



RESOURCES COMMITTEE

Minutes of the meeting held on Wednesday 29 May 2019 at 7.30pm in the Committee Room at the Old School House, Main Road, Danbury

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

In Attendance: Ms M Harper - Clerk
Cllr Mrs M Hessing

19/20.7. Election of Chairman for 2019/20

Cllr P Sutton expressed an interest in writing to the Clerk to continue in the role of Resources Committee Chairman. Cllr P Sutton was nominated by Cllr G Chapman and seconded by Cllr J Thombs, there being no other nominations Cllr P Sutton was elected unopposed.

19/20.8 Election of Vice Chairman for 2019/20

After some debate regarding membership of the Committee it was agreed to defer this item to the next meeting

Due to the absence of Cllr P Sutton (Chairman), Cllr S Berlyn, Chairman of Council, chaired the meeting

19/20.9 Apologies for Absence

Cllr P Sutton

19/20.10 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.

19/20.11 Public Question Time

There were no members of the public present.

19/20.12 To approve the Minutes of the Resources Committee held on 17 April and 3 May 2019

RESOLVED that the minutes of Resources Committee meeting held 17 April and 3 May 2019 were accepted as a true record.

19/20.13 Actions Arising

The information was noted.

19/20.14 To receive financial report

19/20.14.1 Payments

RESOLVED that the payments from 18 April 2019 to 29 May 2019 (Appendix 1) be approved, proposed by Cllr J Thombs, and seconded by Cllr G Chapman all agreed

- 19/20.14.2 Receipts
The receipts from 18 April 2019 to 29 May 2019 were noted. The Clerk was requested to obtain, if possible, a breakdown of the CIL monies received.
- 19/20.14.3 Reconciliation
Cllr G 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 G Chapman and seconded by Cllr J Thombs, all agreed
- 19/20.14.4 Budget sheets / Earmarked Reserves
The budget sheets and earmarked reserves were noted.
- 19/20.14.5 Virement of monies
Nothing to report
- 19/20.14.6 Debtors more than 3 months
Nothing to report
- 19/20.14.7 On Line Banking
Nothing to report
- 19/20.15 Retirement Seminars**
The Clerk will contact Essex Pension Fund and Essex Association of Local Councils regarding any seminars that they may provide.
- 19/20.16 Matters for Report and Information only**
Clerk circulated the Internal Auditors report - there were no actions recommended.
- 19/20.17 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
- 19/20.18 Staffing Update**
Due to accrual of holiday leave during the recent period of absence it was agreed to allow the Groundsman to carry forward 5 days holiday and be paid for the remainder. The Clerk to produce and circulate an Absence Policy for review.
- RESERVED that the Groundsman carry forward 5 days holiday and be paid for the remainder, proposed by Cllr G Chapman and seconded by Cllr A Chapman, all agreed
- 19/20.19 Date and Time of next meeting**
Wednesday 26 June 2019 to be held at the Danbury Parish Committee Room, Old School House, Main Road, Danbury at 7.30pm

Meeting closed at 8.28pm

Signed: Chairman

Date: