

## **Minutes of the Resources Committee Meeting held on 24 June 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)

### **20/21.01 Election of Chair and Vice Chair**

It was noted that under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 the election of Chair and Vice Chair will be postponed until May 2021

### **20/21.02 Apologies for absence**

None

### **20/21.03 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.

### **20/21.04 Public Question Time**

There were no members of the public present

### **20/21.05 To approve Minutes of the Resources Committee meeting held 18 March 2020**

RESOLVED: that the minutes of the Parish Council meetings held on and 18 March 2020 be approved and signed as a correct record

### **20/21.06 Actions from the Minutes**

The actions from the minutes were noted

### **20/21.07 Financial Report**

#### **20/21.07.1 Payments – 19 March 2020 to 20 May 2020**

RESOLVED: that the payments and receipts from 19 March 2020 to 20 May 2020 made under the Emergency Policy in respect of Covid-19 were ratified, proposed by Cllr A Chapman and seconded by Cllr Hessing, all agreed (Appendix 1)

#### **20/21.07.2 Payments – 21 May 2020 to 19 June 2020**

RESOLVED: that the payments from 21 May 2020 to 19 June 2020 be approved, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed (Appendix 2)

#### **20/21.07.3 Receipts – 21 May 2020 to 19 June 2020**

The receipts from 21 May 2020 to 19 June 2020 were noted

#### **20/21.07.4 Reconciliations**

It was agreed that the approval of reconciliations for 30 April 2020 and 31 May 2020 be deferred to the next meeting

#### **20/21.07.5 Budget sheets/Earmarked Reserves**

The budget sheets and Earmarked Reserves were noted (Appendix 3)

20/21.07.6 Virement of monies  
Nothing to report

20/21.07.7 Debtors more than 3 months  
Nothing to report

20/21.07.8 On line Banking  
Nothing to report

**20/21.08 Internal Audit**

The Resources Committee congratulated the Clerk on a clean audit and the report was noted

**20/21.09 Matters for Report (for information only)**

There were no matters for report

**20/21.10 Dates of next meeting**

Wednesday 22 July 2020 to be held remotely by Zoom at 7.30pm

There being no further business the meeting closed at 8.10pm

Chairman .....

Date .....

Date: 18/06/2020

Danbury Parish Council

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Cashbook 1

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Barclays Current A/c

For Month No: 3

## Receipts for Month 3

## 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 :		148,529.72					148,529.72	
Badminton Banked: 04/06/2020		360.00						
Badminton Mr Adkins		360.00		60.00	4172	305	300.00	Air Badminton Court
Allotments Banked: 05/06/2020		27.40						
Allotments Mr Coleman		27.40			1100	101	27.40	Allotment Inv 3
<b>Total Receipts for Month</b>		387.40	0.00	60.00			327.40	
<b>Cashbook Totals</b>		<u>148,917.12</u>	<u>0.00</u>	<u>60.00</u>			<u>148,857.12</u>	

