

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 23rd November, 2016 at 7.30pm in the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors S Berlyn, Mrs A Chapman, Mrs B Hallett, B. Kennewell
(Chairman of Committee)

In attendance: Clerk Mrs M Saunders

75 Apologies for Absence

There were no apologies.

76 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.

77 Public Question Time

No Members of the Public were present.

78 Minutes of the Meeting held on 23rd October, 2016

RESOLVED: that the Minutes of the Meeting held on 23rd October, 2016 be approved and signed as a correct record.

79 Financial Documents

79.1 Approval of payments from 23rd October until the date of the meeting in the sum of £16,889.12 be approved for ratification by Cllr Kennewell on Thursday 24th November, 2016.

RESOLVED: that payments from 23rd October, 2016 to the date of the meeting be approved as above.

79.2 Reconciliation sheet to 31st October, 2016.

Cllr Mrs A Chapman 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, 2016.

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

79.3 Debtors more than 3 months

There were none.

79.4 Receipts

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

RESOLVED: that this information be noted.

79.5 On Line Banking

Nothing further to report.

79.6 Resources Budget 2017 – 2018/ Precept Request 2017 – 2018

The Clerk circulated the up to date budget sheet for 2016 –2017. Members noted the contents.

Members considered the proposed budget for 2017 – 2018. After discussion it was considered that a unanimous request be put before Parish Council for the sum of £195,596 for the precept for 2017 – 2018. Members felt that due to the loss of £5,122 grant and also the employment of the Neighbourhood Plan Co-ordinator the Parish Council could justify the increase in Precept. The actual increase on a Band D property would be £4.92 per year which equated to 41 p per month. As far as the Parish Council is aware at the current time there had been no capping imposed on the sector.

RECOMMENDED: that the sum of £196,596 be taken forward to the next Parish Council Meeting on 30th November, 2016. This included the recommended sum of £1500 from the grants working party. (See attached Appendix IV Budget and Precept 2016 – 2017.

80 Request for Additional Funding from Committees

None were requested.

RESOLVED: that the information be noted.

81 Information Technology

81.1 Analytical Data regarding web site

The website traffic had been reviewed for the last 3.5 years. There is still a good amount of traffic coming through the page. Website traffic is predicted to be 87% of the traffic seen in 2015. It is still better than 2014 which only received 74%. It is possible that the website had reached or is close to reaching its maximum likely audience with around 6,000 people living in the village and probably a few hundred outside the village interested in what the Parish Council are doing. The face-book and mobile device traffic is growing and attracting more traffic than the web site. A couple of items could be updated regarding face-book.

The analytical data from the site was circulated; Members requested that the Clerk contact the Website provider regarding the items below.

RESOLVED: that the Clerk contacts the website provider

- a) To ascertain the price for updating the website to the latest version of Joomla software so that the Parish Council can ascertain the costs for budgeting.
- b) Members also requested the Clerk to ascertain the position regarding the security of the software package including liaising with information technology provider.

82 Training

The Assistant Clerk Planning has updated her first aid training.
RESOLVED: that the information be noted.

83 Danbury Times

This should be ready for collection on 9th December, 2016 and then distribution could take place..

RESOLVED: that the information be noted.

84 Matters for Report

There were no matters to report.

85 Dates of Meetings for 2016 ,

Tuesday 13th December

86 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.

87 DCA

Nothing further to report.

88 Staff

Nothing further to report.

The meeting closed at 8.38 p.m.

