

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 29th April, 2009 at the Parish Office

Present: Councillors D Whiteing (Chairman), S. Berlyn, H. Clacy, F. Hawkins,
D. Powell, M. Wood

In attendance: Clerk to the Council

176 Apologies for Absence

Apologies were received and accepted from Cllr Alan Keeler.

177 Declarations of Interest

There were no declarations of interest.

178 Public Question Time

No Members of the Public were present.

179 Minutes of the Meeting held on 18th March, 2009

RESOLVED: that the Minutes of the Meeting held on 18th March, 2009 approved and signed as a correct record.

A question was raised regarding the Royal British Legion it was explained that this item was being taken to Extraordinary Parish Council Meeting to be held on Monday 11th May, 2009.

180 Financial Documents

180.1 Approval of payments from 18th March, 2009 to date of meeting

Please note that the rates figure is half as it is paid in two stages.

RESOLVED: that the payments are approved from 18th March, 2009 to the date of the meeting. (See Appendix I)

180.2 Reconciliation sheet to 31st March, 2009

Cllr Powell confirmed the monies at the bank were correct.

Further sheets were circulated at the meeting. These were the true record.

(Appendix II)

RESOLVED: that a) the information be noted.

180.3 Receipts until 31st March, 2009

Additionally since the information had been circulated the DCA Rent had been included.

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

180.4 Debtors more than 3 months

The Clerk reported that two football clubs had not paid their invoices. One had contacted the Clerk and requested a further invoice. The second club owed both invoices from September to December and January to March. Members decided that the Clerk should write to the Club and explained that if the monies were not paid

by the end of May that they would not be able to play at Dawson Memorial Field next year. The Clerk reported that the Council should have a bad debt policy this would be brought to a future meeting.

RESOLVED: that a) the Clerk write to the Club and explain that payment should be made by 31st May, 2009 otherwise they would not be permitted to play here next season.

b) A Bad Debt Policy be brought to the next meeting for consideration

180.5 Earmarked Reserves

An Earmarked Reserves Sheet was circulated. The Clerk circulated at the meeting a draft end of year document. Members requested that the internal auditor visit to confirm the end of year figures. Cllr Berlyn proposed that the internal auditor visit in case there is a system anomaly. This was seconded by Cllr Wood. The Clerk reminded the meeting end of year figures will be required by the end of May, 2009 to enter into the new system.

RESOLVED: that the clerk requests the internal auditor to visit to check the end of year figures.

181 Request for Additional Funding

There were no requests.

182 Insurance

No further reply regarding the Accident Protocol.

RESOLVED: that the information be noted.

183 Computer System

The Clerk had ordered the Omega system which will be installed on 26th and 27 May, 2009. Credit check was not performed on the Company as Financial Regulations state this should only be completed on orders over £10,000.

RESOLVED: that the information be noted.

184 EALC Short Course Training

The Clerk had completed her training and had started to write her submission. The Clerk explained that the Power of Well Being was a power of first resort unlike Section 137 which was a power of last resort. Also that the power would be in force after the training had been completed by the Council and the Clerk pass the module. Once the Council had passed a resolution it would be valid from that meeting until the day before the next election. The Council would then have to be retrained to continue with the "Power of Well Being". The Clerk reported that she had put the Council forward for training.

RESOLVED: that the information be noted.

185 Special Expenses – Chelmsford Borough Council

The Clerk had provided the Chelmsford Borough Council with the requested information regarding how the Parish Council spends its finances. Meetings are being held to update the items so that the Borough Council can classify its own expenditure.

RESOLVED: that the information be noted.

186 Chelmsford Diocesan Board of Finance – Danbury Glebe Griffin Meadow

The Clerk was authorised to pay the increase in rental of £45.00 per year for the Griffin Meadow. The new fees will run from 1st January, 2009 until 31st December, 2011 at a yearly fee of £575.00.

RESOLVED: that the Clerk is authorised to sign the document received from Strutt and Parker stating that the Council will pay an increased fee of £575.00 from 1st January, 2009 until 31st December, 2011.

187 Matters for Report

There were no matters for report.

188 Dates of Next Meetings

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

189 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.

190 DCA

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

RESOLVED: that the information be noted.

191 Staff

The Chairman of Facilities requested that the chair of Committees be present at appraisals. Members discussed this and decided that the Clerk complete the staff appraisals with the Chairman completing the Clerk’s. Members were reminded that the appraisals would not be completed until the summer recess.

RESOLVED: that the Clerk complete the staff appraisals and the Chairman complete the Clerk’s appraisal.

There being no further business the meeting closed at 9.42pm.

Cllr D Whiteing, Chairman

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Signed

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Date