

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 18th November, 2015, at the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors A. Allen, S. Berlyn ,G.. Gardiner, Mrs B Hallett
 B.Kennewell, (Chairman of the Committee)
 M. Wood

In attendance: Clerk Mrs M Saunders

71 Apologies for Absence

Apologies were received and accepted from Cllr Mrs A Chapman...

72 Declarations of Interest

None were declared.

73 Public Question Time

No Members of the Public were present.

74 Minutes of the Meeting held on 28th October, 2015.

RESOLVED: that the Minutes of the Meeting held on 28th October,2015 be approved and signed as a correct record..

75 Financial Documents

75.1 Approval of payments from 28th October 2015 until the date of meeting
It was requested that the HM Revenue and Customs cheque be paid on – line. The Clerk would commence this at the start of the new financial year in April, 2016.
RESOLVED: that a) the payments were approved from 28th October,2015 until the date of the meeting in the sum of £36,402.20 The November payments to be ratified by Cllr Kennewell on Thursday 19th October, 2015. (Appendix I)
b) The clerk would investigate paying HM Revenue and Customs on line.

76.2. Reconciliation sheet to 31st August, 2015

Cllr Mrs B Hallett confirmed that the monies at the bank were correct from the bank reconciliation sheets and these were the true record and initialled the statements for the 31st October, 2015..

RESOLVED: that all Monies were correct at bank. (Appendix ii)

76.3 Debtors more than 3 months

There were none at present..

RESOLVED: that the information be noted.

76.4 Receipts

These were circulated for October, 2015 See (Appendix iii).

RESOLVED: that this information be noted.

76.5 On Line Banking

No further update.

RESOLVED: that the information be noted.

76.6 Precept Figures for 2016 - 2017 to go to Parish Council for ratification.

Members discussed the Precept for 2016 – 2017.

£2,000 had been set aside by the Environment Committee for bus shelters.

Members decided to take this out of the Environment budget and request the Chairman of Environment to request to earmark monies for bus shelters at the end of the year which could be taken from General Reserves. The DCA income was altered from £12,000 to £13,000. This made a total precept figure of £189,735 to request Parish Council to ratify.

Members unanimously agreed to request the Parish Council for a precept figure of £189,735.

RECOMMENDED: that the Parish Council is requested to put forward to the City Council a Precept Figure of £189,735 .

76.7 Current Budget (the current budget was used when putting together the Precept Request for Parish Council as above)

77 Requests from Committees for Additional Funding

Further to Minute 107 of the Planning Committee held on 16th November, 2015 requesting £5,000 to be taken from Reserves for the Neighbourhood Plan Project.

Members had a full discussion regarding this request. At the present the Parish ~Council did not know the costs involved and no decision had been made by Council to go ahead with a Neighbourhood Plan. The RCCE had been requested to come and speak with the Parish Council about how to go about completing a Neighbourhood Plan. It was possible that funds could be raised over 2 – 3 years and also that there may be some Grant Funding for the Project. It was decided to defer a decision on this request until it was known the costs involved.

RESOLVED: that this request be left in abeyance until after the RCCE had given its presentation and the Parish Council had agreed to go forward with the Neighbourhood Plan.

78 Information Technology

78.1 Report from Lodge Information Systems.

Members discussed the three parts of information technology which will require updating. Members unanimously agreed to upgrade the Broadband to fibre Optic at a monthly charge of £35.00 per month plus VAT and to sign a contract for 18 months. This would make the works to provide the upgrade “free of charge”. This would give 80 Mbps down and 20 Mbps up.

Members had concerns regarding going over to the Cloud for storing information and therefore did not make a decision about this part. The clerk also read an email received from the Vice Chairman of the Council who had concerns regarding the Cloud.

The third item was the telephones and this part could not be put in place without the new system being put in place. Therefore this was left in abeyance at the moment until a decision had been reached regarding the Server or the Cloud.

RESOLVED: that a) the Broadband be upgraded to Fibre Option at a charge of £35.00 per month plus VAT. The upgrade works are to be carried out "free of charge" as the Parish Council would enter into an 18 months contract.

b) the Clerk was requested to write to Lodge Information System and to ask them to set out the pros and cons of The Cloud against having a new server.

c) the telephone system would be left in abeyance until a decision had been reached regarding the server or the Cloud.

