

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

#### **Minutes of the meeting held on Wednesday 20<sup>th</sup> July, 2016 at 7.30pm in the Committee Room at the Old School House, Main Road, Danbury**

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

#### **31 Apologies for Absence**

Apologies were received and accepted from Cllr. Mrs B. Hallett.

#### **32 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.

There were no interests declared.

#### **33 Public Question Time**

No Members of the Public were present.

#### **34 Minutes of the Meeting held on 29<sup>th</sup> June, 2016**

RESOLVED: that the Minutes of the Meeting held on 29<sup>th</sup> June 2016 be approved and signed as a correct record..

#### **35 Financial Documents**

**35.1** Approval of payments from 29<sup>th</sup> June, 2016 until the date of meeting in the sum of £19035.09 will be ratified by Cllr Kennewell on Thursday 21<sup>st</sup> July, 2016 (Appendix I). BACS82 will be re-entered to show it is for Orchard Furniture.

RESOLVED: that the payments from 29<sup>th</sup> June, 2016 to the date of the meeting be approved by Cllr Kennewell on the date as shown above with the above alteration.

#### **35.2 Authorisation for the Clerk and Chairman of the Committee to complete payments during the August recess.**

The payment sheet would be brought to the September meeting.

RESOLVED: It was unanimously agreed that the Clerk and Chairman of the Committee could complete the payments during the August Recess.

#### **35.3 Reconciliation sheet to 30<sup>th</sup> June, 2016.**

Cllr G Gardiner 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 30<sup>th</sup> June, 2016.

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

#### **35.4 Debtors more than 3 months**

There were none.



### **35.5 Receipts**

These were circulated for June, 2016. See Appendix iii.

RESOLVED: that this information be noted.

### **35.6 On Line Banking**

The Clerk had received the correct information to invest the £50,000 and this would now be completed.

RESOLVED: that the information be noted, .

### **35.7 Budgets**

The Clerk circulated the up to date budget sheet. Members noted the contents.

RESOLVED: that the information be noted.

### **35.8 Insurance**

Came and Company, the Council's insurance provider had researched a new 3 year contract for the Parish Council. Members were all agreed to recommend to Parish Council Hiscocks in the sum of £5453.82 for 3 years contract which offered a very extensive policy. It also included terrorism cover and included the IP increase to 10%. This was cheaper than the previous policy which was £6418.85.

RECOMMENDED: to Parish Council that the Council employs Hiscocks as their Insurance Company for 3 years in the sum of £5453.82.

### **36 Request for Additional Funding from Committees**

None were requested.

RESOLVED: that the information be noted.

### **37 Information Technology**

There had been a few problems with the transfer to the new server which have now been rectified. The new server is now working. The next stage is to put on the accounts. The CCTV is working. The next stage is sort out the telephones price comparison is taking place at the moment.

RESOLVED: that the information is noted.

### **38 Training**

Assistant Clerk is attending Village Greens training at the EALC on 20<sup>th</sup> October. The clerk would have liked to attend the Lone Working training but unfortunately was on holiday at this time. Both Assistant Clerks will be completing First Aid Training.

RESOLVED: that the information be noted.

### **39 Danbury Times**

The Danbury Times had been distributed to the deliverers. Cllr Mrs Chapman stated that she would pick the Danbury Times up in future due to delivery problems.

RESOLVED: that the information be noted.



#### **40 Matters for Report**

Cllr Kennewell thought it would have been appropriate that the Parish Council should have been informed of the new Chelmsford Signs been erected at the beginning of the village.

#### **41 Dates of Meetings for 2016 ,**

Wednesday No Meeting in August, 28<sup>th</sup> September, 26<sup>th</sup> October, 30<sup>th</sup> November, Tuesday 13<sup>th</sup> December

#### **42 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.

#### **43 DCA**

The Lease had been received and is ready for signing. The future Lease for the DCA has been placed on the Parish Council agenda.

RESOLVED: that the DCA Lease be put on Parish Council Agenda.

#### **44 Staff**

44.1 Appraisals – these will be completed during August.

44.2 Additional temporary staff member for Neighbourhood Plan. Discussion took place regarding this but Parish council needed to decide the instruction to go ahead. Cllrs Carlin and Wakefield had offered to sit on the Steering Group. A job description would have to be devised.

44.3 Staging Date for Pensions has changed to 1<sup>st</sup> January, 2017 for Danbury Parish Council.

RESOLVED: that items 44.1 and 44.3 be noted. Item 44.2 was already on the Parish Council Agenda.

