



## Danbury Parish Council

Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ

Tel: 01245 225111

[parish.council@danbury-essex.gov.uk](mailto:parish.council@danbury-essex.gov.uk)

24 January 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the **Resources Committee** meeting of the Danbury Parish Council. The meeting will be held at the Parish Office, on **Tuesday 30 January 2024** commencing at **6.30pm**.

Yours sincerely

*Michelle Harper*

Ms M Harper  
Clerk to Danbury Parish Council

Distribution: Members of Resources Committee as follows -

Councillors: S Berlyn, A Chapman, G Chapman, P Churchouse, M Hessing, N Orange and P Sutton

# AGENDA

## **23/24.90      Apologies for absence**

## **23/24.91      Declarations of Interest**

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

## **23/24.92      Public Question Time**

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

## **23/24.93      To approve Minutes of the Resources Committee meeting held 11 December 2023**

To approve the minutes of the Resources Committee meeting held on 11 December 2023

## **23/24.94      Actions from the Minutes**

To note actions (Appendix 1)

## **23/24.95      To receive financial report**

### **23/24.95.1      Receipts and Payments**

To note Parish Council receipts from 23 November 2023 to 30 January 2024 (Appendix 2 – updated copy to be provided at the meeting)

To note receipts Danbury Leisure Centre receipts from 23 November 2023 to 30 January 2024 (Appendix 2a - updated copy to be provided at the meeting)

23/24.95.2      To approve Parish Council invoices and direct debits from 23 November 2023 to 30 January 2024 (Appendix 3 - updated copy to be provided at the meeting)

23/24.95.3      To approve Danbury Leisure Centre invoices and direct debits from 23 November 2023 to 30 January 2024 (Appendix 3a - updated copy to be provided at the meeting)

### **23/24.95.4      Reconciliation**

To approve the bank reconciliations for December 2023

### **23/24.95.5      Budget sheets / Earmarked Reserves**

To receive the Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2024 (Appendix 4)

### **23/24.95.6      Transfer of monies**

Nothing to report

### **23/24.95.7      Debtors more than 3 months**

Nothing to report

### **23/24.95.8      On Line Banking**

To note that Clerk undertaking change in signatories

### **23/24.95.9      End of Year – Scribe Accounting**

To consider Scribe Accounting to carry out an end of year health check for £79.00 to ensure the 2023/24 accounts are closed and the 2024/25 accounts are set up correctly

**23/24.96 Continued use of DD and SO**

To agree the continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries, Information Commissioners Office and IT Support be recommended to Parish Council at the next meeting on 31 January 2024

*Recommendation – that the continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries, Information Commissioners Office and IT Support be recommended to Parish Council*

**23/24.97 Interim Internal Audit Report**

To receive the interim Internal Audit Report (Appendix 5)

**23/24.98 Recommendation from Grant Working Party**

To consider the following recommendations from the Grant Working Party:

Tennis Club	£250.00
Danbury Players	£500.00
St Johns Church	£1,750.00

**23/24.99 Budget 2024/25**

To consider the Committee budget proposals for 2024/25 (Appendix 6)

**23/24.100 Community Communication and Danbury Times**

Committee to highlight any issues they believe residents should be made aware of or should feature in the Danbury Times.

**23/24.101 Matters for Report (for information only)**

To note information

**23/24.102 Exclusion of Press and Public**

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw

**23/24.103 Update on employment matters**

To receive an update with respect to ongoing employment matters

**23/24.104 Dates of next meeting**

Wednesday 28 February 2024 to be held at 7.30pm