

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 NOVEMBER 2025

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

314. **OPENING OF MEETING**

The Chairman opened the meeting at 8.17pm.

315. **APOLOGIES**

There were no apologies for absence.

316. **DECLARATION OF INTERESTS**

There were no declarations of interests.

317. **FINANCIAL INFORMATION**

(a) Financial Analysis Month 6

CIRCULATED, READ and NOTED.

(b) Budget Management 2nd Quarter 2025/26 & Comparison with Previous Years

CIRCULATED, READ and NOTED the overall budget was on track but there was an overspend to cover the carpark resurfacing.

(c) Investment Update

NOTED no update since the last dividend payment at 30th September 2025.

318. **ESTIMATES FOR FINANCIAL YEAR 2025/2026**

(a) 2025/26 Estimates

Draft estimates which had previously been circulated, were **READ, NOTED** and discussed. It was NOTED that some further adjustment may be necessary in the personnel figures.

RESOLVED TO RECOMMEND

the draft estimates for the Finance and Administration Committee [subject to the necessary personnel figure amendments] and that they be included in the Full Estimates for the Financial Year 2026/27, for scrutiny by the Finance and Administration Committee at its precept meeting.

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

No items were identified to be included in the five year plan but the Clerk advised she had not had the opportunity to fully review this. It was suggested provision for replacement of IT equipment in the future should be considered and the Chairman suggested advice be sought from the IT support company if the version of windows being used should be upgraded.

319. PUBLICATION OF INFORMATION(a) Ditton Gazette

The Clerk advised that a questionnaire had been included in the recent gazette asking for residents views on whether to continue with a printed gazette or a digital version. It was agreed the results would be reviewed in the new year.

(b) Noticeboards

The Clerk advised that a questionnaire had been included in the recent gazette asking for residents views on if they read information on the noticeboards or online. It was agreed the results would be reviewed in the new year.

320. ADDITIONAL CCTV

It was **NOTED** that the additional cameras within the community centre would greatly improve the security of the building and would be essential to complying with new Martyn's Law requirements.

RESOLVED to accept the quotation for £5,531.00 plus VAT from WJ Sunstone to provide nine additional internal cameras and the supporting wiring and brackets.

321. OTHER POLICIES / PROCEDURES FOR REVIEW(a) Co-option Policy/Procedure

The draft policy and application form to be given to potential candidates applying for future casual vacancies were READ. It was agreed to proceed with these but to include the "Nolan" principles to ensure potential candidates are aware of what is expected of them.

(b) Digital & Data Compliance / IT Policy / AGAR Assertion 10

It was NOTED that it would be necessary to ensure the Council's IT policy was compliant in order for the Council to be able to confirm Assertion 10 for the AGAR for 2025/26. A draft policy was circulated for approval.

(c) Social Media Policy

A revised social media policy, revised by Cllr Newman, was circulated. It was agreed this would be taken away and read prior to recommending approval.

322. CONFIRMATION OF DATE FOR F&A PRECEPT MEETING

Discussion took place on possible dates to hold this meeting as it was agreed that 23rd December was not suitable. It was agreed to hold it at 6.45pm prior to the Full Council meeting on Monday 5th January 2026.

323. **CLOSURE**

The meeting closed at 8.51pm.

Chairman
5th January 2026

