



RESOURCES COMMITTEE

Minutes of the Meeting held on 25th June, 2008, at the Parish Office

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

In attendance: The clerk to the Parish Council was ill so notes were taken by the Chairman of the Parish Council.

22 Apologies for Absence

Apologies were received and accepted from Cllr H Clacy.

23 Declarations of Interest

None were declared.

24 Public Question Time

No Members of the Public were present.

25 Minutes of the Meeting held on 21st May, 2008

RESOLVED that the minutes of the meeting held on 21st May, 2008 be approved and signed as a correct record.

26 Financial Information for June, 2008

26.1 Approval of payments from after the last meeting until 25th June, 2008

RJ Roe and Sons had informed Parish Council of a price increase from £89.00 to £99.00. This was agreed.

RESOLVED: that a) the payments from after the last meeting until 25th June, 2008 be approved (See Appendix I)

b) that the price increase be agreed for R J Roe and Sons from £88.00 to £99.00 for waste emptying

26.2 Reconciliation sheet to end of May, 2008

Cllr Powell confirmed the monies at the bank were correct (Appendix II).

RESOLVED: that the Clerk check the Monthly Barclays Deposit Account the effective dates

b) that the information be noted.

26.3 Receipts until 31st May, 2008

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

26.4 Debtors more than 3 months

None at present.

RESOLVED: that the information be noted.

26.5 Earmarked Reserves

The Earmarked Reserves Sheet was circulated. (See Appendix IV)

Members raised a query regarding £1500 for the Parish Plan Review.

RESOLVED: that a) the clerk explain the earmarked reserves sheet at the next meeting.
b) that the information be noted.

27 Requests for Additional Funding from Committees

There were no requests for additional funding.

28 British Legion Hut

Quotations for surveys deferred until next meeting.

29 Financial Regulations

Deferred until next meeting.

30 Information Technology

Nothing further to report at the current time. For further discussion a Disaster Recovery Exercise to be set up.

RESOLVED: that a) Discovery Recovery Exercise be set up.

b) the information be noted.

31 Insurance

The clerk had attended the Zurich Annual Seminar Local Council Advisory Day at Dunmow. The Seminar covered Accident and Claims Reviews. Managing Contract and Partnership. Positive and Sensible Risk Management. Items which were considered necessary was a Risk Register, Business Continuity Plan, Health and Safety Management and Fire and Security Policy (Fire Risk Assessments and Visitor Control) The Clerk had asked who to contact regarding the Corporate Manslaughter Act 2007 no reply had been received as yet.

RESOLVED: that the information be noted.

32 Parish Office

Works to the Parish Office.

The Assistant Clerk Facilities had requested two quotations for the Parish Office to decide on a course of action.

a) to investigate and repair the ceiling panels.

b) To rehang the existing door on stainless steel roller hinges and to fit fraught seals

Total cost of £263.00 + VAT

Instead of a) above to provide a new suspended ceiling to the Parish Office comprising of 600 x 600 mm feinstrates ceiling tiles in a 600 mm square grid with 24 mm white T bars including repositioning lights. Total cost £1687.00 + VAT

Members decided to go ahead with the repairs to the door and bring this item back to the next meeting to seek staff views.

RESOLVED: that a) the Parish Office door repairs be completed by J W Steele at a cost of £263.00 + VAT.

33 Training

32.1 Advanced Councillor Training Day Day 1 being held on 15th July, 2008 9.30 – 3.30 p.m. Foakes Hall Dunmow at a cost of £55.00 + VAT.

Cllr Powell would have liked to attend if it had been a weekend day.

32.2 Roles and Responsibilities on 21st October, 2008 being held at Foakes Hall Dunmow 9.30 a.m. – 12.30 p.m. at a cost of £32.00 Cllr Freeman had requested to attend.

32.3. A request was made to attend bricklaying courses unfortunately the document was not available for the meeting so could not be discussed.

RESOLVED: a) that Cllr Freeman attends the Roles and Responsibilities Course
b) the clerk writes again and requests weekend courses.

34 Matters for Report

There were none.

35 Dates of Meetings

23rd July, 16th September, 29th October, 19th November, 16th December.

36 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.

37 DCA

Report circulated.

RESOLVED: that the information be noted.

38 Three Year Forecast

This item deferred until next meeting.

39 Staff

The clerk's appraisal was still outstanding.

RESOLVED: that the matter be noted.

The meeting closed at 8.46 p.m.

Cllr D Whiteing
Chairman

Signed.....

Date.....