

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

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

Present: Councillors S. Berlyn, (ex officio) H. Clacy, (Vice Chairman) D. Hawkins, A. Keeler, D. Powell, D. White (Chairman) M. Wood (ex officio)

In attendance: Clerk to the Council

#### **58 Apologies for Absence**

There were none.

#### **59 Declarations of Interest**

There were no declarations of interest.

#### **60 Public Question Time**

No Members of the Public were present.

#### **61 Minutes of the Meeting held on 22<sup>nd</sup> July, 2009**

RESOLVED: that the Minutes of the Meeting held on 22<sup>nd</sup> July, 2009 be approved and signed as a correct record.

#### **62 Financial Documents**

##### **62.1 Approval of payments from 22<sup>nd</sup> July, 2009 until the date of meeting**

RESOLVED: that the payments are approved from 22<sup>nd</sup> July, 2009 to the date of the meeting. (See Appendix I)

##### **62.2 Reconciliation sheet to 31<sup>st</sup> August, 2009**

Cllr Powell confirmed the monies at the bank were correct from the bank reconciliation sheets.

These were the true record.

(Appendix II)

RESOLVED: that the information be noted.

##### **62.3 Debtors more than 3 months**

Investigation had taken place into taking the outstanding debtor to County Court. The advice was to try arbitration first. The Football Team had now disbanded.

Cllr D Hawkins proposed that the Parish Council did not pursue the matter any further this was seconded by Cllr Berlyn.

Cllr Powell thought that the matter should be taken seriously and put a marker down that if the Parish Council was not paid it would take debtors to the small claims court.

A vote was taken Cllr D Hawkins, Cllr S Berlyn, Cllr A Keeler, and Cllr D Whiteing voted for the proposal Cllr H Clacy, Cllr D Powell and Cllr M Wood voted against the proposal. Therefore the proposal was carried by 1 vote.

RESOLVED: that a) the Parish Council does not pursue the matter any further.  
b) the amount of £297.00 be written off in the Parish Council's accounts.

#### **62.4 Earmarked Reserves**

Members looked at the earmarked reserves.

RESOLVED: that the information be noted.

#### **62.5 Maturing Bond**

The Clerk had been unable to find a Building Society with a better interest rate. Members decided that the Clerk should contact Barclays Bank plc and take the best rate possible.

RESOLVED: that the Clerk invest £30,000 for 6 months with Barclays Bank plc.

#### **62.6 Quarterly Budget Sheets**

Members noted that the Tennis Club Lease Legal payment was already over-budget and instructed the Clerk to use the Leases budget in Facilities as well.

RESOLVED: that the Clerk uses the Leases Budget in Facilities as well.

#### **62.7 End Of Year**

An End of Year price had been agreed with RBS Solutions of £375.00 plus travel.

RESOLVED: that the End of Year Price of £375.00 plus travel was agreed for 2009/2010.

#### **62.8 Internal Auditor Cheque**

The payment to the Internal Auditor had not been cashed through the Council's account and was now more than six months old. The Clerk requested permission to write another one for £240.00 and clear this amount from last year's end of year.

The permission for this course of action was granted.

RESOLVED: that the Clerk writes another cheque for £240.00 and clear this amount from last year's end of year.

### **63 Request for Additional Funding**

There were no requests.

### **64 Insurance/Health and Safety Document**

A document had been received from the EALC used by Suffolk Association of Local Councils. The Clerk and Cllr Powell had looked at the document.

The Clerk informed the Council that the following items were already in place:

- The Council had a Healthy and Safety Statement as it did not employ 5 people.
- The Council had a training statement which included covering new councillors and staff. Courses identified had been covered and used.

- A training record was recorded in the inside of every personal file including emergency contact telephone numbers
- Council Finance is covered appropriately. Although the Clerk has been informed verbally that the external auditor wishes the Council to cover the Internal Audit Review Checklist as set out in A Practitioners Guide 2008. The Council already had a Financial Risk Assessment.
- Hazardous substances- diesel and petrol signs have been placed on the diesel tank and on Robins Nest and the petrol is store in a locked metal container.
- Asset Register is held. An inspection list is held and the items were inspected accordingly. Defect sheets were produced. These were forwarded as items to Facilities Committee if appropriate and when expenditure was required.
- The Clerk holds the First Aid at Work Certificate. There were First Aid boxes in Robins Nest, Tractor and Parish Office. The staff all had completed Fire Training In November, 2008 and know where the fire extinguishers are and how to use them.
- The work stations have their risk assessments.
- The Groundsman has been on Manual Handling Course for lifting and has aids specially purchased for this work. He has also attended training to cover the operation of vehicles and implements.

A question was raised regarding Accident Management.

- The Parish Council has an Accident Book which details the process of what to do if an accident occurs.

Members were now happy with this item.

RESOLVED: that the information be noted.

## **65 Computer System**

### **65.1 Back Up System**

The Back-Up-Data has stabilised to just under 5kb. This covered all user data including the new accounts system. The normal charge for this would be £29.00 per month plus VAT. Lodge Information Systems were prepared to cover this for £25.00 per month plus VAT. The Council had currently been paying £60.00 a year but this level could not continue to cover all the necessary back-up systems.

RESOLVED: that Lodge Information Systems complete the back up at £25.00 per month plus VAT (The Clerk to ascertain whether it just covers the data)

### **65.2 UPS Batteries**

Lodge Information Systems had confirmed that the UPS Battery for individual machines was in the region of £50.00 - £75.00. The cost of the UPS Battery for the Server would be £300.00. It was agreed to purchase a UPS Battery for the Server and one of the individual machines. If any of the older UPS batteries went wrong then consideration would be given to purchasing one.

