

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 25th May, 2016 at the Committee Room at the Old School House, Main Road, Danbury

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

1 Apologies for Absence

Apologies were received and accepted from Cllr. S Berlyn.

2 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.

3 Public Question Time

No Members of the Public were present.

4 Minutes of the Meeting held on 27th April, 2016, 2016

RESOLVED: that the Minutes of the Meeting held on 27th April, 2016 be approved and signed as a correct record..

5 Financial Documents

5.1 Approval of payments from 27th April, 2016 until the date of meeting
in the sum of £18,635.18 will be ratified by Cllr Kennewell on Thursday 26th May, 2016 .(Appendix I)

RESOLVED: that a) the payments from 27th April, 2016 to the date of the meeting be approved by Cllr Kennewell on the date as shown above.

5.2 Reconciliation sheet to 30th April, 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 30th April, 2016.

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

5.3 Debtors more than 3 months

There were none at present..

RESOLVED: that the information be noted.

5.4 Receipts

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

RESOLVED: that this information be noted.

5.5 On Line Banking

The Clerk was now in the process of changing the signatories on the Nat West Account. Discussion took place about investing monies in Nat West. It was decided unanimously to invest £50,000 in 95 day notice account with the best terms that are available.

RESOLVED: that a) the information be noted and b) the Clerk invests £50,000 in a 95 day notice account with the best terms available .with Nat West.

5.6 Internal Audit

The documentation was approved at Parish Council on 11th May, 2016. There were no recommendations..

RESOLVED: that the information be noted.

5.7 Supporting Notes for the End of Year

The supporting notes to be rechecked on page 1 prior to the Parish Council Meeting on 13th June, 2016.

RESOLVED: that the Clerk rechecks the information on page 1 prior to the Parish Council Meeting on the 13th June, 2016.

5.8 Budgets

The Clerk circulated the current budgets so that the Chairman of the Committees could have a copy of the information.

RESOLVED: that the information be noted.

6. Request for Additional Funding from Committees

None were requested.

7 Information Technology

There had been problems with the migration of the emails to the cloud but it was hoped that they would be resolved this week. It was hoped that the new server would be installed within the next 2 weeks and that then the updated accounts package could be downloaded.

RESOLVED: that the information be noted.

8 Training

Cllr Paul Sutton would be completing councillor training over the next 2 months.

RESOLVED: that the information be noted.

9 Danbury Times

RESOLVED: a) that the information be noted and b) that members to consider if the figures could be presented differently for the next Annual Report. The Clerk to bring back to a later meeting.

10 Matters for Report

There were no matters for report.

11 Dates of Meetings for 2016 ,

Monday 13th June, Parish Council to ratify accounts

Wednesday 29th June, 27th July,

No Meeting in August, 28th September, 26th October, 30th November, Tuesday 13th December

12 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.

13 DCA

Meeting with DCSA Liaison Committee to be held on Thursday 26th May, 2016.

RESOLVED: that the information be noted.

14 Staff

The Clerk had received notification of the revised salary grades which were in line with the Parish Council's budget and were within the Government guidelines of a 1% increase.

RESOLVED: that the staff receive the 1% increase as per Government Guidelines.

The meeting closed at 8.30 p.m.

