

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 13th December, 2016 at 7.30pm in the Committee Room at the Old School House, Main Road, Danbury

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

89 Apologies for Absence

There were no apologies.

90 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.

91 Public Question Time

No Members of the Public were present.

92 Minutes of the Meeting held on 22nd November, 2016

RESOLVED: that the Minutes of the Meeting held on 22nd November, 2016 be approved and signed as a correct record.

93 Financial Documents

93.1 Approval of payments from 22nd November until the date of the meeting in the sum of £19,655.03 be approved for ratification by Cllr Kennewell on Wednesday 14th December, 2016. Members decided not to award a donation to the Open Spaces Society.

RESOLVED: that payments from 22nd November, 2016 to the date of the meeting be approved as above.

(To note an additional payment of £53.18 for Veolia was added on 14th December, 2016 as due before next meeting).

93.2 Reconciliation sheet to 31st October, 2016.

Cllr Mrs B Hallet 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 November, 2016 including interest on Nat West 90 day account.

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

93.3 Debtors more than 3 months

There were none.

93.4 Receipts

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

RESOLVED: that this information be noted.

93 On Line Banking

Nothing further to report.

94 Request for Additional Funding from Committees

None were requested.

RESOLVED: that the information be noted.

95 Information Technology

Members wished the Clerk to contact the web site provider to request some more detail about Joomla.

RESOLVED: that the Clerk contacts the web site provider to ascertain some more information regarding Joomla.

96 Training

The Clerk from South Woodham Ferrers had contacted Danbury Parish Council regarding whether the Neighbourhood Plan Coordinator would like some training with their coordinator by the RCCE. Danbury's Neighbourhood Plan Coordinator thought she was fine at this current time. Members therefore wished to decline the offer. This was unanimously agreed.

RESOLVED: that Danbury Parish Council decline the offer of South Woodham Town Council at the current time.

97 Danbury Times

Nothing more to say at this current time the latest edition was out for delivery.

RESOLVED: that the information be noted.

98 Matters for Report

Traffic sign not working at turn right outside Old School House.

Crossing lights out at crossing by Danbury Park School.

There has been mention of the Danbury Planning Applications in the Sunday Times.

99 Dates of Meetings for 2017

Wednesday 18th January, 22nd February, 22nd March, No Meeting in April,
Wednesday 17th May, 28th June, 19th July, 20th September, 25th October, 27th
November, Tuesday 19th December

100 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.

101 DCA

Nothing further to report.

102 Staff

Members wished to thank all staff regarding hard work during the recent large planning applications especially the Assistant Clerk Planning who had borne the large majority of the work.

RESOLVED: that the staff are made aware of the thanks of the Parish Council for this hard work.

The meeting closed at 8.38 p.m.