The meeting closed at 8.30 p.m.

Cllr B Kennewell Chairman

.....  
Signed

.....  
Date



Date: 26/07/2016

## Danbury Parish Council 2016/17

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Time: 13:49

Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 4

## Payments for Month 4

## 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>
11/07/2016	Rigby Taylor Group	BACS72	2,088.14		348.02	4902 901	1,740.12	Vat element not paid on invoice
11/07/2016	Hyde Lane Service Station	BACS73	49.00		8.17	4203 305	40.83	Petrol
11/07/2016	Blackwater Land(P H Williams)	BACS74	145.00			4168 304	145.00	Greens
11/07/2016	Ernest Does & Sons Ltd	BACS75	82.14		13.69	4200 305	68.45	Puncture and parts
11/07/2016	Stealth Security	BACS76	633.00			4171 304	633.00	Add CCTV
11/07/2016	The Printing Place	BACS77	176.40		29.40	4350 403	147.00	Postcards
11/07/2016	Veolia	BACS78	53.18		8.86	4100 303	44.32	Trade refuse
11/07/2016	Office Is Limited	BACS79	16.56		2.76	4256 401	13.80	Stationery
11/07/2016	Anglian Water	BACS80	428.08			4130 406	428.08	Sewage Hall & premises
11/07/2016	Lodge Information Systems Ltd	BAVCS81	2,604.00		434.00	4273 401	2,170.00	New Computer System
11/07/2016	Ordnance Survey	BACS82	710.21		118.37	4350 403	591.84	New seat re Cllr Wood
11/07/2016	Ecolclean Services	BACS83	208.80		34.80	4010 201	174.00	Bus shelter Cleaning
11/07/2016	CRS Pitchcare	BACS84	466.66			4158 304	466.66	Cricket wicket
11/07/2016	Upstairs Downstairs Ltd	BACS85	180.00		30.00	4270 401	150.00	Office cleaning
11/07/2016	Lodge Information Systems Ltd	DDR	82.80		13.80	4266 401	69.00	Broadband etc
11/07/2016	02	DDR	18.48		3.08	4120 303	15.40	Mobile Phone
11/07/2016	British Telecom	DDR	89.97		15.00	4266 401	74.97	Telephone
11/07/2016	EON	DDR	8.35		0.40	4063 302	7.95	Electric re pillar
11/07/2016	EON	DDR	36.47		1.74	4105 303	34.73	Electric tractor shed
11/07/2016	Barclaycard Business	DDR	179.99		30.00	4256 401	149.99	New Shredder
11/07/2016	Barclaycard Business	DDR	32.00			4272 401	32.00	Stamps
11/07/2016	Barclaycard Business	DDR	165.72		27.62	4015 201	138.10	Posts etc
11/07/2016	Barclaycard Business	DDR	64.72		10.79	4166 304	53.93	Parts for Air Blow Gun
13/07/2016	Petty Cash	107124	200.00			4272 401	200.00	Petty Cash
13/07/2016	Door-Check	107125	621.60		103.60	4233 306	518.00	Maintenance Doors S&S
13/07/2016	Acumen Wages Service	DDR	4,828.82			4402 405	792.80	Acumen WagesService
						4402 405	669.45	Acumen WagesService
						4403 405	1,668.96	Acumen WagesService
						4400 405	1,697.61	Acumen WagesService
13/07/2016	H M Reveue & Customs	DDR	1,456.74			4410 405	1,456.74	Tax and Ni
13/07/2016	Essex Pension Fund	BACS87	1,716.93			4410 405	1,716.93	Pensions July, 2016
13/07/2016	Essex and Suffolk Water	DDR	99.18			4130 406	99.18	Hall and Premises
13/07/2016	Essex and Suffolk Water	DDR	14.41			4130 406	14.41	Allotments
13/07/2016	Acumen Wages Service	SO	27.60		4.60	4257 401	23.00	Payroll Bureaux
20/07/2016	Ricoh UK Limited	BACS88	335.14		55.86	4274 401	279.28	Photocopier Printer
20/07/2016	Chambers Building	BACS89	1,215.00			4912 901	265.00	Notice boardsSheds Cupboard
						4050 301	520.00	Notice boardsSheds Cupboard

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Date: 26/07/2016

## Danbury Parish Council 2016/17

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Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 4

