



RESOURCES COMMITTEE

Minutes of the Meeting held on 17th September 2008 at the Parish Office

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

In attendance: The Clerk

Item 1 on the Agenda was taken after Public Question Time.

58 Apologies for Absence

There were no apologies

59 Declarations of Interest

None were declared.

60 Public Question Time

No Members of the Public were present.

Mr Clements arrived from Lodge Information Systems.

61 Adrian Clements Lodge Information Systems

Mr Clements had been requested to attend the Resources Committee to ascertain the best way forward for the installation of a new computer system. He explained different options. He was also aware of the future security that would be required with computers including passwords. The Clerk explained that she did not wish to use 2007 at the present time as this had caused problems for other Councils which ran the same accounts package.

The Clerk also asked if there was any way of speeding up the downloading of plans. It was thought that a new router may help the situation. Members agreed that this should be purchased as soon as possible. A discussion took place regarding emails.

Members thanked Mr Clements for explaining the situation and would make a decision on the Options.

Mr Clements left the meeting.

Members discussed further the two routes which the Parish Council could take.

The Chairman of the Council supported Option 2 this was seconded by Cllr H Clacy and was unanimously agreed by the Committee.

A question was raised to ask whether Lodge would use Server 2008 as it was preferred to have tried and tested package.

RESOLVED: that Lodge Information Systems prepare a package with a full exchange server, together with XP and 2003. A new router. Convert existing Computer to different network 3 x 19" screens. The Package could be put together up to the sum of £3,000. with liaison with the Clerk. Monies was in earmarked reserves for this project.

62 Minutes of the Meeting held on 23rd July, 2008

Cllr Powell declared an interest in item 43.1 by virtue of being a member of Danbury Mission. This was not included in the Minutes of the 23rd July, 2008. Under Minute 57 RESOLVED: that the Chairman and did not included "of the Council" complete this during August be added.

RESOLVED that the minutes of the meeting held on 23rd July, 2008 be approved with the above alterations and signed as a correct record with the above alterations.

63 Financial Information for July, August, September, 2008

Details of the outstanding amount of Public Works Loan was reported for Robins Nest. The Business Fixed Rate Bond No.10 it was reported that when the Bond matures in October the monies would be reinvested at 5.7% for a period of six months until April, 2009.

RESOLVED: that a) the payments from after the last meeting until 17th September, 2008 approved (See Appendix I)

63.1 Reconciliation sheet to end of May, 2008

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

RESOLVED: that the information be noted.

63.2 Receipts until 30th June, 2008

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

63.3 Debtors more than 3 months

One at present. The Chairman of the Council requested information be ascertained regarding the agreement to pay.

RESOLVED: that information be ascertained on the agreement to pay.

63.4 Earmarked Reserves

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

64 Requests for Additional Funding from Committees

None was received.

65 British Legion Hut (This item was deferred until the next meeting)

66 Parish Office

Works were completed to the office door on 3rd September, 2008 and the office ceiling was also checked. No further works were required to the ceiling it was deemed safe.

RESOLVED: that the information be noted.

67 Insurance

The clerk had contacted the EALC regarding an "Accident Management Protocol" it was explained that NALC had not written a Protocol. Members wished the Clerk to write back and request that one be written by the NALC.

RESOLVED: that the clerk request that the EALC write to the NALC to request that one be written by the NALC.

68 Conference Scarborough

This item was a reminder so that monies were put in the budget for the Chairman to attend the Conference.

RESOLVED: that the Clerk ascertain the costs and place in the budget for 2009 – 2010.

69 Quality Status

69.1 Draft Statement for Training was circulated with two alterations this was agreed.

RESOLVED: that this be reported to Parish Council.

69.2 Draft Statement for Community Engagement Strategy to be formulated.

RESOLVED: that the information be noted.

69.3 Local Democracy and Citizenship Strategy to be formulated.

RESOLVED: that the information be noted.

69.4 Newsletters should be produced 4 times a year from the past 12 months including names of councillors and the clerk and how they can be contacted. The Clerk had included this information in her articles for "The Contact" and "The Journal. Members requested that this item be discussed at Parish Council.

RESOLVED: that this item be discussed at Parish Council

70 Playgroup

The Playgroup has requested to use the Parish Office as a place of refuge for the Playgroup in the event of any incident at the Sports and Social Centre. Members considered the request but thought that the Parish Office was not always available due to meetings and sometimes was closed. Also if there was an emergency at the Sports and Social Centre the Parish Office would be being used already. It was also suggested that the children were walked to the United Reformed Church as they were part of the same playgroup.

RESOLVED: that a) the Playgroup do not use the Parish Office as a place of refuge.
b) that the United Reformed Church be used as the building was used by part of the same playgroup.

71 Matters for Report

There were none.

72 Dates of Meetings

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

73 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.

74 DCA

Report circulated. Four councillors had attended the Annual General Meeting. Members were agreed that the Treasurer had completed a superb job. The Chairman of the council attended Board meetings quarterly.

RESOLVED: that the information be noted.

75 Three Year Forecast

This item is ongoing. Members discussed the forecast and Cllr Powell would update for the next meeting. It was also agreed that these figures did not be kept to for budget purposes but were a useful document.

RESLOVED: that Cllr Powell update for the next meeting.

76 Staff

The clerk’s appraisal was completed on the 5th September, 2008.

RESOLVED: that the information be noted.

The meeting closed at 10.00 p.m.

Cllr D Whiteing
Chairman

Signed.....

Date.....