

DANBURY PARISH COUNCIL
Parish Clerk Margaret Saunders MILCM



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17th January, 2018

You are summoned to a meeting of the **RESOURCES COMMITTEE** to be held on Wednesday 24th January, 2018 **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 they 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 22nd November, 2017
To receive and consider Minutes of 22nd November, 2017
- 5 i) Approval of payments from Resources Meeting from 22nd November, 2017 to the date of the meeting final sheet to be circulated at meeting.
a) Payments for December, 2017
b) Payments for January 2018

- ii) Reconciliation sheets November, December, 2017
 - iii Debtors - none at present
 - iv) Receipts – as sheet for November, 2017.
 - v) On Line Banking Nothing further to report
 - vi) See sheet regarding Council tax referendum received from Chelmsford City Council
 - vii) Alarm quote Old School House to separate Alarm system (see attached)
 - viii) Neighbourhood Plan Questionnaire quotation prices to be available at meeting.
 - viii) Please see budget sheets attached.
6. Requests for Additional Funding from Committees
 7. Information Technology - Sue Lees has put dates for 2018 meetings on the web.
 8. Training
 - a) See attached sheet for 2017
 - b) The clerk is attending an Employer's workshop re pensions at Essex County Council
 - c) The Clerk is taking part in a webinar being held by Littlejohn re end of year
 - d) Data Protection Assistant Clerk is attending Data Protection Course DPC just giving time off Cold Norton paying for attending
 - e) Could Assistant Clerk Facilities go on Facebook Course and DPC pay cost is £80.00 plus mileage?
 9. Documents for Audit to be updated
 - a) Adequate and effective system of Internal Audit
 - b) To recommend to Parish Council to appoint Heather Heelis for the following 3 years the cost as follows: £320.00 for 2 visits per year this price stands only if appointed for 3 years.
 - c) End of Year – To recommend RBS Rialtus £530 plus 45p per mile shared with other Essex Clerks to be appointed for 3 years.
 - d) Financial Risk Assessment to review
 - e) Statement of Internal Control to review
 - f) Financial Regulations to review
 - g) Standing Orders to review
 10. Risk Assessments – reviewed December 2018 (See attached list)
Additional risk Assessment added for erecting fencing at the War Memorial.
Copy of Risk Assessments held is attached.
 11. Data Protection
Still lots of unknowns and who is going to be appointed Data Protection Officer. Querying this with Chelmsford City Council if they can be the Officer for the Parish Council.
 12. Strategic Plan new financial prediction to 2021 (see attached)
Chairman of Committee to explain how Clerk reached the figures.
 13. Danbury Times
Any articles for future edition.

14. Matters for Report
15. Dates of meetings in **2017/2018**
No further dates for **2017**.
2018
Wednesday 24th January, 28th February, Tuesday 20th March
Wednesday 25th April, 30th May, 27th June, 18th July,
No Meeting in August
Wednesday 19th September, 31st October, 21st November,
Tuesday 18th December
16. 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
17. DCA
16. Staff