

## DANBURY PARISH COUNCIL

*A Quality Council*



## RESOURCES COMMITTEE

### Minutes of the meeting held on 24<sup>th</sup> March 2010 at the Parish Office

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

In attendance: Clerk to the Council  
One Member of the Public

#### **158 Apologies for Absence**

There were none.

#### **159 Declarations of Interest**

There were no declarations of interest.

#### **160 Public Question Time**

The Member of the Public who attended was a prospective councillor and had come to observe the meeting.

#### **161 Minutes of the Meeting held on 24<sup>th</sup> February 2010**

RESOLVED: that the Minutes of the Meeting held on 24<sup>th</sup> February, 2010 be approved and signed as a correct record with inclusion of the above wording on Minute 137 "LIS confirmed we have a single user system with data held on the server." Also Minute 143.2 in the resolution b) the Clerk would write a procedure on this crossing out the word not.

#### **162 Parish Plan Review**

The licence was completed for the Response Plus Service. Everything is on target to go out with the Danbury Times. Cllr Pemberton has increased the number of reviews from 2500 to 3000 which may make the final invoices £100.00 dearer.

The Parish Council has received a cheque for £400 which has been issued by the Rural Community Council from funding made available through the Making the Links on behalf of the Essex County Council. The fund is a contribution towards the cost of refreshing the Parish Plan for Danbury.

RESOLVED: that a) the invoices could be £100.00 dearer.

b) that a letter of thanks be sent to the Rural Community Council for the grant of £400.00

#### **163 Financial Documents**

##### **163.1 Approval of payments from 24<sup>th</sup> February, 2010 until the date of meeting**

The Clerk explained that the projector bulb was now flickering and about to break. A new bulb would be £400.00 a new projector was £500. Members gave authorisation to the Clerk to check the specification of a new projector against the current projector or to purchase a new build to the value of £500.00

RESOLVED: that a) the payments are approved from 24<sup>th</sup> February, 2010 to the date of the meeting. (See Appendix I)  
b) the Clerk was authorised to spend up to £500.00 on either purchasing a new projector or a new bulb depending on the specification of the projector.

### **163.2 Reconciliation sheet to 28<sup>th</sup> February, 2010**

The Clerk had written a document to explain the reconciliation system. The Clerk explained item by item how to check the monies in the bank.  
Cllr Clacy confirmed the monies at the bank were correct from the bank reconciliation sheets and these were the true record and initialled the statements. (Appendix II)

RESOLVED: that a) the information be noted.

### **163.3 Debtors more than 3 months**

There were none.

### **163.4 Receipts**

RESOLVED: that the information be noted.  
(See Appendix III)

### **163.5 Earmarked Reserves/Budgets**

The Clerk should carry out the following virements:  
£900.00 from the Publicity Budget to Earmarked Reserves for the Danbury Leaflet  
£3850 from the Facilities Budget to Earmarked Reserves for the new Mower.  
£1000 from the Chairman's Allowance to the Car Park and Drainage Project in Earmarked Reserves

RESOLVED: that the Clerk completes the above virements.

### **163.6 Precept – Article for Web Site**

Members discussed whether to include an article regarding the Precept on the Parish Council's Web Site. It was decided not to pursue this.

The Chairman of the Council would attend the next Danbury Society Meeting.

RESOLVED: that a) not to write an article.  
b) The Chairman of the Council would attend the next Danbury Society Meeting.

### **164 Request for Additional Funding**

There were no requests.

### **165 Computer System**

This is a permanent item of the Agenda. Nothing further to report.

### **166 EALC Training**

Cllr Freeman attended the Power of Well Being training so the Council now has 12 members with the training again.

Members discussed the training questionnaire. Members wished the Clerk to write back to the EALC requesting more training sessions locally with neighbouring parishes. Also concerns were raised regarding higher prices for Friday training.

Obviously if new Councillors, Members felt that it was acceptable to travel to Dunmow.

The Chairman had found the Chairman's Training very good and thought it a good idea for other Chairmen of Committees attend the training as finances permitted.

RESOLVED: that a) the information be noted.  
b) the Clerk contact the EALC with this information.

### **167 Revaluation of Properties**

The Surveyor has completed his visit to all the properties on the site. He will divide the buildings and fixture and fittings into two categories. The report is awaited.

RESOLVED: that the information is noted.

### **168 Audit and Risk Assessment Day**

A report was circulated. The Clerk highlighted the following areas:

If Members had declared an interest in an item in another committee which warranted expenditure. They should also declare the interest in the financial committee.

The Checking of bank statements should be rotated amongst the Members and the bank statements and reconciliation should be initialled.

The statements for standing orders plus the Business Card should all be initialled by Members. At present it is still not legal to have a credit card.

There should be a method for payments through from the budget, to authority to purchase, authority to pay.

The Internal Auditor will test check control systems. They will also give a report to the Council. They are not there to check the end of year figures.

If a challenge is made to the external auditor a fee might have to be paid by the Council depending on what the challenge is.

Parish Councils are governed by the Governance and Accountability for Local Councils Practitioners Guide 2008.

The investment business is very complicated at the current time. The higher the risk the higher the rate of return. Public Works Loans are currently cheap. Spreading the risk can be useful. Should think carefully about this as the returns are lower. Parish Councils are not covered by the £50,000 guarantee. The Secretary of State is about to issue new guidance regarding Security Liquidity and Yield.

If you are using the Power of Well Being a reason should be included.

Employees should have a contract of employment. Payroll should be verified. It is unlawful to put someone on gardening leave – pay with no work.

Must resolve to "Instruct signatories to sign cheques – under payments".

Insure - Public Liability Fidelity Guarantee Assets and Legal costs.

Delegate – pass on risks to a contractor.

Members also asked further questions which the Clerk answered.

RESOLVED: a) to implement the rotation of Councillors signing the reconciliation sheet and

b) to request councillors to sign regarding Business Card Statements

### **169 Matters for Report**

There were none.

### **170 Dates of Next Meetings for 2010**

28<sup>TH</sup> April, 26<sup>th</sup> May, 23<sup>rd</sup> June, 21<sup>st</sup> July, Tuesday 21<sup>st</sup> September, Wednesday 27<sup>th</sup> October, 17<sup>th</sup> November, and Tuesday 14<sup>th</sup> December.

### **171 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.

### **172 DCA**

Financial paperwork was circulated to the meeting.

RESOLVED: that the information be noted.

### **173 Staff**

Holiday

The Groundsman had completed his holiday. The Assistant Clerk would be take 1 week commencing 12<sup>th</sup> April, 2010. The Clerk would be taking the four days after Easter from 6<sup>th</sup> April, 2010 this would leave 2 hours. The Assistant Clerk Planning had 20 hours left to take. Members thought that she should be urged to take the time off as soon as possible.

Staff should try and take all their time off before the end of the year.

RESOLVED: that the information be noted.

### **b) Staff Pay Review Procedure**

This item had been placed on the Agenda at the request of Cllr Clacy. Due to the timescale of receiving the request only on the day of the Agenda it was insufficient time to prepare a report. The item would be placed on the May Agenda when the new Chairmen are in place. The Clerk requested that the Members inform her of the questions they would like answered.

RESOLVED: that a) this item be dealt with at the May meeting.

b) all Members were requested to inform the Clerk of the questions that they would like answered.

**174 Royal British Legion**

The Council's solicitor had been requested to draw up a lease. The British Legion is obtaining prices for works to the British Legion Hut.

RESOLVED: that the information be noted.

There being no further business the meeting closed at 9.45 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date