Cllr B Kennewell Chairman

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Signed

.....
Date

Date: 15/12/2016

Danbury Parish Council 2016/17

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Time: 12:23

Cashbook 1

User: MAS

Barclays Current A/c

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/12/2016	Heathcote School	107141	50.00			4350	403	50.00	Prize Money
01/12/2016	Essex and Suffolk Water	DDR	14.41			4130	406	14.41	Water Allotments
01/12/2016	Essex and Suffolk Water	DDR	99.18			4130	406	99.18	Hall and Premises
01/12/2016	Lodge Information Systems Ltd	DDR	399.60		66.60	4250	401	333.00	Hosted Mailboxes
01/12/2016	Information Commissioners	DDR	35.00			4254	401	35.00	Data Protection Registration
01/12/2016	EON	DDR	7.74		0.37	4063	302	7.37	Electricity Lighting Pillar
01/12/2016	British Telecom	DDR	64.78		10.80	4266	401	53.98	Telephone
01/12/2016	Broxap Limited	BACS170	62.64		10.44	4166	304	52.20	Safety Net hooks
07/12/2016	Danbury Mission	107142	250.00			4264	401	250.00	Hall Hire
07/12/2016	Society of Local Clerks	107144	200.00			4254	401	200.00	subscription
08/12/2016	Office Is Limited	BACS165	63.59		10.60	4256	401	52.99	Stationery
08/12/2016	Metrorod	BACS166	864.00		144.00	4233	306	720.00	Sports and Social Centre Drain
08/12/2016	Blackwater Land(P H Williams)	BACS167	145.00			4168	304	145.00	greens
08/12/2016	Upstairs Downstairs Ltd	BACS168	144.00		24.00	4270	401	120.00	Office cleaning
08/12/2016	Skippers	BACS169	1,068.00		178.00	4158	304	890.00	Cricket Training
08/12/2016	R W Crawfords Agircultural Ma	BACS171	1,608.98		268.16	4200	305	1,340.82	Tractor service
08/12/2016	Ernest Does & Sons Ltd	BACS172	10.97		1.83	4166	304	9.14	Parts
08/12/2016	Sue Lees Consultancy	BACS173	180.00			4268	401	180.00	Web site
13/12/2016	EON	DDR	72.45		3.45	4105	303	69.00	Electricity Robins Nest
13/12/2016	Billericay Fuel Services	107145	737.28		122.88	4203	305	614.40	Diesel
14/12/2016	Institute of Groundsmanship	107146	48.00			4254	401	48.00	Membership
14/12/2016	Essex Pension Fund	BACS174	1,716.93			4410	405	1,716.93	Pensions December, 2016
14/12/2016	Ecolclean Services	BACS175	208.80		34.80	4010	201	174.00	Bus Shelter cleaning
14/12/2016	H M Reveue & Customs	BACS176	1,456.74			4411	405	1,456.74	Tax and Ni ~December, 2016
14/12/2016	Strutt and Parker	BACS177	715.00			4182	304	715.00	Rental Griffin Meadow
14/12/2016	CRS Pitchcare	BACS 178	466.26			4158	304	466.26	December Payment
14/12/2016	Wicksteed Leisure	BACS179	3,472.68			4176	304	3,472.68	Playground Repairs
14/12/2016	Acumen Wages Service	DDR	5,412.22			4115	303	63.45	Acumen Wages service
						4400	405	1,697.61	Acumen Wages service
						4403	405	1,668.96	Acumen Wages service
						4402	405	669.45	Acumen Wages service
						4401	405	792.80	Acumen Wages service
						4927	901	519.95	Acumen Wages service
14/12/2016	Acumen Wages Service	SO	27.60		4.60	4257	401	23.00	Payroll Bureaux
14/12/2016	Veolia	BACS180	53.18		8.86	4100	303	44.32	Trade Refuse
Total Payments for Month			19,655.03	0.00	889.39			18,765.64	
Cashbook Totals			19,655.03	0.00	889.39			18,765.64	

**Bank Reconciliation Statement as at 30/11/2016
for Cashbook 1 - Barclays Current A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	30/11/2016	4	16,760.28
			<u>16,760.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/11/2016 DDR 02		39.83	
11/11/2016 DDR Barclaycard Business		480.17	
23/11/2016 107139 Heelis and Lodge		150.00	
			<u>670.00</u>
			16,090.28
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,090.28
		Balance per Cash Book is :-	16,090.28
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/11/2016
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	30/11/2016		211.95
			<u>211.95</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			211.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			211.95
		Balance per Cash Book is :-	192.45
		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 Mii	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					

Bank Reconciliation Statement as at 31/10/2016
for Cashbook 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	30/11/2016		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 01/12/2016
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	30/11/2016	3	50,038.03
			<u>50,038.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50,038.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			50,038.03
		Balance per Cash Book is :-	50,038.03
		Difference is :-	0.00

**Bank Reconciliation Statement as at 23/11/2016
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	30/11/2016	19	217,622.06
			<u>217,622.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			217,622.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			217,622.06
		Balance per Cash Book is :-	217,622.06
		Difference is :-	0.00

APPENDIX III RESOURCES 12.12.2016

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	30,172.86					30,172.86	
100588	Banked: 03/11/2016	2,200.00						
100588	Heathcote School	2,200.00			1110	101	2,200.00	Rent
	Banked: 09/11/2016	141.30						
	Daen Ingus	141.30		23.55	1109	101	117.75	Football Rent
	Banked: 10/11/2016	18.00						
	Intel	18.00		3.00	1091	101	15.00	Meeting room Bokking
	Banked: 10/11/2016	141.30						
	Danbury Mission	141.30		23.55	1109	101	117.75	Football Rent
	Banked: 10/11/2016	35.00						
	Lucky Dog Training	35.00			1113	101	35.00	Hire of Dawson Field
	Banked: 11/11/2016	30.00						
	Society of Local Clerks Essex	30.00		5.00	1900	101	25.00	Photocopying
	Banked: 11/11/2016	213.60						
	Danbury and Bicknacre Football	213.60		35.60	1109	101	178.00	Football Received
100589	Banked: 17/11/2016	94.20						
100589	William De Ferrers F C	94.20		15.70	1109	101	78.50	football Rent
	Banked: 18/11/2016	141.30						
	Sporting Club Woodham	141.30		23.55	1109	101	117.75	Football Rent
	Banked: 23/11/2016	350.00						
	Danbury Mission	350.00			1109	101	350.00	Yearly football
	Banked: 30/11/2016	0.01						
	Hyde Lane Service Station	0.01			1900	101	0.01	Less money take by 0.01,
Total Receipts for Month		3,364.71	0.00	129.95			3,234.76	
Cashbook Totals		33,537.57	0.00	129.95			33,407.62	