



## 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)

25 November 2022

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 **Wednesday 30 November 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, and N Orange

# AGENDA

## **22/23.60 Election of Chairman**

To elect a Chairman of the Resources Committee

## **22/23.61 Election of a Vice Chairman**

To elect a Vice Chairman of the Resources Committee

## **22/23.62 Apologies for absence**

To note and accept apologies for absence

## **22/23.63 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

## **22/23.64 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.

## **22/23.65 To approve Minutes of the Resources Committee meeting held 26 October 2022**

To approve the minutes of the Resources Committee meeting held on 26 October 2022

## **22/23.66 Actions from the Minutes**

To note actions (Appendix 1)

## **22/23.67 To receive financial report**

22/23.67.1 Receipts

To note Parish Council receipts from 27 October to 30 November 2022 (Appendix 2– updated report will be provided at the meeting)

To note receipts Danbury Leisure Centre receipts from 27 October to 30 November 2022 (Appendix 2a– updated report will be provided at the meeting)

22/23.67.2 Payments

22/23.67.2.1 To approve Parish Council invoices and direct debits from 27 October to 30 November 2022 (Appendix 3– updated report will be provided at the meeting)

*Recommendation – that the invoices and direct debits from 27 October to 30 November 2022 are approved*

22/23.67.2.2 To approve Danbury Leisure Centre invoices and direct debits from 27 October to 30 November 2022 (Appendix 3a– updated report will be provided at the meeting)

*Recommendation – that the invoices and direct debits from 27 October to 30 November 2022 are approved*

22/23.67.3 Reconciliation

To approve the bank reconciliations from October 2022 (Appendix 4)

*Recommendation – that the reconciliations from October 2022 are approved*

22/23.67.4 Budget sheets / Earmarked Reserves

To note the Earmarked Reserves and the Budget Sheets with estimated income and expenditure to 31 March 2023 –

22/23.67.5 Transfer of monies

Nothing to report

22/23.67.6 Debtors more than 3 months

Nothing to report

22/23.67.7 On Line Banking

Nothing to report

**22/23.68 Staffing over the Christmas period**

To consider and agree granting the Parish Office staff an additional day leave to be taken on 30 December 2022 and that the two days additional contractual leave be taken on 28 and 29 December 2022.

**22/23.69 Precept Recommendation 2023/2024**

To consider and agree the budgets proposed by all Committees and recommend a precept figure to Parish Council at the meeting on 7 December 2022

**22/23.70 Community Communication**

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

**22/23.71 Matters for Report (for information only)**

To note information

**22/23.72 Dates of next meeting**

Wednesday 21 December 2022 to be held at 7.30pm