



RESOLVED: that the information was noted.

### **81.6 Budgets until 30<sup>th</sup> September, 2008**

The Clerk reminded the meeting that these were now nearly two months out of date and more money had been spent since this time.

RESOLVED: that the information be noted.

### **82 Budget Request for Precept 2009/2010**

The Clerk informed the meeting that she had been notified the day before the meeting that Chelmsford Borough Council had withdrawn the Parishes Grant. This affected the Parish Council by making the Parish Council Tax rise even if the Parish Council Precept was kept to an inflationary rise. Members were aware of this when setting the budget and have tried to keep any increases to the minimum.

#### **82.1 Recommendation from Grants Working Party**

RESOLVED: that a recommendation of £2,650 for the year 2009/10 be submitted to Parish Council from the Grants Working Party. (See Appendix v)

#### **82.2 Recommendation from Environment**

RESOLVED: that a recommendation of £2,600 for the year 2009/10 be submitted to Parish Council from the Environment Committee. (See Appendix VI)

#### **82.3 Recommendation from Facilities**

RESOLVED: that a recommendation of £78,060 for the year 2009/10 be submitted to Parish Council from Facilities. (Appendix VII)

#### **82.4 Recommendation for Resources**

RESOLVED: that a recommendation of £37,818 for the year 2009/10 be submitted to Parish Council from Resources. (Appendix VIII)

### **83 Precept Request to be forwarded to Parish Council for ratification**

After a considerable amount of deliberation. Including a debate on how much should be placed in the Car park and drainage fund and the DCA refurbishment fund. Cllr Powell seconded by Cllr Clacy wished £7,500 be placed in the Car Park and Drainage Fund with £12,500 placed in the DCA refurbishment fund. A vote was taken but no other members wished this course of action there were 3 against and 2 abstentions.

Therefore the funds remained Car Park and Drainage Fund £10,000, DCA refurbishment fund £15,000. Cllr Hawkins proposed this and Cllr Berlyn seconded this. Making a Precept request of £174,000 which was a 4.8% increase. 5 voted for this request with 2 against.

RESOLVED: that the Parish Council is requested to submit a precept request of £174,000 which is an increase of 4.8%. (See Appendix VIII)

### **84 Requests for Additional Funding from Committees**

There were no requests.

### **85 British Legion Hut**

This item was deferred until the next meeting.

## **86 Insurance**

### **86.1 "Accident Protocol"**

Information had been received regarding an "Accident Protocol". This had not been progressed at the present time. Cllr Powell offered to look at the documents over the Christmas break.

RESOLVED: that Cllr Powell looks at the documents over the Christmas break.

### **86.2 Zurich**

Zurich the Council's insurer's will come under the umbrella of Zurich Insurance Ireland Limited and will be known as Zurich plc with effect from 1<sup>st</sup> January, 2009. The policy would remain the same during the transfer and there was no action on the part of the Council.

RESOLVED: that the information be noted

## **87 Computer System**

Three new monitors had been received together with a keyboard and mouse for the lap top which the Assistant Clerk Facilities was using.

The IT support company were still ascertaining some pricing information for the change of server into a computer and the purchase of a new server.

RESOLVED: that the information be noted.

## **88 Quality Council**

- a) Draft Statement for Community Engagement Strategy
- b) Local Democracy and Citizenship Strategy

The Clerk had been on Quality Workshop. Both the above strategies were required for the re-accreditation submission. The Training Officer would be attended on the 2<sup>nd</sup> December to peruse the book. Members were asked to email any comments on the documents to the clerk so that the documents could be adopted at Parish Council next week.

RESOLVED: that Members forward any comments by email to the Clerk prior to the Parish Council meeting next week.

## **89 Freedom of Information Act 2000**

Information Commissioners Office Model Publication Scheme

- a) Health and Safety Statement
- b) Equality and Diversity Policy

The above two documents were required for the Information Commissioners Publication Scheme which the Council was required to adopt before the end of the year. Members were asked to email any comments on the documents to the Clerk prior to the Parish Council meeting to be held next week.