Cllr B Kennewell Chairman

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Signed

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Date

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
10/11/2016	02	DDR	6.40		1.07	4927	901	5.33	Mobile Phone
10/11/2016	Ernest Does & Sons Ltd	BACS146	36.16		6.03	4166	304	30.13	Parts - robin
10/11/2016	BIS Door Systems	BACS147	216.00		36.00	4244	308	180.00	Service on Old Pavilion Door
10/11/2016	H M Reveue & Customs	BACS148	1,456.54			4411	405	1,456.54	Tax and NI
10/11/2016	Upstairs Downstairs Ltd	BACS149	144.00		24.00	4270	401	120.00	Office cleaning
10/11/2016	Allwag Promotions Ltd	BACS150	132.00		22.00	4350	403	110.00	Magnets
10/11/2016	Eastern Fire Extinguishers	BACS151	300.00		50.00	4164	304	250.00	Fire Extinguisher Testing
10/11/2016	D F Clarke	BACS	2,418.00		403.00	4185	304	2,015.00	Tree survey work
10/11/2016	Ecolclean Services	BACS153	208.80		34.80	4010	201	174.00	Bus shelter cleaning
10/11/2016	Office Is Limited	BACS154	35.50		5.92	4256	401	29.58	Stationery
10/11/2016	Winncleaning	BACS155	80.00			4244	308	80.00	Cleaning windows Old Pavilion
10/11/2016	Winncleaning	BACS156	68.00			4270	401	68.00	Cleaning office windows
10/11/2016	CRS Pitchcare	BACS157	466.66			4158	304	466.66	Cricket Wicket
10/11/2016	Essex Pension Fund	BACS158	1,716.93			4410	405	1,716.93	Pensions November
10/11/2016	Acumen Wages Service	DDR	5,389.47			4400	405	1,697.61	Acumen Wages Service
						4403	405	1,668.96	Acumen Wages Service
						4115	405	25.20	Acumen Wages Service
						4402	405	669.65	Acumen Wages Service
						4401	405	792.80	Acumen Wages Service
						4115	405	15.30	Acumen Wages Service
						4927	901	519.95	Acumen Wages Service
10/11/2016	British Telecom	DDR	69.69		11.62	4266	401	58.07	Telephone
10/11/2016	02	DDR	39.83		6.64	4927	901	33.19	Mobile Phone
10/11/2016	Lodge Information Systems Ltd	DDR	88.80		14.80	4266	401	74.00	Broadband
10/11/2016	Acumen Wages Service	SO	27.60		4.60	4257	401	23.00	Payroll Bureaux
10/11/2016	Eastern Fire Extinguishers	DDR	11.55		0.55	4063	302	11.00	Electricity Lighting Pillar
10/11/2016	Barclaycard Business	DDR	15.36			4272	401	15.36	Stamps
10/11/2016	Barclaycard Business	DDR	79.44		13.24	4135	303	66.20	Boots Robin
10/11/2016	Essex and Suffolk Water	DDR	99.18			4130	406	99.18	Water Hall and Premises
10/11/2016	Essex and Suffolk Water	DDR	14.41			4130	406	14.41	Water Allotments
10/11/2016	Hyde Lane Service Station	BACS159	63.26		10.54	1109	101	52.72	Petrol
11/11/2016	EON	DDR	51.26		2.44	4105	303	48.82	Electricity Robins Nest
14/11/2016	Veolia	BACS160	53.18		8.86	4100	303	44.32	Trade Waste
14/11/2016	Petty Cash	DDR	196.40			4272	401	196.40	Stamps (Christmas cards etc)
23/11/2016	Strutt and Parker	161	100.00			4182	304	100.00	Licence footpath
23/11/2016	The Printing Place	BACS162	258.00		43.00	4350	403	215.00	Christmas cards
23/11/2016	Lambert Smith and Hampton	BACS163	2,750.00			4357	401	2,750.00	Rent etc Schoolhouse
23/11/2016	Upstairs Downstairs Ltd	BACS164	144.00		24.00	4270	401	120.00	Office Cleaning
23/11/2016	Barclaycard Business	DDR	2.70		0.45	4901	901	2.25	Counters Planning Meeting
23/11/2016	Heelis and Lodge	107139	150.00			4252	401	150.00	Internal ~audit
Total Payments for Month			16,889.12	0.00	723.56			16,165.56	
Balance Carried Fwd			13,283.74						
Cashbook Totals			30,172.86	0.00	723.56			29,449.30	

Receipts for Month 8

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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	30,172.86					30,172.86	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>30,172.86</u>	<u>0.00</u>	<u>0.00</u>			<u>30,172.86</u>	

Bank Reconciliation Statement as at 31/10/2016
for Cashbook 1 - Barclays Current A/c

Appendix II Rescued 23.11.2016

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	31/10/2016	4	30,324.41
			<u>30,324.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
27/10/2016 107135 Poppy Appeal		19.00	
27/10/2016 107136 Mrs A Chapman		32.55	
27/10/2016 107137 C A Beattie		100.00	
			<u>151.55</u>
			30,172.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,172.86
		Balance per Cash Book is :-	30,172.86
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/10/2016
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cash in Hand	31/10/2016		227.94
			<u>227.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			227.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			227.94
		Balance per Cash Book is :-	208.44
		Difference Excluding Adjustments is :-	19.50
<u>Adjustments to Reconciliation</u>			
31/10/2016	Double accounting	19.50	
			<u>19.50</u>
		Unreconciled Difference is :-	<u>0.00</u>

