

Minutes of the Resources Committee Meeting held on 17 November 2021
at 7.30 pm at the Parish Office

Present: Cllrs S Berlyn, A Chapman, G Chapman, M Hessian, P Sutton and J Thombs

In attendance: Ms M Harper (Clerk)

21/22.12 Election of Vice Chair

It was agreed that a Vice Chair would not be elected at this time

21/22.13 Apologies for absence

None

21/22.14 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 are 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

None

21/22.15 Public Question Time

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present

It was agreed that the staffing salaries section of the meeting would be brought forward along with the Precept discussion

21/22.16 Exclusion of Press and Public

RESOLVED: that 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 , proposed by Cllr Sutton and seconded by Cllr A Chapman, all agreed

21/22.17 Staffing

21/22.17.1 The Clerk was asked to leave the meeting room whilst the Members discussed her salary. Following discussion, the Clerk was invited to re-join the meeting. Cllr Sutton thanked the Clerk for her hard work and advised that the Committee had agreed to increase the salary scale point by 1 point, backed dated to April 2021 in recognition of her achieving the Certificate of Higher Education in Community Governance.

RESOLVED: that the Clerk salary be increased by 1 salary scale point back dated to April 2021, proposed by Cllr Berlyn and seconded by Cllr Thombs, all agreed

21/22.18 Re-open the meeting to Press and Public

RESOLVED: that in accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 having resolved that in view of the nature of the business to be discussed it was in the opinion of the Committee advisable that the Public

and Press be excluded instructed to withdraw for the previous item, the Committee resolve to re-open the meeting to the press and public, proposed by Cllr Sutton and seconded by Cllr Thombs, all agreed

21/22.19 Precept Recommendation 2021/22

Following review of the committee budget requests and lengthy discussion it was agreed that:

- the budget lines for maintenance of assets be combined with the bus shelter repairs and the Clerk be granted delegated powers to manage this budget
- the Earmarked Reserve of £5,000 for the Old School House be added to the General Reserve
- the precept figure for recommendation to the Parish Council would be £331,618.00 which was an increase of 24.85% and that Chelmsford City Council be asked to add 'for the facilitation of a sports and social centre to the breakdown of the council tax bill

RESOLVED: that the budget lines for maintenance of assets be combined with the bus shelter repairs and the Clerk be granted delegated powers to manage this budget, proposed by Cllr Berlyn and seconded by Cllr Thombs, agreed

RESOLVED: that the precept figure for recommendation to the Parish Council would be £331,618.00 which was an increase of 24.85%, proposed by Cllr Hessing and seconded by Cllr Sutton, the vote was tied and therefore the Chairman used his casting vote in favour

21/22.20 To approve Minutes of the Resources Committee meeting held 27 October 2021

RESOLVED: that the minutes of the Parish Council meetings held on 27 October 2021 be approved and signed as a correct record

21/22.21 Actions from the Minutes

The actions were noted

21/22.22 To receive financial report

21/22.22.1 Receipts

The receipts from 1 November 2021 to 17 November 2021 were noted (Appendix 1)

21/22.22.2 Payments

21/22.22.02.1 RESOLVED: that the invoices received and direct debits from 1 November to 17 November 2021 be approved, proposed by Cllr Sutton and seconded by Cllr A Chapman all agreed (Appendix 2)

21/22.22.02.2 RESOLVED: that the invoices and payments due between 18 November and 30 November be approved by the Clerk and Chairman of Resources for payment on 30 November and ratified by the Resources Committee at the next meeting, proposed by Cllr Sutton and seconded by Cllr Thombs, all agreed

21/22.22.02.3 RESOLVED: that the invoices and payments due 1 December and 22 December be approved by the Clerk and Chairman of Resources for payment on 22 December and ratified by the Resources Committee at the next meeting in the event that the December 2021 Resources Committee is cancelled, proposed by Cllr Sutton and seconded by Cllr Thombs, all agreed

21/22.22.3 Reconciliation

Approval of the bank statement and reconciliations from 1 October to 31 October 2021 was deferred to the next meeting

21/22.22.4 Budget sheets / Earmarked Reserves

Review of the income and expenditure, Earmarked Reserves and the Budget Sheets to 31 October 2021 was deferred to the next meeting

21/22.22.5 Insurance Claim Log
There are no new or outstanding insurance claims

21/22.22.6 Virement of monies
RESOLVED: that the request from the Environment Committee to vire the CIL monies allocated to the purchase of benches for the Community Woodland which is unused due to the receipt of Locality Funding, to the Earmarked Reserve for the Landscaping of the landslip area be approved, proposed by Cllr A Chapman and seconded by Cllr G Chapman, all agreed

21/22.22.7 Debtors more than 3 months
Nothing to report

21/22.22.8 On Line Banking
It was noted that processes are being undertaken to reinstate Cllr Berlyn's access to the system

21/22.23 VAT Review

The consideration of the report from the consultants engaged to review the Parish Council's VAT position was deferred to the next meeting

21/22.24 Grant Application

Consideration of the grant application from St John's Baptist Church for £1,500.00 as recommended by the Grants Working Party was deferred to Parish Council meeting

21/22.25 Office Server

RESOLVED: that the request to reconfigure the office PCs and laptop to the cloud as the current server is nearing its end of life at a cost of £300.00 be approved, proposed by Cllr Hessing and seconded by Cllr Thombs, all agreed

21/22.26 Exclusion of Press and Public

RESOLVED: that 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, proposed by Cllr Sutton and seconded by Cllr G Chapman, all agreed

21/22.27 Staffing

21.22.27.2 The consideration of the request for the Clerk to attend the online National Practitioners Conference taking place over Tuesday 15, Wednesday 16 and Thursday 17 February at a cost of £75.00 was deferred to the next meeting

21/22.27.3 The consideration of implications for home working due to an increase in covid cases was deferred to the next meeting

21/22.27.4 RESOLVED: that the proposal regarding staffing on committees be agreed, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

21/22.28 Complaint

The Committee considered the complaint from a resident in relation to site work that had been undertaken and it supported the response by the Clerk in terms of managing the process going forward.

RESOLVED: that the complaint from a resident in relation to site work had been dealt with by the Clerk and processes were in place to ensure a similar situation did not arise in future, proposed by Cllr Sutton and seconded by Cllr Hessing, all agreed

21/22.29 Re-open the meeting to Press and Public

RESOLVED: that in accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 having resolved that in view of the nature of the business to be discussed it was in the opinion of the Committee advisable that the Public and Press be excluded instructed to withdraw for the previous item, the Committee resolve to re-open the meeting to the press and public, proposed by Cllr Sutton and seconded by Cllr Thombs, all agreed

21/22.30 Staffing over the Christmas period

RESOLVED: that the staff would be granted an additional day leave to be taken on 29 December 2021 and that the two days additional contractual leave be taken on 30 and 31 December 2021, proposed by Cllr A Chapman and seconded by Cllr Hessing, all agreed

21/22.31 Matters for Report (for information only)

There were no matters for report

Cllr Sutton thanked everyone for their perseverance during the meeting and thanked the Clerk for the work that had gone into the budget preparation.

21/22.29 Dates of next meeting

Wednesday 22 December 2021 to be held at 7.30pm

There being no further business the meeting closed at 10.02pm

Chairman

Date