

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

#### Minutes of the meeting held on Wednesday 26<sup>th</sup> October, 2016 at 7.30pm in the Committee Room at the Old School House, Main Road, Danbury

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

#### **60 Apologies for Absence**

Apologies were received and accepted from Cllr. Mrs B Hallett.

#### **61 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.

#### **62 Public Question Time**

No Members of the Public were present.

#### **63 Information Technology**

Item 7 i on the Agenda was taken at this point so that the Parish Council's IT Provider could speak about the new system they were going to introduce and the costs involved. It was explained that the new way forward was to introduce a programme which would help to mend items before they break. The new system had two main new functions a) monitoring tools and b) automatic actions. This product had been used already for 3 – 4 months. It was able to choose which updates were good updates to install and could monitor the broadband and could repair 90% of problems. Back – Ups were included. There was a difference in the costs from £2,000 now paid to £3,500.

The representative from the IT Support Company left at 8 p.m.

Members then considered the two options.

Members unanimously decided to go with Option 1 which would be a cost of £3,500 but would be a forward thinking system.

RESOLVED: that it was unanimously agreed to go with Option 1 from 1<sup>st</sup> December, 2016.

#### **64 Minutes of the Meeting held on 21<sup>st</sup> September, 2016**

RESOLVED: that the Minutes of the Meeting held on 21<sup>st</sup> September, 2016 be approved and signed as a correct record.

## **65 Financial Documents**

**65.1** Approval of payments from 21<sup>st</sup> September until the date of the meeting for ratification by Cllr Kennewell on Thursday 27<sup>th</sup> October, 2016. Members unanimously agreed to donate £25.00 to the Poppy Appeal and also to continue with the Zurich Insurance Help Desk.

RESOLVED: that the payments from 21<sup>st</sup> September, 2016 including the above two payments as described to the date of the meeting be approved as above.

### **65.2 Reconciliation sheet to 30<sup>th</sup> September, 2016.**

Cllr G 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 for the 30<sup>th</sup> September, 2016.

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

### **65.3 Debtors more than 3 months**

There were none.

### **65.4 Receipts**

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

RESOLVED: that this information be noted.

### **65.5 On Line Banking**

The Clerk would now have to visit larger Barclays to complete cash transactions. The Post Office could be used for paying in when envelopes received.

RESOLVED: that the information be noted,

### **65.6 Budgets**

The Clerk circulated the up to date budget sheet. Members noted the contents. The Clerk moved the bench from the Chairman's Fund heading to Grounds Maintenance.. Also the payment for the new server was taken from earmarked funds.

RESOLVED: that the information be noted. .

### **65.7 Resources Budget 2017 – 2018**

The Clerk circulated information to commence the process of the budget for 2017 – 2018. Discussion took place regarding where to put the salary for the New Neighbourhood Plan Coordinator a separate budget head was formed. Slight alterations were made due to the Annual Parish Meeting budget being slightly increased and the Public Works Loan for the Groundsman's workshop being completed. It was unanimously agreed that the sum of £158,083 being taken forward to the next Resources committee Meeting when the full budget would be looked at.

RECEOMMENDED: that the sum of £158,083 be taken forward to the next Resources Committee this included the recommended sum of £1500 from the grants working party.

## **66 Request for Additional Funding from Committees**

None were requested.

RESOLVED: that the information be noted.

**67 Information Technology**

The first item had been discussed under Minute 63.

**67.1 Analytical Data from Web site**

The analytical data would be circulated and discussed at the next Resources Meeting.

**67.2 Telephones and Fax Line**

These had now been put with a new contract with BT. An additional mobile phone had been ordered ready for the Neighbourhood Plan Co-ordinator.

RESOLVED: that the information be noted.

**68 Training**

The Assistant Clerk is to attend Planning and Environment is going on first Aid course in December.

RESOLVED: that the information be noted.

**69 Danbury Times**

This is progressing for delivery in early December.

RESOLVED: that the information be noted.

**70 Matters for Report**

There were no matters to report.

**71 Dates of Meetings for 2016 ,**

Wednesday 23rd November, Tuesday 13<sup>th</sup> December

**72 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.

**73 DCA**

All rent was paid up to date. A future continuation lease would be considered in due course.

RESOLVED: that the information be noted.

**74 Staff**

The new Neighbourhood Plan Co-ordinator had been appointed and would commence duties on 1<sup>st</sup> November, 2016.

RESOLVED: that the information be noted.

The meeting closed at 9.17 p.m.