Cllr B Kennewell Chairman

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Signed

.....
Date

Date: 25/05/2016

Danbury Parish Council 2016/17

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Time: 14:04

Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 2

Payments for Month 2

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
11/05/2016	Danes of Colchester Ltd	BACS26	4.50		0.75	4135 303	3.75	Overall Cleaning
11/05/2016	CRS Pitchcare	BACS27	466.66			4158 304	466.66	Cricket Wicket
11/05/2016	Heelis and Lodge	BACS28	150.00			4252 401	150.00	Internal Audit
11/05/2016	Lodge Information Systems Ltd	BACS29	240.00		40.00	4250 401	200.00	Web Hosting 2 years
11/05/2016	Winncleaning	BACS30	80.00			4270 401	80.00	Office Cleaning windows
11/05/2016	Winncleaning	BACS31	68.00			4244 308	68.00	Cleaning Windows O Pavilion
11/05/2016	Ecolclean Services	BACS32	208.80		34.80	4010 201	174.00	Bus shelter cleanin
11/05/2016	RBS Rialtas Business Solutions	BACS33	288.00		48.00	4259 401	240.00	Licence Accounts
11/05/2016	Blackwater Land(P H Williams)	BSACS34	290.00			4168 304	290.00	Greens Cutting
11/05/2016	Ernest Does & Sons Ltd	BACS35	12.00		2.00	4166 304	10.00	Parts
11/05/2016	Directa	BACS36	306.00		51.00	4166 304	255.00	Signs
11/05/2016	Eastern Fire Extinguishers	BACS37	96.00		16.00	4244 308	80.00	Fire Risk Assessment
11/05/2016	Office Is Limited	BACS38	58.01		9.67	4256 401	48.34	Stationery
11/05/2016	Veolia	BACS39	53.18		8.86	4100 303	44.32	Trade Waste
11/05/2016	St John Baptist Church	107210	1,500.00			4372 404	1,500.00	Grant for works to car park
11/05/2016	02	DDR	18.73		3.12	4120 303	15.61	Mobile Phone
11/05/2016	EON	DDR	58.80		9.80	4105 303	49.00	Electricity Robins Nest
11/05/2016	Acumen Wages Service	SO	24.00		4.00	4257 401	20.00	Acumen Wages Service
11/05/2016	Acumen Wages Service	DDR	4,787.65			4401 405	785.68	Acumen Wages service
						4402 405	663.49	Acumen Wages service
						4403 405	1,654.91	Acumen Wages service
						4400 405	1,683.57	Acumen Wages service
11/05/2016	Essex and Suffolk Water	DDR	48.18			4130 406	48.18	Water allotments
11/05/2016	Essex and Suffolk Water	DDR	195.48			4130 406	195.48	Hall and Premises
11/05/2016	Barclaycard Business	DDR	23.53		3.92	4166 304	19.61	Battery for Robin
11/05/2016	Barclaycard Business	DDR	59.50			4272 401	59.50	Stamps
11/05/2016	Barclaycard Business	DDR	156.76		26.13	4015 201	130.63	New Hose parts Litter Pickers
11/05/2016	Essex Pension Fund	BACS40	1,702.85			4410 405	1,702.85	Pensions May 2016
11/05/2016	RBS Rialtas Business Solutions	BACS41	617.04			4261 401	617.04	End of Year
11/05/2016	H M Reveue & Customs	BACS42	1,432.21			4411 405	1,432.21	Tax and Ni May 2016
23/05/2016	1159Productions Ltd	BACS43	175.20		29.20	4301 402	146.00	Speaker system APM
23/05/2016	Essex Ass of Local Councils	BACS44	150.00			4351 403	150.00	Courses Cllr trainin
23/05/2016	D F Clarke	BACS45	108.00		18.00	4185 304	90.00	Tree works
23/05/2016	Lambert Smith and Hampton	BACS46	2,750.00			4182 304	2,750.00	Rent and electric e
23/05/2016	Hyde Lane Service Station	BACS47	57.65		9.61	4203 305	48.04	Petrol
23/05/2016	Lodge Information Systems Ltd	BACS48	360.00		60.00	4250 401	300.00	IT Antivirus Sub 1
24/05/2016	Complete Construction	BACS49	1,674.00		279.00	4230 306	1,395.00	Payment for

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Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 2

Payments for Month 2

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>
25/05/2016	Barclaycard Business	DDR	376.36		62.73	4158 304	313.63	showers New hose
25/05/2016	Barclaycard Business	DDR	38.09		6.35	4166 304	31.74	Towels for Robin
Total Payments for Month			18,635.18	0.00	722.94		17,912.24	
Cash Book Totals			18,635.18	0.00	722.94		17,912.24	

Date: 05/05/2016

Danbury Parish Council 2016/17

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Time: 15:58

User: MAS

Bank Reconciliation Statement as at: 30/04/2016 for Cash Book 1 Barclays Current A/c

APPENDIX II RESOURCES 25.5.2016

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current A/c	30/04/2016	4	10,853.97
			<u>10,853.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
13/04/2016 107117 First Responders		250.00	
26/04/2016 107119 Mrs A Chapman		201.73	
26/04/2016 107118 J M Sewell		240.00	
26/04/2016 BACS2 Danes of Colchester Ltd		10.94	
21/03/2016 107114 Cancer Research UK		100.00	
			<u>802.67</u>
			10,051.30
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			10,051.30
		Balance per Cash Book is :-	10,051.30
		Difference is :-	0.00

Bank Reconciliation Statement as at: 30/04/2016 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	30/04/2016		160.97
			<u>160.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			160.97
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			160.97
		Balance per Cash Book is :-	160.97
		Difference is :-	0.00

Petty Cash 2016/2017

Date	Details	Voucher No.	Office Supplies	G'mans Supplies	Other	VAT	Gross Receipts	Balance
							C/F	£36.26
							£150.00	£186.26
8.4.16	Supplies	1	2.53					
12.4.16	Calligraphy	2	3					
18.4.16	Flowers	3	13.45					
20.4.16	Toilet pape	4	4.5					
21.4.2016	Parking	5	1.2					
27.4.16	Milk	6	0.61					
			25.29					£160.97

