



RESOURCES COMMITTEE

Minutes of the Meeting held on 27th June 2007 at the Parish Office

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

In attendance: Clerk to Parish Council

Public Question Time

No Members of the Public were present

21 Apologies for Absence

Apologies were received and accepted from Cllr M Wood

22 Declarations of Interest

None were declared.

23 Minutes of the Meeting held on 30th May, 2007

RESOLVED that the minutes of the meeting held on 30th May, 2007 be approved and signed as a correct record.

24 Financial Information for May 2007

24.1 Approval of payments from after the last meeting until 27th June, 2007

RESOLVED: that the payments from after the last meeting until 27th June, 2007 be approved. (See Appendix I)

24.2 Reconciliation sheet to end of May 2007

The Clerk had supplied a new sheet which included a graph. (See Appendix II) Figures needed to be checked as they showed differently to reconciliation sheet. Cllr Powell confirmed monies at bank was the same as on the statements including the petty cash.

RESOLVED: that the Clerk check the two sheets.

24.3 Receipts until 18th June, 2007

Members noted the contents of the Receipts (Appendix III). The Clerk explained that an alteration had been made the interest for the Bank Treasury Account as she has read the wrong month.

Members agreed that a letter complimenting the new DCA treasurer for setting out the accounts more clearly.

RESOLVED: that a) the clerk writes to compliment the DCA treasurer on the setting out of the accounts

24.4 Debtors more than 3 months

There were currently none to report.

RESOLVED: that the information be noted.

24.5 End of Year Documentation

The Clerk had matched asset register, insurance detail with summary sheet. This would be taken to Parish Council on 25th July, 2007.

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

25.6 Earmarked Reserves

The Earmarked Reserves Sheet was circulated. Members thought that £25,000 reserve figures should be shown on this sheet. The Clerk would check this with the package provider. (See Appendix IV)

RESOLVED: that the Clerk contacts the package provider

26 Requests for Additional Funding from Committees

None had been received.

27 Pension Fund

No further update had been received.

RESOLVED: that the information be noted.

28 Freedom of Information Act

This item was taken under Private and Confidential.

29 Local Government Procurement Card

The Chairman of the Resources Committee had looked through the document. The Clerk advised that she had spoken with the Internal Auditor regarding the issuing of this card. It had been suggested that no cash should be permitted and that the pin number be kept separate to the card. As previously stated £500.00 limit be placed on the card.

RESOLVED: that a) the clerk contacts the bank to ascertain what named details were placed on the card.

b) if it was necessary to have a pin number

30 Financial Risk Assessment

The Chairman of Resources and the Clerk had been through the document. Members requested that the alterations be made in a review column and date otherwise the assessment was approved.

RESOLVED: that a) the Clerk add a review column

b) that the document be approved.

31 Information Technology

The Clerk reported that the computer system had not crashed since the support company had put in new system. Members asked that Assistant Clerk Facilities name be changed of emails this had already been requested. The Vice Chairman of the Council was away so unable to check whether any works had been completed on his computer.

RESOLVED: that the clerk chase the Support Company to amend the name for the Assistant Clerk Facilities.

32 Three Year Forecast

It was accepted that the document the Clerk had produced in February, 2007 would be sufficient.

RESOLVED: that the document is produced annually after the Budget Setting Process.

33 Fire Risk Assessment

To change the name on the document to new member of staff in the Assistant Clerk Facilities post.

RESOLVED: that the name be changed.

34 Quality Town and Parish Councils Questionnaire

Members agreed in principle to their being a Quality Councils group.

RESOLVED: that the Clerk and the Chairman of the Council complete the questionnaire.

35 Danbury Times

This item was requested to be placed on all agendas by the Vice Chairman of the Council.

35.1 Code of Conduct

Under Section 51 of the Local Government Act 2000 the local code of conduct had been adopted and there was a requirement to publish the code in one or more of the local newspapers. If your Council had its own publication it could be published in that document as well. Therefore the item would be published in the November edition of the Danbury Times.

The Clerk was trying to ascertain if Danbury could join together with other parishes to publish the information.

RESOLVED: that a) the Code of Conduct is advertised in the Danbury Times
b) that the Clerk pursues publishing the document with other parishes which would be cheaper for the Parish Council

35.2 Newsletter and Annual Report Entry

Members wished to enter these two competitions again.

RESOLVED: that Danbury Parish Council enter the newsletter competition and the Annual Report Competition

36 VG 206

This item was also taken under Private and Confidential.

37 Matters for Report

The Chairman of the Council reminded that a Business Continuity Plan was required -this was currently being written by the Clerk.

38 Dates of Meetings in 2007

18th July, 18th September

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

39 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.

40 Item 36 VG 206

Members ratified sending a further letter as discussed.

RESOLVED: that the Clerk send a further letter.

41 Item 30 Freedom of Information Act

Members wished the following statement to appear in minutes:

“In view of the considerable amount of time by the staff dealing with the Freedom of Information Act, this Committee reluctantly accepts that other things may be delayed.”

After discussion the following resolution was unanimously agreed.

- RESOLVED: that a) professional advice was sought
- b) that the whole case was looked into, the advice recorded and confirmed in writing
- c) the Clerk write back stating that further professional advice had been sought
- d) the clerk to meet with the advisor, with one member of the committee present

42 Revisions to Clerk’s Model Contract of Employment

The Clerk together with the Chairman of the Council had been authorised to go through this document. Due to time restraints this item must be discussed as the next meeting.

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

The Meeting closed at 10.55 p.m.

J. Brooks
Chairman

Signed.....

Date.....