



RESOURCES COMMITTEE

Minutes of the meeting of the held on Wednesday 28th October, 2009 at the Parish Office

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

In attendance: Clerk to the Council

77 Apologies for Absence

Apologies from Cllr S Berlyn were received and duly accepted.

78 Declarations of Interest

There were no declarations of interest.

79 Public Question Time

No Members of the Public were present.

80 Minutes of the Meeting held on 22nd September 2009

RESOLVED: that the Minutes of the Meeting held on 22nd September, 2009 with the alteration of the date from the 23rd September, 2009 be approved and signed as a correct record.

81 Financial Documents

81.1 Approval of payments from 22nd September, 2009 until the date of meeting

16.10.2009 Petty should read cheque number 105568

Cheque number 105565 was cancelled

Next meeting to confirm amounts for the Bowling Club and Danbury Mission for allowing use of their facilities.

RESOLVED: that the payments are approved from 22nd September, 2009 to the date of the meeting with the above alterations. (See Appendix I)

81.2 Reconciliation sheet to 30th September, 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.

81.3 Debtors more than 3 months

There were none.

81.4 Earmarked Reserves

Members looked at the earmarked reserves. In future this Agenda item would read Earmarked Reserves/Budgets.

RESOLVED: that this item in future be amended to Earmarked Reserves/Budgets.

81.5 Re-investment of Bond

£30,000 has been placed in a Barclays Treasury Account from Instant Access Savings Account at a rate of 1.1% on a six month bond from October 2010.

RESOLVED: that the information be noted.

81.6 Grants Working Party

This had been organised for Thursday 12th November, 2009 at 10.00 a.m. at the Parish Office

RESOLVED: that the information be noted

81.7 Preliminary Budget for Resources Committee for 2009 – 2010

The budget for Resources would not be finalised until the next meeting as the Grants Working Party had not met. Members went through each item with careful thought and the preliminary budget is attached to these Minutes.

RESOLVED: that the Budget Sheet is taken to the next Resources Meeting when the Precept recommendation is put together.

82 Request for Additional Funding

There were no requests.

83 External Audit 2008 – 2009

One item had been noted by the External Auditor – the regime of checking on the Internal Audit process. The Clerk would write a report for a future meeting. Also to check with the Internal Auditor who was visiting the offices on Thursday 5th November, 2009.

RESOLVED: that the Clerk writes a report for a future meeting.

84 Computer System

The Back-Up system had been purchased. It only covers the data. USP Batteries have also been purchased

RESOLVED: that the information be noted.

85 EALC Programme of Training Courses for 2010

The Clerk had circulated the Programme for 2010. Any councillors were to contact the Clerk if they were interested in any of the courses. One member requested information on the Advanced Councillor Training Course. The Clerk would ascertain this information.

RESOLVED: that the Clerk ascertains the information for the Advanced Councillor Training Course for the next meeting.

86 Bad Debt Policy

A request had been made for information to the NALC Solicitor via the EALC regarding the Late Payment Act.

RESOLVED: that the information be noted.

87 Revaluation of Properties

The Clerk had written to Michael Keenan on this point. This item would be discussed at the next meeting.

RESOLVED: that this item be discussed at the next meeting.

88 Special Expenses Chelmsford Borough Council

Cllr Whiteing had attended the Annual General Meeting of the Association of Chelmsford Parish Councils and it was felt that the changes in Special Expenses should not make any difference to Danbury.

RESOLVED: that the information be noted.

89 Dates of Next Meetings

Wednesday 18th November, Tuesday 15th December

80 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.

81 DCA

The Danbury Community Association was now only meeting quarterly so there was no paperwork. Notification of the Annual General Meeting was still awaited. The next quarterly meeting with the Parish Council had been postponed until 6th November, 2009 due to the Treasurer having an operation.

RESOLVED: that the information be noted.

82 Staff

Maria Dyer has been appointed to the post of Assistant Clerk from 1st November, 2009 on Scale Point 17 pro rata for 18 hours per week. The letter of appointment has been sent subject to references. The contract will follow.

RESOLVED: that Maria Dyer be appointed as Assistant Clerk as above.

83 Three Year Forecast

Members wished a heading Resources be added with Elections and It Capital.

RESOLVED: that the Clerk alter the document.

84 Royal British Legion

The meeting the Royal British Legion had been held and would be taken through the Leases Working Group to Parish Council at the end of November.

RESOLVED: that the Clerk the information be noted. A copy of the five year electrical certificate had been received.

There being no further business the meeting closed at 10.05 p.m..

Cllr D Whiteing, Chairman

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Signed

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Date