

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 17th June, 2015, at the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors Mrs April Chapman, G. Gardiner, B.Kennewell,
(Chairman of the Committee) Mrs B Hallett, M. Wood

In attendance: Clerk Mrs M Saunders

15 Apologies for Absence

Apologies were received and accepted from Cllr Berlyn.

16 Declarations of Interest

None were declared.

17 Public Question Time

No Members of the Public were present.

18 Minutes of the Meeting held on 27th May, 2015.

RESOLVED: that the Minutes of the Meeting held on 27th May, 2015 be approved and signed as a correct record..

19 Financial Documents

19.1 Approval of payments from 27th May, 2015 until the date of meeting

RESOLVED: that payments were approved from 27th May, 2015 until the date of the meeting in the sum of £10,149.47 Cllr Kennewell to ratify on 18th June, 2015

19.2. Reconciliation sheet to 31st May, 2015

Cllr Gary Gardiner confirmed that the monies at the bank were correct from the bank reconciliation sheets and these were the true record and initialled the statements.

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

19.3 Debtors more than 3 months

There were none at present..

RESOLVED: that the information be noted.

19.4 Receipts

These were circulated for May, 2015 See (Appendix iii).

RESOLVED: that this information be noted.

19.5 On Line Banking

No further update.

Additional signatures were having details checked with Barclays Account. Bill Scaife was to be removed. Then a change of signatories can be completed for Cllr Mrs April Chapman and Cllr Gary Gardiner..

RESOLVED: that the information be noted.

20. Requests for Additional Funding for Committees

The Environment Committee requested an additional £42.50 for the noticeboard at the Church. The additional Payment of £42.50 from Reserves was proposed by Cllr Gardiner and seconded by Cllr Wood and this was unanimously agreed.

RESOLVED: that £42.50 be taken from reserves for the Parish Council's contribution to the Information Board at the Church..

21 Partnership Agreement

Members checked the Partnership Agreement that is in place with 4 Children. Members asked questions regarding the access to the Parish Council area. The Parish Office is always locked when members of staff are not in the building. Access can be gained to the 4 Children Office for the electrical board. Just an apostrophe to be added under Confidentiality "other's"

Members unanimously agreed that the document be forwarded to 4 Children for signature.

RESOLVED: that the Partnership Agreement be forwarded to 4 Children for signature.

22 Information Technology

The Clerk circulated a report for Members regarding the server and the telephones. The Clerk was obtaining quotes regarding the photocopier. These would be brought to the next meeting.

22.1 Telephones

Members agreed that the telephones be left on a month to month basis with BT. Then to move to Lodge at the appropriate time. when Fibre Cable can be offered. RESOLVED: that the telephones remain on a month to month basis until. fibre cable can be offered.

22,2 Server

Members noted all the information obtained. The accounts package support team had notified the Council that the accounts package could no longer be supported by Windows 2003. It had been hoped that the server would last for another year but this was now not possible. Discussion took place regarding storing information in the Cloud. Windows 10 can support telephone system and all computer requirements. Members agreed the best way forward was to obtain firm quotes for purchasing a new server together with the latest available version of Windows with a hosted email to the Cloud.

RESOLVED: that the Clerk obtains quotations for a new server together with the latest system of windows and a hosted email monthly payment.to the Cloud..

23 Training

No further update at the moment

RESOLVED: that the information be noted,.

24 Matters for Report

There were none.

25 Dates of Meetings for 2015

Wednesday Tuesday 21st July, Wednesday 23rd September, 28th October, 18th November, Tuesday 15th December.

Members to note that the next meeting is on a Tuesday.

26 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.

27 DCA

The Leases Working Group had met with the representative of DCA Board to discuss the lease for the Old Pavilion.

RESOLVED: that the information be noted.

28 Staff

Jonathan Sewell has offered to help when The Groundsman goes on holiday. The Parish Council will need to cover him with our Insurance to drive the tractor if necessary. Members agreed that he should be covered with the Parish Council insurance policy.

RESOLVED: that Jonathan Sewell be included on the Council’s motor policy. .

The meeting closed at .9.02 p.m.

Cllr B Kennewell Chairman

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Signed

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Date