

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 24th February, 2016 at the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors S. Berlyn , Mrs A. Chapman, G. Gardiner, Mrs B Hallett
B. Kennewell (Chairman of Committee)
In attendance: Clerk Mrs M Saunders

It was with deepest regret to report that Cllr Wood had passed away.

Cllr Allen had also resigned.

113 Apologies for Absence

There were none.

114 Declarations of Interest

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they knew they had in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they became aware of the interest. They were also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they had not previously notified her about it. Members have dispensations to speak about the DCA and the Precept.

None were declared.

115 Public Question Time

No Members of the Public were present.

116 Minutes of the Meeting held on 20th January, 2016

RESOLVED: that the Minutes of the Meeting held on 20th January, 2016 be approved and signed as a correct record..

117 Financial Documents

117.1 Approval of payments from 20th January, 2016 until the date of meeting in the sum of £20,957.47 The February payments to be ratified by Cllr Kennewell on Thursday 25th February, 2016. (Appendix I)

RESOLVED: that the payments from 20th January, 2016 to the date of the meeting be approved with Cllr Kennewell.

117.2 March Meeting No Finance Meeting for March could be fitted in due to Easter. Councillors available for on line banking will complete March, payments prior to the end of the Month and these will be reported to the April, 2016 Meeting.

117.3. Reconciliation sheet to 31st January, 2016

Cllr Mrs 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 January, 2016..

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

117.4 Debtors more than 3 months

There were none at present..

RESOLVED: that the information be noted.

117.5 Receipts

These were circulated for January, 2016. See (Appendix iii).

RESOLVED: that this information be noted.

117.6 On Line Banking

The Clerk would endeavour to get Cllrs Mrs April Chapman and Cllr Gary Gardiner signed up as dual authorisation for on-line banking.

RESOLVED: that the Clerk endeavoured to get Cllr Mrs April Chapman and Cllr Gary Gardiner signed up as dual authorisation for on-line banking.

117.7 Budgets

These were circulated as of date of the Meeting. The Budgets were to be used in conjunction with organising Earmarked Reserves for next year. (Minute 117.9 refers)

Members to be aware that the toilet budget does show over budget but does not take into account the Section 106 monies - £4247 and the Awards for All £10,000 Grant.

117.8 Precept

Confirmation had been received from Chelmsford City Council that the LCTS grants for 2016 - 2017 had been allowed for with an 18% cut from central government. In reality the City Council's grant was cut by 22%. The City Council intended to stand by the 18% cut as stated prior to Christmas.

Members found it more concerning the second part of this email regarding that the Government have announced their decision to remove the Revenue Support Grant from the Chelmsford City Council moving to a negative grant in future years. The Cabinet have therefore taken the decision to discontinue the LTS grant to parishes in 2017 – 2018 and subsequent years.

Members wished the Clerk to write to the City Council requesting information regarding the Business Rates and whether the sums of money collected for Danbury would be used for the Danbury Parish.

RESOLVED: that the Clerk writes to Chelmsford City Council to request information regarding the Business Rates and whether these will be passed on to Danbury for the year 2017 - 18.

117.9 Monies to earmark for Projects for the Strategic Plan

Members unanimously agreed to earmark the following funds:

£10,000 Drainage
£5,000 Neighbourhood Plan
£2,000 New Equipment
£2,000 Play Equipment
£500 Project Danbury

RESOLVED: that the Clerk puts the new headings in earmarked Reserves £10,000 drainage, £5,000 Neighbourhood Plan, £2,000 Play Equipment, £2,000 New Equipment and £500 for Project Danbury.

117.10 RBS Rialtus will be attending to complete the end of year on Thursday 21st April, 2016.

118. Request for Additional Funding from Committees

None were requested.

119 Information Technology

119.1 Server

Prices for the new Server had been requested Members agreed that that the following costs should be incurred as an upgrade to the present system.

