

RESOURCES COMMITTEE

Minutes of the Meeting held on Tuesday 20th March 2007 at the Parish Office

Present: Councillors: D. Whiteing (Chairman)
J. Brooks (Vice Chairman)
D. Hawkins
M. Wood

In attendance: Clerk to Parish Council

Public Question Time

No Members of the Public were present

143 Credit Card Facility

The Business Manager from the Parish Council's bank came to give a talk regarding obtaining a card facility.

The following options were discussed:

a) A Credit Card which must have the full balance paid off each month. The cost for this card was £32.00 per year.

b) A Charge Card which took money directly from the bank which was not suitable for Parish Council.

c) Local Government Procurement Card

There was no charge for this card. A monthly statement of purchases was produced which would be taken directly from the bank account one month. This had a paper trail for audit. The monthly statement could be taken to Council meetings on a monthly basis. This card had been specifically made to use by Local Authorities. Option c below would be appropriate due to the Council's financial regulations two signatories would sign the direct debit mandate.

Members considered these three options.

Cllr M Wood proposed that the Clerk obtain a Local Government Procurement Card for the Parish Council in the Clerk's name. This was seconded by Cllr D Hawkins

RESOLVED: that a) the Clerk obtain the Local Government Procurement Card for the Council.

b) that a limit be set on the card of £500.00

144 Apologies for absence

Apologies were received and accepted from Cllrs S Berlyn and J Thomson. Cllr D Powell was attending the Transportation Group Meeting at Heybridge on behalf of the Parish Council.

145 Declarations of Interest

None were declared.

146 Minutes of the Meeting held on 21st February, 2007

RESOLVED that the minutes of the meeting held on 21st February, 2007 be approved and signed as a correct record.

147 Financial Information for March 2007

147.1 Approval of payments from after the last meeting until 21st February, 2007

Details of payments to 20th March, 2007 were circulated (see Appendix I attached) and cheques were signed.

RESOLVED: that the payments from after the last meeting until 20th March, 2007 be approved.

147.2 Reconciliation sheet to 20th March, 2007

Balances at the bank, including Petty Cash, were checked by Cllr Wood and all balances matched (see Appendix II attached). An updated sheet was circulated up until 20th March, 2007. This item and item regarding end of year prediction were taken together.

RESOLVED: that the information be noted.

147.3 Receipts until from 1st January until 20th March, 2007

A list of receipts from 1st January until 20th March, 2007 were circulated (see Appendix III attached).

RESOLVED: that the information be noted.

147.4 Debtors more than 3 months

There were currently none to report.

RESOLVED: that the information be noted.

147.5 Earmarked Reserves

The list of earmarked funds and movements in and out of the funds to end February, 2007 was circulated (see Appendix IV attached).

Discussion took place regarding the following earmarked monies which were left over in the following earmarked headings play equipment £127.64, Sprayer £533.75 and diesel tank £62.53 Members thought that these monies should return to main reserves. Also that monies for the Spot Level Grant be paid into the Drainage and Car Parking Earmarked Reserve.

RESOLVED: that a) the information be noted

b) that the amounts as detailed above be returned to reserves

147.6 Public liability for Bus Shelter Cleaning

A verbal response had been received that the contractor was obtaining Public Liability Insurance. The Clerk would pursue the matter. It was thought that the contractor may produce a revised schedule of payment to incorporate the additional insurance. The contractor had not increased his charges for several years. The Environment Committee would investigate the charges.

RESOLVED: that the Clerk contact the contractor further and stress that the documentation must be received prior to the 31st March, 2007.

148 Information Technology

The Clerk gave a verbal update on the situation regarding spam. It was explained that there were still problems with terrapin crashing and but that spam was now being blocked.

One of the councillors was still experiencing problems. The clerk to request support company to contact the councillor concerned.

RESOLVED: that a) the Clerk requests the Support Company to contact the councillor again.

149 Requests for Additional Funding from Committees

Further to Minute 108.1 Facilities Committee 14th March, 2007. A request was made for the balance to £1827.00 to be taken from reserves if necessary. If there was enough left in the Facilities budget the lighting for the Sports and Social Centre should be taken from reserves.

RESOLVED: that Danbury Electrical be appointed for the external lighting work for the Sports and Social Club at a cost of £1827.00 funds to be taken from Facilities Budget, if necessary to take any additional funding from reserves.

150 Pension Fund

The Clerk had forwarded the documentation received from the Essex County Council for the pensions specialist to investigate via the EALC.

RESOLVED: that the information be noted.

151 Matters for Report

No matters were raised.

152 Dates of meetings in 2007

The dates of future meetings were noted as shown below. The Chairman asked members to note that the April meeting was scheduled for a Monday.

Monday 23rd April

30th May, 27th June, 18th July, 18th September

24th October, 21st November, Tuesday 18th December

153 Exclusion of Press and Public

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

154 Assistant Clerk Facilities Resignation

The Clerk reported that the Assistant Clerk Facilities had resigned from her post. Authorisation was given to the post being re-advertised. Interviews were discussed it was thought that Cllrs S Berlyn, D. Hawkins and M Wood together with the clerk produce a short list and complete the interviews.

RESOLVED: that Cllrs S Berlyn, D. Hawkins and M Wood together with the clerk produce a short list and complete the interviews.

155 Working Alone Policy

Members asked the clerk to check the heights section with the Groundsman regarding cutting hedges. The Vice Chairman of the Council requested that all staff read and initial the document. The document was unanimously approved.

RESOLVED: that a) the Clerk checks the heights section with the Groundsman
b) that the Working Alone Policy be adopted and that the staff read and initial the document.

Business having been concluded, the Chairman closed the meeting at 10.00pm.

D. Whiteing
Chairman

Signed.....

Date.....