



RESOURCES COMMITTEE

Minutes of the Meeting held on 30th May 2007 at the Parish Office

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

In attendance: Clerk to Parish Council

Public Question Time

No Members of the Public were present

Cllr Whiteing (previous Chairman) opened the meeting.

1 Lodge Information Services

Members agreed to take Item 3 on the Agenda first so that the Council's Computer Support Company could provide the Council with information regarding the spam filter which had caused the computers to crash. It was explained how terrapin software had had a problem which a solution had tried to be found on several occasions without success. On the day of the meeting an explanation had been received from the software company and it was now hoped that the problem had been fixed which would make the system stable and prevent the continual crashing. A trial would be completed. Members agreed that if this solution did not work the Clerk together with the Support Company would agree whether to install a new software package which would have a charge of £250.00 plus VAT.

The problem with one of the Councillor's Computers had been investigated and the computer would be looked at whilst the Member was on holiday.

Members were also informed that the server hosting the web site had been attacked and the Council's web site had been reloaded on a new server. The web site had been down for two days. The Assistant Clerk Facilities had reloaded all information up-to-date. It was suggested that a further hard copy of the web site be kept at the Parish Office as a back-up.

RESOLVED: that a) the Clerk and the Support Company could install a new spam filter programme up to the cost of £250.00 plus VAT if the solution provided by terrapin did not work.

b) one of the Councillor's computers would be looked at whilst the member was on holiday

c) the Assistant Clerk Facilities would make a back-up copy of the web held at the Parish Office

2 Election of Chairman

Cllr Brooks was nominated by Cllr M Wood and seconded by Cllr D Powell.

Members agreed unanimously to elect Cllr J Brooks as Chairman of Resources Committee for the municipal year.

3 Election of Vice Chairman

Cllr D Whiteing was nominated by Cllr D Hawkins and seconded by Cllr M Wood. Members agreed unanimously to elect Cllr D Whiteing as Vice Chairman of Resources Committee for the municipal year.

4 Apologies for Absence

Apologies were received and accepted from Cllr J Thomson.

5 Declarations of Interest

None were declared.

6 Minutes of the Meeting held on 31st May, 2007

The Clerk had re-issued payments sheet for April as the new computer package was now working and the cheque numbers were now correctly imputed. (See Appendix I) Item 159.5 item b) should read twice a month not bi-monthly.

RESOLVED that the minutes of the meeting held on 31st May, 2007 be approved and signed as a correct record including the above alterations.

7 Financial Information for April 2007

7.1 Approval of payments from after the last meeting until 30th May, 2007

RESOLVED: that the payments from after to the last meeting until 30th May, 2007 be approved. (See Appendix II)

7.2 Reconciliation sheet to end of Financial Year April 2007

Balances at the bank, including Petty Cash, were checked by Cllr Powell. The reconciliation in the current account was £424.50 different due to the fact that not all last years' cheques had cleared and not all last financial years' receipts had been made by the time of the reconciliation. The End of Year Closing Balance to the Opening Balance differs by £66.83 which is the line in the accounts which was wrong. (See Appendix III)

The Clerk had supplied a new sheet which included a graph which would need to be printed at the same time as the reconciliation sheet otherwise there would be differences in the amounts.

RESOLVED: that the information be noted.

7.3 Receipts until 30th April, 2007

RESOLVED: that the information be noted. (See Appendix IV)

7.4 Debtors more than 3 months

There were currently none to report.

RESOLVED: that the information be noted.

7.5 Public liability for Bus Shelter Cleaning

The contractor was prepared to complete bus shelter cleaning twice a month at a charge of £100.00 a month. Members thought this item should be passed to the Environment Committee with a recommendation from Resources. Cllr M Wood proposed that Ace Bins be employed to clean the bus shelters twice a month for the sum of £100.00 per month. This was seconded by Cllr D Powell and agreed unanimously by the Committee.

