



RESOURCES COMMITTEE

Minutes of the Meeting held on 18th July 2007 at the Parish Office

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

In attendance: Clerk to Parish Council

Public Question Time

No Members of the Public were present

43 Apologies for Absence

There were none.

44 Declarations of Interest

None were declared.

45 Minutes of the Meeting held on 28th June, 2007

RESOLVED that the minutes of the meeting held on 28th June, 2007 be approved and signed as a correct record.

46 Financial Information for June 2007

46.1 Approval of payments from after the last meeting until 18th July, 2007

Questions were asked regarding the price of the domain name.

RESOLVED: that a) the payments from after the last meeting until 18th July, 2007 be approved. (See Appendix I)

b) the clerk check with the IT support company regarding the charging for the domain name and hold the cheque until this information has been supplied.

46.2 Approval of cheques to be signed in the recess by any two of the signatories available

Members RESOLVED: that any two of the signatories available could sign the cheques over the summer recess and that the list of payments would be passed at the September meeting.

46.3 Reconciliation sheet to end of June 2007

Cllr Powell confirmed monies at bank including petty cash were right. (See Appendix II)
Members agreed to monitor the use of graph sheet

RESOLVED: that a) the information be noted.

b) the use of the graph sheet be monitored.

46.4 Receipts until end of June, 2007

List of receipts were circulated to the end of June, 2007. (Appendix III) A question was raised regarding the DCA rent when would it be received. The Clerk stated she had emailed for details. Members wished it noted that they were prepared to wait for the rent until the month end after the quarter payment was due without charging any interest in view of the charitable status. Discussion took place regarding DCA payments.

RESOLVED: that a) Members wished it noted that they were prepared to wait for the rent until the month end after the quarter payment was due without charging any interest in view of the charitable status of the DCA.

b) the clerk to request further information regarding payments with a copy to the DCA Chairman

46.5 Debtors more than 3 months

There were currently none to report.

RESOLVED: that the information be noted.

46.6 Earmarked Reserves

The Earmarked Reserves Sheet was circulated. (Appendix IV) Members thought that £25,000 reserve figures should be included on this sheet. Further discussion took place and it was decided that all of the carry forward figures should be transferred to this page so that it was easy to see when money was taken out for project and it would not get forgotten when setting the budgets. The clerk stated that the reserve figure should be looked at under the budget setting process.

RESOLVED: that the carry forward figure be placed on this sheet so that expenditure could be monitored.

46.7 Budget Figures until 30th June, 2007

The Clerk circulated the budget figures until 30th June, 2007. Members agreed that the £2,000 IT Capital should be transferred to the earmarked reserve figure IT. Members also talked about the office refurbishment figure the Clerk explained that the staff required a further filing cabinet to store paper, also that a pigeon hole arrangement could then be placed on top of the filing cabinets. The fire safe drawer had also broken and was in need of attention. The clerk also explained that part of the ceiling board had slipped in the office.

RESOLVED: that a) £2,000 should be transferred to IT earmarked reserve budget.

b) the clerk be authorised to purchase a further filing cabinet, try to arrange for the repair of the fire safe, purchase the pigeon holes and arrange for the ceiling to checked.

47 Requests for Additional Funding from Committees

The Clerk understood that Facilities had requested £10,000 additional budget to cover additional unforeseen works to the Sports and Social Centre.

A lengthy discussion ensued . Members were also concerned that the scaffolding should be used in the most cost effective way. The Committee made the following decision:

RESOLVED: that a) the staff put together a programme of works

- b) put the works out to quotation
- c) bring back details to Facilities Committee Meeting on 12th September, 2007
- d) the clerk to email Manager of the Centre and explain the position

48 Pension Fund/ Retirement Policy

No further update had been received. The Clerk circulated a retirement policy for the Council. A few minor amendments were made. This would be brought back to next meeting for ratification.

RESOLVED: that the changes to the document be made and brought back to next meeting for ratification.

49 Local Government Procurement Card

The clerk had ascertained that the name on the card would be the clerk's name plus the Parish Council name. Also that a pin number was required but that the Parish Council should leave the cash box un-ticked for cash withdrawals on the application so that employees do not have access to this facility.

RESOLVED: that the Clerk goes ahead with obtaining the Local Government Procurement Card.

50 Information Technology (Item kept on Agenda)

Staff name had been changed.

RESOLVED: that the information be noted.

51 Financial Risk Assessment

The Clerk had brought the altered document to the meeting. Members ratified the document.

RESOLVED: that the Financial Risk Assessment be adopted.

52 Danbury Times

This item was to be placed on all Agendas by the Vice Chairman of the Council to remind Committee Chairman of matters to be included in their next report.

35.1 Resources 27th June, 2007. Code of Conduct Article written under Clerks Comments. This article had already been forwarded to the Vice Chairman.

RESOLVED: that the information be noted.

53 Internal Auditor's Report

This had been circulated to the Committee. The Clerk advised that the recommendations had already been taken to the previous Resources Committee (28th June, 2007)

RESOLVED: that a) the staff be thanked for the excellent report
b) the Chairman requested that the Financial Regulations should be reviewed

54 Zurich Municipal Advisory Day

The Assistant Clerk Facilities and the Clerk had attended the Zurich Advisory Day. Topics covered were Accident and Claims Review. Health and Safety implications for

an Ageing Workforce. Working at Height and Compensation and Manslaughter Act. Risk Assessment were all important. The Parish Council had a good risk assessment register of places its owns but still required risk assessment and methods of work for the Groundsman. The Clerk had started these assessments. At the Advisory Day a disc was available specifically for Parish Councils with Risk Assessment at a cost of £75.00 plus VAT. Members agreed that the Clerk could purchase this disc.

RESOLVED: that the clerk purchase the disc to help with the methods of work.

55 Matters for Report

None reported.

56 Dates of Meetings in 2007

8th September, 24th October, 21st November, Tuesday 18th December

57 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.

58 Revisions to Clerk's Model Contract of Employment

The Clerk and the Chairman of the Council had gone through this document and the only paragraph that should be added to the staff contracts regarding Works and Families Act 2006.

RESOLVED: that a) the paragraph regarding should be added as an addendum to the contract and given to staff
b) the Assistant Clerk Facilities would be given her contract

Members agreed to take this item on the Agenda next.

59 Staff

59.1. The Clerk reported that the Assistant Clerk Planning had been given 1 week's compassionate leave as previously discussed with members.

RESOLVED: that the Assistant Clerk Planning be given 1 week's compassionate leave

59.2 The Clerk reported that she was on holiday for the next week and that the Assistant Clerk Facilities would be working mornings during the week of the 23rd July, 2007 and together with the Assistant Clerk Planning would be covering the Parish Council meeting.

RESOLVED: that the information be noted.

60 Freedom of Information Requests

A draft reply and advice sheet had been received from the Council's advisor. Members made some minor amendments.

Members ratified the payment to the advisor of £50.00 per hour as stated in the letter of contract.

RESOLVED: that a) the letter be sent
b) the fee was agreed

The Meeting closed at 10.03 p.m.

J. Brooks
Chairman

Signed.....

Date.....