

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 21st January, 2009 at the Parish Office

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

In attendance: Clerk to the Council

118 Apologies for Absence

Apologies were received and accepted from Cllr M Wood.

119 Declarations of Interest

None were declared.

120 Public Question Time

No Members of the Public were present.

121 Minutes of the Meeting held on 16th December 2009

RESOLVED: that the Minutes of the Meeting held on 16th December, 2009 approved and signed as a correct record.

122 Financial Documents

122.1 Approval of payments from 16th December, 2009 to date of meeting

The VAT to be included in item re cheque number 105328.

RESOLVED: that the payments be approved from 16th December, 2009 to the date of the meeting. (Appendix I)

122.2 Reconciliation sheet to 19th November, 2008

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

The Clerk had checked with the bank and if there was a problem the Parish Council would only be guaranteed £50,000 by the bank.

The Clerk had placed £29,000 in the Treasury Deposit Reserve at an interest rate of 3.75%. The term was from the 30th January until 31st July, 2009.

RESOLVED: that the information be noted

122.3 Receipts until 31st December, 2009

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

122.4 Debtors more than 3 months

One payment was outstanding. A final letter would be written to the firm requesting the monies.

RESOLVED: that a final letter be written to the firm concerned.

122.5 Earmarked Reserves

The Earmarked Reserves Sheet was circulated (See Appendix IV)

The Clerk reminded the Committee that £3400 had been taken from reserves to purchase the ride-on mower.

RESOLVED: that the information was noted.

122.6 Budgets until 31.12.2008

On the Environment budget the formula in the spreadsheet had not worked. The Clerk would revisit this item. The Clerk also explained that the minus figures shown on the income sheet showed where the Parish Council had achieved more income than budgeted for.

RESOLVED: that the information be noted.

123 Update on withdrawal of Revenue Support Grant by Chelmsford Borough Council

Cllr Whiteing had attended a meeting at Chelmsford Borough Council as a representative of the Parish Council which had been well attended. Several items had caused the withdrawal of the Revenue Support Grant. The sudden economic loss, and the falling of interest rates together with payments for recycling products falling, and the utilities rising by 45%. Most people at the meeting were concerned that the parishes were not blamed for this and an item was to be placed in the Borough Life. The Wording had now been decided for the Council Tax support leaflet "The Parish Council Tax percentage increase has been higher this year than planned by the Parish Councils due to the removal of support grant by the Borough Council"

RESOLVED: that the information be noted.

123.1 Danbury Times

RESOLVED: that an item be placed in the Danbury Times regarding the Revenue Support Grant.

124 Requests for Additional Funding from Committees

There were none.

125 British Legion Hut

This item was deferred until next meeting.

126 Insurance

107.1 "Accident Protocol"

Cllr Powell had been investigating this matter. He had found a Management Protocol and Action Guide for a large Borough Council. This obviously needed adaption for Parish/Town Councils. The Clerk was requested to send this information to the EALC to forward to NALC so that one could be written for the Parish Council sector.

RESOLVED: that the Clerk write to the EALC and forward the Management Protocol and Guide so that it could go to NALC so that one could be written for the Parish Council sector.

127 Computer System

The Clerk reported that the system was working now apart from the scanner. The cost quoted for the work initially was £1835.00 plus VAT. Additional costs were as follows due to the following reasons £125.00 plus VAT was charge for the router to accommodate the lap-top. The spam filter had cost £240.00 plus VAT. Office 2003 could not be purchased so Office 2007 had been purchased for the server which was now becoming Assistant Clerk Planning's computer. The cost of this was £125.00 plus VAT which had been halved by the support Company. Additional costs were therefore 490 plus VAT which made a total of £2325 plus VAT together with the payment already made for Monitors Keyboards and mouse and MS Wireless Desktop 1000 making a total of £2691.25 plus VAT which was within the £3000 budget for the system.

A discussion took place regarding a new accounts package, the Clerk would investigate for next time.

RESOLVED: that a) the additional costs of £490.00 plus VAT be approved making a total of £2691.25 plus VAT for the system.
b) the Clerk to investigate a new accounts package for next time.

128 Quality Council

The Clerk was pleased to report that Danbury Parish Council had now been Re-accredited with Quality Status.

RESOLVED: that a) congratulations to staff concerned
b) the clerk should report this to the press

129 EALC Training

This item has been referred to the EALC Training Officer. Hopefully there will be more information at the next meeting. "The Power of Well Being" was discussed but at present the training had not been produced.

RESOLVED: that Members wait until the next meeting to discuss this further.

130 Annual Return/Internal Audit

130.1 Annual Return

The Annual return had been received. Two comments were made by the external Auditor one regarding closure of audit notice which did not have the Council's address on. This matter had been rectified this year. Secondly, a comment regarding the Asset Register. The Clerk had spoken with the internal auditor regarding this remark. Members were still concerned at the length of time the new external auditors had taken to return the Annual Return.

RESOLVED: that Members noted this information.

130.2 Internal Audit

This had been completed on Tuesday 20th January, 2009 a report would be sent to next meeting.

RESOLVED: that the report be brought to next meeting.

130.3 Re-valuation of Properties

The Clerk had been on a recent Insurance Seminar which advised that all properties should be re-valued every 5 years. Members thought this should coincide with the renegotiation of the insurance policy. Also request EALC to see if they could help. Previously the Valuation had to allow for a Lease/ Rental Value.

RESOLVED: that the Clerk contact the EALC for assistance in this matter.

131 Matters for Report

There were none.

132 Dates of Meetings in 2009

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

133 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.

134 DCA

No financial documentation was circulated with this Agenda. An item was on Parish Council Agenda regarding the DCA.

135 Staff Training

The Groundsman had completed the brush cutting and trimming training. Further training was booked for hedgecutting and ride-on mowers.

RESOLVED: that the information be noted.

136 Staff

The committee reviewed staff costs for all employees.

136.1 RESOLVED: that Assistant Clerk Facilities move to point 19 from 1st May, 2009.

136.2 RESOLVED: that Assistant Clerk Planning and IT move to point 21 as from 1st April, 2009.

136.3 RESOLVED: that the Groundsman move to Point 28.

The Clerk left the meeting at this point.

136.4 RESOLVED: that a) the Clerk be awarded £500.00 honorarium for her work regarding the re-accreditation of Quality Status.

b) the Clerk move to point 34 as from 1st April, 2009.

Any further increases will be subject to an Annual Review.

There being no further business the meeting closed at 9.58pm.

Cllr D Whiteing, Chairman

.....
Signed

.....
Date