Hardware/Software £1450.00 plus VAT
Dell T130 ~Server with 3 TB of mirrored storage of which 2tb approximately available for data Server 2012 Standard edition with 5 user licences 2 virtual machine licences.
Using existing UPS as newly replaced.

Monthly charges £20 per month plus VAT

Email 4 accounts £5 per month plus VAT

Labour 16 hours x £45.00 £720 plus VAT

Migrate email from old server 3 hours
Server build off site 5 hours
Delivery install and transfer data 8 hours
This transfer should allow the back-up of the entire server for a similar cost as now.

RESOLVED: that the above costs are incurred to upgrade the current server. Local email will no longer be supplied on the server.

120 Risk Assessments

121.1 Members went through the current list of risk assessments. The Risk Assessments had been reviewed by the Groundsman and the Clerk during September, 2015. This was completed annually.

RESOLVED: that Members noted the Risk Assessments.

121.2 Financial Risk Assessment

Members noted that the document was reviewed on 25th February, 2015 Minute 127.6 Resources.

The Insurance contract comes to an end on 30.9. 2016 Came and Company will be researching a new contract on behalf of the Parish Council and information will be taken to Parish Council in July.

The Emergency Business Continuity Plan had been circulated at September Parish Council on pink paper due to the Data Protection of numbers supplied.

Financial Regulations had been reviewed in January, 2016.

122 Training

Cllr Paul Sutton would be attending 2 councillor training sessions in June/July, 2016.

RESOLVED: that the information be noted.

123 Statement of Internal Control

Just one alteration to state that the Internal Auditors had been appointed for 3 years until the end of January 2018.

RESOLVED: that the information be noted and passed to Parish Council for ratification.

124 Adequate and effective system of Internal Audit

Just one alteration on this document The Internal Auditors had been appointed for 3 years until January, 2018.

RESOLVED: that the information be noted and passed to Parish Council for ratification.

125 Building Surveys for Insurance Purposes

The Clerk had sent the buildings survey calculations to the Insurance Company ready for the renewal for 1st October, 2016. A refund was given of £775.29 from the current time until 30th September, 2015 as the Insurance cost of rebuilding had been recalculated This document would need to be looked at again in 2020.

RESOLVED: that the information be noted.

126 Danbury Times

Articles had to be received by 29th February, 2016. Cllr Mrs Chapman was going to put together the Facilities piece.

127 Matters for Report

There were none.

128 Dates of Meetings for 2016

No Meeting in March, Wednesday 27th April, 25th May, Monday 13th June, Parish Council to ratify accounts 29th June, 27th July,
No Meeting in August, 28th September, 26th October, 30th November, Tuesday 13th December

129 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.

130 DCA

Members were informed that the DCA were doing quite well at the moment.

RESOLVED: that the information be noted.

131 Staff

Further to Minute 14 2003 regarding glasses Members unanimously agreed to pay for eye test plus £85.00 towards glasses.

RESOLVED: that the Council pays for eye tests for computer work and £85.00 towards glasses. .

The meeting closed at 9.15 p.m.

