

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 23rd June, 2009 at the Parish Office

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

In attendance: Clerk to the Council

21 Apologies for Absence

Apologies were received and accepted from Cllr D Hawkins.

22 Declarations of Interest

There were no declarations of interest.

23 Public Question Time

No Members of the Public were present.

24 Minutes of the Meeting held on 27th May, 2009

Deferred from the last meeting was the appointment of a Vice Chairman. Cllr Whiteing nominated Cllr Clacy this was seconded by Cllr Berlyn. Cllr Clacy was duly elected as Vice Chairman of the Resources Committee for the Municipal Year 2009/2010.

RESOLVED: that the Minutes of the Meeting held on 27th May, 2009 approved and signed as a correct record. The Election of Vice Chairman would appear in the Minutes of 23rd June, 2009.

25 Financial Documents

25.1 Approval of payments from 27th May, 2009 until the date of meeting

RESOLVED: that the payments are approved from 27th May, 2009 to the date of the meeting. (See Appendix I)

25.2 Reconciliation sheet to 31st May, 2009

The Clerk had produced separate reconciliation sheets for each bank account from the new accounts package.

Cllr Powell confirmed the monies at the bank were correct.

These were the true record.

(Appendix II)

RESOLVED: that the information be noted.

25.3 Receipts until 31st May, 2009

Receipts were circulated differently with the new accounts package.

25.4 Debtors more than 3 months

The Clerk had written to the outstanding debtor with a deadline of the 18th June, 2009 to pay their arrears from the previous year. The money had not been received.

Members decided not to let the club play on the site for the next season, also that the Clerk to write to the Football Association to inform them of this decision.

RESOLVED: that a) the Clerk write to the Club and explain that they would not be permitted to play at Dawson Memorial Field next season.
b) the Clerk to write to the Football Association and inform them of the Parish Council's decision

25.5 Earmarked Reserves

This fund was now shown on the budget sheet and would be submitted to Resources Committee each month. These sheets should also be used by Committee Chairman.

The Chairman of Resources wished monies to be vired from this year's budget into earmarked reserves:-

- i) £500 for elections
- ii) £2788.75 from the IT budget to be transferred to Drainage and Car Parks. To double check that this had not already been taken off in this year spend of invoice.

To double check budgets and ascertain where the IT Capital Budget was this year and also the Staff Training Budget.

The Reserves of the Council had been set at £30,000 at the end of year. The Internal Auditor had stated that according to Regulations this could be set at as much as £54,000, although the Council has the final decision. The Clerk again made the meeting aware that £5,000 of reserves was to be taken to balance the budget this year and also that the interest received would not be £2,000 as in the budget.

The Clerk would ascertain if there was a sheet in this new package which showed the General Fund.

The Chairman of the Council requested that the Committee allow the Clerk some time to understand all the sheets available on the Accounts Package.

- RESOLVED: that a) the clerk completes the virements as above
b) the General Reserve has been set at £30,000
c) the Clerk would double check that all budget headings agreed with budget set in November, 2008
d) the Resources Committee were aware that up to £7,000 of Reserves would need to be taken to balance the budget.
e) the Chairmen of Committees to use the budget sheets

25.6 End of Year

The end of year documentation for 2008 – 2009 was approved by Full Council on 23rd June, 2009. The end of year report from the internal auditor was part of this documentation and was noted.

It was requested that the Clerk query the price of the End of Year training and work of £445.00 plus VAT as the Clerk had only received one day's training. A training day price was £375.00 making a difference of £70.00

RESOLVED: that the Clerk contacts RBS Solutions and queries the price of £445.00 plus VAT as a training day is only £375.00 plus VAT.

RESOLVED: that the information be noted.

26 Request for Additional Funding

There were no requests.

27 Insurance

The Clerk had forwarded the information again to the EALC who had confirmed that they had forwarded this information to NALC for a reply. Members were aware that the first Corporate Manslaughter Case was now going to court.

RESOLVED: that the information be noted.

28 Computer System

The lap top had been installed with additional memory by Lodge Information Systems at a cost of £46.25 plus VAT. They were to come to the office to install the memory. This had been due to the Planning Committee having problems with displaying plans at meetings.

RESOLVED: that £46.25 plus VAT be authorised to Lodge Information Systems to improve the memory on the lap top

29 EALC Short Course Training

Members still wished to go ahead with the "Power of Well Being Training". It was suggested that the Clerk write to the EALC and suggest that the Council completes its training with any other local councils who have requested training. Also that some dates are request for late September or early October, 2009

RESOLVED: that a) the Clerk writes to the EALC to see if any other local council would like to train with Danbury

b) the Clerk requests suggested dates for late September, early October

30 Bad Debt Policy

Members studied the Bad Debt Policy but thought it was too simplistic and asked the Clerk to investigate if the EALC or other Councils have a policy and to bring back to another meeting.

RESOLVED: that the Clerk investigate whether the EALC or other Council's have a Bad Debt Policy.

31 Financial Risk Assessment

Members studied the document. Slight alterations were made to the Financial Risk Assessment, i.e. 2 years left to run on insurance document, to change Business Plan to Business Continuity Plan, add three year forecast and the Clerk to check all dates etc.

RESOLVED: that the Financial Risk Assessment with the above alterations be approved for the financial year 2009 – 2010

32 Agreement for Clerk to Sign Document from Hill and Abbott

Concerns were raised by the Chairman of the Council that the Solicitors required personal information from himself and the Clerk. The Clerk was requested to write to the Solicitors and ascertain if this was necessary as the Parish Council had worked with the solicitors for many years and had always been paid on time. It should also be stated that the Chairman and the Clerk were acting on behalf of a Corporate Body not for themselves.

RESOLVED: that the Clerk write to the Solicitors to raise the above concerns.

33 Matters for Report

There were no items

34 Dates of Next Meetings

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

35 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.

36 DCA

No Paperwork had been received from DCA.

RESOLVED: that the information be noted.

37 Staff

The Groundsman had now completed all his training and passed all modules with flying colours.

RESOLVED: that the information be noted.

38 Three Year Forecast

Members discussed this item. It was decided to make alterations to the spreadsheet to include a further three years. Each Committee to be asked for projects to be included in the three year forecast and then to take to Parish Council in September towards making a Strategic Plan for the Council.

RESOLVED: that this heading be placed on all committee agendas and then an item be added to Parish Council in September towards making a Strategic Plan.

39 Royal British Legion

A further reply had been received from Royal British Legion requesting a copy of the original agreement. The Clerk circulated a draft letter which the Committee agreed should be sent together with a copy of the Council's copy of the agreement.

RESOLVED: that the Clerk sends the further letter to the Royal British Legion.

There being no further business the meeting closed at 9.40 p.m.

Cllr D Whiteing, Chairman

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Signed

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Date