

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 16th December, 2008 at the Parish Office

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

In attendance: Clerk to the Council

99 Apologies for Absence

There were none.

100 Declarations of Interest

None were declared.

101 Public Question Time

No Members of the Public were present.

102 Minutes of the Meeting held on 19th November, 2008

Resolved: that the Minutes of the Meeting held on 19th November be approved and signed as a correct record.

103 Financial Documents

103.1 Approval of payments from 19th November, 2008 to date of meeting

The Parish Council agreed to pay membership to the SLCC. The Clerk additional pays for the membership to the Institute of Local Council Management. (See Appendix (I))

RESOLVED: that the payments be approved from 19th November, 2008 to the date of the meeting.

103.2 Reconciliation sheet to 19th November, 2008

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

The clerk highlighted that the Deposit Account was now only receiving 0.5% interest and that there was a new bond coming out which the money could be put into for a period of 6 months from January to July, 2009 at 3.5%. The Clerk was instructed to do the best she could do with the investment but also to check how much the Parish Council would be guaranteed to be paid if there was a problem.

RESOLVED: that a) the information be noted
b) check with the bank if there was a problem how much would the Parish Council be paid
c) talk to the Business Manager and achieve the best possible investments she could

103.3 Receipts until 31st October, 2008

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

103.4 Debtors more than 3 months

One payment was outstanding. The firm in question had been written to but with no reply. The Chairman had been unable to visit the company as yet.

RESOLVED: the Chairman of the Council had been unable to visit the company concerned as yet.

103.5 Earmarked Reserves

The Earmarked Reserves Sheet was circulated (See Appendix IV)

RESOLVED: that the information was noted.

104 Update on withdrawal of Discretionary Grant by Chelmsford Borough Council

The Clerk circulated documents from South Woodham Town Council and Little Waltham Parish Council. Members felt that the withdrawal of the fund had not been handled very well but did not wish to write any further letters. Members were still concerned how the increase would appear on the council tax return. It was also thought that an article should go on the front of the Danbury Times explaining the situation. Cllr Whiteing thought that it would only be £2000 as the special expenses would still stand but this was not very clear at the moment if the whole grant disappeared it would be in the region of £10,000. A request had been made to Chelmsford Borough Council to investigate the special expenses and how it was made up by the Association of Chelmsford District Parish Councils. Members agreed unanimously to monitor the situation.

RESOLVED: that a) the Parish Council monitor the situation
b) Parish Council do not take any action on the further letters received from South Woodham and Little Waltham Town and Parish Councils

105 Requests for Additional Funding from Committees

The Facilities Committee had requested £3400 for the Ride on Mower. Members considered the request and after deliberation voted on whether to take the monies from reserves this was proposed by Cllr Derick Hawkins and second by Cllr David Powell 6 members for the request with 1 abstention therefore the proposal was carried.

RESOLVED: that £3400 be taken from Reserves to purchase the Ride On Mower currently the Parish Council were speaking with Chelmsford Grass Machinery regarding the part exchange details.

106 British Legion Hut

The Clerk had circulated information regarding the British Legion Hut including prices for refurbishment. Members wished to discuss this further at a future meeting. The Clerk was asked to take the current lease to the Council's Solicitor for perusal.

RESOLVED: that a) this item be deferred to a future meeting
b) the Clerk ask the Council's Solicitor to look at the lease

107 Insurance

107.1 "Accident Protocol"

Cllr Powell was looking at the documents which had been sent but was not convinced that they were the appropriate documents. The matter would be discussed in January, 2009.

RESOLVED: that Cllr Powell looks at the documents over the Christmas break and the matter discussed in January, 2009.

108 Computer System

The Clerk circulated the following details:

The server - for the hardware, delivery, installation migration of existing data and conversion the existing server to a user PC the total is estimated to be £1835.00 plus VAT

The Router will be £125.00 plus VAT.