Cllr B Kennewell Chairman

.....  
Signed

.....  
Date

*Appendix I Reserves 26-10-2016*

## Payments for Month 7

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2016	Parish Online	BACS 129	100.80		16.80	4259	401	84.00	Mapping
03/10/2016	CRS Pitchcare	BACS131	466.66		77.78	4158	304	388.88	Cricket Wicket
06/10/2016	British Telecom	DDR	88.54		14.76	4266	401	73.78	Telephone
13/10/2016	EON	DDR	28.46		1.36	4105	303	27.10	Electricity Robins Nest
13/10/2016	Acumen Wages Service	SO	27.60		4.60	4257	401	23.00	Payroll bureaux
17/10/2016	Veolia	BABS128	39.89		6.65	4100	303	33.24	Trade Waste
18/10/2016	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
19/10/2016	The Conservation Volunteers	BACS134	240.00		40.00	4180	304	200.00	Pond Work Runself Green
19/10/2016	Lodge Information Systems Ltd	DDR	82.80		13.80	4266	401	69.00	Broadband
19/10/2016	Essex and Suffolk Water	DDR	14.41			4130	406	14.41	Water Allotments
19/10/2016	Essex and Suffolk Water	DDR	99.18			4130	406	99.18	Water
20/10/2016	PKF Littlejohn	BACS132	720.00		120.00	4252	401	600.00	External Audit
25/10/2016	Office Is Limited	BACS140	39.58		6.60	4927	901	32.98	Stationery items for N Plan
25/10/2016	Office Is Limited	BACS140	64.39		10.73	4256	401	53.66	Stationery
25/10/2016	The Conservation Volunteers	BACS	480.00		80.00	4180	304	400.00	Pond work eves corner
27/10/2016	Poppy Appeal	107135	19.00			4350	403	19.00	Poppy wreath
27/10/2016	Upstairs Downstairs Ltd	BACS130	180.00		30.00	4270	401	150.00	Office cleaning
27/10/2016	Mrs A Chapman	107136	32.55			4928	901	32.55	Flowerbed plants etc
27/10/2016	Barclaycard Business	DDR	19.02		3.17	4166	304	15.85	Padlock (Spare)
27/10/2016	Barclaycard Business	DDR	32.00			4272	401	32.00	Stamps
27/10/2016	Office Is Limited	BACS133	57.23		9.54	4256	401	47.69	Stationery
27/10/2016	Ricoh UK Limited	BACS135	351.56		58.59	4274	401	292.97	Copier and Printer
27/10/2016	H M Reveue & Customs	BACS136	1,456.74			4411	405	1,456.74	Tax and NI Octo
27/10/2016	Essex Pension Fund	BACS137	1,716.93			4410	405	1,716.93	Pensions October
27/10/2016	Office Is Limited	BACS139	13.74		2.29	4256	401	11.45	Stationery
27/10/2016	Ecolclean Services	BACS 38	208.80		34.80	4010	201	174.00	Bus Shelter Cleaning
27/10/2016	C A Beattie	107137	100.00			4350	403	100.00	Bench Ceremony
27/10/2016	R W Crawford	BACS141	286.20		47.70	4200	305	238.50	Repair steps to tractor
27/10/2016	Keeble Brothers	BACS142	480.00		80.00	4172	304	400.00	Repair Height Barrier
27/10/2016	Mrs Saunders	BACS144	49.99		8.33	4060	302	41.66	Christmas Lights
27/10/2016	Petty Cash	107140	150.00			4272	401	150.00	Petty Cash
27/10/2016	Zurich Insurance plc	BACS145	174.00		29.00	4431	406	145.00	Advice Line etc
<b>Total Payments for Month</b>			12,648.89	0.00	696.50			11,952.39	
<b>Balance Carried Fwd</b>			30,143.99						
<b>Cashbook Totals</b>			42,792.88	0.00	696.50			42,096.38	

Bank Reconciliation Statement as at 30/09/2016  
for Cashbook 1 - Barclays Current A/c

Appendix II Resolved 26.10.2016

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	30/09/2016	4	35,481.97
			<u>35,481.97</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
10/08/2016 107127 RCCE		60.00	
22/09/2016 107134 CPRE		36.00	
			<u>96.00</u>
			35,385.97
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			35,385.97
		Balance per Cash Book is :-	35,385.97
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2016  
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	30/09/2016		137.83
			<u>137.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			137.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			137.83
		<b>Balance per Cash Book is :-</b>	<b>137.83</b>
		<b>Difference is :-</b>	<b>0.00</b>

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 Mi	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					
			37.25					£137.83
4.10.2016	Np Event	35	20.53					
6.10.2016	Sandiwche:	36	20					
11.10.2016	Toilet Rolls	37	1.98					

Bank Reconciliation Statement as at 30/09/2016  
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	30/09/2016		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 30/09/2016  
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	30/09/2016	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 30/09/2016  
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	30/09/2016	19	217,072.89
			<u>217,072.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			217,072.89
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			217,072.89
		<b>Balance per Cash Book is :-</b>	<b>217,072.89</b>
		<b>Difference is :-</b>	<b>0.00</b>

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		47,207.68					47,207.68	
	Banked: 06/09/2016	5,959.72						
DC	Chelmsford City Council	5,959.72			1191	101	5,959.72	Section 106 monies
	Banked: 08/09/2016	18.00						
36	Lucky Dog Training	18.00			1113	101	18.00	Dog Training
16/17/38	Banked: 15/09/2016	45.00						
16/17/38	Lucky Dog Training	45.00			1113	101	45.00	Field Hire
100587	Banked: 22/09/2016	462.00						
100587	Oaklands Cricket Club	462.00		77.00	1107	101	385.00	cricket
<b>Total Receipts for Month</b>		<b>6,484.72</b>	<b>0.00</b>	<b>77.00</b>			<b>6,407.72</b>	
<b>Cashbook Totals</b>		<b>53,692.40</b>	<b>0.00</b>	<b>77.00</b>			<b>53,615.40</b>	

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		122,205.39					122,205.39	
DCR	Banked: 29/09/2016	94,867.50						
DCR	Chelmsford City Council	94,867.50			1076	101	92,306.00	Precept and Grant
					1126	101	2,561.50	Precept and Grant
<b>Total Receipts for Month</b>		<b>94,867.50</b>	<b>0.00</b>	<b>0.00</b>			<b>94,867.50</b>	
<b>Cashbook Totals</b>		<b>217,072.89</b>	<b>0.00</b>	<b>0.00</b>			<b>217,072.89</b>	