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					
	total		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 car	11	4					
24.5.16	Rubber glo	12	2.41					
26.5.16	Milk etc	13	3.5					
	total		24.14					£136.83
2.6.2015	O2 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					
	total		113.13					£23.70
5.7.2016	Paint BC	22	9					
14.7.2016	Biscuits	23	5.43					
26.7.2016	Courier Mi	24	4.94					
26.7.2016	Postage Le.	25	7.25					
27.7.2016	Toilet pape	26	3.5					
27.7.2016	Roses	27	12					
	total		42.12				£200.00	£223.70
								£181.58
28.8.2016	Coffee etc	28	6.5					
	total		6.5					£175.08
5.9.2016	Allotment	29	12					
14.9.2016	T Bags	30	2.29					
21.9.2016	Milk etc	31	1.36					
26.9.2016	AGM CPRE.	32	5					
27.9.2016	Hand Wash	33	1.6					
29.9.2016	Plastic Cup	34	2					
			24.25					£150.83
4.10.2016	Np Event	35	20.53					
6.10.2016	Sandiwche:	36	20					

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
NatWest Special Interest	31/10/2016		2.88
			<u>2.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2.88
		Balance per Cash Book is :-	2.88
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/10/2016
for Cashbook 7 - Nat West Bond

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Fixed Rate Bond	31/10/2016	3	50,006.85
			<u>50,006.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50,006.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			50,006.85
		Balance per Cash Book is :-	50,006.85
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/10/2016
for Cashbook 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	31/10/2016	19	217,072.89
			<u>217,072.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			217,072.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			217,072.89
		Balance per Cash Book is :-	217,072.89
		Difference is :-	0.00

APPENDIX IV PARISH COUNCIL 30.11.2016

Danbury Parish Council Budget Precept Request 2017-2018
 This document is to be used with the Budget Setting in the Parish Council Agenda
 Agenda Item 8iii Parish Council 30th November, 2016

	2014-2015	2015-2016	2016-2017	2017 - 2018
Environment including Project Danbury	2750	3250	3250	3405
Facilities	67018	65139	69489	69739
Resources	52253	53495	53332	52498
Grants	1867	3000	1500	1500
Community Bus	0	0	0	0
Drainage Fund in Resources	0	0	0	0
Planning Documents	0	0	0	0
Administration	93447	94567	95055	95995
Neighbourhood Plan Co-ordinator				8000
Total	217335	219451	222626	231137
Reserves				
Interest	100	100	50	0
Predicted Income	30729	31861	32841	34541
	30829	31961	32891	34541
Precept Request	186506	187490	189735	189735

£7,116 Grant	£5,978 Grant	£5,122	No grant
179,390	1.18%	181,512	1.70%
£186,506	1.18% increase	£187,490	1.70% increase
		£189,735	£196,596
			£196,596

Precept Request is therefore currently £196,596

Recommendation from Resources Committee held on 23rd November, 2016
 Members unanimously agreed to request Parish Council to authorise the Precept of £196,596
 Members felt that due to the loss of over £5,000 of grant and also the employment of the
 Neighbourhood Plan coordinator the Parish Council could justify the increase in Precept.

The actual increase on a Band D property would be £4.92 per year which equated to 41p per month.
 As far as the Parish Council knows at this current time there has been no capping on Parish Councils.

Budget for Resources 2017 - 2018

Resources	2014-2015		2015 -2016		2016-2017		2017-2018	
Parish Office								
Electricity					0		0	
Equipment Maintenance	500		500		500		500	
Mileage	200		200		200		200	
Training	2000		1500		1500		1500	
Water and Sewage	0		0		0		0	
IT Support	3000		3000		3000		3500	
Bank and Audit	1700		1700		1700		1700	
Fees and Subs	1200		1200		1200		1200	
Office Consumables	1000		1000		1000		1000	
Payroll Bureau	315		350		350		350	
Professional Fees/Leas	2000		2000		2000		2000	
Accounts Update Supp	250		250		250		250	
End of Year	550		550		600		600	
National Trust Lease	250		250		250		250	
Publications	115		130		130		130	
Rates	450		450		450		450	
Parish Office	7754		11000		11220	rent rev	11220	
Room Hire	200		200		200		200	
Telephone	1464		1500		1500		1500	
Website	1200		500		500		500	
Office Cleaning	1500		1600		1600		1600	
Petty Cash	1000		1000		1000		1000	
Photocopier	2000		2000		2000		2000	
Total	28648	28648	30880	30880	31150	31150	31650	31650
Publicity								
Newsletter	2500		2500		2500		2500	
Annual Parish Meeting	200		200		200		300	
Brochures								
Total	2700	2700	2700	2700	2700	2700	2800	2800
Civic								
Chairmans Allowance	1000		1000		1000		1000	
Councillor Training & E	1500		1500		1500		1500	
Elections	500		500		500		500	
Total	3000	3000	3000	3000	3000	3000	3000	3000
Grants								
Power of Competence								
Grans Local Organisati	£1,867	1867	3000	3000	1500	1500	1500	1500