RESOLVED: that the Resources Committee recommend to Environment Committee on the 6th June, 2007 to employ Ace Bins to clean the bus shelters twice a month for the sum of £100.00 per month.

7.6 End of Year Documentation

A draft copy was circulated to the meeting.

The clerk went through the Annual Return with members of the committee

The Clerk explained how the external auditor insisted that the Discretionary Grant received as part of the Precept must be shown in other receipts. Therefore the figures for the Precept would read £141,070 and the other receipts would read £47,406 plus £9930 which would make a total of £57,336. The total fixed assets was discussed.

Members and the Clerk also went through the support notes suggested that the goalposts should be included in items disposed of. Also under explanation of variance only partial staff costs paid for year 2005/2006.

RECOMMENDED: that documentation be taken to Full Parish Council on 25TH July, 2007 for ratification.

7.7 Earmarked Reserves

RESOLVED: that £15,000 from the budget for 2007 – 2008 be transferred to the Car Park and Drainage Fund. (See Appendix V)

8 Requests for Additional Funding from Committees

None had been received.

9 Internal Auditor

Heelis and Lodge (Internal Auditor) had visited the office on the day of the meeting and would be sending a report. They had stated that good systems were in place.

RESOLVED: that the information be noted.

10 Pension Fund

No further update had been received.

RESOLVED: that the information be noted.

11 Freedom of Information Act

A further request had been received. The clerk was authorised to send a further response.

RESOLVED: that the Clerk forwards a further response to the member of the public.

12 Courses

12.1 Zurich Annual Day

Zurich Annual Advisory Day was to be held on 3rd July, 2007. A £30.00 fee would be charged to permit an additional member of staff to attend.

RESOLVED: that the Clerk and the Assistant Clerk Facilities attend the Zurich Annual Advisory Day for a charge of £30.00

12.2 Freedom of Information Act and Data Protection Workshop

A Freedom of Information Act and Data Protection Workshop was being held on 27th June, 2007 between 9.30 a.m. and 1 p.m. for a charge of £30.00

RESOLVED: that the Clerk attends the above course at a charge of £30.00.

13 Local Government Procurement Card

The Clerk had made contact and information would be sent for the Committee to consider.

RESOLVED: that the Information be noted.

14 Financial Risk Assessment

Annual Review of Document. Members authorised the Clerk and the Chairman of the Resources Committee to review the document and bring recommendations to the next meeting. The Chairman of the Council felt that the Council should have a Business Continuity Plan. The Clerk had already written part of an Emergency Plan. It was also agreed that the Risk Register be reviewed by the Assistant Clerk Facilities.

RESOLVED: that a) the Clerk and the Chairman of the Resources Committee review the Financial Risk Assessment Document

b) the clerk would investigate a Business Continuity Plan

c) the Assistant Clerk Facilities review the Risk Register

15 Matters for Report

Cllr D Powell requested that the three year forecast for the Council be included on the next Agenda. The Clerk had this matter in hand.

16 Dates of meetings in 2007

27th June, 18th July, 18th September

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

17 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.

18 Revisions to Clerk's Model Contract of Employment

The Clerk together with the Chairman of the Council were authorised to go through the contract and bring recommendations to next meeting.

RESOLVED: that the Clerk and the Chairman of the Council go through Model Contract and bring recommendations to next meeting.

19 Clerks Additional Time

The Chairman of the Council had requested that the Clerk put this item on the Agenda. During the absence of the Assistant Clerk Facilities the Clerk had worked an additional 41 hours including three Saturdays she had taken 16 hours time off in lieu leaving 25 hours remaining.

Cllr S Berlyn proposed to either pay the clerk for this time or to take the time of in lieu whichever she preferred. This was seconded by Cllr M Wood and the Committee agreed unanimously to this decision.

RESOLVED: that the Clerk be permitted to claim the outstanding 25 hours as time off in lieu or be paid the hours.

Chairman

Signed.....

Date.....