78.2 Website

Sue Lees had been authorised to make all the entries for next year and complete her usual tidy up of the site. She would also still provide 2 sets of analytical data one at Christmas time and one in the Summer of 2016.

RESOLVED: that Sue Lees continues to help with the Web site putting all the dates of meetings on and providing analytical data.

79 Training

The Clerk would be attending Risk Assessment Training on Thursday 3rd December, 2015 at a cost of £80.00.

RESOLVED: that the information be noted.

80 Internal Audit

The Clerk read the Internal Audit Report which the Members were pleased with.

The full report was circulated to all Members after the meeting.

The Internal Auditor had no items which required action.

RESOLVED: that the information be noted.

81 Matters for Report

There were none.

82 Dates of Meetings for 2015

Tuesday 15th December. – Members to note that the next meeting is on a Tuesday..

83 Exclusion of Press and Public

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

84 DCA

Next meeting with DCA on Thursday 10th December, 2015.

RESOLVED: that the information be noted.

85 Staff

The Groundsman is still concerned regarding security. at Robins Nest.

RESOLVED: that this information be noted..

The meeting closed at 8.57 p.m.

Cllr B Kennewell Chairman

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Signed

.....
Date

Date: 18/11/2015

Danbury Parish Council 2015/16

Page No: 174

Time: 15:49

Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 8

Payments for Month 8

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/11/2015	Chelmsford City Council	107090	107.10		17.85	4256 401	89.25	New Councillor ID Badges
18/11/2015	H M Reveue & Customs	107091	1,274.76			4411 405	1,274.76	Tax and NI Nov 2015
18/11/2015	Bakers of Danbury	107092	390.00		65.00	4240 307	325.00	Bench Repairs
18/11/2015	Door-Check	107093	621.60		103.60	4156 304	518.00	Annual Check
18/11/2015	Complete Construction	107094	1,854.00		309.00	4233 306	1,545.00	DCA Apex
18/11/2015	Barclaycard Business	DDR	59.96		9.99	4156 304	49.97	Hedgehogs
18/11/2015	Barclaycard Business	DDR	51.00		8.50	4166 304	42.50	Supplies Robin
18/11/2015	EON	DDR	47.88		2.28	4105 303	45.60	Electricity Robins Nest
18/11/2015	British Telecom	DDR	77.71		12.95	4266 401	64.76	Telephone
18/11/2015	Lodge Information Systems Ltd	DDR	52.80		8.80	4266 401	44.00	Broadband
18/11/2015	02	DDR	18.00		3.00	4120 303	15.00	Mobile Phone
18/11/2015	Sterling Electrical Contractor	BACS127	247.87		41.31	4233 306	206.56	Lighting
18/11/2015	Chelmsford Plumbing and Heatin	BACS128	21,912.00		3,652.00	4925 901	18,260.00	Second Payment toilets
18/11/2015	Keeble Brothers	BACS129	192.00		32.00	4156 304	160.00	repair to gate
18/11/2015	Rigby Taylor Group	BAQCS130	88.50		14.75	4166 304	73.75	Supplies robin
18/11/2015	Eastern Fire Extinguishers	BACS131	52.80		8.80	4164 306	44.00	New Fire Blanket
18/11/2015	Ailwag Promotions Ltd	BACS132	123.00		20.50	4350 403	102.50	Magnets
18/11/2015	Ernest Does & Sons Ltd	BACS133	683.99		114.00	4172 304	569.99	Hedgecutter and Batteries
18/11/2015	Heelis and Lodge	BACS134	150.00			4252 401	150.00	Internal Audit
18/11/2015	Office Is Limited	BACS135	82.60		13.77	4256 401	68.83	Stationery
18/11/2015	Veolia	BACS136	52.13		8.69	4100 303	43.44	Refuse Collection
18/11/2015	Ecolclean Services	BACS137	208.80		34.80	4010 201	174.00	Bus Shelter cleanir
18/11/2015	CRS Pitchcare	BACS138	360.50			4158 304	360.50	Cricket Monthly Payment
18/11/2015	Danbury Electrical Services Lt	BACS139	372.00		62.00	4233 306	310.00	Fascia Sign re painting
18/11/2015	Danbury Electrical Services Lt	BACS140	70.80		11.80	4156 304	59.00	Defective Light Robins Nest
18/11/2015	Essex Pension Fund	BACS141	1,642.48			4410 405	1,642.48	Pensions November
18/11/2015	Essex Ass of Local Councils	BACS142	230.00			4125 401	160.00	Training Cllrs and staff
						4351 403	70.00	Training Cllrs and staff
18/11/2015	Acumen Wages Service	DDR	4,845.79			4402 405	648.53	Acumen Wages Service
						4401 405	779.72	Acumen Wages Service
						4115 405	6.30	Acumen Wages Service
						4403 405	1,672.53	Acumen Wages Service
						4115 303	39.00	Acumen Wages Service
						4400 405	1,699.71	Acumen Wages Service

