



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 18th July, 2018 at 7.30pm in the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors S Berlyn (ex-officio), Mrs A. Chapman (ex-officio), J. Steele, P Sutton (Chairman)

In Attendance: Clerks Ms M Harper (MH) and Mrs M Saunders (MS)
Councillor G Chapman

47 Apologies for Absence

Apologies were received and accepted from Cllr Mrs B Hallett.

48 Declarations of Interest

All Members are reminded that they must disclose any pecuniary or non-pecuniary interests they know they may have in the items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They are 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 pecuniary one. They are also obliged to notify the Monitoring Officer about it. Unforeseen interest must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the DCA and Precept.

There were no interests declared.

49 Public Question Time

There were no questions.

50 To approve the Minutes of the Danbury Parish Council Resources Committee meetings held on 27 June 2018

RESOLVED that the minutes of Resources Committee meeting held 27 June 2018 were accepted as a true record.

51 Actions Arising

RESOLVED that the information be noted, as attached in Appendix 1.

52 To receive financial report

52.1 Payments

52.1.1 RESOLVED that the payments from Resources Meeting on 29 June 2018 to 18 July 2018 as attached in Appendix 2 are approved.

52.1.2 RESOLVED that August payments would be authorised by a second signatory as available due to there being no Resources Committee meeting until 19 September 2018

52.1.3 It was noted that the draft procedure for authorising BACs payment for salaries will be carried forward to September meeting

52.2 Reconciliation

Councillor Mrs A Chapman confirmed the monies were correct at the bank on 18 July 2018 as per the bank reconciliation and bank statement.

RESOLVED that all monies were correct at the Bank, as attached in Appendix 3.

52.3 Debtors more than 3 months

There were no debtors more than 3 months

52.4 Receipts

RESOLVED that the information be noted, as attached in Appendix 4.

52.5 On Line Banking

There was no actions to report

52.6 Budget sheets / Earmarked Reserves

RESOLVED that the budget sheets and earmarked reserves be noted, as distributed at the meeting.

52.7 Virement of monies

There were no viraments

52.8 Policy on Reserves

Following discussion and amendment regarding the draft policy on Reserves the Resources Committee:

RESOLVED that the revised policy, be put before the Parish Council at their next meeting for ratification.

53 Requests for Additional Funding from Committees

There were no requests for funding from other Danbury Parish Council Committees.

54 Information Technology

After some discussion the Resources Committee agreed the specification and costs to upgrade the IT in the Parish Office:

RESOLVED: to approve the specification and costs for purchasing 3 new PCs, an APC Backup, a new Monitor and MS Office for the Parish Council Office for installation during August 2018 at a cost of £3,179.00; the purchase of a laptop and projector to be considered at a further Resources Committee meeting when confirmed costs will be available.

55 Website and Search Facility

Noted that the search facility on the website was being created.

56 Data Protection

Noted that the Action Plan would be brought to next meeting to highlight any outstanding actions needed to ensure compliance with the General Data Protection Regulations

57 Neighbourhood Plan

Noted that £138.00 for additional work on questionnaire would be paid from earmarked funds.

58 Matters for Report and Information only

The Clerk updated the Resources Committee on the path slippage; quotes and recommendations are in the process of being prepared by the companies invited to review the slippage.

There was some discussion regarding the causes and seriousness of the cracking of interior and exterior walls at Robins Nest and the movement of the fencing at the rear of the compound. The Resources Committee requested that the details be taken to the next Parish Council meeting for a decision on any actions felt to be necessary.

It was agreed to hold an extra ordinary meeting on 29 August 2018 at 7.30pm to review Reserves and Earmarked Funds

59 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw

60 DCA

Noted that a meeting is to be held on 24 July 2018.

61 Staff

61.1 The Resources Committee:

RESOLVED: that the staff appraisal process for 2018 be unchanged

61.2 The Resources Committee:

RESOLVED: to approve the recommended training

62 Date and Time of next meeting

Wednesday 19 September 2018 to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury at 7.30pm

The meeting closed at 8.49pm.

