

RESOURCES COMMITTEE

Minutes of the Meeting held on 23rd April 2007 at the Parish Office

Present: Councillors: J. Brooks (Vice Chairman)
S. Berlyn
D. Hawkins
D. Powell
J. Thomson
M. Wood

In attendance: Clerk to Parish Council

Public Question Time

No Members of the Public were present

Cllr J Brooks took the Chair for the meeting as Cllr Whiteing was unable to attend.

156 Apologies for Absence

Apologies were received and accepted from Cllr D Whiteing.

157 Declarations of Interest

None were declared.

158 Minutes of the Meeting held on 23rd April, 2007

RESOLVED that the minutes of the meeting held on 23rd April, 2007 be approved and signed as a correct record.

159 Financial Information for March 2007

159.1 Approval of payments from after the last meeting until 23rd April, 2007

Details of payments to 23rd April, 2007 were circulated (see Appendix I attached) and cheques were signed. The Clerk reported that R J Roe and Sons were putting up the price for the for the removal of waste from £82.00 to £89.00 per 1,000 gallons.

RESOLVED: that a) the payments from after the last meeting until 23rd April, 2007 be approved.

b) Members noted the price increase for waste removal

159.2 Reconciliation sheet to end of Financial Year March 2007

Balances at the bank, including Petty Cash, were checked by Cllr Powell and all balances matched (see Appendix II attached). The Clerk was still working on the end of year financial documentation.

RESOLVED: that the information be noted.

159.3 Receipts until 31st March, 2007

Receipts sheet was circulated until March, 2007. (Appendix iii) Members were pleased to see the amount of rent of £3685.75 from Danbury Community Association.

RESOLVED: that a) the information be noted.

b) the Clerk write to the Manager and Danbury Community Association Committee congratulating them on their hard work.

159.4 Debtors more than 3 months

There were currently none to report.

RESOLVED: that the information be noted.

159.5 Public liability for Bus Shelter Cleaning

Documentation had been received from the contractor showing that he had put Public Liability into place for the sum of 1 million pounds. Members discussed the contract situation due to there not being another Environment Committee until 6th June, 2007.

RESOLVED: that a) Ace Bins be given a contract for one year for washing and disinfecting the bus shelters and bins at a charge of £82.00 for monthly cleaning an order be raised to this effect.

b) the clerk request if it is possible to clean the bins bi monthly for the same price

160 Information Technology

The clerk reported that the spam filter crashed overnight regularly. The Support company were working with terrapin to resolve the problem.

Cllr Wood had still not been contacted by the Support Company. The Clerk would chase this up. Cllr Powell also requested that the clerk ascertain if the Parish Council had paid £240.00 as previously agreed would this have cured the problem. Members wished the clerk to request that a representative from the support company attend the next Resources Committee on the 30th May, 2007.

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

b) the Clerk ascertain from the support company if the Parish Council had paid £240.00 as previously agreed for a spam filter would this have resolved the problem

161 Requests for Additional Funding from Committees

None had been received.

162 Accounts Package

The Clerk had been concerned that a line in the accounts package was not working correctly. Mr Ron Laurie who had helped the owner of the accounts package install the programme in the Norfolk area had been assisting the Clerk. A new version of the accounts had been loaded on the day of the meeting. It was estimated that 8 hours had been spent on this work by Mr Laurie already. The Charges were £15.00 per hour. Members agreed to set aside 12 hours of work at a total cost of £180 to cover the costs.

RESOLVED: that a) Members noted the problem

b) £180 was set aside for payment of the work

163 Appointment of External Auditor

Lubbock Fine had been appointed as external auditor to Danbury Parish Council for the financial year 2006/2007 by the Audit Commission. A tendering exercise would be completed for 2007/2008 and for future years.

RESOLVED: that this information be noted.

164 Internal Auditor

The Clerk had contacted Heelis and Lodge to complete the end of year work and was awaiting a date.

RESOLVED: that this information be noted.

165 Pension Fund

No further update had been received.

RESOLVED: that the information be noted.

166 Freedom of Information Act

This item was discussed under Private and Confidential.

167 Bowling Club Remedial Works

The Clerk reported that an invoice had been sent from Chelmsford Borough Council for the sum of £1800.00 plus VAT for the remedial works on the Bowling Green. No order had been placed for the work by the Parish Council. The Parks and Grounds Operation Manager had inspected the green in October and felt under Health and Safety regulations the remedial works should be completed and had instructed his staff to complete the works. Members discussed the matter and the following unanimous decisions were made:-

RESOLVED: that a) the Clerk writes back to explain that the Parish Council had not authorised the works and had no monies in the budget for this item.

b) that the Chairman of Facilities give a verbal account at the Facilities Committee

168 Courses

168.1 Health and Safety Course

This was an accredited course being run by Essex Training Partnership.

RESOLVED: that the Clerk and the Assistant Clerk Facilities attend the course at cost of £75.00 per person.

168.2 Emergency Aid in the Work Place

The Clerk's First Aid Certificate would run out soon.

RESOLVED: that the clerk renew her certificate at a cost of £75.00 plus VAT

168.3 Roles and Responsibility Course

This course was being run by the Essex Training Partnership.

RESOLVED: that the Assistant Clerk Facilities and the new elected member of the Council attend the course at a cost of £30.00 per person.

169 Matters for Report

169.1 The Clerk had still to obtain the Local Government Procurement Card.

169.2 No further matters were raised.

170 Dates of meetings in 2007

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

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

171 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.

172 Freedom of Information Act Requests

The Clerk reported that two requests had been received for information. Members discussed the requests. Detailed below were the unanimous decisions made:

- RESOLVED: a) that items from the Annual Parish Meeting be discussed at the next Parish Council Meeting on the 9th May, 2007
- b) the lease be forwarded as in the public domain
- c) answer as many questions as possible
- d) a request be made to meet with two members of the Council and the Clerk

173 Staff Appointment of Assistant Clerk Facilities

The Clerk reported that the interviews had been held on Saturday 21st April, 2007. It was agreed that Ann Abbott be appointed to the position commencing on Scale Point 17 pro rata for an average of 18 hours per week and that she would be commencing duties on Tuesday 24th April, 2007 with an 8 week notice period.

RESOLVED: that Ann Abbott be appointed to the post of Assistant Clerk Facilities detailed as above.

174 Revisions to Clerk’s Model Contract of Employment

Due to the lateness of the hour this item was deferred to the next meeting.

Chairman

Signed.....

Date.....