

Minutes of the Resources Committee Meeting held on 18 November 2020
at 7.30 pm via Zoom

Present: Cllrs S Berlyn, A Chapman, G Chapman, M Hessing, P Sutton (Chair) and J Thombs

In attendance: Ms M Harper (Clerk), Mrs M Mitchelmore (Assistant Clerk) and 1 member of the public

20/21.61 Apologies for absence

None

20/21.62 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. 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 prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

There were no declarations of interest.

20/21.63 Public Question Time

There were no comments

20/21.64 To approve Minutes of the Resources Committee meeting held 28 October 2020

RESOLVED: that the minutes of the Parish Council meetings held on 28 October 2020 be approved and signed as a correct record

20/21.65 Actions from the Minutes

The actions from the minutes were noted

20/21.66 To receive financial report

20/21.66.1 Payments

RESOLVED: that the payments from 28 October to 17 November 2020 be approved, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed (Appendix 1)

20/21.66.2 Receipts

The receipts from 28 October to 17 November 2020 were noted (Appendix 2)

20/21.66.3 Reconciliation

RESOLVED: that the bank statement and reconciliations to 30 September and 30 October 2020 be approved. Proposed by Cllr G Chapman and seconded by Cllr Hessing, all agreed

20/21.66.4 Budget sheets / Earmarked Reserves

It was noted that these would be discussed as part of Precept Recommendation 2021/22 – Agenda Item 20/21.72

20/21.66.5 Virement of monies

Nothing to report

20/21.66.6 Debtors more than 3 months

Nothing to report

20/21.66.7 On Line Banking

Nothing to report

20/21.67 Monies requested by Danbury Community Association to 31 March 2021

It was noted that Officers and Members have held several meetings with the DCA in order to provide support through the COVID-19 situation. The Parish Council have agreed to waive rent payments to 31/3/2021 and passed over the bookings for football and cricket in order to increase income streams available

RESOLVED; that the request from Danbury Community Association for funding of £5,320 for capital expenditure incurred during the year April 2020 to March 2021 for recommendation to Parish Council be approved, proposed by Cllr Sutton and seconded by Cllr Hessing, all agreed.

20/21.68 External Auditor

The unqualified External Auditors report was received. The Committee expressed their thanks and congratulations to the Clerk & RFO.

20/21.69 Report from Land Slippage Sub Committee

RESOLVED: that the Parish Council be recommended to approve that the tender process be undertaken and managed by Barker Associates once the designs have been approved by the Land Slippage Sub Committee and that the Clerk upload the tender documentation to Contract Finder as it is over £25,000, proposed by Cllr Berlyn and seconded by Cllr Sutton, all agreed

It was noted that the tender returns and analysis are expected to be issued around mid-December with a return date of 30 January 2021. The Land Slippage Sub Committee will then review the tender analysis with Barker Associates and recommend a contractor to Parish Council before appointment.

20/21.70 Staffing over the Christmas period

RESOLVED: that the Parish Office staff be granted an additional day's leave to be taken on Tuesday 29 December 2020 and that the two days additional contractual leave be taken on 30 and 31 December 2020, proposed by Cllr Sutton and seconded by Cllr G Chapman, all agreed

20/21.71 Earmarked Reserve for Sports & Social Centre

It was agreed that an Earmarked Reserve would be established for the Parish Council to facilitate the future of a Sports & Social Centre; it was understood by councillors that the Parish Council would need to make provision for costs incurred to support a sports and social centre facility and that such a fund would not be a commitment to spend but expenditure would be under the governance of the Parish Council. It was agreed that the amount of funding would be discussed under the following agenda item.

RESOLVED: that an earmarked reserve be established for the support of a sports and social centre, proposed by Cllr Sutton and seconded by Cllr Hessing; an amendment was proposed to alter the wording to an earmarked reserve be established to facilitate the future of a sports and social centre, proposed by Cllr Thombs and seconded by Cllr Hessing, all agreed

20/21.72 Precept Recommendation 2021/22

After considerable discussion the proposed Precept of £265,623.00 (25% increase on last year; effect on Band D property would be an increase of £21.13 per annum) l) was agreed. The breakdown of the precept proposal (budgets as below minus anticipated income):

Community Engagement Committee -	£ 5,950.00
Environment Committee -	£ 13,599.00
Facilities Committee -	£ 79,156.00 (a further £17,635 has been allocated for works on the Bowling Green from General Reserves)
Health and Wellbeing Committee -	£2,350.00
Resources Committee -	£138,211.00
Planning Committee -	£2,745.00
Earmarked Reserve (to facilitate the future of a Sports & Social Centre)	£33,000.00 (a further £42,000 has been allocated from General Reserves)

RESOLVED: that the Precept of £265,623 be recommended to Parish Council, proseed by Cllr Sutton and seconded by Cllr Thombs, agreed by a majority

20/21.73 Matters for Report (for information only)

Cllr Sutton thanked the Resources Committee for their participation and professionalism is a long difficult discussion. Cllr Sutton also thanked the Clerk for the preparation that had gone into producing the budget information.

