



RESOURCES COMMITTEE

Minutes of the Meeting held on 21st November 2007 at the Parish Office

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

In attendance: Clerk to Parish Council

Public Question Time

No Members of the Public were present

As a mark of respect for Cllr J Brooks who passed away on Friday 9th November 2007 a minute's silence was held.

The Vice Chairman took the Chair for the meeting.

99 Apologies for Absence

None were received.

100 Declarations of Interest

Cllr D Powell declared an interest in item 120.3 by being related to one of the applicants for the cleaning contract.

101 Minutes of the Meeting held on 24th October 2007

RESOLVED that the minutes of the meeting held on 24th October, 2007 be approved and signed as a correct record.

102 Election of Chairman

Due to the untimely death of Cllr Brooks Members considered the post of Chairman of Resources Committee. Cllr D Whiteing agreed to continue as Chairman of Resources until the next Annual Parish Council in May, but a request was to be made at Parish Council to ask for another member to join the Resources Committee.

RESOLVED: that a) Cllr D Whiteing continue as Chairman of the Resources Committee until the end of the municipal year
b) that a request was made at Parish Council for another member to join the Resources Committee

102 Financial Information for November, 2007

102.1 Approval of payments from after the last meeting until 21st November, 2007

Cllr Whiteing and Cllr Hawkins signed the HP Agreement for the purchase of the Tractor.

The first payment would be £3489.25 then 35 payments of £483.00 to commence in December, 2007.

RESOLVED: that a) the payments from after the last meeting until 21st November, 2007 be approved. (See Appendix I)
b) the payments for the tractor be approved

102.2 Reconciliation sheet to end of October 2007

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

The Clerk explained the new banking accounts. A further Bank Treasury Account had been set up with £25,000 which would mature in April, 2008. The Base Rate Tracker Account had been closed with the monies transferred through Business Premium Account into an Instant Access Saver Account.

RESOLVED: that the information be noted.

102.3 Receipts until end 31st October, 2007

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

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

102.4 Debtors more than 3 months

None at present.

RESOLVED: that the information be noted.

102.5 Earmarked Reserves

The Earmarked Reserves Sheet was circulated. It was noted that £1,000 had been transferred from Reserves to Groundsman Budget Training (See Appendix (IV)). It was further agreed to transfer £1500 from Reserves for the Parish Plan Review. This would be completed for the next meeting.

RESOLVED: that a) £1500 be transferred for the Parish Plan Review and
b) that the information be noted.

103 Requests for Additional Funding from Committees

None were requested.

104 Local Government Procurement Card

A new set of paperwork was signed at the meeting by Cllr Berlyn and Cllr Whiteing. This would be forwarded internally from the branch in Danbury.

RESOLVED: that the information be noted.

105 Information Technology (Item kept on Agenda)

Nothing further to report.

RESOLVED: that the information be noted.

106 Danbury Times

This had been delivered to the office and was currently being delivered to the village.

RESOLVED: that the information be noted.

107 Business Continuity Plan for Parish Office

This was now being taken forward for ratification at Parish Council on 5th December, 2007.

RESOLVED: that the information be noted.

108 Parish Office

The date for the installation of the new lights had had to be altered to the afternoon of Wednesday 28th November, 2007.

RESOLVED: that the information be noted.

109 End of year Audit March 2007

An interim audit was completed a report would be available for the next meeting.

RESOLVED: that the information be noted.

110 Financial Regulations

Documentation had been received from the EALC but this item required further investigation and was deferred to a later meeting.

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

111 Risk Assessments/Method statements

A complete set of Risk Assessments/Methods of Work had been completed for the Groundsman. A copy had been made for his use.

RESOLVED: that this information be noted.

112 Budget for Resources 2008 – 2009

112.1 Submission from grants Working Party Budget 2008 – 2009

This was unanimously agreed (See Appendix V)

RESOLVED: that the sum of £5293 be the submission for the Precept.

112.2 Submission from the Environment Committee Budget 2008 – 2009

The item for street lighting was removed and the item for Speed-watch was halved to £500. This was unanimously agreed (See Appendix VI)

RESOLVED: that the sum of £2600 the submission for Environment Committee for the Precept.

112.3 Submission from Facilities Committee Budget 2008 – 2009

Discussion took place regarding this budget. Members agreed finally to leave it as the submission. Included were on going maintenance figures for the Football Pitches and a figure for the continued maintenance programme for the DCA.

This was unanimously agreed (See Appendix VII)

RESOLVED: that the sum of £84,087 be the submission for the Facilities Committee for the Precept.

112.4 Submission from Resources Committee Budget 2008 – 2009

This was unanimously agreed including administration costs. (See Appendix VIII)

RESOLVED: that the sum of £115,079 be the submission for the Resources Committee for the Precept.

112.5 Predicted Income for Parish Council

The amount of £29035 is the predicted income figure.

112.6 Draft Precept Request 2008 – 2009

Members considered that no monies should be placed in the Drainage/Car Park Fund for the next financial year. It was also decided that the drainage works could be taken from the Earmarked Funds. If it was necessary a Public Works Loan would be requested to complete the car park works and the payments could be made next year from the earmarked fund. Once the project had been out to tender a better idea of the costings would be known.

A Precept Request of £166,000 was unanimously agreed to place before Parish Council on the 5th December, 2007.

RESOLVED: that the amount of £166,000 be put to Parish Council for ratification which was a rise of 5% for the Precept for 2008 – 2009.

113 Bank Accounts

See Minute 102.2

114 Bank Signatories

Members agreed not to make a further signatory to replace Cllr Brooks.

RESOLVED: that no further signatories be made at the present time.

115 Courses

Nothing further to report at the present time.

116 Matters for Report

None were reported.

117 Dates of Meeting in 2007

The next meeting was Tuesday 18th December.

118 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.

119 DCA

119.11 Accounts

A copy summary had been circulated of the Accounts for September, 2007.

RESOLVED: that the information was noted.

120 Staff

Items in this section were taken in a different order so that Cllr Powell could leave the meeting.

120.1 Pay Award

The Clerk had paid the pay award back dated to staff from 1st April, 2007 as per revised scales received from NALC and SLCC and forwarded by the EALC. The money would be in the staff pay at the end of November. This had been agreed at a previous meeting.

RESOLVED: that that the information be noted.

120.2 Appraisals

The system of Appraisals was being reinstated. A request was made to place on the agenda an item regarding the Clerk's hours.

RESOLVED: that a) the Chairman completes the Clerks and the Assistant Clerk Facilities as a new member of staff. The Clerk completes the Assistant Clerk Planning and IT and the Groundsman
b) an item be placed on the Agenda regarding the Clerks hours

Cllr Powell left the meeting.

120.3 Cleaning

Members agreed to employ Upstairs Downstairs Cleaning Company to complete the cleaning of the Parish Office and toilet together with the Groundsman's Office and toilet in the sum of £36.90 per month a total of £442.80 which included all Public Liability and materials.

This was a unanimous decision.

RESOLVED: that Upstairs Downstairs Cleaning Company be employed in the sum of £442.80 per annum to complete the cleaning as above.

The Meeting Closed at 10.15 p.m.

Cllr D Whiteing
Chairman

Signed.....

Date.....