Budget Environment 2017 -2018

	2014-2015	2015-2016	2016-2017	2017-2018
Parish Transportation	0	0	0	0
Bus Shelter Cleaning	2100	2100	2100	2205
Repairs Bus Shelters	500	500	500	500
Other Environmental	150	150	150	200
Project Danbury	500	500	500	500
Earmarked reserve Bus shelters				
Total	3250	3250	3250	3405

Budget for 2017 - 2018 Income sheet

Income	2012-2013	2014-2015	2015-2016	2016-2017	2017 -2018
Interests	100	100	100	50	0
Allotment Rents	130	130	192	192	192
Tennis Rent	5550	5550	5770	5900	6000
Bowling Club Rent	8300	8949	8949	8949	8949
Cricket Rent	1000	1000	800	1600	1200
Football	1000	1000	1000	1000	1000
DCA Rent	12000	12000	13000	13000	15000
Heathcote Rent	2050	2100	2150	2200	2200
RBL Rent	0	0	0	0	0
	30130	30829	31961	32891	34541

Budget for Facilities Committee 2017 - 2018

Facilities Committee	2014-2015	2015-2016	2016-2017	2017-2018
Allotments	200	200	200	200
Allotments Maintenance				
Christmas				
Christmas Lights	100	100	100	100
Erection & Dismantling	800	800	800	800
Christmas Tree	200	200	200	200
Electrician	400	400	400	400
Electricity	120	120	120	120
Total	1620	1620	1620	1620
GMA & Store				
Trade Refuse	400	500	500	500
Electricity	500	500	500	500
Equipment Maintenance	200	200	200	200
Mileage	100	100	100	100
Mobile Phone	216	216	216	216
Training	1000	1000	1000	1000
Water and Sewage	600	600	600	600
Protective Clothing	300	300	300	300
Cover for Groundsman	2000	2000	2000	2000
Total	5316	5416	5416	5416
Supplies and Maintenance				
Abandoned Vehicles	100	100	100	100
Basketball Court	250	250	250	250
Bowling Green	7717	7948	7948	7948
Buildings	3000	3000	4000	4000
Cricket Wicket	4500	4500	5600	5600
Electricity Old Pavilion	200	DCA	DCA	DCA
Equipment Repairs	2000	2000	2000	2000
Fire Extinguishers	350	350	350	350
General Supplies	1500	1500	1500	1500
Greens	1600	1740	1740	1740
Grounds Maintenance	5000	3000	3000	3000
			Quote	

General								
Water and Sewage	5000	5000	5000	5000	5000	5000	5000	5000
Legionella							2000	2000
Old Pavilion Path/Tennis/Bowling Club		Project						
	Projects	5000	5000	2000	2000	1000	1000	1000
				2000	2000	5000	5000	5000 Survey
		5000						
	67018	72999	65139	69489	69489	69489		69739

Hedges	500	750	750	750	
Lighting	300	500	500	500	
Leases					
Play Area	300	300	300	300	
Play Equipment Repairs	500	500	2000	1000	Reduced
Ponds	720	720	720	720	
Risk & Safety	300	300	300	300	
Rates Old Pavilion	600				
Rents	745	DCA	745	745	
Trees	3000	Mappin	3000	3000	
War Memorial			1250		
Youth Play	500		500	500	
Youth Shelter			500	0	Take off
Notice Boards	200		1000	0	Take Off
New Play Equipment					
New Equipment	1000				
	34882	32903	38053	34303	34303
Vehicles					
Vehicle Insurance & Service	1500		1500	1500	
Tractor Loan Repayment					
Fuel	2500		2500	2500	
Total	4000	4000	4000	4000	4000
DCA Maintenance	10000			10000	
DCA Hot Water Project					
Total	10000	10000	10000	10000	10000
Other					
Equipment Maintenance	500		700	700	
Bins & Seats	500		500	500	
Sports Equipment	1000		1200	1200	
Total					

General										
Water and Sewage	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000
Legionella								2000		2000
Old Pavilion										
Path/Tennis/Bowling Club	Projects	Project								
		5000	5000	2000	2000	2000	2000	1000	5000	1000
										5000 Survey
	5000									
	67018	72999	65139	69489	69489	69489	69489			69739