The spam filter will be £240.00 plus VAT

There will be an additional payment to be made for the 3 screens, 1 mouse and 1 keyboard already received.

The work was completed on Wednesday 10th and 11th December, 2008.

From carrying out the work there would be additional payment for a larger hub and also to load the software on to the old server to make it into a third computer. A longer cable was also required.

IT Support as follows:

The Annual Support Contract would be £500.00 plus VAT

£100.00 per year webhosting

Managed Antivirus £250.00 plus VAT

One-line back-up £50.00 plus VAT a year this needs review as not sufficient as the tape box does not appear to be working this needs to be checked with Lodge Parish Council currently pays £24.99 inclusive of VAT for the internet provided £299.88 inclusive of VAT

Additionally £175.00 is required for the Domain Name.

The clerk would update at the next meeting the final situation once all the work has been completed.

RESOLVED: to clerk to update when all the work had been completed.

109 Quality Council

The re-accreditation document had been before the panel on Friday 12th December, 2008. The document had passed every section except for the Annual Return which the Council still awaited from the new external auditors. 10 Councils had been before the panel and 9 all required this document to pass. Joy Sheppard from the EALC was requesting a dispensation regarding the matter. Subsequently the Clerk had heard from Joy that the external auditors would be forwarding the Annual Return within the next week and if forwarded to the EALC would then pass the re-accreditation.

Members were disappointed that the external auditors were holding up the re-accreditation but wished the Clerk to be formally thanked for all her hard work.

RESOLVED: that the Clerk be formally thanked for her hard work.

110 Freedom of Information Act 2000

The Council had formally adopted the Information Commissioners Model Publication Scheme at the last Parish Council Meeting. The Clerk had wanted the Resources Committee to have sight of the final document before it was placed on the web-site. The document comes into force on 1st January, 2009.

Members wished Danbury Development Framework to be added under the appropriate section and also the proviso added that the Parish Council reserves the right to make the above charges.

RESOLVED: that the Danbury Development Framework is included and the above proviso is also added to the document.

111 EALC Training

Members looked at the programme for Friday evening Saturday morning training and decided it was not what they were looking for and felt it was for new councillors. Members were to bring to the next meeting topics which could be sent to the EALC to request training on.

RESOLVED: that Members bring topics to the next meeting to request EALC for training on.

112 Matters for Report

There were none.

113 Dates of Meetings in 2009

21st January, 25th February, 18th March, 29th April, 27th May, 23rd June, 22nd July, 22nd September, 28th October, 18th November, 15th December

114 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.

115 DCA

DCA Financial information had been supplied with the Agenda. Members to keep note of the year to date profit. Also to take note that the DCA had invested a lot of money in new lighting to improve the electricity payments.

RESOLVED: that Members had noted the content.

116 Three Year Forecast

Discussion took place regarding the future of the document. Members had been very sceptical as to how this document would work, but it was thought that it had been a useful document for budgeting. The Chairman of the Council felt that the document should become part of a strategic plan for the Council and this item should be placed on future agendas for Committees. The Strategic Plan would have to be a full council policy decision. The Clerk had stated that the document could be used for two or three meetings prior to the budgeting system in November.

RESOLVED: a) that the document be used for two or three meetings prior to the budgeting in November
b) that the topic of a Strategic Plan be placed on the Agenda of all committees for comment

117 Staff

117.1 Christmas Holiday

The Clerk informed the Council that she would be on holiday for 2 weeks from 19th December, 2008. Also, that the office would be closed from 23rd December, until 5th January, 2008.

117.2 Staff

Members agreed that all business of the next Resources Committee would be finished by 9.15 p.m. so that Members of the Committee could consider staffing matters without the Clerk present.

Members would take note of the Resolution made and give it to the Clerk to include in the next minutes.

There being no further business the meeting closed at 9.55 pm.

Cllr D Whiteing, Chairman

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Signed

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Date