RESOLVED: that Lodge Information Systems purchase a UPS Battery for the Server plus a UPS Battery one of the machines the cost to be no more than £375.00 plus VAT.

### **65.3 Colour Printer**

The Clerk requested to investigate a colour printer for the Parish Office. Members agreed that this should be looked at. It was suggested that a colour photocopier should also be investigated.

RESOLVED: that the Clerk investigated colour printing for the Parish Office.

### **66 EALC Short Course Training**

The Power of Well Being Course had been booked for Tuesday 29<sup>th</sup> September, 2009 at the Mission commencing at 7.30 p.m.

The Clerk requested to attend a budget course with RBS systems at Swindon. The cost was £80.00 plus VAT. Another Clerk was already attending so the cost of travel could be shared. The course covered preparing an annual budget, phasing a budget projecting a budget using Omega software and some general accountancy with regard to budgets and precept.

Members approved that the Clerk could attend this course

RESOLVED: that the Clerk attend the RBS systems course on budgets at Swindon for the price of £80.00 plus VAT. Travel to be shared.

### **67 Bad Debt Policy**

Members thought that the following additional items should be added to the Bad Debt Policy:

- 1. Normal procedure is that an invoice is sent and should be paid within 28 days. This should be copied to a second person. (Next Year Agreements should have details of Chairman, Secretary and Treasurer)
- The different types of letter should be attached to the Bad Debt Policy
- Late Payment Sum of £40.00 to be checked whether this can be added to Agreements next year under the Late Payments Act which came into force 1<sup>st</sup> November, 2002 (This to be taken up with NALC through EALC)

RESOLVED: that a) with the above alterations the Bad Debt Policy/ Council Agreements from April, 2010.

b) the Clerk to check the situation regarding Late Payments

### **68 Revaluation of Properties**

The Clerk had contacted the EALC regarding the Revaluation of Properties and this was something that the EALC could not brokerage. The Clerk to investigate together with the insurance policy at the same time. The Clerk to ascertain if the Royal Institute of Chartered Surveyors held an Index Year on Year.

RESOLVED: that the Clerk ascertain if the Royal Institute of Chartered Surveyors held an index Year on Year.

### **69 Special Expenses Chelmsford Borough Council**

The Clerk had ascertained that 0.96 on a Band D property had been added by Chelmsford Borough Council.

Cllr Whiteing would ask questions through the Chelmsford District Association of Parish Councils at their Annual General Meeting.

RESOLVED: that Cllr Whiteing would raise the matter at the Chelmsford District Association of Local Councils.

### **70 Matters for Report**

A request was made to update the Financial Regulations this had only been completed recently and was not to be pursued.

### **71 Dates of Next Meetings**

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

### **72 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.

### **73 DCA**

The Danbury Community Association was now only meeting quarterly so there was no paperwork. Notification of the Annual General Meeting was still awaited.  
RESOLVED: that the information be noted.

### **74 Staff**

#### **74.1 Assistant Clerk Vacancy**

As reported at Parish Council held on 29<sup>th</sup> July, 2009 the Assistant Clerk Facilities had resigned and had left the Council's employment during August. The vacancy had been advertised in the Journal and the Contact magazine and also on the web site. Some discussion took place as to whether the advertisement should have already gone out. It was explained that if it had not gone out then the next opportunity would have been November and that to advertise in the Essex Chronicle was extremely expensive. A good response had been received and the closing date was Friday 25<sup>th</sup> September, 2009. It was hoped to hold the job interviews on Wednesday 14<sup>th</sup> October, 2009. Cllr Hawkins agreed to step down from the interviews. Therefore the interview panel would be Cllrs Berlyn and Wood together with the Clerk.

RESOLVED: that the above information be noted.

#### **74.2 Pay Award 2009-2010**

The National Association of Local Councils/Society of Local Clerks Pay Award had come through as 1% with an additional days holiday for staff under 5 years service.

Members agreed with 1 abstention that the rise should be put into effect backdated from 1<sup>st</sup> April, 2009.

RESOLVED: that the Pay Award be put into effect.

#### **74.3 Glasses**

The Clerk requested that the Parish Council pay £50.00 towards her glasses as previously agreed by Parish Council.

RESOLVED: that Clerk be paid £50.00 towards her glasses.

**75 Three Year Forecast**

The three year forecast had now been to all committees except Environment. Members wished air conditioning taken off. Resources also needed to be added with items such as Elections and IT Capital. The Slitter tynes and also the vacuum blower could be purchased in this year’s budget. To request from the DCA what items they think would be required within the next 3 years. Consideration then can be given to responsibility. Discussion took place regarding putting high medium and low against items but this was not finalised.

RESOLVED: that a) the slitter tynes and the vacuum blower be purchased this year  
b) request DCA for items that would be required in the next 3 years.

**76 Royal British Legion**

The Clerk informed the meeting that the 5 Year Electrical Certificate had been completed on Wednesday 9<sup>th</sup> September, 2009. A copy of the certificate was awaited. A formal reply had been received from the Royal British Legion which would be received at Full Parish Council on 30<sup>th</sup> September, 2009.

RESOLVED: that the Clerk the information be noted and a copy of the certificate received as soon as possible.

There being no further business the meeting closed at 10.00 p.m..

Cllr D Whiteing, Chairman

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Signed

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Date