Date: 18/06/2020

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## Cashbook 1

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## Barclays Current A/c

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2020	Lodge Information Systems Ltd	DDR 019	414.72		69.12	4250	401	345.60	Monthly Support
03/06/2020	02	DDR 020	17.06		2.84	4266	401	14.22	Mobile contract
05/06/2020	British Telecom	DDR 021	80.16		13.36	4266	401	66.80	Monthly contract
09/06/2020	Anglian Water	DDR 022	532.00			4130	304	508.00	Water contract - Dawson Field
						4050	305	24.00	Water contract - Allotments
16/06/2020	Green Recycling	DDR 023	19.99		3.33	4270	401	16.66	Monthly contract
16/06/2020	EON	DDR 024	20.42		0.97	4105	303	19.45	Facilities
25/06/2020	James Tood and co	DDR 025	4,049.87			4400	405	4,049.87	June Salaries
25/06/2020	Barclaycard Business	DDR 026	57.03			4350	403	30.00	Flowers - Mrs Melhuish
						4254	402	12.64	Monthly Adobe Pro
						4254	402	14.39	Monthly Zoom
30/06/2020	H M Reveue & Customs	BACS 034	1,171.20			4411	405	1,171.20	Tax and NI - June
30/06/2020	Essex Pension Fund	BACS 035	1,007.54			4410	405	1,007.54	June pension
30/06/2020	Heelis and Lodge	BACS 036	160.00			4252	402	160.00	Internal Audit - year end
30/06/2020	Lambert Smith and Hampton	BACS 037	2,750.00			4357	402	2,750.00	Office Rent to September 2020
30/06/2020	Lodge Information Systems Ltd	BACS 038	60.00		10.00	4268	406	50.00	Website Domain
30/06/2020	Mansard Roofing Limited	BACS 039	8,891.00		1,481.83	4233	306	1,025.17	Snooker Room Roof
						4914	901	6,384.00	Snooker Room Roof
						324	0	-6,384.00	Snooker Room Roof
						6000	901	6,384.00	Snooker Room Roof
30/06/2020	Primec	BACS 040	720.00		120.00	4199	305	600.00	Bowling Club Tank
30/06/2020	Root2Shoot	BACS 041	30.00		5.00	4154	304	25.00	Mowing for June
30/06/2020	Root2Shoot	BACS 041	-5.00			4154	304	-5.00	Over payment for May
30/06/2020	Monthind	BACS 043	295.62		49.27	4010	305	246.35	Monthly contract
30/06/2020	Blackwater Land(P H Williams)	BACS 044	206.66			4168	201	206.66	9 May cutting
30/06/2020	Sportsturf Management	BACS 046	515.00			4158	304	515.00	Monthly contract
30/06/2020	D F Clarke	BACS 047	3,228.00		538.00	4185	201	2,690.00	2020 Tree works
30/06/2020	Camdon Ltd	BACS 048	7,473.00		1,245.50	4924	901	6,227.50	DCA Water System
						329	0	-6,227.50	DCA Water System
						6000	901	6,227.50	DCA Water System
30/06/2020	Marmax	BACS 045	442.82		73.80	4203	303	369.02	Bench by basketball court
30/06/2020	Sue Lees Consultancy	BACS 042	430.00			4268	406	400.00	Accessibility
						4268	406	30.00	Annual Reporting
<b>Total Payments for Month</b>			32,567.09	0.00	3,613.02			28,954.07	
<b>Balance Carried Fwd</b>			116,350.03						
<b>Cashbook Totals</b>			148,917.12	0.00	3,613.02			145,304.10	

