



RESOURCES COMMITTEE

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

Present: Councillors: J. Brooks (Chairman of Committee)
S. Berlyn
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

61 Apologies for Absence

Apologies were received and accepted from Cllr D Hawkins.

62 Declarations of Interest

None were declared.

63 Minutes of the Meeting held on 18th July, 2007

RESOLVED that the minutes of the meeting held on 18th July, 2007 be approved and signed as a correct record.

64 Financial Information for July, August, 2007

64.1 Approval of payments from after the last meeting until 18th September, 2007

Members requested the Clerk to query the price of the antivirus subscription. Also members queried why the White Lining was being purchased from Chelmsford Borough Council. It was explained that the price was cheaper than from Parish Council's previous supplier.

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 anti virus.

64.2 Reconciliation sheet to end of August 2007

Cllr Powell confirmed monies at bank including petty cash were right. (See Appendix II)

RESOLVED: that the information be noted.

64.3 Receipts until end of 10th September, 2007

List of receipts were circulated to the end of September, 2007.

RESOLVED: that the information be noted (See Appendix III)

64.4 Debtors more than 3 months

There were currently none to report.

RESOLVED: that the information be noted.

64.5 Earmarked Reserves

The Earmarked Reserves Sheet was circulated. (See Appendix (IV))
RESOLVED: that the information be noted.

65 Requests for Additional Funding from Committees

None had currently been received.

66 Pension Fund/ Retirement Policy

Members wished the default retirement age to be 65 for existing employees but for all new employees to be 70.

RESOLVED: that a) the alteration be made to the document
b) the document be taken to Parish Council for ratification

67 Local Government Procurement Card

The Clerk had sent off all the documentation but nothing had been returned as yet.

RESOLVED: that the Clerk contact the Company and chase it up.

68 Information Technology (Item kept on Agenda)

Nothing further to report.

69 Danbury Times

The Chairman of Resources was reminded that an article was required from him. No article had previously been written for the Autumn edition of the Times.

RESOLVED: that The Chairman of Resources does not write an article for this edition.

70 Emergency Plan/Business Continuity Plan for Parish Office

Members discussed the document. The following were the conclusions:-

RESOLVED: that a) wording to be changed regarding to restore existing accounts package
b) the fall back accommodation should be the British Legion Pavilion and that the Clerk should write to Strutt and Parker regarding obtaining a copy of the key for the main door and shutter
c) the clerk to check with IT provider that they could re-install latest backup of accounts package if there was a total failure
d) ask adjacent Parish Council if they would be prepared to help in an emergency

71 Parish Office

During the recess the staff had reorganised files. A second hand filing cabinet, storage cabinet and pigeon holes had been obtained at a cost of £265 plus VAT taken from the pigeon-hole budget and parish office refurbishment budget. These costs undercut the price of brand new storage.

Investigation had taken place into the installation of a new electrical socket to prevent trailing wires to the kettle.

There had been problems with the alarm key pad again, the pad had been changed three times. The manufacturer felt that there was something wrong with the main

control box. Members felt that the equipment had been purchased in good faith and should be "fit for purpose".

RESOLVED: that the a) charge of £265 plus VAT be paid to Century Furniture (included payments)
b) Danbury Electrical be employed to install the double socket for the sum of £47.50 plus VAT to be taken from Parish Office Refurbishment budget
c) the alarm company be asked to change the key pad and control box free of charge

72 Financial Regulations

This item was deferred as the Clerk thought that there might be a new copy of the Financial Regulations being issued from NALC.

RESOLVED: that this item be deferred to the next meeting.

73 Code of Conduct

This will be advertised with Chelmsford Borough Council as well as in the Danbury Times - no charge was being levied.

RESOLVED: that the information be noted.

74 Risk Assessments

The Clerk was putting together risk assessments/method statements for the Groundsman from the Zurich CD Rom. Items of training had been highlighted this was to be discussed under staff training matters.

RESOLVED: that this information be noted.

74A Minutes

The financial year 2006/2007 Minutes required binding.

RESOLVED: that DWD Bookbinders be approved to bind them for a price of £27.65 plus VAT

75 Matters for Report

None reported.

76 Dates of Meetings in 2007 Wednesday 24th October, Wednesday 21st November and Tuesday 18th December

77 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.

78 DCA

78.1 Accounts

Members agreed the following:

RESOLVED: that a) the clerk requested a cost for DCA Auditor to provide documentation to verify payments

b) the clerk check with Parish Council's Auditor to investigate whether it was something they were prepared to assist with.

78.2 Written Report

DCA had requested a written report from the Clerk for each of their meetings. Members discussed this item.

RESOLVED: that a verbal update be given to the meeting quarterly by the Chairman of the Council.

79 Staff

79.1 Assistant Clerk Facilities

The Contract was with the Assistant Clerk Facilities for signing.

RESOLVED: that the Chairman countersign the document

79.2 Assistant Clerk Facilities

Assistant Clerk Facilities had worked 12 hours in total of £98.64 during the week of the 24th July, 2007 to cover the Parish Office and the Parish Council Meeting.

RESOLVED: that the payment of £98.64 be paid with a letter of thanks.

79.3 Groundsman (Training)

This item was brought to Parish Council attention that under the PUWER (Provisional and Use of Work Equipment Regulations). It would be necessary for the Groundsman to go on Competency Courses which were recognised by the HSE which were 1 and 2 day courses.

(Since the meeting the Clerk had ascertained that 5 year refresher courses should be taken)

RESOLVED: that a) the Groundsman attend an Agricultural Tractor Course 2 days approximately £450.00 and Chainsaw Refresher Course 2 days approximately £450.00

b) further courses be planned for the next financial year 2008 – 2009 for the Hedgecutter 1 day £191.00, Brush Cutter and Line Trimmer 2 days £332 and Ride On Rotary Mower and Flail Mower 1 day £221

79.4 Level 2 Award in Health and Safety in the Workplace

The Clerk and the Assistant Clerk Facilities had obtained this qualification.

RESOLVED: that the information be noted.

79.5 Staffing Report

The Clerk had highlighted several problems the staff were encountering due to workload and changes in business practices with the receipt of documentation.

Members thanked the Assistant Clerk Planning for her letter regarding compassionate leave.

RESOLVED: a) that the Planning Committee be asked to consider that the meetings be changed to every 3 weeks from 2008, the Resources Committee were in agreement with this proposal

b) the Clerk and the Assistant Clerk Facilities consider whether they wish to work any additional hours and bring the answer back to the next meeting ready for budget setting

c) that all staff be thanked for all their hard work

d) a list of outstanding projects be forwarded and circulated to Parish Council

The Meeting closed at 10.07 p.m.

J. Brooks
Chairman

Signed.....

Date.....