

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 15th December, 2009 at the Parish Office

Present: Councillors S. Berlyn (ex officio) D. Hawkins, A. Keeler, D. Powell, M. Wood (ex officio)

In attendance: Clerk to the Council

As both the Chairman and the Vice Chairman of the Committee were unavailable for the meeting. Cllr Berlyn, Chairman of the Council was unanimously elected as Chairman of the Resources Committee for this meeting.

105 Apologies for Absence

Apologies from Cllrs Clacy and Whiteing were duly accepted.

106 Declarations of Interest

There were no declarations of interest.

107 Public Question Time

No Members of the Public were present.

108 Minutes of the Meeting held on 18th November, 2009

RESOLVED: that the Minutes of the Meeting held on 18th November, 2009 be approved and signed as a correct record.

109 Financial Documents

109.1 Approval of payments from 18th November, 2009 until the date of meeting

RESOLVED: that the payments are approved from 18th November, 2009 to the date of the meeting. (See Appendix I)

109.2 Reconciliation sheet to 30th November, 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.

109.3 Debtors more than 3 months

There were none.

109.4 Receipts

(See Appendix III)

109.5 Earmarked Reserves/Budgets

Members had no comments on the budgets and earmarked reserves. The Clerk had entered the budgets for next year.

RESOLVED: that the information be noted.

110 Request for Additional Funding

There were no requests.

111 Interim Audit 2009 – 2010

111.1 The Clerk circulated the internal auditor's report there were no actions to be taken. The Clerk and staff were congratulated on the audit.

RESOLVED: that the information be noted.

111.2 Adequate and Effective System of Internal Audit

Members considered the report and updated some items. This report would now be adopted by the Parish Council and would be reviewed annually.

RESOLVED: that Danbury Parish Council adopt the report on the Adequate and Effective System of Internal Audit and review the document annually.

112 Computer System

The spam filter was one used for businesses and covers all Parish Councillors.

RESOLVED: that the information be noted.

113 EALC Training

No further details.

114 Bad Debt Policy

Members considered the Bad Debt Policy and made alterations which would be brought back to the January meeting.

RESOLVED: that the Bad Debt Policy be brought back to the January meeting.

115 Revaluation of Properties

Correspondence had been received from Michael Keenan.

RESOLVED: that the Clerk request from Michael Keenan the names of surveyors and obtain quotations from companies for valuations for insurance purposes.

116 Dates of Next Meetings for 2010

Wednesday 20th January, 24th February, 24th March, 28TH April, 26th May, 23rd June, 21st July, Tuesday 21st September, Wednesday 27th October, 17th November, and Tuesday 14th December.

117 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.

118 DCA

Financial documentation was circulated.

RESOLVED: that the information be noted.

119 Staff

The Office would be closed from Thursday 24th December, 2009 reopening on Monday 4th January, 2010.

RESOLVED: that the information be noted.

120 Royal British Legion

This item had been dealt with by Parish Council. The Clerk was trying to arrange a meeting early in the new year to progress the lease.

RESOLVED: that the Clerk the information be noted.

There being no further business the meeting closed at 8.55 p.m.

Cllr S. Berlyn, Chairman

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Signed

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Date