

## DITTON PARISH COUNCIL

**MINUTES OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 26<sup>TH</sup> JUNE 2023**

PRESENT: CLLRS. N NEWMAN (CHAIRMAN), M PORTER (VICE-CHAIR), MRS J DEARDEN,  
& MRS A THROSSELL.  
MRS N GREENAWAY [Clerk of the Council]

83. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

84. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

85. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

86. **FINANCE**(a) **Financial Analysis Month 2**

**CIRCULATED, READ and NOTED.** Cllr Mrs Throssell asked if the budget for Twinning was given to the Twinning Committee. The Clerk confirmed it was only used if needed to provide hospitality. It was suggested that this budget is used to cover costs of the Chairman or Council representative visiting France in an official capacity such as for Bastille, rather than the Chairman's allowance. The Clerk will check if this would be appropriate to allocate to that budget.

(b) **OSA – Vehicle & Essential Equipment**

The Clerk **REPORTED** that the parish vehicle was in the garage again as there was an issue with the clutch. It was **NOTED** the MOT and service were not due until later in the year. It was agreed to keep the vehicle under review.

The Clerk advised that the Grounds Team Leader had requested a new long reach hedge trimmer as the current equipment was heavy and not suitable or safe for trimming at height. An example of an Echo trimmer for £589.00 plus VAT was suggested.

**RESOLVED** to advised the Grounds Team Leader that a suitable hedge trimmer to meet the requirements could be purchased.

It was **NOTED** that the Grounds Team Leader was obtaining a valuation for the Kubota tractor and researching a suitable replacement.

87. **APPROVAL OF BACs & DIRECT DEBIT PAYMENTS FOR 2 YEARS – 2023 -2025**

**RESOLVED** to approve the current list of regular payments to current suppliers and contractors by Direct Debit and BACs as listed in the Full Council Agendas.

88. **INVESTMENT [CCLA]**

(a) Report (current values / statement at 31.03.2023)

A statement of the values at 31<sup>st</sup> March 2023 and the dividend received of £4,949.98 was **READ** and **NOTED**.

89. **REVIEW OF STANDING ORDERS**

The current Standing Orders were reviewed and it was **NOTED** that there had not been any NALC updates to the model Standing Orders since the last review.

**RESOLVED** to accept and approve the Standing Orders and that no changes are currently required.

90. **COMMITTEE TERMS OF REFERENCE**

The current Committee Terms of Reference which had previously been **CIRCULATED**, were **READ**. Various suggestions were made for amendments to the current committee structures.

**RESOLVED TO RECOMMEND** to change the TORs for the F&A and Personnel Committee's to be the Chair and Vice Chair of the Council plus Committee Chairs and power to co-opt one other and to leave the other Committee structures unchanged.

91. **DITTON GAZETTE**

(a) Review of Advertising Rates

**RESOLVED** to freeze the rates for this year as no new advertisers have been forthcoming.

(b) Quality/Content

It was agreed the quality with the current printer was fine and that more new content about local issues was needed. It was also agreed an article about what to do about anti-social behaviour needed to be included.

92. **CLOSURE**

The meeting closed at 8.20pm.

Chairman  
3<sup>rd</sup> July 2023