

49.4 Receipts

These were circulated for July and August, 2016. (See Appendix iii).

RESOLVED: that this information be noted.

49.6 On Line Banking

The Investment for £50,000 had been completed with Nat West.

RESOLVED: that the information be noted, .

49.7 Budgets

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

The Clerk to check the payments take from the Chairman's Fund. Also to take the payment for the new server from earmarked funds.

RESOLVED: that a) the information be noted b)the Clerk to check the Chairman's Fund c) to take the payment for the server from earmarked funds .

49.8 Resources Budget 2017 – 2018

The Clerk circulated information to commence the process of the budget for 2017 – 2018.

49.9 Insurance

Members to note that the driver insurance had now been completed. The fee to Hiscocks for the Council's Insurance was less that previously reported due to the discounted figure for 3 year contract. The figure was £5193.82

RESOLVED: Members to note the above information.

50 Request for Additional Funding from Committees

None were requested.

RESOLVED: that the information be noted.

51 Information Technology

51.1 The Scanner and everything was now working well. The new accounts package had been down loaded and was also working.

RESOLVED: that the information be noted.

51.2 Telephones

The clerk circulated information regarding the telephone systems. Members decided to remain with BT for the next 2 years. The Parish Council would also have to purchase a new mobile phone for the office for the Neighbourhood Plan Coordinator.

RESOLVED: that the Parish Council enters into a 2 year agreement with BT nd purchase a mobile phone.

5.13 Support Package

LIS had forwarded a proposal regarding support package. Members wished a representative to speak with Parish Council at next meeting to fully understand the options.

RESOLVED: that the Clerk request representative of LIS to speak at next meeting..

52 Training

The Clerk is to attend Employment Law training on 1st November, 2016.

RESOLVED: that the information be noted.

53 Danbury Times

Members thought it would be a good idea to report on the 2% cap that the Government may impose on Parish Councils in the November issue..

RESOLVED: that the information be noted.

54 Ideas for Future of Old Schoolhouse

The Chairman of the Council brought up the situation regarding the tables in the Old Schoolhouse. All options to be discussed with visitors to the centre next week.

There was monies left within the original office move which could be used to purchase new tables if necessary.

RESOLVED: that this information was noted and tables for the committee room be purchased if necessary..

55 Matters for Report

There were no matters to report.

56 Dates of Meetings for 2016 ,

Wednesday 26th October, (Cllr Mrs Barbara Hallett submitted apologies for this meeting) 23rd November, Tuesday 13th December

A Grants Working Party Meeting would be arranged prior to Resources on 26th October to commence at 7 p.m.

57 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.

58 DCA

An item was going to Parish Council regarding future Lease of the Sports and social Centre. All monies up to date.

RESOLVED: that the information be noted.

59 Staff

59.1 New Post for Neighbourhood Plan Co-ordinator

There had been 5 applications and the interviews were to be held on Thursday 6th October, 2016.

RESOLVED: that the information be noted.

59.2 Request from Team Meeting

The Clerk explained an issue that had been brought up from a team meeting.

Members to note that if the Clerk had a matter to report to the meeting they should request the Chairman to speak even by putting their hand up and then be permitted to report the information.

RESOLVED: that the information be noted by Chairs of Committees.

59.3 Christmas and New Year

The office would be closed from Friday 23rd December, 2016 until Tuesday 3rd January, 2017. Members unanimously agreed to an additional days leave for all the staff during this period. The staff take their Annual Leave to cover the other days.

RESOLVED: that an additional days leave be granted to all staff to be taken over the Christmas period.

The meeting closed at 9.00 p.m.

