs	160.00	
Glasses	150.00	
Beer Gas	1,700.00	
Bar Complimentary	400.00	
Bar Cocktail Sundry	100.00	
Quiz Snacks	-	
Sky TV	3,500.00	
BT Sports	3,000.00	
Kilnbarn Bar Services	4,000.00	
Staff (Permanent) Incl. Admin.	43,496.00	
Casual Staff	32,000.00	
Overtime	3,000.00	
NIC Employers	4,600.00	
Superannuation	6,238.00	
Training	500.00	
Mentor Services	810.00	
Staff Drinks (shorts & staff drinks)	50.00	
Bar Stock	75,000.00	

Bar Snacks	3,500.00	
TOTAL		191,774.00
Anticipated Income		
Soft Drinks Bars	-	
Kilnbarn Club Food	-	
Kilnbarn Club Counter	130,000.00	
Gaming Machine	3,500.00	
Oaken Hall Counter	37,500.00	
Function Bar Wine	600.00	
Don Carman Hall Counter	20,000.00	
Sweet Machine in KB	150.00	
Petanque Food Prep	150.00	
Football Food	-	
TOTAL		191,900.00
PROFIT		126.00
OPEN SPACES & AMENITIES		
Expenditure		
Salaries (inc Admin)	73,772.00	
Emergency Staff Cover	500.00	
NIC Employers	4,600.00	
Superann Employers	9,500.00	
Training	500.00	
Mentor Services	810.00	
Water Supply (Allotments/Cedar)	200.00	
Electricity/Energy	1,400.00	
Telephone	360.00	
Subscriptions	160.00	
Insurance (Tractor/mower/vehicle)	1,200.00	
Repairs and Replacements	2,000.00	
Property/Security Maintenance	1,000.00	
Security	670.00	
Service contracts	240.00	
Machinery Hire	400.00	
Machinery Fuel	1,000.00	
Tractor/Mower Repairs	3,000.00	
Staff Welfare	350.00	
First Aid Equipment	10.00	

War Memorial	100.00	
Energy Water NRRG	250.00	
Pest Control	100.00	
Multi Sports	2,300.00	
General Treatments	3,500.00	
Football Pitches	600.00	
Cricket Square	350.00	
Bowls Green (water)	500.00	
Fencing Repairs	500.00	
Playground Repairs	1,500.00	
Village Green Costs	50.00	
Trees/Planting	1,000.00	
Protective Clothing	350.00	
Tools	400.00	
Upkeep of Churchyard	0.00	
Footpaths	300.00	
School Clock	0.00	
Quarry Maintenance	1,000.00	
Allotment Contingencies	50.00	
Allotment Refuse	200.00	
Hanging Baskets	275.00	
Street Light Maintenance	0.00	
Street Light Energy	0.00	
Street Light Repairs	0.00	
Christmas Lights Comp	0.00	
Best Kept Garden Competition	0.00	114,997.00
Capital Items		
Quarry Steps	1,368.00	
Strimmer	300.00	
Hedgecutter	400.00	
Gangmower*	18,000.00	
Fences - War Memorial [2000 slip f/wd from 17/18]	290.00	
Fences - NRRG - North [2,550 slip f/wd from 17/18]	185.00	
Fences - NRRG - East	4,785.00	
Fencing - Height Barrier KBRG [removed 1385]	0.00	
Fencing - Bradbourne Lane	2,480.00	
		27,808.00
5 Year Plan/Accrued Fund Requests		
Transfer to reserves [reduced by 8,500]	2,000.00	2,000.00
Total Expenditure		144,805.00

