

# DANBURY PARISH COUNCIL

*A Quality Council*



## RESOURCES COMMITTEE

### Minutes of the meeting of the held on 21<sup>st</sup> July 2010 at the Parish Office

Present: Councillors S. Berlyn (ex officio), A. Keeler, D. Whiteing (Chairman)

In attendance: Clerk to the Council

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

Apologies were received and accepted from Cllrs H Clacy, S Freeman, D Powell and M Wood.

#### **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, 2010**

RESOLVED: that the Minutes of the Meeting held on 23<sup>rd</sup> June, 2010 be approved and signed as a correct record.

#### **44 Financial Documents**

##### **44.1 Approval of payments from 23<sup>rd</sup> June, 2010 until the date of meeting**

RESOLVED: that the payments were approved from 23<sup>rd</sup> June, 2010 to the date of the meeting. (See Appendix I)

##### **44.2 Reconciliation sheet to 30<sup>th</sup> June, 2010**

Cllr Whiteing 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 the information be noted.

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

There were none.

##### **44.4 Receipts**

Receipts were circulated for June. (Appendix III)

RESOLVED: that the information be noted.

##### **44.5 Earmarked Reserves/Budget**

This document was not circulated at this meeting.

#### **45 Signatories**

Confirmation had been received from the Bank that the new mandate had been completed.

RESOLVED: that the information be noted.

#### **46 Request for Additional Funding**

There were no requests.

#### **47 Information Technology**

The Clerk had managed to contact Ricoh. They could supply a new photocopier (MP C2030AD 20 ppm Black and Colour laser MDF) on a rental agreement of 5 years for a rental charge of £107.40. This included a scanner, sorting facility, A3 facility and colour copying. The price 0.49 pence per copy was cheaper than previously. The price per colour copy was 4.57 pence per copy.

A further company had been approached but they had not come back as they could not supply a competitive price.

Members decided to enter a new five year agreement with Ricoh for the above photocopier.

Additionally, members looked at the two options for a new stand alone printer. Firstly to purchase a desk top printer at the price of £195 plus VAT with a 3 year on site maintenance with swap out from HP available at £50.00 and secondly to rent a desk top printer for five years at a rental of £16.49 per quarter. Copies would be charge at 6.98 pence per copy and black and white at 1.11 price per copy this machine would only be used as a back up if the main photocopier went wrong.

Members decided to rent the desk top printer which had a scan and colour facility. This was due to the price of cartridges.

Cllr Berlyn proposed that the Parish Council enter into a new five year agreement with Ricoh for the photocopier and also to enter into a five year agreement for a stand alone printer. This was seconded by Cllr Keeler and unanimously agreed.

RESOLVED: that the Parish Council enter into a new five year rental agreement with Ricoh for a new photocopier as above and also for a new five year rental agreement for a stand alone printer both products to be networked. Provision was made of 1 hour of the It Support Company time at £45.00 if Ricoh could not connect new machines.

#### **48 EALC Training**

Cllrs Mrs Burton and Mrs Chapman were attending the roles and responsibilities course in September.

RESOLVED: that the information be noted.

## **49 Insurance**

### **49.1 Reparation Workers**

Confirmation had been received from the Essex County Council that the Reparation Workers were covered by their Insurance Policy whilst on site and completing works on behalf of the Parish Council had been received.

RESOLVED: that the information be noted.

### **49.2 Insurance Documentation**

This had now been received and the alterations made. The new sum for the insurance was £10,176.90 and £187.71 for the terrorism policy.

Extra sections had been added on the following items:

Public Liability Environmental Clean Up Costs

Corporate Manslaughter and Corporate Homicide Act 2007 – new section added

Exemption of Legionella

RESOLVED: that the information be noted.

## **50 Financial Regulations**

A meeting had to be arranged with the Standing Orders Working Party to progress this item.

RESOLVED: that the information be noted.

## **51 Matters for Report**

There were no matters for report.

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

Tuesday 21<sup>st</sup> September, Wednesday 27<sup>th</sup> October, 17<sup>th</sup> November, and Tuesday 14<sup>th</sup> December.

## **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**

A document was circulated from the Treasurer/ Secretary of the DCA.

Members wished to thank the DCA for all their efforts and to confirm that the Parish Council would continue to monitor the financial status. Any alterations to the Lease would have to be dealt with by Parish Council.

RESOLVED: that the clerk write to the DCA as above.

## **55 Staff**

### **55.1 Staff Pay Review Procedure**

This item was to be brought to the September Resources Committee Meeting.

**55.2 Local Government Pay 2010/2011 and 2011/12**

2010 – 2011 “No increase” from the employers remains unchanged.

2011 – 2012 Employers to negotiate with the trade unions and the NJC with a view to reaching an agreement before the settlement date 1<sup>st</sup> April, 2011.

RESOLVED: that the information be noted.

**56 Three Year Forecast/Strategic Plan**

The Chairman of the Council had not had time to go through the document to itemise points for a strategic plan for the Council.

A list of items had been received from the DCA. It was felt that these items should be dealt with through the Facilities Committee.

RESOLVED: that the Facilities Committee dealt with the items from the DCA,

There being no further business the meeting closed at 8.50 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date