



DANBURY PARISH COUNCIL

RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 24 July 2019 at 7.30pm in the Committee Room at the Old School House, Main Road, Danbury

Present: Cllrs S Berlyn, A. Chapman (ex-officio), G Chapman, P Sutton (Chairman) and J Thombs

In Attendance: Ms M Harper - Clerk

19/20.39 Apologies for Absence

None

19/20.40 Declarations of Interest

All Members were 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 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 pecuniary one. They were 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.

19/20.41 Public Question Time

There were no members of the public present.

19/20.42 To approve the Minutes of the Resources Committee meetings held on 17 and 26 June 2019

RESOLVED that the minutes of Resources Committee meeting held 17 and 26 June 2019 were accepted as a true record.

19/20.43 Actions Arising

The information was noted.

19/20.44 To receive financial report

19/20.44.1 Payments

RESOLVED that the payments from 27 June to 24 July 2019 (Appendix 1) be approved, proposed by Cllr A Chapman, and seconded by Cllr J Thombs, all agreed

19/20.44.2 Receipts

The receipts from 27 June to 24 July 2019 were noted (Appendix 2)

19/20.44.3 Reconciliation

Cllr J Thombs confirmed the monies were correct at the bank on 30 June 2019 as per the bank reconciliation and bank statements

RESOLVED: that all Monies were correct at bank, proposed by Cllr J Thombs and seconded by Cllr G Chapman, all agreed

19/20.44.4 Budget sheets / Earmarked Reserves

The budget sheets and earmarked reserves were noted.

19/20.44.5 Virement of monies

Nothing to report

19/20.44.6 Debtors more than 3 months
Nothing to report

19/20.44.7 On Line Banking
Nothing to report

19/20.45 Request for additional funding from Facilities Committee

After some discussion regarding the identification of projects and the setting of budgets it was agreed that the £1,440.00 requested for the refurbishment of the village sign would be vired from the Elections Earmarked reserve.

RESOLVED that £1,440.00 be vired from the Elections Earmarked Reserve meet the cost of the village sign refurbishment, proposed by Cllr G Chapman and seconded by Cllr D Berlyn, agreed

19/20.46 Asset Register

It was noted that the Asset Register would be updated during August.

19/20.47 Approval of August 2019 payments

Members agreed that the payments for the period 27 July to 28 August would be authorised by a second signatory as available due to there being no scheduled meeting during August 2019

Proposal – that payments due to 28 August 2019 be approved by a second signatory as available and reported to the Resources Committee at the meeting to be held on 18 September 2019, proposed by Cllr A Chapman and seconded by Cllr J Thombs, all agreed.

19/20.48 Matters for Report and Information only

A request had been received from a Member of the Parish Council for the training policy to be reviewed. After some discussion it was agreed that the Resources Committee believed the policy was currently fit for purpose and would be reviewed by the Clerk during the course of her duties.

19/20.49 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 were instructed to withdraw

19/20.50 Short Listing of Candidates for Grounds Person Role

Following discussion regarding the candidates put forward for potential interview, it was agreed that the Members of the Resources Committee would email their recommendation to the Clerk who would arrange interviews accordingly.

19/20.51 Appointment of Interview Panel for Grounds Person Role

After some discussion it was agreed that the interview panel would comprise of the Clerk and Cllrs S Berlyn and G Chapman.

19/20.52 Date and Time of next meeting

Wednesday 18 September 2019 to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury at 7.30pm

Meeting closed at 8.25pm

Signed: Chairman

Date: