



RESOURCES COMMITTEE

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

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

In attendance: The Clerk and Cllr S Freeman

39 Apologies for Absence

Apologies were received and accepted from Cllr H Clacy and D Hawkins..

40 Declarations of Interest

None were declared.

41 Public Question Time

No Members of the Public were present.

42 Minutes of the Meeting held on 25th June, 2008

Minute 30 in the Resolved item should read Disaster not Discovery.

RESOLVED that the minutes of the meeting held on 25th June, 2008 be approved and signed as a correct record with the above alteration..

43 Financial Information for June, 2008

43.1 Approval of payments from after the last meeting until 23rd July, 2008

Members agreed to make a donation £75.00 to Danbury Mission for the use of their building and caretaker for Danbury Medical Centre Public Meeting.

The Groundsman had purchased boots at a market recently with no receipt. Members agreed to pay for the boots £55.00. The Clerk was to take a picture of the new boots together with where they purchased and the price that they would have been purchased from a catalogue.

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

b) a payment be made to Danbury Mission of £75.00 for the use of their building and their caretaker for the Danbury Medical Centre Meeting.

c) a payment be made to the Groundsman for the purchase of his boots following the above procedure.

43.2 Reconciliation sheet to end of May, 2008

Cllr Powell asked a question regarding the interest in the Instant Access Saving Account which the Clerk answered that the interest was for July and would appear on the July statement.

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

RESOLVED: that the information be noted.

43.3 Receipts until 30th June, 2008

£150.00 from the RCCE for winning the Best Kept Village Competition for the second year in a row was paid into the bank but was required to be entered.

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

43.4 Debtors more than 3 months

None at present.

RESOLVED: that the information be noted.

43.5 Earmarked Reserves

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

The Clerk explained the earmarked reserves sheet. The monies from the Village Plan and the Planning Documents were reserved to spend on Danbury Development Framework which was being progressed at the current time. £1500 had been allocated for the Parish Plan Review. The Chairman asked the Clerk to ascertain how much it would be to settle the Public Works Loan outstanding on Robins Nest.

RESOLVED: that a) the information be noted

b) that the clerk request a settlement figure from the Public Works Loan Board for Robins Nest.

43.6 Budgets up until 30th June, 2008

A document was circulated with the up to date position of the budgets.

RESOLVED: that the information be noted.

43.7 To sign cheques outside of the meeting during August

RESOLVED: that cheques could be signed outside the meeting for August.

44 Requests for Additional Funding from Committees

Further to Minute 7.2.2. Facilities Committee 11th June, 2008, a request for items 1 – 4 on the list a request from £2872.13 plus VAT and item 5 on the list £2379 subsequently the Facilities Committee on 16th July, 2008 the request was changed from £2379 to £2098 making a total request of £4970.13 plus VAT for additional unforeseen additional Fire Precaution Works from reserves.

Cllr M Wood proposed that if the Facilities budget would not sustain the additional £4970.13 that the money would be underwritten from reserves. Cllr D Powell seconded the proposal. This was unanimously agreed.

RESOLVED: that if the Facilities budget would not sustain the £4970.13 additional monies for unforeseen additional Fire Precaution Works they would be underwritten from reserves.

45 British Legion Hut

Three quotations were sought for the survey of the British Legion Hut. Members considered the quotations received - one quotation was the nearest quotation to the specification. The Clerk was asked to go back to this Company and ascertain the price to include a Woodworm and Dry Rot Survey and to ask the firm to itemise the quotations for the Survey and the design and drawing up of the plans separately for next weeks Parish Council on 30th July, 2008. This was unanimously agreed.

RESOLVED: that the Clerk contacts one of the companies to ascertain the itemised quotation as above subject to authorisation by Parish Council on 30th July, 2008. This will be discussed under reports from Committees.

46 Financial Regulations

Under item 2.6 to cross out “and prepared at the same time as the Annual Budget or Estimate” and replace with “on an ongoing basis”.

RESOLVED: that the alteration be made then the Financial Regulations taken to Parish Council on 30th July, 2008 for ratification.

47 Information Technology

The clerk advised that it was noticed when there was a power cut that the back-up tape system had become unstable with errors showing. A discussion took place regarding the IT Support Company offering a daily back-up service for £5.00 a month for up to 1Gb of data. This was unanimously agreed.

Members felt that there should also be an additional system for back up to a hard drive.

Once a year a disaster recovery be implemented.

RESOLVED: that a) the clerk book the on-line back service with the IT Support Company in the sum of £5.00 per month (This covers e.mail, accounts and planning)
b) once a year a disaster recovery operation be implemented

48 Insurance

A NALC briefing on Corporate Manslaughter and Corporate Homicide Act 2007 was circulated to Members. A question was asked regarding “Accident Management Protocols”. The Clerk was asked to enquire from the EALC whether there was an accident management protocol in place that could be used as a basis for one for the Parish Council.

RESOLVED: that the Clerk writes to EALC and requests “An accident protocol”.

49 Parish Office

The Clerk had discussed with members of staff the ceiling in the Parish Office. They thought it was necessary for the ceiling to be checked for safety but that the proposal for a suspended ceiling would only be necessary if the Parish Office remained in its present location. It had already been agreed to check the ceiling at the time of re-hanging the door to the Parish Office. Members agreed with this course of action.

RESOLVED: that a suspended ceiling be investigated if the Parish Office remains in its current location.

50 Training

The Clerk had ascertained the price for the Groundsman for the following courses:

Brush Cutting and Trimming:	LANTRA	2 days	£366.20
Hedgecutter	LANTRA	1 day	£225.00
Ride On Mower	LANTRA	1 day	£225.00
Total			£816.20

Members unanimously agreed for the Groundsman to complete the above courses during the winter months. Monies to be taken from the Groundsman Training Budget.

RESOLVED: that the Clerk books the above three courses for the Groundsman during the winter months for the sum of £816.20 to be taken from the Groundsman Training Budget.

51 End of Year Report

The Clerk had queried some items on the report which had been changed by the Internal Auditor and a new copy received. Members agreed to note the contents of the document.

RESOLVED: that the information be noted and would be attached to the End of Year documentation.

52 Matters for Report

There were none.

53 Dates of Meetings

Tuesday 16th September, 29th October, 19th November, 16th December.

54 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.

55 DCA

Report circulated.

RESOLVED: that the information be noted.

56 Three Year Forecast

This item is ongoing. Members discussed the forecast and Cllr Powell would update for the next meeting.

RESLOVED: that Cllr Powell update for the next meeting.

57 Staff

The clerk’s appraisal was still outstanding.

RESOLVED: that the Chairman completes this during August.

The meeting closed at 10.00 p.m.

Cllr D Whiteing
Chairman

Signed.....

Date.....