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## Detailed Income &amp; Expenditure by Budget Heading 01/06/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Income</u>								
1076 Precept	0	106,241	212,481	106,241			50.0%	
1090 Interest Received	0	108	0	(108)			0.0%	
1100 Allotment Rents R'ved	27	274	434	160			63.1%	
1105 Tennis Rent R'ved	0	0	6,000	6,000			0.0%	
1106 Bowling Rent R'ved	0	0	750	750			0.0%	
1107 Cricket Rent R'ved	0	0	1,386	1,386			0.0%	
1108 DCA Rent R'ved	0	0	13,000	13,000			0.0%	
1109 Football Rent R'ved	0	0	1,185	1,185			0.0%	
1110 Heathcote Rent R'ved	0	0	2,200	2,200			0.0%	
1113 Hire of Field Income	0	0	250	250			0.0%	
1192 CIL	0	8,848	0	(8,848)			0.0%	8,848
1900 Miscellaneous Income	0	10,000	0	(10,000)			0.0%	
<b>Income :- Income</b>	<b>27</b>	<b>125,471</b>	<b>237,686</b>	<b>112,215</b>			<b>52.8%</b>	<b>8,848</b>
<b>Net Income</b>	<b>27</b>	<b>125,471</b>	<b>237,686</b>	<b>112,215</b>				
6001 less Transfer to EMR	0	8,848						
<b>Movement to/(from) Gen Reserve</b>	<b>27</b>	<b>116,622</b>						
<u>201 Open Spaces</u>								
4013 Planting Scheme	0	0	250	250		250	0.0%	
4014 Tree Charter	0	0	500	500		500	0.0%	
4017 Land Management	0	0	1,000	1,000		1,000	0.0%	
4162 Firework Fencing	0	0	250	250		250	0.0%	
4168 Grass Cutting	207	413	2,347	1,934		1,934	17.6%	
4180 Ponds	0	0	690	690		690	0.0%	
4182 Rents	0	0	1,115	1,115		1,115	0.0%	
4185 Trees	2,690	3,100	8,000	4,900		4,900	38.8%	
4186 Hedges	0	0	500	500		500	0.0%	
<b>Open Spaces :- Indirect Expenditure</b>	<b>2,897</b>	<b>3,513</b>	<b>14,652</b>	<b>11,139</b>	<b>0</b>	<b>11,139</b>	<b>24.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,897)</b>	<b>(3,513)</b>	<b>(14,652)</b>	<b>(11,139)</b>				
<u>202 Christmas Tree</u>								
4060 Christmas Lights	0	0	150	150		150	0.0%	
4062 Electricity	0	18	135	117		117	13.5%	
4063 Electrician	0	0	250	250		250	0.0%	
<b>Christmas Tree :- Indirect Expenditure</b>	<b>0</b>	<b>18</b>	<b>535</b>	<b>517</b>	<b>0</b>	<b>517</b>	<b>3.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(18)</b>	<b>(535)</b>	<b>(517)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 01/06/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>303 Groundsman and Store</b>								
4105 Electricity	19	54	373	319		319	14.5%	
4111 Equipment Maintenace	0	91	1,905	1,814		1,814	4.8%	
4120 Mobile Phone	0	28	0	(28)		(28)	0.0%	
4131 Sewage Robins Nest	0	0	286	286		286	0.0%	
4140 Cover for Groundsman	0	2,904	14,000	11,096		11,098	20.7%	
4200 Vehicle Insurance & Service	0	0	515	515		515	0.0%	
4203 Fuel	369	(620)	300	920		920	(206.7%)	
<b>Groundsman and Store :- Indirect Expenditure</b>	<b>388</b>	<b>2,457</b>	<b>17,379</b>	<b>14,922</b>	<b>0</b>	<b>14,922</b>	<b>14.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(388)</b>	<b>(2,457)</b>	<b>(17,379)</b>	<b>(14,922)</b>				
<b>304 Dawson Memorial Field</b>								
4100 Trade Refuse	0	58	670	612		612	8.7%	
4130 Water and Sewage	508	1,121	3,718	2,597		2,597	30.1%	
4151 Disabled Parking Bay	0	0	500	500		500	0.0%	
4152 Basketball Court	0	0	1,000	1,000		1,000	0.0%	
4154 Bowling Green	20	1,092	0	(1,092)		(1,092)	0.0%	
4156 Buildings	0	0	4,000	4,000		4,000	0.0%	
4158 Cricket Wicket	515	1,545	6,500	4,955		4,955	23.8%	
4164 Fire Extinguishers	0	0	300	300		300	0.0%	
4166 General Supplies	0	0	500	500		500	0.0%	
4171 CCTV	0	0	3,250	3,250		3,250	0.0%	
4176 Play Area and Equipment	0	95	1,100	1,005		1,005	8.6%	
4183 Risk & Safety	0	0	500	500		500	0.0%	
4198 Bin Emptying	0	0	1,803	1,803		1,803	0.0%	
<b>Dawson Memorial Field :- Indirect Expenditure</b>	<b>1,043</b>	<b>3,911</b>	<b>23,841</b>	<b>19,930</b>	<b>0</b>	<b>19,930</b>	<b>16.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,043)</b>	<b>(3,911)</b>	<b>(23,841)</b>	<b>(19,930)</b>				
<b>305 Facilities Maintenance</b>								
4010 Bus Shelters - cleaning	246	493	2,956	2,463		2,463	16.7%	
4011 Bus Shelters - repairs	0	0	1,000	1,000		1,000	0.0%	
4050 Allotment Maintenance	24	60	750	690		690	8.0%	
4051 Allotment plot - schools	0	0	30	30		30	0.0%	
4172 Grounds Maintenance	(300)	(610)	4,406	5,016		5,016	(13.8%)	
4194 Notice Boards	0	0	200	200		200	0.0%	
4199 Legionella	600	600	4,834	4,234		4,234	12.4%	
<b>Facilities Maintenance :- Indirect Expenditure</b>	<b>570</b>	<b>543</b>	<b>14,176</b>	<b>13,633</b>	<b>0</b>	<b>13,633</b>	<b>3.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(570)</b>	<b>(543)</b>	<b>(14,176)</b>	<b>(13,633)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/06/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>306 DCA</u>								
4233 DCA Maintenance General	1,025	3,080	10,000	6,920		6,920	30.8%	
