



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 31 October 2018 at 7.30pm in the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors S Berlyn (ex-officio), Mrs A. Chapman (ex-officio), Mrs B Hallett, G Chapman, J. Steele, P Sutton, J Thombs

In Attendance: Ms M Harper - Clerk

87 Apologies for Absence

No apologies were received

88 Declarations of Interest

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they know they may have in the items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a pecuniary one. They were also obliged to notify the Monitoring Officer about it. Unforeseen interest must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the DCA and Precept.

There were no interests declared.

89 Public Question Time

There were no questions from the public.

90 To approve the Minutes of the Danbury Parish Council Resources Committee meetings held on 19 September 2018

RESOLVED that the minutes of Resources Committee meeting held 19 September 2018 were accepted as a true record.

91 Actions Arising

RESOLVED that the information be noted, as attached in Appendix 1.

92 To receive financial report

92.1 Payments

RESOLVED that the payments from 19 September 2018 to 31 October 2018 (Appendix 2) be approved, proposed by Cllr Mrs A Chapman and seconded by Cllr Mrs B Hallett, all agreed.

92.2 Receipts

The receipts from 19 September 2018 to 31 October 2018 (Appendix 3) were noted

92.3 Reconciliation

Councillor Mrs A Chapman confirmed the monies were correct at the bank on 30 September 2018 as per the bank reconciliation and bank statements

RESOLVED that all monies were correct at the Bank

- 92.4 Budget sheets / Earmarked Reserves
The Budget and Earmarked Reserves sheet to be distributed to members following the meeting once the updating of the bank system to reflect the previously agreed changes to Reserves has been completed
- 92.5 Virement of monies
Nothing to report
- 92.6 Debtors more than 3 months
Nothing to report
- 92.7 On Line Banking
Nothing to report
- 92.8 Report from the Internal Auditor
Clerk gave verbal update regarding visit from Internal Auditor 30 October 2018 and circulated the report and noted actions arising to be presented to the Parish Council meeting 28 November 2018.
- 92.9 Arnold Baker – Local Council Administration 11th Edition
It was agreed to purchase the latest edition at a cost of £104.13

RESOLVED to purchase the 11th edition of Arnold Baker, Local Council Administration, proposed by Cllr S Berlyn and seconded by Cllr J Steele, all agreed.

93 Requests for Additional Funding from Committees

93.1 Environment Committee

RESOLVED that the request for £2,500.00 from General Reserves to complete remedial works to the bus shelters be approved, proposed by Cllr S Berlyn and seconded by Cllr Mrs B Hallett, all agreed.

94 Website

94.1 It was noted that the changes to the website, as agreed at the last meeting, have been completed.

94.2 After some discussion regarding the report on upgrading the software relating to the search facility and security of the website it was agreed to proceed with the recommended actions from the website host.

RESOLVED to proceed with the recommendations as detailed in the report, proposed by Cllr J Steele and seconded by Cllr S Berlyn, 4 in favour with 3 abstentions

95 Update on Land Slippage

The Clerk advised that quotes were due to be received and would be circulated, hopefully in advance of the Parish Council meeting.

96 Training

96.1 It was noted that Cllrs S Berlyn and Mrs M Hessing were attending the Police and Fire Conference with EALC

96.2 To note that the Clerk will be attending SLCC/EALC training on 8 November 2018

96.3 It was agreed that Cllr S Berlyn would review the course content for Emergency First Aid at Work one day course and the First Aid three day course.

97 Matters for Report and Information only

The Clerk confirmed that volunteers were covered under the Parish Council's insurance in response to Cllr G Chapman's query.

98 DCA

There is a Liaison meeting on 6 November 2018 at the Parish Office

99 Date and Time of next meeting

Wednesday 21 November 2018 to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury at 7.30pm

The meeting closed at 8.15pm.

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Signed

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Date