Anticipated Income		
Lease fees	175.00	
Pitch Marking	1,000.00	
Energy (Youth Centre)	250.00	
Water Reimbursement (Bowls Club)	500.00	
NRRG Energy/water Reimbursement	300.00	
Admin Fees	200.00	
Cricket Club Fees	460.00	
Castle Colts FC	250.00	
Ditton Minors FC	2,000.00	
Petanque Electric	50.00	
Churchyard Maintenance	180.00	
MUGA Users	2,000.00	
Coins - Multi-Sports Users	500.00	
School Grounds Maintenance		
Footpath Maintenance	870.00	
Quarry Income	100.00	
Allotment Rents	400.00	
Investment interest to cover gang mower*	18,000.00	27,235.00
TOTAL		-117,570.00
FINANCE AND ADMINISTRATION		
Expenditure		
Salaries	45,880.00	
New staff contingency	3,700.00	
NIC Employers etc	4,200.00	
LGPS	5,227.00	
Travel	100.00	
Training	500.00	
Mentor Services	810.00	
Telephone	450.00	
Postage	350.00	
Stationery/Office	600.00	
Subscriptions	200.00	
Insurance	6,600.00	
Licences	0.00	
Computer Support	4,500.00	
CCTV	1,000.00	
KALC	1,175.00	
Mobile Phone	200.00	
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	1,000.00	
Contingencies/Election Expenses	500.00	
Broadband/domain Name /Email	800.00	
Staff Welfare	500.00	
Network Anti-virus/Anti Spam	150.00	
Website maintenance/fees	1,000.00	
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	1,000.00	
Vehicle Lease Fee	3,650.00	
Office Expenses	300.00	
Bank Charges	60.00	
Card Charges	1,000.00	
Bankline	700.00	
Public Notices/Notices	100.00	
Ditton Gazette & Delivery	3,000.00	
Family Day/Hort Show	300.00	
Raffle Prizes	0.00	
Dances	5,000.00	
Twining Expenses	0.00	107,202.00
To Accrued Funds		
Cedar Room Maintenance	500.00	
CCTV Replacement	1,000.00	
Computer Replacement	1,000.00	2,500.00
TOTAL		109,702.00
		-
Income		
Copy Charges	100.00	
Borough Cncl Allocation	0.00	-
Bank Interest	50.00	
Sec 137/Raffle Income	0.00	
Family Day/Hort Show	0.00	
Gazette Adverts	650.00	
Raffle Prize Reimbursement	0.00	
Dance Ticket Sales	6,000.00	6,800.00
		-102,902.00

SUMMARY		
COMMUNITY CENTRE		-47,534.00
BARS		126.00
OPEN SPACES AND AMENITIES		-117,570.00
ADMINISTRATION		-102,902.00
		-267,880.00

Precept required

267,880.00

*£267,880.00 divided by the tax base 1787.48 = a parish rate of £149.86
This would mean no increase/decrease on previous year*

The Chairman thanked the Clerk for the hard work involved in producing the figures.

Pursuant to S.1(2) of the Public Bodies (Admission to Meetings) Act 1960 & Standing Orders 27 & 50 the Chairman to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

377. **COUNCIL COMMITTEE STRUCTURE**

The Chairman said following a discussion with another member it was felt more structure should be given to when the F&A and Personnel Committee meetings take place. Discussion took place on whether to amend the Committee Terms of Reference and combine these two committees. However, it was felt best to try out a regular meeting schedule for both committees first.

RESOLVED to RECOMMEND the amended draft meetings timetable for the current year.

378. **PAYMENT TO STAFF FOR ACCRUED HOURS/HOLIDAY PAY/SICK PAY**

It was **NOTED** that because the Clerk had again accrued a great deal of additional time and been unable to take leave because of dealing with additional work matters. It was also **NOTED** that other staff members had accrued time because of covering for sickleave.

RESOLVED the Clerk be paid for the accrued hours outstanding over the next two pay periods and also that she produce a schedule of current situation of outstanding hours/holiday/sick pay for other staff members to be considered by the committee before a decision is made on what additional payments can be made and leave carried forward.

379. **COMPLAINT**

Further correspondence from Cllr Piper was **READ** and it was **NOTED** that he had refused to resign from the Parish Council. It was further **NOTED** that he had asked to hear the

Confidential Memorandum read at the Parish Council meeting held on 4th December as he was not present at that meeting. It was also **NOTED** that further advice on how to proceed with this matter had been sought.

RESOLVED Cllr Piper be invited to the Council Chamber on Thursday 11th January when the Clerk will **READ** the relevant Confidential Memorandum and that Cllrs Dalton, Throssell and Lover will also be present.

380. **CLOSURE**

The meeting closed at 9.23pm.

Chairman
15th January 2018