DCA :- Indirect Expenditure	<u>1,025</u>	<u>3,080</u>	<u>10,000</u>	<u>6,920</u>	<u>0</u>	<u>6,920</u>	<u>30.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(1,025)</u></b>	<b><u>(3,080)</u></b>	<b><u>(10,000)</u></b>	<b><u>(6,920)</u></b>				
<u>307 Youth Play</u>								
4190 Youth Play	0	0	1,180	1,180		1,180	0.0%	
Youth Play :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,180</u>	<u>1,180</u>	<u>0</u>	<u>1,180</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(1,180)</u></b>	<b><u>(1,180)</u></b>				
<u>308 Old Pavilion</u>								
4244 Old Pavilion General	0	0	830	830		830	0.0%	
Old Pavilion :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>830</u>	<u>830</u>	<u>0</u>	<u>830</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(830)</u></b>	<b><u>(830)</u></b>				
<u>401 Parish Office - Operational</u>								
4110 Equipment Maintenance	0	0	625	625		625	0.0%	
4250 IT Support	346	1,872	5,482	3,610		3,610	34.1%	
4256 Office Consumables	0	8	1,500	1,492		1,492	0.5%	
4266 Telephone	81	213	800	587		587	26.7%	
4270 Office Cleaning	17	58	2,720	2,662		2,662	2.1%	
4274 Photocopier	0	346	1,648	1,302		1,302	21.0%	
Parish Office - Operational :- Indirect Expenditure	<u>443</u>	<u>2,496</u>	<u>12,775</u>	<u>10,279</u>	<u>0</u>	<u>10,279</u>	<u>19.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(443)</u></b>	<b><u>(2,496)</u></b>	<b><u>(12,775)</u></b>	<b><u>(10,279)</u></b>				
<u>402 Parish Office</u>								
4252 Bank and Audit	160	420	1,751	1,331		1,331	24.0%	
4254 Fees and Subs	27	176	1,451	1,275		1,275	12.1%	
4257 Payroll Bureau	0	114	544	430		430	21.0%	
4258 Professional Fees	0	120	1,500	1,380		1,380	8.0%	
4260 Publications	0	12	100	88		88	12.0%	
4357 Parish Office Rent etc	2,750	2,750	11,000	8,250		8,250	25.0%	
4431 Insurance & Risk Management	0	0	4,105	4,105		4,105	0.0%	
4445 Loan Repayments	0	0	5,500	5,500		5,500	0.0%	
Parish Office :- Indirect Expenditure	<u>2,937</u>	<u>3,592</u>	<u>25,951</u>	<u>22,359</u>	<u>0</u>	<u>22,359</u>	<u>13.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(2,937)</u></b>	<b><u>(3,592)</u></b>	<b><u>(25,951)</u></b>	<b><u>(22,359)</u></b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/06/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>403 Civic</b>								
4350 Chairman's Allowance	30	346	1,500	1,154		1,154	23.0%	
4351 Councillor Training & Expenses	0	0	1,000	1,000		1,000	0.0%	
4352 Extra Policing	0	12,000	12,000	0		0	100.0%	
<b>Civic :- Indirect Expenditure</b>	<b>30</b>	<b>12,346</b>	<b>14,500</b>	<b>2,154</b>	<b>0</b>	<b>2,154</b>	<b>85.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(30)</b>	<b>(12,346)</b>	<b>(14,500)</b>	<b>(2,154)</b>				
<b>404 Grants</b>								
4372 Grants Local Organisations	0	1,500	3,000	1,500		1,500	50.0%	
<b>Grants :- Indirect Expenditure</b>	<b>0</b>	<b>1,500</b>	<b>3,000</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>50.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,500)</b>	<b>(3,000)</b>	<b>(1,500)</b>				
<b>405 Staff Costs</b>								
4115 Mileage	0	0	200	200		200	0.0%	
4125 Training - Staff	0	90	3,950	3,860		3,860	2.3%	
4400 Staff Salaries	4,050	12,150	0	(12,150)		(12,150)	0.0%	
4401 Asst Clerk Salary - Planning	0	0	17,275	17,275		17,275	0.0%	
4402 Asst Clerk Salary - Facilities	0	0	8,919	8,919		8,919	0.0%	
4403 Clerk Salary	0	0	25,166	25,166		25,166	0.0%	
4410 Pensions	1,008	3,023	13,867	10,844		10,844	21.8%	
4411 Tax & NI	1,171	3,513	14,081	10,568		10,568	24.9%	
<b>Staff Costs :- Indirect Expenditure</b>	<b>6,229</b>	<b>18,776</b>	<b>83,457</b>	<b>64,682</b>	<b>0</b>	<b>64,682</b>	<b>22.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,229)</b>	<b>(18,776)</b>	<b>(83,457)</b>	<b>(64,682)</b>				
<b>406 Publicity</b>								
4268 Website	480	160	600	440		440	26.7%	
4269 Extra email address	0	0	60	60		60	0.0%	
<b>Publicity :- Indirect Expenditure</b>	<b>480</b>	<b>160</b>	<b>660</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>24.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(480)</b>	<b>(160)</b>	<b>(660)</b>	<b>(500)</b>				
<b>901 Ear Marked Reserves</b>								
4914 DCA	6,384	6,384	0	(6,384)		(6,384)	0.0%	6,384
4924 Emergencies	6,228	12,455	0	(12,455)		(12,455)	0.0%	12,455
4930 Land Slippage	0	2,584	0	(2,584)		(2,584)	0.0%	2,584
4935 CIL 17/18	0	(2,250)	0	2,250		2,250	0.0%	
4936 Replacement Bus Shelters	0	0	500	500		500	0.0%	
<b>Ear Marked Reserves :- Indirect Expenditure</b>	<b>12,612</b>	<b>19,173</b>	<b>500</b>	<b>(18,673)</b>	<b>0</b>	<b>(18,673)</b>	<b>3834.6%</b>	<b>21,423</b>
<b>Net Expenditure</b>	<b>(12,612)</b>	<b>(19,173)</b>	<b>(500)</b>	<b>18,673</b>				
6000 plus Transfer from EMR	12,612	21,423						



