

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 20th January, 2016 at the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors A. Allen, S. Berlyn , Mrs A. Chapman, G. Gardiner Mrs B Hallett
In attendance: Clerk Mrs M Saunders

Cllr Gardiner was Chairman for the meeting as Cllr Kennewell was away.

100 Apologies for Absence

Apologies were received and accepted from Cllrs B Kennewell and M. Wood,

101 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.

None were declared.

102 Public Question Time

No Members of the Public were present.

103 Minutes of the Meeting held on 18th November, 2015.

RESOLVED: that the Minutes of the Meeting held on 18th November, 2015 be approved and signed as a correct record..

104 Financial Documents

104.1 Approval of payments from 15th December, 2015 until the date of meeting in the sum of £ 36158.62 The January payments to be ratified by Cllr Berlyn on Thursday 21st January, 2016. (Appendix I)

RESOLVED: that the payments from 18th November, 2015 to the date of the meeting be approved with Cllr Berlyn.I

104.2. Reconciliation sheet to 31st December 2015

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 31st December, 2015..

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

104.3 Debtors more than 3 months

There were none at present..

RESOLVED: that the information be noted.

104.4 Receipts

These were circulated for December, 2015 See (Appendix iii).
RESOLVED: that this information be noted.

104.5 On Line Banking

No further update.

RESOLVED: that the information be noted.

104.6 The Future of External Audit for Smaller Authorities

The Clerk advised that the Council does not opt out and goes with the suggested course of action from the EALC for the appointment of External Auditors. . Members unanimously agreed this course of action.

RECOMMENDED: that the Resources Committee requests the Parish Council to confirm that they will follow the course of action proposed by the EALC to appoint the Smaller Authorities' Audit Appointments Limited:

104.7 Valuations regarding Buildings

Members voted unanimously to use TMA Chartered Surveyors to complete the revaluations of the Council owned properties on Dawson Memorial Field for insurance purposes.

RESOLVED: that the Parish Council appoint TMA Chartered Surveyors to revalue the Council owned properties on Dawson Memorial Field in the sum of £600.00.

105. Request for Additional Funding from Committees

None were requested.

106 Information Technology

106.1 Broadband

The Parish Office connection to Broadband has now been connected to fibre optic.

RESOLVED: that the information is noted..

106.2 Server

Prices for the new Server had been requested but had not been received as yet.

RESOLVED: that the information be noted..

107 Training

The Clerk would be attending two courses in February. She was helping the EALC with the training programme for Employment for 2016.

RESOLVED: that the information be noted.

108 Matters for Report.

There were none.

109 Dates of Meetings for 2016

Wednesday 24th February, No Meeting in March, 27th April, 25th May, Monday 13th June, Parish Council to ratify accounts 29th June, 27th July,
No Meeting in August, 28th September, 26th October, 30th November, Tuesday 13th December

110 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.

111 DCA

111.1 Leases Working Party

The Leases Working Party has met and gone through the comments from the DCA a further meeting has been arranged with the DCA to discuss the Lease.

RESOLVED: that the information be noted.

111.2. End Of Year Variance

The End of Year Variance for 2014 – 2015 has been paid by the DCA.

RESOLVED: that the information be noted.

111.3 AGM – Thursday 7th January, 2016

The Annual General Meeting of the DCA had been held. The Clerk circulated details of their accounts for information.

RESOLVED: that the matters be noted.

112 Staff

No further matters at present..

Discussion took place regarding holding the Communications Meeting this had been impossible due to people’s availability. The Annual Parish Meeting was to be discussed at Parish Council on 27th January, 2016.

The meeting closed at 8.00 p.m.

