

DITTON PARISH COUNCIL

**NOTICE IS HEREBY GIVEN OF A MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE, TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 29<sup>TH</sup> JUNE 2026 AT 7.30PM**

Ditton Parish Council  
Ditton Community Centre  
Kilbarn Road, Ditton  
Aylesford, Kent ME20 6AH

Tel: 01732 844749  
Email: [clerk@dittonparishcouncil.gov.uk](mailto:clerk@dittonparishcouncil.gov.uk)  
Website: [www.dittonparishcouncil.gov.uk](http://www.dittonparishcouncil.gov.uk)

(Mrs) Nicola Greenaway  
Clerk of the Council  
24<sup>th</sup> June 2026

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTEREST**
4. **FINANCE**
  - (a) Financial Analysis
  - (b) (i) 2025/26 Month 12  
(ii) 2026/27 Month 1 & 2
  - (c) Budget Management - month 9 & EOY 2025/26 & Comparison with Previous Years *[if available]*
  - (d) Card Payment Machine – supplier review
  - (e) OSA Expenditure - Kubota Service/Cutting Deck Replacement
  - (f) HMRC Increase of Approved Mileage Allowance Payment from 6<sup>th</sup> April 2026
  - (g) Cyber Insurance Renewal Quotation
  - (h) Gov Asst Subscription
5. **APPROVAL OF BACs & DIRECT DEBIT PAYMENTS FOR YEAR – 2026/2027**
6. **INVESTMENT STRATEGY**
7. **REVIEW OF FINANCIAL REGULATIONS** *[DPC last review June 2025, NALC last update May 2024]*
8. **REVIEW OF STANDING ORDERS** *[DPC last review July 2025, NALC last update May 2025]*
9. **PHOTOCOPIER CONTRACT**
10. **AIR CONDITIONING FOR PARISH OFFICE**

11. **DITTON GAZETTE REVIEW**

- (a) Review of Advertising Rates
- (b) Quality/Content
- (c) Format – printed/digital

12. **PARISH NOTICE BOARDS**

13. **PARISH COUNCIL MINUTE BOOKS**

-----  
Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and 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.  
-----

14. **CONFIDENTIAL ITEM**

15. **CLOSURE**

TO BE IMMEDIATELY FOLLOWED BY A MEETING OF THE PERSONNEL COMMITTEE