Cllr B Kennewell Chairman

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Signed

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Date

Date: 24/02/2016

Danbury Parish Council 2015/16

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Cash Book 1

User : MAS

APPENDIX I RECEIPTS 24.2.2016

Barclays Current A/c

For Month No : 11

Payments for Month 11

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
10/02/2016	Door-Check	107104	468.00		78.00	4233 306	390.00	Payment for works to doors DCA
10/02/2016	Complete Construction	107105	1,530.00		255.00	4233 306	1,275.00	Ladies changing room re fire
10/02/2016	British Telecom	DDR	74.52		12.42	4266 401	62.10	Telephone
10/02/2016	Lodge Information Systems Ltd	DDR	58.80		9.80	4266 401	49.00	Broadband
10/02/2016	EON	DDR	77.90		3.71	4105 303	74.19	Tractor Shed electric
10/02/2016	EON	DDR	9.86		0.47	4063 302	9.39	Lighting Pillar
10/02/2016	02	DDR	18.00		3.00	4120 303	15.00	Mobile Phone
10/02/2016	Public Works Loan Board	DDR	4,433.83			4445 406	3,000.50	Car Park
						4445 406	1,433.33	Robins Nest
10/02/2016	Barclaycard Business	DDR	31.50			4272 401	31.50	Stamps
10/02/2016	Ricoh UK Limited	BACS176	303.39		50.56	4274 401	252.83	Photocopier and Printer
10/02/2016	Danes of Colchester Ltd	BACS177	4.50		0.75	4135 303	3.75	Overall Cleaning
10/02/2016	Essex Ass of Local Councils	BACS178	127.00			4125 401	127.00	End of Year and Procurement
10/02/2016	Office Is Limited	BACS179	41.21		6.87	4256 401	34.34	Stationery
10/02/2016	The Printing Place Limited	BACS180	320.00			4910 901	320.00	Danbury Leaflet
10/02/2016	Upstairs Downstairs Ltd	BACS181	144.00		24.00	4270 401	120.00	Office cleaning
10/02/2016	Hyde Lane Service Station	BACS182	45.44		7.57	4203 305	37.87	Fuel
10/02/2016	Winncleaning	BACS183	68.00			4270 401	68.00	Window cleaning
10/02/2016	Ecolclean Services	BACS184	208.80		34.80	4010 201	174.00	Bus shelter cleanin
10/02/2016	Institute of Groundsmanship	BACS185	48.00		2.92	4126 303	45.08	Membership
10/02/2016	Veolia	BACS186	52.13		8.69	4100 303	43.44	Trade Waste
10/02/2016	Acumen Wages Service	SO	24.00		4.00	4257 401	20.00	PayrollBureaux
10/02/2016	Essex and Suffolk Water	DDR	195.48			4130 406	195.48	Hall and Premises
10/02/2016	Essex and Suffolk Water	DDR	48.18			4130 406	48.18	Water Allotments
16/02/2016	CRS Pitchcare	BACS187	360.50			4158 304	360.50	Monthly Payment
16/02/2016	Essex Pension Fund	BACS188	1,642.48			4410 405	1,642.48	Pensions February 2016
16/02/2016	H M Reveue & Customs	107106	1,274.67			4411 405	1,274.67	Tax and Ni February, 2016
16/02/2016	Acumen Wages Service	DDR	4,870.08			4401 405	779.72	Acumen Wages Service
						4402 405	692.37	Acumen Wages Service
						4115 405	23.85	Acumen Wages Service
						4403 405	1,672.53	Acumen Wages Service
						4400 405	1,701.61	Acumen Wages Service
16/02/2016	Barclaycard Business	DDR	28.50			4350 403	28.50	Flowers for Mrs Wood
22/02/2016	Danbury Electrical Services Lt	BACS189	183.60		30.60	4156 304	153.00	Bollard plus switches
22/02/2016	Lambert Smith and Hampton	BACS190	2,750.00			4357 401	2,750.00	Rent etc
22/02/2016	Office Is Limited	BACS191	86.86		14.48	4256 401	72.38	Stationery
22/02/2016	Tressider Associates	BACS192	720.00		120.00	4431 406	600.00	Insurance Building

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Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 11

Payments for Month 11

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>
								Survey
/02/2016	Essex Playing Fields Ass	107107	40.00			4166 304	40.00	Membership and Comp
/02/2016	Aerial Contractors Southern	107108	427.54		71.26	4063 302	356.28	Electrician C Tre
/02/2016	Danbury Electrical Services Lt	BACS193	242.70		40.45	4156 304	202.25	Lamp at robins Ne
Total Payments for Month			20,959.47	0.00	779.35		20,180.12	
Balance Carried Fwd			4,171.96					
Cash Book Totals			25,131.43	0.00	779.35		24,352.08	

