

DANBURY PARISH COUNCIL
Parish Clerk Margaret Saunders MILCM



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13th September, 2017.

You are summoned to a meeting of the **RESOURCES COMMITTEE** to be held on Wednesday 20th September, 2017 at 7.30 p.m. at the **Committee Room at the Old School House. Main Road, Danbury** when the following business is proposed to be transacted.

Mrs Margaret Saunders
Clerk to Danbury Parish Council

Councillors: S. Berlyn, (ex officio) Mrs A Chapman, (ex officio) B. Hinken,(Vice Chairman of Committee) Mrs B Hallett, John Steele, Paul Sutton(Chairman of Committee)

AGENDA

- 1 Apologies for Absence
2. Declarations of Interest
All Members are reminded that they must disclose any pecuniary or non-pecuniary interests the know they may have in the items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a pecuniary one. They are also obliged to notify the Monitoring Officer about it. Unforeseen interest must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the DCA. and Precept.
- 3 Public Question Time (Limited to 15 minutes)
- 4 Minutes of Meeting held on 19th July, 2017
To receive and consider Minutes of 19th July, 2017
- 5 i)Approval of payments from Resources Meeting from 19th July, 2017 to the date of the meeting final sheet to be circulated at meeting. August payments attached. September payments will be circulated at meeting.
ii) Reconciliation sheets July and August, 2017

- iii Debtors - none at present
- iv) Receipts – as sheet for July and August, 2017.
- v) On Line Banking Nothing further to report
- vi) Signatories Nat West had now confirmed change in signatories. Barclays is up and running.
- vii) Budget sheets to be circulated at meeting. Budget for Greens needs to be transferred to Environment.
- viii) External Audit to report to committee that the Clerk wrote the wrong date on the Exercise of Public Rights. Therefore this is a qualified audit see attached sheet this has been published on the web site and on the noticeboard.
- viii) When Financial Regulations in January, 2018 are updated to put in place emergency system if the Clerk is on holiday.

6. Requests for Additional Funding from Committees

7. Information Technology

8. Training

The Data Protection Rules. The Clerk has attended training an audit of documents will be completed. The Act comes into force 25th May, 2018. Please see document from Training attached.

9 Danbury Times

10. Matters for Report

11. Dates of meetings in 2017

Wednesday 25th October,
22nd November, Tuesday 19th December

12. Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw

13. DCA

14. Staff

Christmas it is intended that the Parish Office will close between Christmas and New Year, 2017

Neighbourhood Coordinator – Members to discuss lengthening term of contract to end of August, 2018.