

## **Minutes of the Resources Committee Meeting held on 23 September 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)

### **20/21.28 Apologies for absence**

None

### **20/21.29 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.

### **20/21.30 Public Question Time**

There were no members of the public present

### **20/21.31 To approve Minutes of the Resources Committee meeting held 22 July 2020**

RESOLVED: that the minutes of the Parish Council meetings held on 22 July 2020 be approved and signed as a correct record

### **20/21.32 Actions from the Minutes**

The actions from the minutes were noted

### **20/21.33 Financial Report**

20/21.33.1 Payments – 23 July to 22 September 2020

RESOLVED: that the payments from 23 July 2020 to 22 September 2020 be approved, proposed by Cllr G Chapman and seconded by Cllr M Hessing, all agreed (Appendix 1)

20/21.33.2 Receipts – 23 July to 22 September 2020

The receipts from 23 July to 22 September were noted (Appendix 2)

20/21.33.3 Reconciliations

RESOLVED: that the reconciliation to 30 June was correct and approved, proposed by Cllr G Chapman and seconded by Cllr A Chapman, all agreed

20/21.33.4 Budget sheets/Earmarked Reserves

The budget sheets and Earmarked Reserves were noted

20/21.33.5 Virement of monies

Nothing to report

20/21.33.6 Debtors more than 3 months

Nothing to report

20/21.33.7 On Line Banking

Nothing to report

20/21.33.8 The annual national pay increases at 2.75% back dated to 1 April 2020 were noted

### **20/21.34 Report from Land Slippage Sub Committee**

The Land Slippage Sub Committee met the current contractor on 22 September 2020 to discuss the monitoring report. The cost for the contractor to carry out the overall design work and produce the tender specification is £13,962.00. (Financial Regulations Section 11 para 11.1.a.ii and iv allow the design and tender specification works to be approved without the need to seek alternative quotations). Once this has been completed the Parish Council will need to go to tender on the actual works; it is hoped that the remedial works would be commence around March/April and are estimated to take between 4-6 weeks.

The Land Slippage Sub Committee requested that the Resources Committee recommend to Parish Council at the meeting on 30 September 2020 that approval be granted for expenditure of £13,392.00, to be taken from the Land Slippage Ear Marked Fund, to be spent on the design work and tender specification.

RESOLVED: that the Resources Committee would recommend to Parish Council that the contractor be appointed to carry out the design and tender specification at cost of £13,932.00 to be taken from the Land Slippage Earmarked Fund, proposed by Cllr Thombs and seconded by Cllr Berlyn, all agreed

### **20/21.35 Request for additional monies**

#### **20/21.35.1 Facilities Committee**

The Facilities Committee requested additional funding of £17,635.00 towards the remedial works required to the bowling green ditches to return them to standard required by Bowls England (as per the lease agreement) for the works to be carried out before the start of the next bowling season.

After lengthy discussion, and consideration of the land slippage contractor's advice that no work should be carried out on the bowling green until after the earthworks have taken place, it was agreed that the Facilities Committee would be asked to include the works to the Bowling Green ditches in their precept request for 2021/22.

#### **20/21.35.2 Working Party - Community Woodland Project**

The Working Party have met Chelmsford City Council (CCC) representatives to discuss turning the area of Pitch 4 on Dawson Memorial Field into a Community Woodland. The cost of ground preparation, planting, fencing, signage and maintenance of the woodland for 4-5 years of establishment would be met by CCC, however to supplement the whips the Working Party would like to purchase 15 more mature trees at a cost of £2,250.00.