Date: 18/11/2015

Danbury Parish Council 2015/16

Page No: 175

Time: 15:49

Cash Book 1

User: MAS

Barclays Current A/c

For Month No : 8

Payments for Month 8

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
8/11/2015	Lodge Information Systems Ltd	BACS143	288.00			4250 401	288.00	Anti spam 12 months
8/11/2015	The Printing Place Limited	BACS144	234.00		39.00	4350 403	195.00	Christmas card
8/11/2015	EON	DDR	10.13		1.69	4063 302	8.44	Elect Lighting Pillar
Total Payments for Month			36,402.20	0.00	4,596.08		31,806.12	
Cash Book Totals			36,402.20	0.00	4,596.08		31,806.12	

Bank Reconciliation Statement as at: 31/10/2015 for Cash Book 1 Barclays Current A/c

APPENDIX II RESOURCES 18.11.2015

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current A/c	30/09/2015	4	34,448.92
			34,448.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
14/10/2015 107084	Danbury Tennis Club	176.00	
20/10/2015 107086	H M Reveue & Customs	1,275.16	
20/10/2015 107087	CPRE	36.00	
26/10/2015 107088	Mrs A Chapman	8.48	
31/10/2015 107085	Poppy Appeal	25.00	
31/10/2015 107089	Poppy Appeal	18.50	
			1,539.14
			32,909.78
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			32,909.78
		Balance per Cash Book is :-	32,909.78
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/10/2015 for Cash Book 3 Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cash in Hand	31/10/2015		156.28
			<hr/> 156.28
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			156.28
<u>Receipts not Banked/Cleared (Plus)</u>			<hr/> 0.00
			156.28
		Balance per Cash Book is :-	156.28
		Difference is :-	0.00

Petty Cash 2015/2016

Date	Details	Voucher No.	Office Supplies	G'mans Supplies	Other	VAT	Gross	Receipts	Balance
									106.96
7.4.15	Milk & toile	1					4.49		102.47
9.4.15	Glue	2					1.49		100.98
17.4.15	Milk	3					0.61		100.37
17.4.15	Cups & bat	4					2.97		97.4
17.4.15	Birthday Ca	5					2		95.4
21.4.15	Spoons	6					2.16		93.24
23.4.15	Supplies	7					15.63		77.61
23.4.15	Memory St	8					10		67.61
23.4.15	Napkins	9					0.99		66.62
29.4.15	Solicitors F	10					5		61.62
29.4.15	Material lo	11					20		41.62
									Sub total
							65.34		
8.5.15	Bins	12					11.98		29.64
13.5.15	Soap	13					2		27.64
14.5.2015,	Toilet Pape	14					6.13		21.51
15.5.2015	Flowers	15					25		-3.49
23.5.2015	Logo	16					30		-33.49
									Sub Total
							75.11		
31.5.2015								150	116.51
2.6.2015	Sweets 50t	17					7.5		109.01
2.6.2015	Coffee etc	18					7.43		101.58
3.6.2015	Train Fare	19					31.8		69.78
10.6.2015	Sandwiche	20					15		54.78
10.6.2015	Food Ecc	21					3.73		51.05
10.6.2015	Phone Case	22					4.99		46.06
10.6.2015	Orange Jui	23					1.3		44.76
11.6.2015	Special Del	24					7.25		37.51
18.6.2015	Supplies	25					7.29		30.22
23.6.2015	Battery Mil	26					3.63		26.59
26.6.2015	Minutes	27					5.4		21.19
26.6.2015	BinBags etc	28					4		17.19
									Sub Total
							99.32		
30.6.2015								150	167.19
7.7.2015	Food JT	29					26.12		141.07
8.7.2015	Sandwiche	30					30		111.07
13.7.2015	Postage TC	31					7.25		103.82
15.7.2015	toilet Rolls	32					3.99		99.83
16.7.2015	Coffee Tea	33					5.52		94.31
23.7.2015	Mugs	34					12		82.31
29.7.2015	Washing up	35					1.05		81.26
							85.93		
4.8.2015	Bags	36					2		79.26
21.8.2015	Supplies	37					9.51		69.75

