



DANBURY PARISH COUNCIL

RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 26 June 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 and J Thombs

In Attendance: Ms M Harper - Clerk
Cllr M Hessing

In the absence of the Chairman of Resources, Cllr J Thombs was elected as Chair for the meeting.

19/20.27 Apologies for Absence
Cllr P Sutton

19/20.28 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.

19/20.29 Public Question Time

There were no members of the public present.

19/20.30 To approve the Minutes of the Resources Committee held on 17 June 2109

The draft minutes were not available – the minutes will be presented at the Resources meeting on 24 July 2019.

19/20.31 Actions Arising

The information was noted.

19/20.32 To receive financial report

19/20.32.1 Payments

RESOLVED that the payments from 29 May 2019 to 26 June 2019 (Appendix 1) be approved, proposed by Cllr G Chapman, and seconded by Cllr A Chapman, all agreed

19/20.32.2 Receipts

The receipts from 29 May 2019 to 26 June 2019 were noted (Appendix 2)

19/20.32.3 Reconciliation

Cllr A Chapman confirmed the monies were correct at the bank on 30 April 2019 as per the bank reconciliation and bank statements

RESOLVED: that all Monies were correct at bank, proposed by Cllr A Chapman and seconded by Cllr S Berlyn, all agreed

19/20.32.4 Budget sheets / Earmarked Reserves

The budget sheets and earmarked reserves were noted.

19/20.32.5 Virement of monies
Nothing to report

19/20.32.6 Debtors more than 3 months
Nothing to report

19/20.32.7 On Line Banking
Nothing to report

19/20.33 Website

After some discussion it was agreed that the initial review and documentation by Sue Lees Consultancy in relation to the website accessibility requirements at an estimated cost of £80.00 be approved

RESOLVED that Sue Lees Consultancy review and provide documentation in relation to the website accessibility requirements, proposed by Cllr S Berlyn and seconded by Cllr G Chapman, all agreed

19/20.34 Terms of Reference Review

After discussion it was agreed that the following amendment to the Terms of Reference for the Resources Committee be recommended to Parish Council for adoption - Membership shall be 7 Councillors which shall include of the Chair and Vice Chair of Parish Council (ex-offio) and the Chairs of Environment and Facilities

RESOLVED that the amended Terms of Reference be recommended to Parish Council for adoption, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed.

19/20.35 Matters for Report and Information only

There were no matters for report

19/20.36 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

19/20.37 Staffing Issues

Following discussion regarding the resignation/retirement of the Groundsman, it was agreed that the Clerk would be given authority to act accordingly to manage the process.

RESOLVED that the Clerk had delegated authority to manage the process of the Groundsman's retirement/resignation

19/20.38 Date and Time of next meeting

Wednesday 24 July 2019 to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury at 7.30pm

Meeting closed at 8.45pm

Signed: Chairman

Date: