

Minutes of the Resources Committee Meeting held on 16 December 2020
at 7.30 pm via Zoom

Present: Cllrs S Berlyn, A Chapman, G Chapman, M Hessing, and J Thombs

In attendance: Ms M Harper (Clerk)

Councillor G Chapman was elected as Chairman for the meeting

20/21.75 Apologies for absence

Cllr P Sutton

20/21.76 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.

20/21.77 Public Question Time

There were no comments

20/21.78 To approve Minutes of the Resources Committee meeting held 18 November 2020

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

20/21.79 Actions from the Minutes

The actions from the minutes were noted

20/21.80 To receive financial report

20/21.80.1 Payments

RESOLVED: that the payments from 18 November to 16 December 2020 be approved, proposed by Cllr Hessing and seconded by Cllr Thombs, all agreed (Appendix 1)

20/21.80.2 Receipts

The receipts from 18 November to 16 December 2020 were noted (Appendix 2)

20/21.80.3 Reconciliation

RESOLVED: that the bank statement and reconciliations to 30 November 2020 be approved. Proposed by Cllr G Chapman and seconded by Cllr A Chapman, agreed

20/21.80.4 Budget sheets / Earmarked Reserves

Budget sheets and Earmarked Reserves were noted

20/21.80.5 Virement of monies

Nothing to report

20/21.80.6 Debtors more than 3 months

Nothing to report

20/21.80.7 On Line Banking

Nothing to report

20/21.81 Staff Training

It was agreed that the Clerk could attend at the virtual SLCC Practitioners Conference on 23, 24 and 25 February 2021 at a cost of £75.00, proposed by Cllr Berlyn and seconded by Cllr Hensing, all agreed

20/21.82 Donation to Band of Pilgrims

RESOLVED: that the Parish Council would make a donation of £250.00 to the charity Band of Pilgrims Charity in respect of the Santa figure supplied by Mr Morgan, proposed by Cllr Berlyn, and seconded by Cllr Hensing, all agreed

20/21.83 Donation to Danbury Coronavirus Volunteer Group

RESOLVED: that the Parish Council would make a donation of £500.00 towards the Christmas Dinner Initiative, proposed by Cllr Berlyn , and seconded by Cllr A Chapman , all agreed

20/21.84 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

RESOLVED: that the Parish Council would exclude the press and public to consider matters of a personnel nature, proposed by Cllr Thombs, and seconded by Cllr Berlyn, all agreed

20/21.85 Staffing

RESOLVED: that the Assistant Clerk (Planning and Environment) salary would be raised to Pay Scale 12, with effect from 1 April 2021, proposed by Cllr Berlyn and seconded by Cllr Hensing, all agreed

RESOLVED: that the Committee approved the recruitment of a temporary part time Admin Assistant, timing of the recruitment to be confirmed by the Clerk and Chair of Resources Committee, proposed by Cllr Berlyn and seconded by Cllr Thombs, all agreed

20/21.86 Resume meeting held in public

Public and press were readmitted to the meeting

20/21.87 Matters for Report (for information only)

It was agreed that passwords for 365 Accounts would be changed when requested by the system

Cllr G Chapman noted that the 20mph signs were in place outside St John’s Primary School but the lights were not yet installed

20/21.88 Dates of next meeting

Wednesday 20 January 2021 to be held remotely by Zoom at 7.30pm

There being no further business the meeting closed at 9.30pm

Chairman

Date