Date: 04/02/2016

Danbury Parish Council 2015/16

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Time: 13:14

APPENDIX II RESOURCES 24.2.2016

User: MAS

Bank Reconciliation Statement as at: 31/01/2016 for Cash Book 1 Barclays Current A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current A/c	31/01/2016	4	25,181.43
			<u>25,181.43</u>
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
20/01/2016 107103 J M Sewell	50.00		
			<u>50.00</u>
			25,131.43
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			25,131.43
Balance per Cash Book is :-			25,131.43
Difference is :-			0.00

Date: 09/02/2016

Danbury Parish Council 2015/16

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Time: 15:57

User : MAS

Bank Reconciliation Statement as at: 31/01/2016 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	31/01/2016		76.65
			<u>76.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			76.65
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			76.65
		Balance per Cash Book is :-	76.65
		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 Fr	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 Juic	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
			Sub Total	42.24		
14.11.2015	Supplies	49		17.58		138.7
17.11.2015	Toilet Brusl	50		1.5		137.2
24.11.2015	Car Parking	51		2		135.2
27.11.2015	Bin Bags	52		2		133.2
29.11.2015	Stationery	53		11.09		122.11
			Sub total	34.17		
9.12.2015	soap	54		0.99		121.12
3.12.2015	RA Course	55		3.5		117.62
5.12.2015	Cups	56		3		114.62
5.12.2015	2 x parking	57		7		107.62
				14.49		
15.12.2015	Pspoons	58		1		106.62
16.12.2015	Coffee	59		2		104.62
17.12.2015	Toilet Roll	60		3		101.62
22.12.2015	Sugar	61		0.45		101.17
				6.45		
6.1.2016	Get Well ca	62		2		99.17
11.1.2016	Cups & diai	63		3		96.17
14.1.2016	Plastic Spor	64		1		95.17
14.1.2016	Toilet Pape	65		3.92		91.25
19.1.2016	Tea and Mi	66		3.98		87.27
20.1.2016	Soap	67		2		85.27
22.1.2016	Milk Coffe l	68		7.12		78.15
28.1.2016	Black bin B.	69		1.5		76.65
				24.52		

Date: 09/02/2016

Danbury Parish Council 2015/16

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Time: 14:53

User : MAS

Bank Reconciliation Statement as at: 31/01/2016 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	31/01/2016		31,331.51
			<u>31,331.51</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			31,331.51
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			31,331.51
		Balance per Cash Book is :-	31,331.51
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/01/2016 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	31/01/2016	19	169,624.89
			<hr/> 169,624.89
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			169,624.89
<u>Receipts not Banked/Cleared (Plus)</u>			
			<hr/> 0.00
			169,624.89
		Balance per Cash Book is :-	169,624.89
		Difference is :-	0.00

Date: 10/02/2016

Danbury Parish Council 2015/16

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Time: 16:51

Cash Book 1
APPENDIX III RESOURCES 24.2.2016
Barclays Current A/c

User : MAS

For Month No : 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	15,655.76				15,655.76	
	Banked on : 04/01/2016	94.20					
15.16/66	Daen Ingus	94.20		15.70	1109 101	78.50	Football Rent
	Banked on : 05/01/2016	40,000.00					
	Business Saver Account	40,000.00			200	40,000.00	Transfer Top Up
	Banked on : 07/01/2016	15.00					
14.14.36	Intel	15.00		2.50	1091 101	12.50	Room Booking
	Banked on : 12/01/2016	5,197.89					
VAT	HMRC VAT	5,197.89			105	5,197.89	Vat
	Banked on : 12/01/2016	200.00					
100569	Danbury Society	200.00			1125 101	200.00	Grant
	Banked on : 21/01/2016	94.20					
Focus	Focus Ferrers Football Club	94.20		15.70	1109 101	78.50	Football Rent
	Banked on : 25/01/2016	33.00					
Hire	4 Children	33.00		5.50	1091 101	27.50	RoomHire
Total Receipts for Month		45,634.29	0.00	39.40		45,594.89	
Cash Book Totals		61,290.05	0.00	39.40		61,250.65	