

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 25th February, 2009 at the Parish Office

Present: Councillors D Whiteing (Chairman), F. Hawkins, A. Keeler, D. Powell, M. Wood

In attendance: Clerk to the Council

137 Apologies for Absence

Apologies were received and accepted from Cllr H Clacy who was at another meeting on behalf of the Parish Council and Cllr S Berlyn.

138 Declarations of Interest

Cllrs Powell and Hawkins declared a personal interest in Minute 141.1 relating to Danbury Mission.

139 Public Question Time

No Members of the Public were present.

140 Minutes of the Meeting held on 21st January, 2009

RESOLVED: that the Minutes of the Meeting held on 21st January, 2009 approved and signed as a correct record.

141 Financial Documents

141.1 Approval of payments from 21st January, 2009 to date of meeting

Cllr Wood proposed and Cllr Whiteing seconded an additional payment for Danbury Mission for the use of their building for the Extraordinary Parish Council Meeting.

Cllrs Powell and Hawkins took no part in the discussion.

Cheque 105355 was to be included on payments sheet this cheque had been written between meetings and was for the Royal British Legion for £100.

RESOLVED: that a) an additional payment of £100 be made to Danbury Mission for the use of the building for the recent Extraordinary Parish Council Meeting on 23rd February, 2009

b) the payments be approved from 21st January, 2009 to the date of the meeting with the inclusion of cheque 105355 for £100.00 to the Royal British Legion. See (Appendix I)

142.2 Reconciliation sheet to 31st January, 2009

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

The Business Premium Account 53569209 with £24.50 until 12th February be closed and transferred to Instant Access Saver.

RESOLVED: that the information be noted

143.3 Receipts until 31st December, 2009

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

144.4 Debtors more than 3 months

One payment was outstanding. A final letter had been written to the firm. The Chairman of the Council was requested to call at the firm concerned and ask for payment.

RESOLVED: that the Chairman of the Council call at the firm concerned and ask for payment.

145.5 Earmarked Reserves

The Earmarked Reserves Sheet was circulated (See Appendix IV)

RESOLVED: that the information was noted.

146 Request for Additional Funding

An item would come forward to next meeting from Facilities regarding the posts at Eves Corner.

RESOLVED: that this item be placed on the next Agenda.

147 Insurance

Documentation had been forward to the EALC regarding the Accident Protocol which in turn would be forwarded to the NALC.

RESOLVED: that the information be noted.

148 Computer System

141. 1 New Computer System

The Clerk reported that the scanner was still not working. The computer system as a whole was being backed remotely by the Support Company. Daily sheets were received to state this was happening. The Invoice was yet to be received for the new system. The members email comes directly to the office and then goes out to members.

RESOLVED: that a) the information be noted.

b) The members email be investigated to see if it was working properly.

141.2 New Accounts Package

The Clerk and the Chairman of Resources went to visit Gt Baddow Parish Council to ascertain the workings of a new accounts package. The software is called Omega. This system is used by several Town and Parish Councils and refers to the Annual Return which is a necessary requirement. The Clerk had checked with three Town/Parish Councils two had purchased through RBS Solutions and the other through DCK Beavers. The Clerk had also investigated two further companies Edge Designs and Scribe 2000 which had been discounted.

A discussion followed as to the best way forward followed. Cllr Powell was asked to look at the specification received from RBS Solutions and DCK Beavers and send additional comments to the Clerk. From this additional information the Clerk choose the Company as prices were very similar.

RESOLVED: that the Clerk purchases the Omega software after asking further questions from both suppliers and chooses the appropriate supplier. The monies to be taken from the IT Earmarked budget and the IT budget for 2009/2010 to the maximum of £2500.

149 Internal Audit

The Clerk circulated the report from the Internal Auditor. The Clerk explained that the assets register was required to be put in a new format as each year the prices increased for the assets by 1% for the assets and by 5% for the buildings by the Insurance Company.

Cllr Wood wished that it be minuted that the Clerk be congratulated on the report received.

RESOLVED: that the information be noted and that the Clerk be congratulated on the report received.

150 EALC Short Course Training

The Clerk reported that she had attended the Larger Local Councils Forum and had received a form to be completed regarding the training for "The Power of Well Being". The Clerk must complete a module which would be added to her qualification. Also 80% of Members had to be trained in the module. A Council must have "Quality Status" as a basis to complete the training.

RESOLVED: that this item be taken forward to the March Parish Council.

151 Matters for Report

A further item would come forward to next meeting regarding the outside of the Parish Office whether this should be under the Facilities Committee as the Assistant Clerk Facilities was completing external building inspections.

152 Dates of Next Meetings

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

153 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.

154 DCA

The Clerk had circulated financial documentation with the Agenda. Members noted the contents.

RESOLVED: that the information be noted.

155 Staff

The Assistant Clerk Planning and the Clerk had not used all of their holiday as yet. The Clerk conveyed thanks for her pay award.

RESOLVED: that the information be noted.

156 British Legion Hut

It was unanimously decided that the following recommendations be taken to Parish Council in March.

- a) Write to RBL with a copy of the survey and request works are carried out under the terms of the agreement
- b) Parish Council to note there is a signed copy of the agreement on the file but with no date
- c) Remind Parish Council of the timescale when agreement finishes. 31st October, 2010. Notice needs to be given of this to RBL which needs to be at least six months prior to the expiry of the 21 year period.
- d) Appoint Hill and Abbott as Solicitor to complete the legal work regarding the Royal British Legion Hut

There being no further business the meeting closed at 9.47pm.

Cllr D Whiteing, Chairman

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Signed

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Date