

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 27th May 2009 at the Parish Office

Present: Councillors D Whiteing (Chairman), S. Berlyn, A. Keeler, D. Powell,
 M. Wood

In attendance: Clerk to the Council

1 Election of Chairman

Cllr S Berlyn nominated Cllr D Whiteing this was seconded by Cllr M Wood. Cllr D Whiteing was unanimously elected as Chairman of Resources for the Municipal Year 2009 – 2010.

2 Election of Vice Chairman

This item was deferred until the next meeting.

3 Apologies for Absence

Apologies were received and accepted from Cllrs H Clacy and D Hawkins.

4 Declarations of Interest

There were no declarations of interest.

5 Public Question Time

No Members of the Public were present.

6 Minutes of the Meeting held on 29th April, 2009

These Minutes were approved a new payments sheet for April from the new Accounts Package would be added to 27th May, 2009 Minutes.

RESOLVED: that the Minutes of the Meeting held on 29th April, 2009 approved and signed as a correct record with the addition of a new payments sheet from new accounts package added to 27th May, 2009 Minutes.

7 Financial Documents

7.1 Approval of payments from 29th April, 2009 to date of meeting

Please note that the rates figure has been added to the May payments.

RESOLVED: that the payments are approved from 29th April, 2009 to the date of the meeting. (See Appendix I)

7.2 Reconciliation sheet to 30th April, 2009

This sheet was circulated from the Accounts Package which had first been used on the day of the meeting.

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 the information be noted.

7.3 Receipts until 31st March, 2009

Receipts were circulated differently with the new accounts package.

7.4 Debtors more than 3 months

Still one debtor outstanding.

RESOLVED: that a) the Clerk write to the Club and explain that payment should be paid within 14 days otherwise they would not be permitted to play at Dawson Memorial Field next season.

7.5 Earmarked Reserves

Shown now on budget sheet. Members felt that the Earmarked Reserves for the drainage and car park fund should be reduced by £43,000 at the end of year to accommodate the amount in the creditors for C H Grounds and TTS. The Clerk to contact the Internal Auditor to request if this was appropriate. Cllr Wood proposed that the Chairman of the Council, the Chairman of Resources and the Clerk agree the final end of year figures with the Auditor ready for Extraordinary Parish Council Meeting on 23rd June, 2009.

RESOLVED: that a) the Clerk contact the Internal Auditor to request the above course of action

b) the Chairman of the Council, the Chairman of Resources and the Clerk to agree the end of year figures with the Internal Auditor.

7.6 End of Year

The items regarding the earmarked reserves, end of year information from Internal Auditor, report from clerk were discussed together.

7.6 i) The Clerk circulated information from the Internal Auditor.

7.6 ii) The Clerk circulated a report from the Clerk regarding the end of year figures
RESOLVED: that this information be noted.

Cllr S Berlyn left the meeting.

7.6 iii) The Clerk requested that for the financial year that RBS Solutions complete the end of year documentation. This was agreed due to the fact that the clerk had only received one days training on the system. This is charged at £445.00 plus mileage.

RESOLVED: that RBS Solutions complete end of year documentation for 2009 – 2010 the cost being £445.00 plus VAT plus mileage.

7.6 iv) The Clerk circulated an article from “The Clerk” Magazine which explained reserves. The Chairman of the Resources Committee felt that this was a very good article.

RESOLVED: that the information be noted.

8 Request for Additional Funding

There were no requests.

9 Insurance

No further reply regarding the Accident Protocol.

RESOLVED: that the information be noted.

10 Computer System

Item deferred to next meeting.

11 EALC Short Course Training

Item deferred to next meeting.

12 Bad Debt Policy

Item deferred to next meeting.

13 Financial Risk Assessment

Item deferred until next meeting.

14 Matters for Report

Item deferred until next meeting

15 Dates of Next Meetings

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

16 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.

17 DCA

No Papers to circulate

18 Staff

Item deferred until next meeting.

19 Three Year Forecast

Item deferred until next meeting.

20 RBL

A reply had been received from RBL requesting a copy of the original agreement together with a copy of a survey of the building in 1989. The Clerk was instructed to reply.

RESOLVED: that the Clerk respond to the RBL stating that they should already have a copy of this document and that according to Parish Council Minutes RBL completed refurbishment works to the pavilion and therefore should have the original documentation regarding the survey in 1989.

There being no further business the meeting closed at 10.20pm.

Cllr D Whiteing, Chairman

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Signed

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Date