RESOLVED: that the Resources Committee would recommend to Parish Council that the expenditure for the mature trees be taken from Earmarked Reserves if the project is approved at the meeting on 30 September 2020, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

#### **20/21.35.3 Danbury Community Association**

To consider and agree a recommendation to Parish Council at the meeting on 30 September that the rent for the Sports & Social Club be further waived for the period 1 November 2020 to 31 March 2021 due to the financial impact of restrictions imposed by the Government as a result of Covid-19

RESOLVED: that the Resources Committee would recommend to Parish Council that the rent for the Danbury Community Association be waived until 31 March 2021, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

### **20/21.36 Grant Applications**

The Grant Sub Committee have received applications from two organisations for grants which they are recommending for approval:

- Danbury Coronavirus Volunteers Group - £300 towards the use/hire of the meeting room at St Johns the Baptist Church which was used as an operational base from March to August 2020
- Danbury Sports & Social Centre - £798.06 to increase the natural ventilation in the gym in-line with the requirements of covid-19 regulations

RESOLVED: that the Resources Committee would recommend to Parish Council that both grants are approved, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

### **20/21.37 Report from Leases Sub Committee**

It was noted that the rent payment for the 5-year lease has been agreed with the Leases Committee and the Bowling Club; the final document is due to arrive from the solicitors for signature shortly

### **20/21.38 Update on Website Accessibility**

#### **20/21.38.1 AccessiBe Software**

After some discussion regarding the purchase the recommended software, AccessiBe for £390.00 per year, plus installation of £40.00 in order to automate the accessibility reviews to ensure the website remains compliant it was agreed that the Clerk would carry out further investigation and the item would be brought back to the next meeting

#### **20/21.38.2 PDF Accessibility**

It was noted that as per the report on Website Accessibility it is difficult to ensure the complete accessibility of the PDF on conversion from Microsoft Word; the Clerk has added a note to the website to advise that the documents are available in Microsoft Word from the office

#### **20/21.38.3 Accessibility Statement**

After some discussion it was agreed that the costs related to the production of an Accessibility Statement to be added to the website covering the items in the Government sample accessibility statement be approved at a cost of £160 - £320.00 with Sue Lees Consultancy.

RESOLVED: that the Resources Committee approve the production of an Accessibility Statement from Sue Lees Consulting at a cost of £160 -£320, proposed by Cllr Berlyn and seconded by Cllr Thombs, majority in favour

### **20/21.39 Matters for Report (for information only)**

There were no matters for report

### **20/21.40 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 Resources Committee exclude the press and public to consider personal and contractual data, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

### **20/21.41 Grounds Contractor**

After discussion it was agreed that the Resources Committee would recommend to Parish Council at the meeting on 30 September 2020 that the unfilled position of Groundsman be closed and a rolling contract be offered to the current Grounds Contractor

RESOLVED: that the Resources Committee would recommend the closure of the unfilled Groundsman position and that a rolling contract be offered to the current Grounds Contractor, proposed by Cllr Berlyn and seconded by Cllr G Chapman

### **20/21.42 Grounds Store**

#### **20/21.42.1 Equipment**

After discussion regarding the equipment and plant at the Grounds Store it was agreed that the Resources Committee would recommend to Parish Council that the equipment and plant be sold for the best price, subject to the meeting on 30 September agreeing to agenda item 20/21.41.

RESOLVED: that the Resources Committee would recommend that Parish Council sell the equipment and plant at the Grounds Store for the best price to one purchaser subject to the agreement of agenda item 20/21.41 , proposed by Cllr Sutton and seconded by Cllr Hessing

20/21.42.2 Building

It was agreed that discussions on the uses of the building would be deferred to the October meeting.

**20/21.43 Vehicle Insurance**

It was noted that the Vehicle insurance due for renewal on 7 October at a cost of £451.34 would not be necessary if it is agreed that the equipment is sold prior to this date

**20/21.44 Staffing**

Following discussion, it was agreed that the Clerk's salary would be raised to Pay Scale 31, backdated to 1 April 2020

RESOLVED: that the Clerk's salary would be raised to Pay Scale 31, backdated to 1 April 2020

**20/21.45 Dates of next meeting**

Wednesday 28 October 2020 to be held remotely by Zoom at 7.30pm

There being no further business the meeting closed at 9.36pm

Chairman .....

Date .....