## Payments for Month 4

## 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</u> <u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4194 304	430.00	Notice boardsSheds Cupboard
20/07/2016	Ordnance Survey	BACS82	-710.21		-118.37	4240 307	-591.84	Bench put under wrong heading
20/07/2016	Orchard Street Frniture	BACS82	710.21		118.37	4240 307	591.84	Bench M Wood
Total Payments for Month			19,035.09	0.00	1,294.56		17,740.53	
Cash Book Totals			19,035.09	0.00	1,294.56		17,740.53	



Approved by the Council 20.7.2016

Date: 05/07/2016

Danbury Parish Council 2016/17

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Time: 14:51

APPENDIX II RESOURCES 20.7.2016

User: MAS

Bank Reconciliation Statement as at: 30/06/2016 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	20/06/2016	4	9,288.07
			<u>9,288.07</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/06/2016 BACS64 SP Bardwell		1,728.00	
21/06/2016 107123 National Society of Allotment		66.00	
			<u>1,794.00</u>
			7,494.07
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			7,494.07
		Balance per Cash Book is :-	7,494.07
		Difference is :-	0.00

Date: 05/07/2016

Danbury Parish Council 2016/17

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Time: 15:09

User : MAS

Bank Reconciliation Statement as at: 30/06/2016 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	30/06/2016		23.70
			<u>23.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>23.70</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>23.70</u>
		Balance per Cash Book is :-	23.70
		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
5.5.16	Coffee etc	7	4					
12.5.16	Biscuits	8	5.23					
17.5.16	Handwash	9	2					
18.5.16	Toilet pape	10	3					
21.5.16	Greent cart	11	4					
24.5.16	Rubber glo	12	2.41					
26.5.16	Milk etc	13	3.5					
			24.14					£136.83
2.6.2015	02 top Up	14	10					
13.6.2016	Hose	15	20					
14.6.2016	Postage	16	2.37					
22.6.2016	Clips	17	1.59					
24.6.2016	Land Reg	18	10					
24.6.2016	Parking	19	1.2					
29.6.2016	Supplies	20	6.77					
30.6.2016	Keys	21	61.2					
			113.13					£23.70
5.7.2016	Paint BC	22	9					



Date: 07/07/2016

Danbury Parish Council 2016/17

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Time: 11:15

User : MAS

Bank Reconciliation Statement as at: 30/06/2016 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	30/06/2016		31,337.54
			<u>31,337.54</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>31,337.54</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>31,337.54</u>
		Balance per Cash Book is :-	31,337.54
		Difference is :-	0.00

Date: 05/07/2016

Danbury Parish Council 2016/17

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User : MAS

Bank Reconciliation Statement as at: 30/06/2016 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	30/06/2016	19	200,868.39
			<u>200,868.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			200,868.39
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			200,868.39
		Balance per Cash Book is :-	200,868.39
		Difference is :-	0.00



Appendix Item 5 V Resources 20.7.2016

Date: 11/07/2016

Danbury Parish Council 2016/17

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Time: 16:13

Cash Book 1

User : MAS

APPENDIX III RESOURCES 20.7.2016 ,  
Barclays Current A/c

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	15,608.95				15,608.95	
	Banked on : 16/06/2016	20,000.00					
	Business Saver Account	20,000.00			200	20,000.00	Top Up current Account
	Banked on : 30/06/2016	54.00					
	Room Book 4 Children	54.00		9.00	1091 101	45.00	Room Booking
	Banked on : 30/06/2016	18.00					
	Room Book Intel	18.00		3.00	1091 101	15.00	Room booking
	Banked on : 30/06/2016	40.00					
16/17/25	Lucky Dog Training	40.00			1113 101	40.00	Hire of Dawson Field
	Banked on : 30/06/2016	141.30					
0581	William De Ferrers F C	141.30		23.55	1109 101	117.75	Football Rent
	Banked on : 30/06/2016	18.00					
	Room Book Intel	18.00		3.00	1091 101	15.00	Room booking
Total Receipts for Month		20,271.30	0.00	38.55		20,232.75	
Cash Book Totals		35,880.25	0.00	38.55		35,841.70	

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Date: 11/07/2016

Danbury Parish Council 2016/17

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Cash Book 6

User : MAS

Nat West Account

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	31,336.25				31,336.25	
	Banked on : 30/06/2016	1.29					
Interest	Nat West	1.29			1090 101	1.29	Interest
Total Receipts for Month		1.29	0.00	0.00		1.29	
Cash Book Totals		31,337.54	0.00	0.00		31,337.54	

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