RESOLVED: that Members forward any comments by email to the Clerk prior to the Parish Council meeting next week.

## **90 Audit**

Danbury had been chosen as the 5% to receive a full audit from the external Auditors. Therefore the interim audit had been postponed until January 2009.

RESOLVED: that the information be noted.

### **91 EALC Training Programme 2009**

Members were disappointed that there were no training sessions being held on Saturdays. The Clerk offered to write to the EALC to request a Saturday Training Session for Parishes in the area.

RESOLVED: that the Clerk writes to the EALC to request a Saturday Training Session.

### **92 Health and Safety – Parish Office**

Discussion took place regarding the path outside the Parish Office. Members decided to leave the path alone at the present time.

RESOLVED: that no action be taken on the path outside the Parish Office at the present time.

### **93 Matters for Report**

There were none.

### **94 Dates of Meetings in 2008**

Tuesday 16<sup>th</sup> December

### **95 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.

### **96 DCA**

DCA Financial information had been supplied with the Agenda.

RESOLVED: that Members had noted the content.

### **97 Three Year Forecast**

This document would be discussed at the next meeting.

RESOLVED: that the three year financial forecast be discussed at the next meeting.

### **98 Staff**

#### **98.1 Pay Award**

The National Association and the Society of Local Clerks jointly agreed that the interim pay award of 2.45% be implemented as soon as possible back dated to 1<sup>st</sup> April, 2008. A further briefing would follow once the arbitration process had been completed affecting the salaries 2008/2009.

Cllr Hawkins wished the Clerk's salary to be reviewed.

RESOLVED: that a) the 2.45% be awarded to staff as soon as possible.  
b) Members of the Committee were to complete a discussion regarding the clerk's pay and bring forward a suggestion to the next meeting.

### **98.2 Return to Work Interview**

A document had been implemented for staff when they return to work due to sickness.

RESOLVED: that the information be noted.

### **98.3 Overtime**

The Assistant Clerk Planning had worked 7 hours overtime.

RESOLVED: that the Assistant Clerk Planning be paid 7 hours overtime.

### **98.4 Essex Pension Fund (Local Government Pension Scheme (Administration) Regulations 2008**

#### **i)Discretionary Provisions**

As an employing authority several discretionary provisions would apply to Danbury Parish Council as an employing authority. Essex County Council had asked that the Council formulate policies regarding the exercise of discretions and keep them under review. The Essex County Council is reviewing the discretionary policies and a copy of the statement will be sent to all scheme employers as soon as it is available. It is essential that a clear policy is formulated. When available this document should be considered by the Council and any relevant sections adopted by the Council.

#### **ii)Pension Contribution Returns**

The end of year file has been amended to accommodate the changes in recording the employee's contributions rate and employee pension contribution. Each employer had to make a policy regarding pension contribution rates and a decision had to be made as to whether

- a) the contribution rate should change once a year on the 1<sup>st</sup> April
- or b) as a member moves into another band.

RESOLVED: that members noted the information on the discretionary policies and consider a policy when more information available from the Essex County Council  
b) that as an employee of the pension moves into another salary scale banding the contribution rate changes accordingly

### **98.5 Groundsman**

It was reported that it was the third time in a row that Dawson Memorial Field had been awarded the Best Kept Playing Field in the Essex Playing Fields Competition. Cllr Wood proposed that a £500.00 honorarium should be paid to the Groundsman This was seconded by Cllr Berlyn and unanimously agreed. Grateful thanks were to be sent to Robin for his hard work.

RESOLVED; that the Groundsman be awarded a £500.00 honorarium together with a letter of grateful thanks for his hard work.

There being no further business the meeting closed at 10.14pm.

Cllr D Whiteing, Chairman

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Signed

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Date