



## Danbury Parish Council

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

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5 August 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the **Sports & Social Sub Committee** meeting of the Danbury Parish Council. The meeting will be held at the **Parish Office, Main Road, Danbury on Thursday 11 August commencing at 7.30 pm.**

Yours sincerely

Ms M Harper  
Clerk to Danbury Parish Council

Distribution: Members of Committee as follows:

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

# AGENDA

## **22/23.43 Apologies for absence**

## **22/23.44 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.

## **22/23.45 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.

## **22/23.45 To approve Minutes of the Sports & Social Sub Committee meeting held 7 June, 15 June and 26 July 2022**

To approve the minutes of the Sports & Social Sub Committee meeting held 7 June, 15 June and 26 July 2022

## **23/23.46 IT and Website Systems proposals**

To receive a verbal update from the Clerk

## **22/23.36 Licencing and bar services**

To receive a verbal update from the Clerk

## **22/23.47 Booking, Management Information and Finance System proposal**

22/23.47.1 To consider an internal audit to be carried out in September 2022 by our internal auditors, Auditing Solutions – cost be to be tabled at the meeting

22/23.47.2 To consider DCK Accounting to carry out a VAT review - cost be to be tabled at the meeting

22/23.47.3 To note that we are using Barclays for the PDQ system

## **22/23.48 Contracts**

To receive a verbal update from the Clerk

## **22/23.49 Matters for Report (for information only)**

To note information

## **22/23.50 Dates of next meeting**

To be agreed

## **22/23.51 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*

## **22/23.52 Gym agreement**

To receive a verbal update from the Clerk

## **22/23.53 End of Tenancy**

To receive a verbal update from the Clerk

**22/23.54 Budgets and Forecasting**

To receive a verbal update from the Clerk

**22/23.55 Transfer of Undertaking**

To consider the report from the Clerk in relation to the Transfer of Undertaking (Appendix 2)