Cllr B Kennewell Chairman

.....
Signed

.....
Date

APPENDIX I RESOURCES 21.9.2016

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
10/08/2016	Ecolclean Services	BACS91	208.80		34.80	4010	201	174.00	Bus shelter cleaning
10/08/2016	Winncleaning	BACS92	68.00			4270	401	68.00	Window cleaning PO
10/08/2016	Winncleaning	BACS93	80.00			4244	308	80.00	Window cleaning Old Pavilion
10/08/2016	Blackwater Land(P H Williams)	BACS94	290.00			4168	304	290.00	Green cutting
10/08/2016	Veolia	BACS95	53.18		8.86	4100	303	44.32	Trade Refuse
10/08/2016	Hyde Lane Service Station	BACS96	58.00		9.67	4203	305	48.33	Fuel
10/08/2016	Rigby Taylor Group	BACS97	248.70		41.45	4166	304	207.25	Whitelining etc
10/08/2016	Danbury Electrical Services Lt	BACS99	48.00		8.00	4174	304	40.00	Damaged Bollard
10/08/2016	Essex Ass of Local Councils	BACS100	63.50			4302	402	63.50	Charles Arnold Baker
10/08/2016	Office Is Limited	BACS101	40.39		6.73	4256	401	33.66	Stationery
10/08/2016	Upstairs Downstairs Ltd	BACS102	144.00		24.00	4270	401	120.00	Office Cleaning
10/08/2016	Sue Lees Consultancy	BACS103	30.00			4268	401	30.00	Twice yearly reporting
10/08/2016	The Printing Place	BACS104	528.00			4300	402	528.00	Danbury Times Summer
10/08/2016	Came and Company	BACS105	5,193.82			4431	406	5,193.82	Insurance
10/08/2016	Billericay Fuel Services	107126	561.00		93.50	4203	305	467.50	Fuel
10/08/2016	RCCE	107127	60.00		10.00	4927	901	50.00	Community Led Planning
10/08/2016	Hill & Abbott Solicitors	107128	996.00		166.00	4258	401	830.00	Old Pavilion Lease
15/08/2016	Lodge Information Systems Ltd	DDR	82.80		13.80	4266	401	69.00	Broadband
15/08/2016	British Telecom	DDR	85.71		14.28	4266	401	71.43	Telephone
15/08/2016	02	DDR	18.37		3.06	4120	303	15.31	Mobile Phone
15/08/2016	Public Works Loan Board	DDR	4,388.33			4445	406	4,388.33	Public Works Loans
15/08/2016	Acumen Wages Service	SO	27.60		4.60	4257	401	23.00	Payroll Bureaux
15/08/2016	Barclaycard Business	DDR	30.72			4272	401	30.72	Stamps
15/08/2016	Barclaycard Business	DDR	9.00			4258	401	9.00	Land Registry
15/08/2016	Barclaycard Business	DDR	13.90		2.32	4256	401	11.58	Folders for New Neighbour Pack
15/08/2016	Acumen Wages Service	DDR	4,828.82			4401	405	792.80	Acumen Wages Service
						4402	405	669.45	Acumen Wages Service
						4403	405	1,668.96	Acumen Wages Service
						4400	405	1,697.61	Acumen Wages Service
15/08/2016	Essex and Suffolk Water	DDR	99.18			4130	406	99.18	Hall and Premises
15/08/2016	EON	DDR	8.56		0.41	4063	302	8.15	Electricity Lighting Pillar
15/08/2016	EON	DDR	31.12		1.48	4105	303	29.64	Electricity Tractor Shed
15/08/2016	Essex and Suffolk Water	DDR	14.41			4130	406	14.41	Water Allotments
15/08/2016	Bellet Ltd	107133	504.54		84.09	4160	304	420.45	Service & repair westwood
25/08/2016	St Georges Pest Control	BACS106	60.00		10.00	4172	304	50.00	Wasps Nest
25/08/2016	Essex Pension Fund	BACS107	1,716.93			4410	405	1,716.93	Pensions August
25/08/2016	CRS Pitchcare	BACS108	466.66			4158	304	466.66	Cricket Wicket
25/08/2016	H M Reveue & Customs	BACS109	1,456.74			4411	405	1,456.74	Tax and NI August
25/08/2016	Rigby Taylor Group	BACS98	166.60		27.77	4172	304	138.83	VAT Element of Maintenance
25/08/2016	Bellet Ltd	107219	81.48		13.58	4160	304	67.90	Blades for Westwood
25/08/2016	J M Sewell	107130	200.00			4172	304	200.00	Grass Seed Spreading
25/08/2016	Lambert Smith and Hampton	BACS110	2,750.00			4357	401	2,750.00	Rent Old School House
25/08/2016	DWD Bookbinders	107131	49.00			4256	401	49.00	Minute Binding
25/08/2016	Danbury Tennis Club	107132	144.00			4105	304	144.00	Electricity for Bollards

