



Danbury Parish Council

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

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24 May 2023

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 31 May 2023** commencing at **7.30pm**.

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, N Orange and P Sutton

AGENDA

23/24.01 Election of Chair

To elect Chair of the Committee

23/24.02 Election of Vice Chair

To elect Vice Chair of the Committee

23/24.03 Apologies for absence

23/24.04 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.

23/24.05 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.

23/24.06 To approve Minutes of the Resources Committee meeting held 26 April 2023

To approve the minutes of the Resources Committee meeting held on 26 April 2023

23/24.07 Actions from the Minutes

To note actions (Appendix 1)

23/24.08 To receive financial report

23/24.08.1 Receipts

To note Parish Council receipts from 27 April to 31 May 2023 (Appendix 2)

To note receipts Danbury Leisure Centre receipts from 27 April to 31 May 2023 (Appendix 3)

23/24.08.2 To approve Parish Council invoices and direct debits from 27 April to 31 May 2023 (Appendix 2a)

23/24.08.3 To approve Danbury Leisure Centre invoices and direct debits from 27 April to 31 May 2023 (Appendix 3a)

23/24.08.4 Reconciliation

To approve the bank reconciliations for April 2023 (Appendix 4)

23/24.08.5 Budget sheets / Earmarked Reserves

To note the Earmarked Reserves and the Budget Sheets with income and expenditure to 31 March 2024 will be available at the next meeting

23/24.08.6 Transfer of monies

Nothing to report

23/24.08.7 Debtors more than 3 months

Nothing to report

23/24.08.8 On Line Banking

To consider and agree the signatories on the banking mandate

23/24.09 Staff Training

To consider the Clerk request to attend the Society of Local Council Clerks Essex Training and Networking event on Wednesday 7 June at a cost of £25.00

23/24.10 Change of accounting systems

To consider changing the accounting systems from Rialtus to Scribe (Appendix 5)

23/24.11 Staffing Sub Committee

To consider and agree membership of the Staffing Sub Committee

23/24.12 Barclays Bank Charges

To note that the period of free banking with Barclays ends on 13 July 2023 and discuss any alternatives

<i>Barclays Costs</i>	<i>Electronic payments</i>	<i>free</i>
	<i>Cash payments</i>	<i>£1.50 per £100.00</i>
	<i>Cheque payments</i>	<i>£1.50</i>
	<i>ATM Cash</i>	<i>free</i>
	<i>Electronic transfers</i>	<i>free</i>
	<i>Monthly fee</i>	<i>£8.50</i>

23/24.13 Request from Environment Committee

To consider the request from the Environment Committee for £545.00 for 2,000 Footpath Maps to be printed

23/24.14 Community Communication

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

23/24.15 Matters for Report (for information only)

To note information

23/24.16 Dates of next meeting

Wednesday 26 April 2023 to be held at 7.30pm

23/24.17 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 personnel nature

23/24.18 Staffing

To receive an update on outstanding legal and regulatory matters