Cllr G Gardiner Vice Chairman

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Signed

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Date

APPENDIX I RESOURCES 20.1.2016

Date: 21/01/2016

Danbury Parish Council 2015/16

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Time: 15:17

Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 10

Payments for Month 10

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>
18/01/2016	Acumen Wages Service	SO	24.00		4.00	4257	401	20.00	Payroll Bureaux
18/01/2016	EON	DDR	11.07		0.53	4063	302	10.54	Lighting Pillar
18/01/2016	Strutt and Parker	BACS159	552.40			4182	304	552.40	Griffin Meadow ren
18/01/2016	Sterling Electrical Contractor	BACS160	353.62		58.94	4233	306	294.68	Fire Work
18/01/2016	Averkey Locksmiths	BACS161	402.58		67.10	4156	304	335.48	additional locks robins Nest
18/01/2016	Anglian Water	BACS162	741.70			4130	406	741.70	Sewage Hall and Premises
18/01/2016	Hyde Lane Service Station	BACS163	51.96		8.66	4203	305	43.30	Petrol
18/01/2016	Upstairs Downstairs Ltd	BACS164	107.00		17.83	4270	401	89.17	Office Cleaning
18/01/2016	JRB Electrical	BACS165	178.20		29.70	4156	304	148.50	Pat Testing
18/01/2016	Lambert Smith and Hampton	BACS166	2,750.00			4357	401	2,750.00	Rent Old School House
18/01/2016	Ecolclean Services	BACS167	208.80		34.80	4010	201	174.00	Bus shelter cleanin
18/01/2016	CRS Pitchcare	BACS168	360.50			4158	304	360.50	Monthly Cricket payment
18/01/2016	Chelmsford Plumbing and Heatin	BACS169	6,900.00		1,150.00	4903	901	5,750.00	Last payment for toilets
18/01/2016	Chelmsford Plumbing and Heatin	BACS170	8,844.00		1,474.00	4903	901	7,370.00	Third Payment
18/01/2016	R J Roe & Sons Ltd	BACS171	138.00		23.00	4131	303	115.00	Septic tank remove
18/01/2016	Veolia	BACS172	65.16		10.86	4100	303	54.30	Trade Waste
18/01/2016	H M Reveue & Customs	107099	1,275.16			4411	405	1,275.16	Tax and NI Januar 2016
18/01/2016	Essex and Suffolk Water	DDR	16.66			4130	406	16.66	Water Allotments
18/01/2016	Essex and Suffolk Water	DDR	195.48			4130	406	195.48	Water Hall and Premises
18/01/2016	Essex and Suffolk Water	DDR	31.52			4130	406	31.52	Allotments Water
18/01/2016	Lodge Information Systems Ltd	DDR	52.80		8.80	4266	401	44.00	Broadband
18/01/2016	EON	DDR	60.32		10.05	4105	303	50.27	Electricity robins Nest
18/01/2016	Acumen Wages Service	DDR	4,802.19			4403	405	1,672.33	Acumen Wages service
						4402	405	648.33	Acumen Wages service
						4401	405	779.72	Acumen Wages service
						4400	405	1,701.81	Acumen Wages service
18/01/2016	Bakers of Danbury	107100	49.61		8.27	4156	304	41.34	Lock In Robins Ne
18/01/2016	Essex and Suffolk Water	107101	58.68		9.78	4921	901	48.90	Toilet roll Holders (
18/01/2016	D F Clarke Bionomique Ltd	BACS173	960.00		160.00	4915	901	800.00	Tree Survey
18/01/2016	Essex Pension Fund	BACS174	1,642.48			4410	405	1,642.48	Pensions Jan 2016
18/01/2016	Rigby Taylor Group	BACS175	230.82		38.47	4166	304	192.35	White Lining
18/01/2016	Barclaycard Business	DDR	130.80		21.80	4923	901	109.00	Racking
18/01/2016	Open Spaces Society	107102	45.00			4254	401	45.00	Subscription
20/01/2016	02	DDR	18.00		3.00	4120	303	15.00	Mobile Phone
20/01/2016	British Telecom	DDR	81.37		13.56	4266	401	67.81	Telephone
20/01/2016	Chelmsford City Council	DDR	4,768.74		794.79	4154	304	3,973.95	Bowling green Maintenance
20/01/2016	J M Sewell	107103	50.00			4350	403	50.00	In memory of Mike Angel

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Date: 21/01/2016

Danbury Parish Council 2015/16

Page No: 180

Time: 15:17

Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 10

Total Payments for Month	36,158.62	0.00	3,947.94	32,210.68
Cash Book Totals	<u>36,158.62</u>	<u>0.00</u>	<u>3,947.94</u>	<u>32,210.68</u>

Date: 05/01/2016

Danbury Parish Council 2015/16

Page No: 1

Time: 15:26

User: MAS

Bank Reconciliation Statement as at: 31/12/2015 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	31/12/2015	4	16,041.76
			<u>16,041.76</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
14/10/2015 107084	Danbury Tennis Club	176.00	
10/12/2015 107096	Society of Local Clerks	210.00	
			<u>386.00</u>
			15,655.76
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			15,655.76
		Balance per Cash Book is :-	15,655.76
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/12/2015 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	31/12/2015		101.17
			<u>101.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			101.17
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			101.17
		Balance per Cash Book is :-	101.17
		Difference is :-	0.00