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/09/2016	Essex Pension Fund	BACS128	1,716.93			4410	405	1,716.93	Pensions September 2016
21/09/2016	H M Reveue & Customs	BACS129	1,456.74			4411	405	1,456.74	Tax and NI Sept
21/09/2016	Acumen Wages Service	SO	27.60		4.60	4257	401	23.00	Acumen Wages Service
21/09/2016	Acumen Wages Service	DDR	4,828.82			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
21/09/2016	Essex and Suffolk Water	DDR	14.41			4130	406	14.41	Water Allotments
21/09/2016	Essex and Suffolk Water	DDR	99.18			4130	406	99.18	Water hall and premises
22/09/2016	CRS Pitchcare	BACS111	1,166.00			4158	304	1,166.00	3 invoices cricket wicket
22/09/2016	Ecolclean Services	BACS112	208.80		34.80	4010	201	174.00	Bus shelter Cleaning
22/09/2016	Danbury Electrical Services Lt	BACS113	162.00		27.00	4174	304	135.00	Lamp and photo cell
22/09/2016	Hyde Lane Service Station	BACS114	63.98		10.66	4203	305	53.32	Petrol
22/09/2016	St Georges Pest Control	BACS115	216.00		36.00	4166	304	180.00	Rats
22/09/2016	Chelmsford City Council	BACS116	551.75		91.96	4190	304	459.79	Play in the Park
22/09/2016	Chelmsford City Council	BACS117	4,768.74		794.79	4154	304	3,973.95	Bowling Green
22/09/2016	Veolia	BACS118	66.48		11.08	4100	303	55.40	Trasde Waste
22/09/2016	Blackwater Land(P H Williams)	BACS119	145.00			4168	304	145.00	Green Cutting
22/09/2016	Ernest Does & Sons Ltd	BACS120	8.40		1.40	4160	304	7.00	Tyre repair
22/09/2016	Office Is Limited	BACS121	69.32		11.55	4256	401	57.77	Stationery
22/09/2016	Office Is Limited	BACS122	94.51		15.75	4166	304	78.76	Key Cupboard Robin
22/09/2016	Essex Ass of Local Councils	BACS123	160.00			4125	401	160.00	Courses
22/09/2016	Upstairs Downstairs Ltd	BACS124	144.00		24.00	4270	401	120.00	Office cleaning
22/09/2016	Rigby Taylor Group	BACS125	833.00		138.83	4172	304	694.17	Field Maintenance
22/09/2016	R J Roe & Sons Ltd	BACS126	138.00		23.00	4131	303	115.00	Waste Disposal
22/09/2016	Came and Company	BACS127	815.90			4200	305	815.90	Tractor Insurance
22/09/2016	CPRE	107134	36.00			4254	401	36.00	Membership
22/09/2016	Lodge Information Systems Ltd	DDR	82.80		13.80	4250	401	69.00	Monthly Fee
22/09/2016	02	DDR	18.62		3.10	4120	303	15.52	Mobile Phone
22/09/2016	Barclaycard Business	DDR	107.50			4272	401	107.50	Stamps
22/09/2016	Barclaycard Business	DDR	105.00			4125	401	105.00	First Aid Course
22/09/2016	Barclaycard Business	DDR	72.99		12.16	4166	304	60.83	Grass Marking Tufts
22/09/2016	British Telecom	DDR	82.47		13.74	4266	401	68.73	Telephone
22/09/2016	EON	DDR	32.27		1.54	4105	303	30.73	Electricity Robins Nest
22/09/2016	EON	DDR	5.48		0.26	4063	302	5.22	Lighting Pillar electric
Total Payments for Month			18,298.69	0.00	1,270.02			17,028.67	
Balance Carried Fwd			28,908.99						
Cashbook Totals			47,207.68	0.00	1,270.02			45,937.66	

Bank Reconciliation Statement as at: 31/07/2016 for Cash Book 1 Barclays Current A/c