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Signed

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Date

Date: 18/07/2018

Danbury Parish Council

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Time: 11:56

Cashbook 1

User: MEH

Barclays Current A/c

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/06/2018	Lodge Information Systems Ltd	DDR LODGE	414.79		69.13	4250	401	345.66	Monthly Support
18/06/2018	Chambers Building	BACS 87	1,590.00			4233	306	1,590.00	Works to Fire Escape - DCA
18/06/2018	CRS Pitchcare	BACS 88	500.00			4158	304	500.00	Cricket Pitch July 2018
21/06/2018	Barclaycard Business	CARD	50.50			4272	401	50.50	Stamps
27/06/2018	Barclaycard Business	CARD 1	17.70		2.95	4272	401	14.75	Postage -Minutes for binding
02/07/2018	02	DDR O2	26.51		4.42	4266	401	19.19	Mobile Phones
						4120	303	2.90	Mobile Phones
02/07/2018	EON	DDR EON	40.19		1.91	4105	303	38.28	Tractor Shed Electricity
04/07/2018	Barclaycard Business	CARD 2	13.81		2.30	4256	401	11.51	Office Consumerables
10/07/2018	Barclaycard Business	CARD 3	66.06		11.01	4166	304	55.05	Outdoor Leaf Holder x 10
10/07/2018	British Telecom	DDR BT	81.68		13.61	4266	401	68.07	Parish Office BT Bill
18/07/2018	Door-Check	107201	763.20		127.20	4156	304	636.00	Tractor Shed Doors
18/07/2018	Danbury Bowling Club	107202	115.00			4431	406	115.00	Insurance for Electric
18/07/2018	Chambers Building	BACS 71	350.00			4233	306	350.00	Works - PO 18.19/12
18/07/2018	Hewes Security	BACS 72	264.43		44.07	4233	306	220.36	Fire Alarm Works
18/07/2018	James Tood and co	BACS 73	29.00		4.83	4257	401	24.17	Monthly Payroll
18/07/2018	Crawfords	BACS 74	448.66		74.78	4160	304	373.88	Repairs to Roller
18/07/2018	Lodge Information Systems Ltd	BACS 75	60.00		10.00	4268	401	50.00	SSL Certificate for domain
18/07/2018	Upstairs Downstairs Ltd	BACS 76	152.40		25.40	4270	401	127.00	Office Cleaning June
18/07/2018	Keeble Brothers	BACS 77	504.00		84.00	4152	304	420.00	Basketball Rings
18/07/2018	Blackwater Land(P H Williams)	BACS 78	216.66			4172	304	216.66	Grounds Maintenance
18/07/2018	Veolia	BACS 79	40.64		6.77	4100	303	33.87	Robins Nest
18/07/2018	Ecolclean Services	BACS 80	259.20		43.20	4010	201	216.00	Cleaning Bus Shelters
18/07/2018	Chelmsford City Council	BACS 81	6.60		1.10	4256	401	5.50	ID Badge - M Harper
18/07/2018	RBS Rialtas Business Solutions	BACS 82	300.00		50.00	4257	401	250.00	Software
18/07/2018	RCCE	BACS 83	105.60		17.60	4254	401	88.00	Subscription
18/07/2018	Ricoh UK Limited	BACS 84	30.90		5.15	4274	401	25.75	April 18 to June 18
18/07/2018	Billericay Fuel Services	BACS 86	77.09		12.85	4203	305	64.24	Fuel for June 2018
18/07/2018	Essex Pension Fund	BACS 89	2,363.53			4410	405	2,363.53	Pension -July 2018
18/07/2018	Chambers Building	BACS 90	130.00			4194	304	130.00	Notice Boards
18/07/2018	H M Reveue & Customs	BACS 91	2,609.06			4411	405	2,609.06	Tax/NI for July 2018
19/07/2018	Ricoh UK Limited	BACS 85	495.38		82.56	4274	401	412.82	C3503 Apr - Jun 18
19/07/2018	Aerial Contractors Southern	107203	259.61		43.27	4060	302	216.34	Christmas Lights 2017
27/07/2018	James Tood and co	DDR	7,924.15			4403	405	2,222.95	Payroll
						4403	405	1,863.20	Payroll
						4400	405	1,758.57	Payroll
						4402	405	700.60	Payroll
						4401	405	689.42	Payroll
						4412	405	689.41	Payroll
Total Payments for Month			20,306.35	0.00	738.11			19,568.24	
Balance Carried Fwd			11,600.89						
Cashbook Totals			31,907.24	0.00	738.11			31,169.13	

Date: 10/07/2018

Danbury Parish Council

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Time: 14:58

User: MEH

**Bank Reconciliation Statement as at 30/06/2018
for Cashbook 1 - Barclays Current A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
55	30/06/2018	4	34,342.68
			<u>34,342.68</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
20/02/2018	DDR	Barclaycard Business	33.00
31/05/2018	DDR	Barclays	10.00
31/05/2018	107196	Danbury Bowling Club	394.38
11/06/2018	107198	SLCC Enterprises Limited	30.00
28/06/2018	DDR	EON	6.42
28/06/2018	DDR	02	0.48
28/06/2018	BACS 49	QA Research	1,260.00
28/06/2018	CHQ 107199	National Society of Allotment	66.00
28/06/2018	107200	Door-Check	648.00
			<u>2,448.28</u>
			<u>31,894.40</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>0.00</u>
			<u>31,894.40</u>
		Balance per Cash Book is :-	31,907.24
		Difference Excluding Adjustments is :-	-12.84
<u>Adjustments to Reconciliation</u>			
30/06/2018		Figures entered in error	-12.84
			<u>-12.84</u>
		Unreconciled Difference is :-	<u>0.00</u>

Bank Reconciliation Statement as at 30/06/2018
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	30/06/2018		65.98
			<u>65.98</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			65.98
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			65.98
		Balance per Cash Book is :-	65.98
		Difference is :-	0.00

Petty Cash 2018/2019

Date	Details	Voucher No.	Office Supplies	G'mans Supplies	Other VAT	Gross Receipts	Balance
							c/f £103.86
30.4.2018	Postcards					£35.00	£35.00
						Total	£138.86
03/04/2018	Wrapping f	1			1.5		
03/04/2018	lReparation	2			27.25		
03/04/2018	Soap	3			1		
03/04/2018	Tea Bags /l	4			2.99		
19/04/2018	Schools Vis	5			4.6		
19/04/2018	Cups	6			2		
23/04/2018	Plant APM	7			9.95		
29/03/2018	Bronw Sticl	8			1.5		
				Sub Total	50.79		£88.07
01/05/2018	Sponges	9			0.5		
18/05/2018	2 Keys	10			1		
22/05/2018	Supplies	11			7.29		
				Sub Total	8.79		£79.28
01/06/2018	Coffee	12			3		
06/06/2018	Postage AR	13			7.3		
22/06/2018	Cups	14			3		
				Sub Total	13.3		£65.98

Bank Reconciliation Statement as at 30/06/2018
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	30/06/2018	3	50,225.22
			<u>50,225.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			50,225.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			50,225.22
		Balance per Cash Book is :-	50,225.22
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2018
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	30/06/2018		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

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Cashbook 1

User: MEH

Barclays Current A/c

For Month No: 4

Receipts for Month 4

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 :		31,907.24					31,907.24	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>31,907.24</u>	<u>0.00</u>	<u>0.00</u>			<u>31,907.24</u>	