

# DANBURY PARISH COUNCIL

*A Quality Council*



## RESOURCES COMMITTEE

### Minutes of the meeting of the held on 22<sup>nd</sup> July 2009 at the Parish Office

Present: Councillors H. Clacy, (Vice Chairman) D. Hawkins, A. Keeler, D. Powell, M. Wood

In attendance: Clerk to the Council

*Cllr H Clacy Vice Chairman took the Chair as Cllr D Whiteing Chairman was away on holiday.*

#### **40 Apologies for Absence**

Apologies were received and accepted from Cllrs Berlyn and Whiteing.

#### **41 Declarations of Interest**

There were no declarations of interest.

#### **42 Public Question Time**

No Members of the Public were present.

#### **43 Minutes of the Meeting held on 23<sup>rd</sup> June, 2009**

RESOLVED: that the Minutes of the Meeting held on 23<sup>rd</sup> June, 2009 be approved and signed as a correct record.

A question was asked regarding the Debtor. This was to be discussed later in the Agenda.

#### **44 Financial Documents**

##### **44.1 Approval of payments from 23<sup>rd</sup> June, 2009 until the date of meeting**

RESOLVED: that the payments are approved from 23<sup>rd</sup> June, 2009 to the date of the meeting. (See Appendix I)

##### **44.2 Reconciliation sheet to 31<sup>st</sup> 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.

##### **44.3 Debtors more than 3 months**

The Clerk had written to the Football Association. They could not help in the matter. The Clerk had also written to the Club concerned stating that they could not continue playing at the site. Members agreed that a final letter should be sent to the Club requesting payment in cash within 2 weeks also stating that if the outstanding monies were not received that the Council would consider taking the claim to the small claims court.

RESOLVED: that a) the Clerk to write to the Football Club concerned to request payment in cash within 2 weeks otherwise the Council would consider taking the Club to the small claims court.

b) the Clerk to investigate the process of taking a claim to the small claims court

#### **44.4 Earmarked Reserves**

This sheet was circulated at the meeting which is included in the budget sheets. The Clerk had checked that all the budgets were entered this was correct. Members were concerned regarding the water budgets as these were entered in several different places and therefore needed to be placed in one budget head. The new mower needed to come out of the Field Maintenance budget instead of the Grounds Maintenance Budget.

The Clerk was to make the following virements:

£500 from the elections to the EMR Elections

£1000 from the capital to the EMR IT

£10000 from the drainage and car parks to the EMR Drainage and Car Parks

RESOLVED: that a) the clerk completes the virements as above

b) the clerk to contact RBS regarding the water budgets

c) the clerk to take the mower from the field maintenance budget

#### **44.5 Signatories for the Summer Recess**

Permission was given to the signatories to sign cheques over the summer recess details would be brought to the September Meeting.

RESOLVED: that signatories could sign cheques over the summer recess.

#### **44.6 Maturing Bond**

A Bond was maturing at the end of July for 29,000 plus interest. Discussion took place as to how to reinvest the monies as the new rate was only 1.10%. Members thought it would be a good idea to investigate Building Societies to see if they could offer a better rate. The money must be accessible. The Clerk to try and see if there was a rate of the minimum of 2.5%. Members wished to invest £30,000.

RESOLVED: that the Clerk investigate to invest £30,000 with accessibility. Two signatories would be required to sign the application form. The Clerk was given permission to complete this transaction with two signatories if the right account could be found.

#### **45 Request for Additional Funding**

There were no requests.

#### **46 Insurance**

The Clerk had written to the EALC again some documentation had been received but the Clerk had not had time to read the information. Cllr Powell offered to read the information.

RESOLVED: that Cllr Powell peruse the information.

#### **47 Computer System**

The Information Technology support team suggested that the Parish Council considered replacing its three UPS Units. This could be done over 3 years one per year. Each would cost in the region of £300.00 The current units were installed in 2003 and were approaching the age when the batteries would fail. They were also underpowered for the equipment as a new server had been installed. Replacement units would have to be server grade.

It was requested that the support company provide the following information:

- Provide a specification for the units
- Ask if one unit could be purchased to cover all the machines

RESOLVED: that the clerk requests the above information from the IT Support Company.

#### **48 EALC Short Course Training**

This item had been referred to Full Council so that all Members were aware as 80% of the Council were required to attend to meet the criteria.

RESOLVED: that the item be referred to Full Council.

#### **49 Bad Debt Policy**

The Clerk had been unable to find another Council which had this policy and had written to the EALC. The reply was awaited.

RESOLVED: to wait for the reply from the EALC.

#### **50 Agreement for Clerk to Sign Document from Hill and Abbott**

The Clerk had written to the Solicitors who had explained the situation. The Chairman and the Clerk had supplied identification documentation and the clerk had signed the terms and conditions agreement.

RESOLVED: that the information be noted.

#### **51 Matters for Report**

There were no items

#### **52 Dates of Next Meetings**

22<sup>nd</sup> September, 28<sup>th</sup> October, 18<sup>th</sup> November, 15<sup>th</sup> December

The Clerk reminded the Members that the meeting on the 22<sup>nd</sup> September was on a Tuesday.

#### **53 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.

#### **54 DCA**

Financial paperwork had been received on the day of the meeting. This information was circulated to the meeting.

RESOLVED: that the information be noted.

**55 Staff**

The Assistant Clerk Facilities had requested a reduction in hours from 18 to 11 hours. Members considered the request.

Cllr Hawkins put the motion that the request should not be granted this was seconded by Cllr Wood.

Cllr Powell put an amendment to the motion stating that a compromise should be offered of a reduction of 3.50 hours. This was seconded by Cllr Keeler. The amendment was put to the vote. 2 were for and 3 were against. Therefore the amendment was lost.

The original proposal was put to the meeting 3 were for and 2 against. Therefore the request was refused.

RESOLVED: that the Assistant Clerk Facilities request be refused.

**56 Three Year Forecast**

The Clerk had started to put together a list of items. This list would be circulated at Parish Council. RBL to be added to the list

RESOLVED: that a) the list of items be circulated at Parish Council  
b) RBL be added to the list

**57 Royal British Legion**

Members thought that this item should remain with Parish Council. A request was made to write to the Royal British Legion regarding the Councils concerns that a five year fixed wiring certificate was not in place.

RESOLVED: that the Clerk writes to the Royal British Legion regarding the Five Year Electrical Wiring Certificate.

There being no further business the meeting closed at 9.53 p.m..

Cllr H Clacy, Vice Chairman

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Signed

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Date