## Detailed Income &amp; Expenditure by Budget Heading 01/06/2020

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>2,250</u>						
Grand Totals:- Income	27	125,471	237,686	112,215			52.8%	
Expenditure	28,654	71,565	223,436	151,872	0	151,872	32.0%	
<b>Net Income over Expenditure</b>	<u>(28,627)</u>	<u>53,906</u>	<u>14,250</u>	<u>(39,656)</u>				
plus Transfer from EMR	12,612	21,423						
less Transfer to EMR	0	8,848						
<b>Movement to/(from) Gen Reserve</b>	<u>(16,015)</u>	<u>66,481</u>						

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Ear Marked Reserves	0.00		0.00
321 Planning Documents	0.00		0.00
322 Neighbourhood Plan Printing	1,509.49		1,509.49
323 Elections	355.00		355.00
324 DCA Reserve	6,384.52	-6,384.00	0.52
325 Information Tech	100.40		100.40
326 New Equipment	0.00		0.00
327 Play Equipment	0.00		0.00
328 Old School House	5,000.00		5,000.00
329 Emergency Fund	15,000.00	-12,455.00	2,545.00
330 Tractor	0.00		0.00
331 Neighbourhood Plan	10,878.78		10,878.78
332 Community Specials	0.00		0.00
333 Land Slippage	76,767.66	-2,584.00	74,183.66
334 Eves Corner Pond	0.00		0.00
335 Legionella-Sports & Social	0.00		0.00
336 ECC Drainage	3,268.73		3,268.73
337 CIL 17/18	4,985.79		4,985.79
338 CIL 18/19	7,574.60		7,574.60
339 CIL 19/20	6,171.22	8,848.32	15,019.54
340 Section 106	19,530.54		19,530.54
	<b>157,526.73</b>	<b>-12,574.68</b>	<b>144,952.05</b>