APPENDIX II RESOURCES 21.9.2016

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	31/07/2016	4	17,195.94
			<u>17,195.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>17,195.94</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>17,195.94</u>
		Balance per Cash Book is :-	17,195.94
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/07/2016 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	31/07/2016		181.58
			<u>181.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			181.58
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			181.58
		Balance per Cash Book is :-	181.58
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/07/2016 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	31/07/2016		50,001.99
			<u>50,001.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>50,001.99</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>50,001.99</u>
		Balance per Cash Book is :-	50,001.99
		Difference is :-	0.00

Bank Reconciliation Statement as at: 31/07/2016 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	31/07/2016	19	162,205.39
			<u>162,205.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>162,205.39</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
			<u>162,205.39</u>
		Balance per Cash Book is :-	162,205.39
		Difference is :-	0.00

Date: 12/09/2016

Danbury Parish Council 2016/17

Page 1

Time: 15:17

Bank Reconciliation Statement as at 31/08/2016
for Cashbook 1 - Barclays Current A/c

User: MAS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	31/08/2016	4	47,965.22
			<u>47,965.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/08/2016 107127 RCCE		60.00	
15/08/2016 107133 Bellet Ltd		504.54	
25/08/2016 107131 DWD Bookbinders		49.00	
25/08/2016 107132 Danbury Tennis Club		144.00	
			<u>757.54</u>
			47,207.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			47,207.68
		Balance per Cash Book is :-	47,207.68
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2016
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	31/08/2016		175.08
			<u>175.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			175.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			175.08
		Balance per Cash Book is :-	175.08
		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					
	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 can	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	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					
	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					

Bank Reconciliation Statement as at 15/08/2016
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	31/08/2016	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 31/08/2016
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	31/08/2016	19	122,205.39
			<u>122,205.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			122,205.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			122,205.39
		Balance per Cash Book is :-	122,205.39
		Difference is :-	0.00

July Receipts Received 21.9.2016 514

Date: 14/09/2016

Danbury Parish Council 2016/17

Page: 1

Time: 11:50

Cashbook 1

User: MAS

Barclays Current A/c

For Month No: 4

APPENDIX III

RESOURCES 21.9.2016

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	7,494.07					7,494.07	
	Banked: 05/07/2016	20,000.00						
	Business Saver Account	20,000.00			200		20,000.00	Top up to current account
	Banked: 08/07/2016	28.60						
16/17/27	SR & JM Smith	28.60			1100	101	28.60	Allotment
	Banked: 21/07/2016	4,642.67						
	VAT HMRC VAT	4,642.67			105		4,642.67	Vat Reclaim
	Banked: 22/07/2016	4,042.70						
	Rent DCA	4,042.70			1108	101	4,042.70	DCA Rent
	Banked: 25/07/2016	45.00						
16/17 31	Lucky Dog Training	45.00			1113	101	45.00	Dog Training
Total Receipts for Month		28,758.97	0.00	0.00			28,758.97	
Cashbook Totals		36,253.04	0.00	0.00			36,253.04	

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		17,195.94					17,195.94	
	Banked: 04/08/2016	18.00						
14/15/36	Intel	18.00		3.00	1091	101	15.00	Meeting Room Booking
	Banked: 10/08/2016	40,000.00						
	Top up Business Saver Account	40,000.00			200		40,000.00	To top up current account
100583	Banked: 10/08/2016	554.00						
100583	Danbury Cricket Club	554.00		92.33	4158	304	461.67	Cricket
	Banked: 12/08/2016	72.00						
	4 Children	72.00		12.00	1091	101	60.00	Meeting Room booking (4)
100582	Banked: 15/08/2016	369.60						
100582	Oaklands Cricket Club	369.60		61.60	1107	101	308.00	Cricket
	Banked: 15/08/2016	30.00						
	Lucky Dog Training	30.00			1113	101	30.00	Dawson Field Booking
100586	Banked: 17/08/2016	25.00						
100586	Postcards	25.00		4.17	1114	101	20.83	Postcards
100585	Banked: 17/08/2016	5,900.00						
100585	Danbury Tennis Club	5,900.00			1105	101	5,900.00	Rental
100584	Banked: 17/08/2016	8,949.00						
100584	Danbury Bowling Club	8,949.00			1106	101	8,949.00	Rental
Total Receipts for Month		55,917.60	0.00	173.10			55,744.50	
Cashbook Totals		73,113.54	0.00	173.10			72,940.44	