20/21.74 Dates of next meeting

Wednesday 16 December 2020 to be held remotely by Zoom at 7.30pm

There being no further business the meeting closed at 11.00pm

Chairman

Date

Date: 18/11/2020

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Cashbook 1

User: MEH

Barclays Current A/c

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/11/2020	Lodge Information Systems Ltd	DDR 067	414.72		69.12	4250	401	345.60	Monthly Support
19/11/2020	02	DDR 068	17.06		2.84	4120	303	14.22	Mobile phone
19/11/2020	EON	DDR 069	8.79		0.42	4062	202	8.37	Tree - electricity
19/11/2020	British Telecom	DDR 070	83.22		13.87	4266	401	69.35	Monthly phone bill
19/11/2020	Anglian Water	DDR 071	360.00			4130	304	336.00	Monthly Water
						4050	305	24.00	Monthly Water
19/11/2020	EON	BACS 072	18.20		0.87	4105	303	17.33	Montly bill
19/11/2020	Green Recycling	DDR 073	19.99		3.33	4270	401	16.66	Office recycling
19/11/2020	Millcot	BACS 146	5.95		0.99	4166	303	4.96	Cable ties and batteries
19/11/2020	TMA Surveyors	BACS 147	540.00		90.00	4156	304	450.00	Survey of G.Store/Old Pavilion
19/11/2020	Rialtus Business	BACS 148	70.80		11.80	4252	402	59.00	Making Tax Digital
19/11/2020	Root2Shoot	BACS 149	625.00		104.17	4154	304	520.83	November maintenance
19/11/2020	Sue Lees Consultancy	BACS 150	390.00			4268	406	390.00	AccessiBE software
19/11/2020	Essex Ass of Local Councils	BACS 151	72.00		12.00	4125	405	60.00	Training - Allotments
19/11/2020	Society of Local Clerks	BACS 152	315.00			4125	405	315.00	Deposit for Level 5
19/11/2020	Mr G Chapman	BACS 153	17.97			4013	201	17.97	Compost for flowerbed
19/11/2020	Hill & Abbott Solicitors	BACS 154	420.00		70.00	4258	402	350.00	Bowling Club Lease
19/11/2020	Veolia	BACS 155	56.16		9.36	4100	304	46.80	Monthly contract
19/11/2020	Sterling	BACS 156	48.00		8.00	4244	308	40.00	Woodworm survey
19/11/2020	PKF Littlejohn	BAS 157	720.00		120.00	4252	402	600.00	Annual Audit Fee
19/11/2020	Winncleaning	BACS 158	200.00			4233	306	200.00	Gutters at Sport Club
19/11/2020	Office Is Limited	BACS 159	78.59		13.10	4256	401	65.49	Stationery
19/11/2020	Bev & Chris Independant Clean	BACS 160	108.00			4270	401	108.00	Cleaning to 12 November
19/11/2020	Sportsturf Management	BACS 161	1,030.00			4158	304	1,030.00	Oct and Nov maintenance
19/11/2020	Danbury Electrical Services Lt	BACS 162	199.20		33.20	4172	305	166.00	Remedial work to bollards
19/11/2020	British Heart Foundation	BACS 163	1,170.00		195.00	4503	501	975.00	Defibrillator
19/11/2020	H M Reveue & Customs	BACS 164	1,389.09			4411	405	1,389.09	Tax and NI - November
19/11/2020	Essex Pension Fund	BACS 165	1,143.33			4410	405	1,143.33	Pension - November
19/11/2020	Primec	BACS 166	96.00		16.00	4199	305	45.00	Bowling Pavilion testing
						4199	305	35.00	Parish Office testing
19/11/2020	Safety Tech	BACS 167	477.95			4503	501	477.95	Defib Cabinet
20/11/2020	Lodge Information Systems Ltd	DDR 064	177.84		29.64	4250	401	148.20	365 accounts for 3 months
25/11/2020	James Tood and co	DDR 065	4,366.52			4400	405	4,366.52	November Salaries
26/11/2020	Barclaycard Business	DDR 074	42.83			4254	402	14.39	Zoom subscription
						4254	402	12.64	Adobe Pro
						4256	401	15.80	Office Consumerables
Total Payments for Month			14,682.21	0.00	803.71			13,878.50	
Balance Carried Fwd			164,924.78						
Cashbook Totals			179,606.99	0.00	803.71			178,803.28	

Date: 18/11/2020

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Cashbook 1

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Barclays Current A/c

For Month No: 8

Receipts for Month 8

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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		179,606.99					179,606.99	
	Banked:	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>179,606.99</u>	<u>0.00</u>	<u>0.00</u>			<u>179,606.99</u>	