Petty Cash 2015/2016

Date	Details	Voucher No.	Office Supplies	G'mans Supplies	Other	VAT	Gross	Receipts	Balance
									106.96
7.4.15	Milk & toile	1					4.49		102.47
9.4.15	Glue	2					1.49		100.98
17.4.15	Milk	3					0.61		100.37
17.4.15	Cups & bat	4					2.97		97.4
17.4.15	Birthday Ca	5					2		95.4
21.4.15	Spoons	6					2.16		93.24
23.4.15	Supplies	7					15.63		77.61
23.4.15	Memory St	8					10		67.61
23.4.15	Napkins	9					0.99		66.62
29.4.15	Solicitors Fi	10					5		61.62
29.4.15	Material lo	11					20		41.62
							Sub total		65.34
8.5.15	Bins	12					11.98		29.64
13.5.15	Soap	13					2		27.64
14.5.2015	Toilet Pape	14					6.13		21.51
15.5.2015	Flowers	15					25		-3.49
23.5.2015	Logo	16					30		-33.49
							Sub Total		75.11
31.5.2015								150	116.51
2.6.2015	Sweets 50t	17					7.5		109.01
2.6.2015	Coffee etc	18					7.43		101.58
3.6.2015	Train Fare	19					31.8		69.78
10.6.2015	Sandwiche	20					15		54.78
10.6.2015	Food Ecc	21					3.73		51.05
10.6.2015	Phone Case	22					4.99		46.06
10.6.2015	Orange Juic	23					1.3		44.76
11.6.2015	Special Del	24					7.25		37.51
18.6.2015	Supplies	25					7.29		30.22
23.6.2015	Battery Mil	26					3.63		26.59
26.6.2015	Minutes	27					5.4		21.19
26.6.2015	BinBags etc	28					4		17.19
							Sub Total		99.32
30.6.2015								150	167.19
7.7.2015	Food JT	29					26.12		141.07
8.7.2015	Sandwiche	30					30		111.07
13.7.2015	Postage TC	31					7.25		103.82
15.7.2015	toilet Rolls	32					3.99		99.83
16.7.2015	Coffee Tea	33					5.52		94.31
23.7.2015	Mugs	34					12		82.31
29.7.2015	Washing up	35					1.05		81.26
							85.93		
4.8.2015	Bags	36					2		79.26
21.8.2015	Supplies	37					9.51		69.75

				150	219.75
			Sub total	11.51	
9.9.2015	Milk	38		0.61	219.14
22.9.2015	Tea Bags	39		2.29	216.85
24.9.2015	Toilet Rolls	40		10.93	205.92
28.9.2015	Parking EAl	41		2.4	203.52
28.9.2015	Alan Keeler	42		5	198.52
			Sub total	21.23	
2.10.2015	Postage	43		1.68	196.84
7.10.2015	Trays	44		5.8	191.04
12.10.2015	Contact Ma	45		3	188.04
20.10.2015	Supplies	46		7.07	180.97
28.10.2015	Travel SB	47		21.2	159.77
29.10.2015	Add key	48		3.49	156.28
			Sub Total	42.24	
14.11.2015	Supplies	49		17.58	138.7
17.11.2015	Toilet Brusl	50		1.5	137.2
24.11.2015	Car Parking	51		2	135.2
27.11.2015	Bin Bags	52		2	133.2
29.11.2015	Stationery	53		11.09	122.11
			Sub total	34.17	
9.12.2015	soap	54		0.99	121.12
3.12.2015	RA Course	55		3.5	117.62
5.12.2015	Cups	56		3	114.62
5.12.2015	2 x parking	57		7	107.62
				14.49	
15.12.2015	Pspoons	58		1	106.62
16.12.2015	Coffee	59		2	104.62
17.12.2015	Toilet Roll	60		3	101.62
22.12 2015	Sugar	61		0.45	101.17
				6.45	

Receipts for Month 10

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 :	31,330.51				31,330.51	
	Banked on :	0.00					
			0.00			0.00	
Total Receipts for Month		0.00	0.00	0.00		0.00	
Cash Book Totals		<u>31,330.51</u>	<u>0.00</u>	<u>0.00</u>		<u>31,330.51</u>	

Bank Reconciliation Statement as at: 31/12/2015 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	31/12/2015	19	209,624.89
			<u>209,624.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			209,624.89
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			209,624.89
		Balance per Cash Book is :-	209,624.89
		Difference is :-	0.00

Date: 06/01/2016

Danbury Parish Council 2015/16

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Time: 15:59

Cash Book 1

User : MAS

Barclays Current A/c

For Month No : 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	26,843.22					26,843.22	
	Banked on : 03/12/2015	15.00						
1415/36	Intel	15.00		2.50	1091	101	12.50	Meeting Room Booking
	Banked on : 07/12/2015	20.00						
SLCC	Society of Local Clerks Essex	20.00		3.33	1900	101	16.67	Photocopying
	Banked on : 17/12/2015	141.30						
15.16.67	Sporting Club Woodham	141.30		23.55	1109	101	117.75	Football Payment
	Banked on : 18/12/2015	82.50						
Wood R	Woodham Radars	82.50		13.75	1109	101	68.75	Football Rent
	Banked on : 22/12/2015	191.10						
End of Yr	DCA	191.10			1108	101	191.10	End Year adjustment 2014 -1
	Banked on : 22/12/2015	1,363.68						
Insurance	Aviva	1,363.68			1900	101	1,363.68	Insurance re Fire
	Banked on : 23/12/2015	188.10						
100568	William De Ferrers F C	188.10		31.35	1109	101	156.75	Football Rent
Total Receipts for Month		2,001.68	0.00	74.48			1,927.20	
Cash Book Totals		<u>28,844.90</u>	<u>0.00</u>	<u>74.48</u>			<u>28,770.42</u>	

Receipts for Month 9

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 :	31,329.45				31,329.45	
	Banked on : 31/12/2015	1.06					
Interest	Nat West		1.06		1090 101	1.06	Interest
Total Receipts for Month		1.06	0.00	0.00		1.06	
Cash Book Totals		<u>31,330.51</u>	<u>0.00</u>	<u>0.00</u>		<u>31,330.51</u>	