				150	219.75
			Sub total	11.51	
9.9.2015	Milk	38		0.61	219.14
22.9.2015	Tea Bags	39		2.29	216.85
24.9.2015	Toilet Rolls	40		10.93	205.92
28.9.2015	Parking EAI	41		2.4	203.52
28.9.2015	Alan Keeler	42		5	198.52
			Sub total	21.23	
2.10.2015	Postage	43		1.68	196.84
7.10.2015	Trays	44		5.8	191.04
12.10.2015	Contact Ma	45		3	188.04
20.10.2015	Supplies	46		7.07	180.97
28.10.2015	Travel SB	47		21.2	159.77
29.10.2015	Add key	48		3.49	156.28
				42.24	

Bank Reconciliation Statement as at: 31/10/2015 for Cash Book 6 Nat West Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
30/05/2015	31/10/2015		31,328.39
			<u>31,328.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>31,328.39</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>31,328.39</u>
		Balance per Cash Book is :-	31,328.39
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/10/2015 for Cash Book 8 Business Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Active Business Saver	31/10/2015	19	238,913.57
			<hr/> 238,913.57
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			238,913.57
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			238,913.57
		Balance per Cash Book is :-	238,913.57
		Difference is :-	0.00

Date: 10/11/2015

Danbury Parish Council 2015/16

Page No: 170

Time: 14:53

Cash Book 1

User: MAS

Barclays Current A/c

For Month No : 7

APPENDIX 15m CIV RESOURCES 18-11-2015

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		30,766.53				30,766.53	
Banked on : 13/10/2015		94.20					
15/15/50	Daen Ingus	94.20		15.70	1109 101	78.50	Football
Banked on : 13/10/2015		6,184.24					
VAT	HMRC VAT	6,184.24			105	6,184.24	Vat Reclaim
Banked on : 14/10/2015		47.10					
15/16/51	Danbury Mission	47.10		7.85	1109 101	39.25	Football rent
Banked on : 14/10/2015		665.00					
Aviva	Aviva	665.00			1900 101	665.00	Insurance Monies re break in
Banked on : 14/10/2015		94.20					
100561	William De Ferrers F C	94.20		15.70	1109 101	78.50	Football Rent
Banked on : 18/10/2015		554.40					
14/15/47	Danbury Cricket Club	554.40		92.40	1107 101	462.00	Cricket Club
Banked on : 20/10/2015		33.00					
15/16/53	Woodham Radars	33.00		5.50	1109 101	27.50	Football Rent
Banked on : 26/10/2015		2,150.00					
100563	Heathcote School	2,150.00			1110 101	2,150.00	Rent for 2015 - 2016
Banked on : 26/10/2015		390.00					
100564	Liverpool Victoria Insurance	390.00			1900 101	390.00	Insurance re seat Eves Corne
Banked on : 26/10/2015		20.00					
100567	Postcards	20.00		3.33	1114 101	16.67	Postcard Money
Banked on : 27/10/2015		95.00					
100566	Aviva	95.00			1900 101	95.00	Further Insurance re lock
Banked on : 27/10/2015		3,872.80					
100565	DCA	3,872.80			1108 101	3,872.80	DCA Rent July - Sept 2015
Banked on : 31/10/2015		15.00					
1415/36	Intel	15.00		2.50	1091 101	12.50	Payment Meeting Room
Banked on : 31/10/2015		50.00					
	Poppy Appeal	50.00			4350 403	50.00	Amount enter wrongly agst ch
Total Receipts for Month		14,264.94	0.00	142.98		14,121.96	
Cash Book Totals		45,031.47	0.00	142.98		44,888.49	

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	31,327.36				31,327.36	
	Banked on : 31/10/2015	1.03					
Interest	Nat West		1.03		1090 101	1.03	Resources
Total Receipts for Month		1.03	0.00	0.00		1.03	
Cash Book Totals		<u>31,328.39</u>	<u>0.00</u>	<u>0.00</u>		<u>31,328.39</u>	