



RESOURCES COMMITTEE

Minutes of the Meeting held on 27th February 2008 at the Parish Office

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

In attendance: Clerk to Parish Council

Public Question Time

No Members of the Public were present

150 Additional Councillor for Resources

Cllr Alan Keeler was welcomed to the committee in his position as Chairman of Environment.

151 Apologies for Absence

Apologies were received and accepted from Cllr M Wood.

152 Declarations of Interest

None were declared.

153 Minutes of the Meeting held on 23rd January 2008

RESOLVED that the minutes of the meeting held on 23rd January 2008 be approved and signed as a correct record.

154 Financial Information for February, 2008

154.1 Approval of payments from after the last meeting until 27th February, 2008

RESOLVED: that the payments from after the last meeting until 27th February 2008 be approved (See Appendix I)

154.2 Reconciliation sheet to end of January 2008

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

RESOLVED: that the information be noted.

154.3 Receipts until end 31st January, 2008

Members were informed that £126.54 had been awarded for the Tree Grant, £100.00 refund from EALC for courses and £250.00 Tree Grant.
List of receipts were circulated to the end of January

RESOLVED: that the information be noted.

154.4 Debtors more than 3 months

None at present.

RESOLVED: that the information be noted.

154.5 Earmarked Reserves

The Earmarked Reserves Sheet was circulated.

RESOLVED: that the information be noted.

155 Requests for Additional Funding from Committees

No further requests were made.

RESOLVED: that the information be noted.

156 Local Government Procurement Card

Documentation had been forwarded by the Council's Business Manager at Barclays. A reply was still awaited.

RESOLVED: that the information be noted.

157 Parish Office

Further to Minute 120 Parish council held on 30th January and Minute 178 Facilities Committee held on 20th February, 2008, it had been decided that the Resources Committee investigate the future of the RBL Building and inform the Royal British Legion as soon as possible. At the next meeting a brainstorming session should be held together with considerations regarding the Parish Office. A sketch plan was available of the building.

RESOLVED: that Members bring to the next meeting any ideas.

158 Financial Regulations

This item was deferred at the present time.

159 Information Technology

The Clerk informed the meeting that the upgrade for Internet Provider Speed had taken place. The speed of access would be monitored to CBC website.

RESOLVED: that the information be noted.

160 Matters for Report

There were none.

161 Date of Meetings 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

A reminder was made that it would be six weeks from the meeting on 12th March, 2008 until 30th April, 2008.

162 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.

163 DCA

163.1 Accounts

A copy summary had been circulated of the Accounts for December, 2007. Members requested if information was readily available on how many people live in Danbury use the Facilities.

RESOLVED: that a) the clerk request the above information,
b) the contents of the documents was noted and the paperwork then destroyed

The last two Private and Confidential items were taken in a different order:

164 Staff

164.1 Staff Additional Hours for Bank Holidays and Part time Staff

The clerk had ascertained that the additional hours could be awarded under the following act Part Time Workers (Prevention of Less Favourable Terms) Regulations 2000 a part-timer has the right not to be treated less favourably than a comparable full timer. It was therefore agreed to award the following additional hours for the financial year 2007 – 2008.

RESOLVED: that a) the Assistant Clerk Facilities this year would be permitted a further 20.30 hours of which 11.30 hours were taken at Christmas leaving 9 hours further to be awarded
b) the Assistant Clerk Planning and IT be awarded 1.50 hours

164.2 Staff Salaries

The following salary increases were proposed by Cllr S Berlyn , seconded by Cllr H Clacy and unanimously agreed.

Members wished to note that there would be no guarantee that increases in salary would occur every year.

RESOLVED: that a) the Assistant Clerk Planning and IT would increase from LC Point 19 – 20 pro rata for 17 hours on 1st April, 2008
b) the Assistant Clerk Facilities would increase from point LC 17 – 18 pro rata for 18 hours on 1st May, 2008
c) the Clerk would increase from point LC 31 – 32 pro rata for 30 hours on 1st May, 2008
d) the Groundsman would increase from point LC 26 to 27 on 1st April, 2008
e) an increase would be further awarded by National Salary Award backdated to 1st April, 2008 during the year

164.3 Payment Extra hours

The Assistant Clerk Planning and IT had covered two meetings for the Clerk. Members agreed to pay 6 hours overtime for this.

The Assistant Clerk Planning and IT had 25 hours left of her holiday entitlement it was further agreed that 20 of these hours would be paid and 5 hours could be carried forward.

The Clerk had 28.5 hours left of her entitlement it was agreed that 10.5 hours be paid as overtime and 14 hours be carried forward to next year.

RESOLVED: that a) the Assistant Clerk Planning is paid 6 hours overtime and 20 hours for hours left of her holiday entitlement with 5 hours carried forward to next leave year
b) the Clerk has 10.50 hours of her holiday entitlement paid with 14 hours carried forward.

164.4. Appraisals

Appraisals had been completed for the Assistant Clerk Planning and IT, Assistant Clerk Facilities and the Groundsman. The Clerk’s Appraisal was still to be completed by the Chairman.

RESOLVED: that the information be noted.

Cllr Berlyn left the meeting.

165 Three Year Forecast

The Clerk explained that some of the figures used in this draft document were private and confidential until contractors had been appointed for the Car Park and Drainage Project.

Members would need to discuss the priority list for Dawson Memorial Field to include the decisions from this in the forecast. This item was to be discussed at Parish Council to be held on 19th March, 2008.

Discussion took place regarding the including the three year forecast in the financial regulations. Cllr D Powell proposed that the three year forecast still be included in the financial regulations this was seconded by Cllr H Clacy and unanimously agreed.

It was also decided that further work should be completed by Members and that it was only to be used as a planning document. It would also have to be based on several assumptions.

RESOLVED: that a) the three year forecast still be included in financial regulations
b) the three year forecast was only to be used as a planning document
c) Members would complete work on the forecast

The meeting closed at 10 p.m.

Cllr D Whiteing
Chairman

Signed.....

Date.....