



## Danbury Parish Council

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17 May 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the extra ordinary Resources Committee meeting of the Danbury Parish Council. The meeting will be held at the **Parish Office**, on **Wednesday 25 May 2022** commencing at **7.30pm**.

Yours sincerely

Ms M Harper  
Clerk to Danbury Parish Council

Distribution: Members of Resources Committee as follows -

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

# AGENDA

## **22/23.1 Election of Chairman for 2022/2023**

To elect Chairman of Resources Committee

## **22/23.2 Election of Vice Chairman for 2022/2023**

To elect Vice Chairman of Resources Committee

## **22/23.3 Apologies for absence**

To note and accept apologies for absence

## **22/23.4 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. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA

## **22/23.5 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.

## **22/23.6 To approve Minutes of the Resources Committee meeting held 27 April 2022**

To approve the minutes of the Resources Committee meeting held on 27 April 2022

## **22/23.7 Actions from the Minutes**

To note actions (Appendix 1)

## **22/23.8 To receive financial report**

22/23.8.1 Receipts

To note receipts from 28 April 2022 to 25 May 2022 (Appendix 2– updated report will be provided at the meeting)

22/23.8.2 Payments

To approve invoices and direct debits from 28 April 2022 to 25 May 2022 (Appendix 3 – updated report will be provided at the meeting)

*Recommendation – that the invoices and direct debits from 28 April 2022 to 25 May 2022 are approved*

22/23.8.3 Reconciliation

To note that as previously discussed, payments and receipts are not being uploaded into the Rialtus System until the financial management system for the Sports & Social Centre are confirmed as all the coding the Rialtus system will need to be reset. Financial Regulations 2.2 state that bank reconciliations will be carried out at least quarterly, therefore it is anticipated that these will be available for the Resources meeting to be held in July 2022

22/23.8.4 Budget sheets / Earmarked Reserves

To note Earmarked Reserves (Appendix 5) and the Budget Sheets with estimated income and expenditure to 31 March 2023 (Appendix 6)

22/23.8.5 Insurance Claim Log

Nothing to report

22/23.8.6 Virement of monies

Nothing to report

22/23.8.7 Debtors more than 3 months

Nothing to report

22/23.8.8 On Line Banking

To note Cllr Berlyn's access to the system has been reinstated

### **22/23.9 Funding Request from other Committees**

To consider the request from Community Engagement and Health & Wellbeing Committee for additional funding for a Jubilee Bench to commemorate the Queen's Platinum Jubilee to be sited at Eves Corner as a replacement for an older damaged bench. The cost of the bench will be £1,380.00; this is £1,130 for a five-foot bench with shipping and there will be an additional cost of around £250 for installation.

### **22/23.10 Community Engagement**

Committee to highlight any issues they believe residents should be made aware of.

### **22/23.11 Matters for Report (for information only)**

To note information

### **22/23.12 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

*Recommendation – to exclude the press and public to consider matters of a contractual nature*

### **22/23.13 Staffing**

To consider staffing issues – report to be made at the meeting

### **22/23.14 Dates of next meeting**

Wednesday 15 June May 2022 to be held at 7.30pm