



RESOURCES COMMITTEE

Minutes of the Meeting held on 23rd January 2008 at the Parish Office

Present: Councillors: S. Berlyn (ex officio)
H. Clacy
D. Powell
D. Whiteing (Chairman)

In attendance: Clerk to Parish Council

Public Question Time

No Members of the Public were present

135 Apologies for Absence

Apologies were received and accepted from Cllr D Hawkins and M Wood.

136 Declarations of Interest

None were declared.

137 Minutes of the Meeting held on 18th December 2007

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

138 Financial Information for January, 2008

138.1 Approval of payments from after the last meeting until 23rd January, 2008

The Clerk reissued December payments to show the reclaim for VAT for the tractor. Members queried the Beacon Water Treatment Invoice and asked whether the settlement had been made to the Sports and Social Centre. The Clerk confirmed that this was the case and was asked not to pay the invoice until the cheque was cleared.

RESOLVED: that a) the payments from after the last meeting until 23rd January, 2008 be approved (See Appendix I)

138.2 Reconciliation sheet to end of December 2007

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

RESOLVED: that the information be noted.

138.3 Receipts until end 31st December, 2007

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

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

138.4 Debtors more than 3 months

None at present.

RESOLVED: that the information be noted.

138.5 Earmarked Reserves

Members were reminded that £2,000 had been earmarked for the Christmas Lights payments.

The Earmarked Reserves Sheet was circulated.

RESOLVED: that the information be noted.

139 Requests for Additional Funding from Committees

Further to the Grants Working Party the Chairman and the Clerk were asked to ascertain if the Village Hall CCTV system would include a further CCTV to overlook the play area. It was possible to install a camera to overlook the bus shelter. A price of £470.00 plus VAT had been quoted for the additional camera. There would a price for installation of signage on the bus shelter and a protocol regarding the tapes would need to be written. Members were unable to make a decision on this item.

RESOLVED: that this item is taken to Parish Council under reports from Committees for the meeting to be held on 30th January, 2008.

140 Local Government Procurement Card

Documentation has been forwarded by the Council's Business Manager at Barclays.

RESOLVED: that the information be noted.

141 Parish Office

The Clerk had managed to obtain three quotations for the work to the Parish Office and Tennis Club as follows:

Maldon Building Company	£3,921 plus VAT
Steeles	£2,330 + £600 allowance for remedial works plus VAT
Neil's Maintenance	£2,200

Members decided to accept the quotation from Neil's Maintenance in the sum of £2,200 for the Parish Office and Tennis Club. These monies to be taken from the Parish Office Refurbishment budget and the balance from the Elections budget. The Clerk to ascertain from the Tennis Club whether they wished the work on the Tennis Club to be completed by the same contractor or they were going to employ their own. A deadline of the 29th February, 2008 was set for a reply.

RESOLVED: that a) the Clerk writes to the Tennis Club explaining the situation with a deadline for a reply

b) Neil's Maintenance is employed to complete the works £2,200 if the Tennis Club/Parish Office and £1,100 for the Parish Office.

142 Financial Regulations

This item was deferred until the next meeting when all Members had read the documentation.

143 Interim Audit Report

The Chairman and the Cllr Clacy wished it noted that an excellent interim audit report had been received and wished to thank the staff.

RESOLVED: that the Clerk and the staff be thanked for obtaining an excellent interim audit report.

RESOLVED: that the information be noted.

144 Information Technology

The Clerk had reverted to a monthly payment for this service whilst investigation took place. Information was forwarded from the Council's Support Company regarding research into Internet Service Providers stating that this should be re-investigated when a new system is purchased. Members studied the information provided and decided to remain with the current provider Zen Internet for the moment with the upgrade to the Zen 800 Active package which was exactly the same price. This should give 20GB Monthly Usage with download speeds of 8Mbps and upload speeds of up to 448Kbps. The Clerk was to check with the Assistant Clerk Planning and IT before upgrading to see if this was appropriate.

RESOLVED: that the Council upgrade with the present Internet Service Provider Zen for the present time after consultation with the Assistant Clerk Planning and IT.

145 Matters for Report

There were none.

146 Date of Meetings 2008

27th February, 2008, 12th March, 2008, 30th April, 2008, 21st May, 2008, 25th June, 2008, 23rd July, 2008 16th September, 2008 29th October, 2008 19th November, 2008 16th December, 2008

147 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.

148 DCA

148.1 Accounts

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

Members were informed that a year to date figure was being used for the calculation of the rent.

RESOLVED: that the information was noted and the documents were destroyed.

149 Staff

149.1. Additional hours for Bank Holidays for part time staff.

The Clerk had received a request to investigate additional hours for part-time staff. The Clerk reported the advice which had been received. Members wished clarification on the Law which this was to be implemented under before putting it into practice.

RESOLVED: that the Clerk inform the next meeting of the Law which this could be implemented under for the next meeting.

149.2 Pensions

The Clerk informed the Committee of the % change of employer's contribution and the actuarial valuation deficient figures for the next three years. To be taken into account in budgeting. Additional payments would also be made by staff. Members were aware this must be paid but would have liked to be informed earlier so that it could have been placed in the budget for next year.

RESOLVED: that the Clerk contact Essex County Council stating that it would have been better if the information had been received earlier so that the monies could have been placed in the budget for next year.

Cllr D Whiteing
Chairman

Signed.....

Date.....