Bank Reconciliation Statement as at: 30/04/2016 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>
NatWest Special Interest	30/04/2016		31,334.88
			<u>31,334.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>31,334.88</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>31,334.88</u>
		Balance per Cash Book is :-	31,334.88
		Difference is :-	0.00

Bank Reconciliation Statement as at: 30/04/2016 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	30/04/2016	19	244,868.39
			<u>244,868.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			244,868.39
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			244,868.39
		Balance per Cash Book is :-	244,868.39
		Difference is :-	0.00

Date: 10/05/2016

Danbury Parish Council 2016/17

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Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 1

APPENDIX III RESOURCES - 25.5.2016

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	17,758.05				17,758.05	
	Banked on : 01/04/2016	38.14					
Allotment	Mr Day	38.14			1100 101	38.14	Allotment Payment
	Banked on : 04/04/2016	38.14					
Susan Nutt	Mr Nutt	38.14			1100 101	38.14	Allotment Rental
	Banked on : 06/04/2016	33.00					
15/16/93	Danbury and Bicknacre Football	33.00		5.50	1109 101	27.50	Football Rental
	Banked on : 06/04/2016	38.14					
	Michelle Wood	38.14			1100 101	38.14	Allotment
	Banked on : 06/04/2016	18.00					
151636	Intel	18.00		3.00	1091 101	15.00	Room Booking
	Banked on : 08/04/2016	94.20					
	Daen Ingus	94.20		15.70	1109 101	78.50	Football Rental
	Banked on : 11/04/2016	4,884.85					
VAT	HMRC VAT	4,884.85			105	4,884.85	VAT
	Banked on : 11/04/2016	38.14					
100573	Mr Gooday	38.14			1100 101	38.14	Allotment rental
	Banked on : 11/04/2016	30.00					
	Lucky Dog Training	30.00			1113 101	30.00	Field income
	Banked on : 12/04/2016	38.14					
	Mr A Woodham	38.14			1100 101	38.14	Allotment rental
	Banked on : 12/04/2016	66.00					
15/16/92	AFC Woodham	66.00		11.00	1109 101	55.00	Football Rental
	Banked on : 13/04/2016	38.14					
100572	Mrs Kingsley	38.14			1109 101	38.14	Allotment Rental
	Banked on : 15/04/2016	3,825.10					
	DCA	3,825.10			4914 901	3,825.10	Rent Jan Feb March 2016
	Banked on : 18/04/2016	38.14					
	Mr Wilson	38.14			1100 101	38.14	Allotment Rental
	Banked on : 18/04/2016	38.14					
100575	Mr Blackett	38.14			1100 101	38.14	Allotment Rental
	Banked on : 18/04/2016	38.14					
100576	Mr D Stewart	38.14			1100 101	38.14	Allotment Rental
	Banked on : 22/04/2016	18.00					
1415/36	Intel	18.00		3.00	1091 101	15.00	Room Hire
	Banked on : 25/04/2016	34.96					
	Debbie Hay	34.96			1100 101	34.96	Allotment Rental

Date: 10/05/2016

Danbury Parish Council 2016/17

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Time: 16:28

Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 1

Receipts for Month 1

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>
	Banked on : 27/04/2016	38.14					
100577	Mrs Beckwith Brown	38.14			1100 101	38.14	Allotment Rental
Total Receipts for Month		9,385.51	0.00	38.20		9,347.31	
Cash Book Totals		<u>27,143.56</u>	<u>0.00</u>	<u>38.20</u>		<u>27,105.36</u>	

Date: 10/05/2016

Danbury Parish Council 2016/17

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Time: 16:30

Cash Book 8

User : MAS

Business Saver Account

For Month No : 1

Receipts for Month 1

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 :	150,000.89				150,000.89	
	Banked on : 30/04/2016	94,867.50					
Precept	Chelmsford City Council	94,867.50			1126 101	2,561.00	Precept and Grant
					1076 101	92,306.50	Precept and Grant
Total Receipts for Month		94,867.50	0.00	0.00		94,867.50	
Cash Book Totals		<u>244,868.39</u>	<u>0.00</u>	<u>0.00</u>		<u>244,868.39</u>	

Date: 10/05/2016

Danbury Parish Council 2016/17

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Time: 16:30

Cash Book 6

User : MAS

Nat West Account

For Month No : 1

Receipts for Month 1

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 :	31,333.63				31,333.63	
	Banked on : 30/04/2016	1.25					
Interest	Nat West	1.25			1090 101	1.25	Resources
Total Receipts for Month		1.25	0.00	0.00		1.25	
Cash Book Totals		<u>31,334.88</u>	<u>0.00</u>	<u>0.00</u>		<u>31,334.88</u>	