

Minutes of the Resources Committee Meeting held on 28 October 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)

20/21.46 Apologies for absence
None

20/21.47 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.

20/21.48 Public Question Time

There were no members of the public present

20/21.49 To approve Minutes of the Resources Committee meeting held 23 September 2020

RESOLVED: that the minutes of the Parish Council meetings held on 23 September 2020 be approved and signed as a correct record

20/21.50 Actions from the Minutes

The actions from the minutes were noted

20/21.51 Financial Report

20/21.51.1 Payments – 23 September to 28 October 2020

RESOLVED: that the payments from 23 September 2020 to 28 October 2020 be approved, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed (Appendix 1)

20/21.51.2 Receipts – 23 September to 28 October 2020

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

20/21.51.3 Reconciliations

It was agreed that approval of the reconciliation to 30 September 2020 be deferred to the November meeting

20/21.51.4 Budget sheets/Earmarked Reserves

The budget sheets and Earmarked Reserves were noted

20/21.51.5 Virement of monies

Nothing to report

20/21.51.6 Debtors more than 3 months

Nothing to report

20/21.51.7 On Line Banking

At present only Cllrs A Chapman and Sutton can approve payments as Cllr Berlyn is trying to contact Barclays Bank to reset the security on his account

20/21.52 External Auditor

The External Auditors report had not been received; this item will be deferred to next meeting

20/21.53 Review of Internal Auditor

Clerk advised that there were limited auditors around who undertook Local Council accounts. Clerk to carry out further investigation with other local parish councils around Essex

20/21.54 Report from Land Slippage Sub Committee

It was noted that the design work and tender specification is in hand

20/21.55 Update on Website

20/21.55.1 AccessiBe Software

After some discussion it was agreed to purchase the recommended software, AccessiBe for £360.00 per year, plus installation of £40.00 in order to automate the accessibility reviews inline with legislation for one year.

RESOLVED: that the AccessiBe software be purchased for one year, proposed by Cllr Hessing and seconded by Cllr Thombs, majority agreed

20/21.55.2 Upgrade and remedials

The analytics and recommendations were reviewed and it was agreed that no action would be taken at the present time. A website review would be undertaken during 2021.

20/21.56 Grounds Store

It was noted that the equipment had been sold and the large plant removed from the Grounds Store with the premises due to be cleared shortly. The Resources Committee agreed to the hire of a skip to clear the remaining debris.

It was noted that a building survey has been undertaken and the provisional recommendation is that the building should be left until next Spring to see if the cracks close naturally as the tree whose roots were growing under the building has been removed.

20/21.57 Review of Policies

The policies due to review this month have been deferred to December

20/21.58 Grant Funding

The Grants Sub Committee recommended approval of a grant of £763.00 from the Danbury Scouts Group, however there is only £401.94 remaining in the Grant Budget. Following discussion, it was agreed that Parish Council would be recommended to approve the full amount of £736.00 with the additional funding being vired from the Firework fencing budget and General Reserves.

RESOLVED: that the Resources Committee would recommend to the Parish Council at its meeting on 25 November that the grant application of £763.00 from the Scouts be approved, proposed by Cllr Berlyn and seconded by Cllr G Chapman, majority agreed

20/21.59 Matters for Report (for information only)

Clerk advised that statutory annual leave had been increased to 22 days for those staff with less than 5 years service. Cllr Berlyn reminded the committee that the Parish Council has normally granted an additional day leave to staff to be taken between Christmas and New Year. This will be referred to the next meeting

20/21.60 Dates of next meeting

Wednesday 18 November 2020 to be held remotely by Zoom at 7.30pm

There being no further business the meeting closed at 8.33pm

Chairman

Date

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
29/09/2020	Marmax	BACS 104	-532.80		-88.80	4504	501	-444.00	Happy to Chat Bench
29/09/2020	Marmax	BACS 104	-25.00			4504	501	-25.00	Happy to Chat Bench
01/10/2020	Lodge Information Systems Ltd	DDR 056	414.79		69.13	4250	401	345.66	Monthly Support
02/10/2020	02	DDR 057	17.06		2.84	4120	303	14.22	Monthly Contract
05/10/2020	EON	DDR 058	9.67		0.46	4062	202	9.21	Monthly Contract
06/10/2020	British Telecom	DDR 059	104.07		17.34	4266	401	86.73	Monthly Contract
09/10/2020	Anglian Water	DDR 060	360.00			4050	305	24.00	Monthly Water
						4130	304	336.00	Monthly Water
15/10/2020	Green Recycling	DDR 061	19.99		3.33	4270	401	16.66	Monthly Contract
19/10/2020	EON	DDR 062	21.05		1.00	4105	303	20.05	Monthly Contract
23/10/2020	James Tood and co	DDR 063	5,795.56			4400	405	5,795.56	October Salaries
26/10/2020	Barclaycard Business	DDR 066	270.46		38.70	4254	402	12.64	Adobe subscription
						4254	402	14.39	Zoom subscription
						4154	304	17.84	Orange mesh fencing
						4256	401	3.87	Consumerables
						4250	401	77.02	Webcam, Microphone
						4244	308	106.00	Floor covering
29/10/2020	Monthind	BACS 113	886.86		147.81	4010	305	739.05	Aug, Sept and Oct cleaning
29/10/2020	SLCC	BACS 114	254.00			4254	402	254.00	Annual Membership
29/10/2020	Sue Lees Consultancy	BACS 115	120.00			4268	406	120.00	Accessibility and Changes
29/10/2020	Ricoh UK Limited	BACS 116	245.06		40.84	4274	401	204.22	Quarterly bill
29/10/2020	Sterling	BACS 117	40.00			4244	308	40.00	Woodworm Survey
29/10/2020	JCM Services	BACS 118	24.00		4.00	4185	201	20.00	Tree works - staking
29/10/2020	The Printing Place	BACS 119	788.00		20.00	4601	601	668.00	Danbury Times - July
						4611	601	100.00	Logo recreated
29/10/2020	H M Reveue & Customs	BACS 120	2,256.59			4411	405	2,256.59	Tax and NI - October
29/10/2020	Essex Pension Fund	BACS 121	1,173.92			4410	405	1,173.92	October Pension
29/10/2020	Primec	BACS 122	258.00		43.00	4199	305	215.00	Analysis and Monthly Contract
29/10/2020	Parish Online	BACS 123	108.00			4254	402	108.00	Annual Subscription
29/10/2020	Veolia	BACS 124	56.16		9.36	4100	304	46.80	Monthly contract
29/10/2020	Came and Company	BACS 125	50.00			4431	402	50.00	Admin fee
29/10/2020	Linda Anstee	BACS 126	8.91			4351	403	8.91	Reimbursement of call
29/10/2020	Winncleaning	BACS 127	120.00			4270	401	40.00	Window cleaning
						4244	308	80.00	Window cleaning
29/10/2020	AK Hobson	BACS 128	144.00		24.00	4607	601	120.00	Phone Kiosk Base
29/10/2020	Root2Shoot	BACS 129	1,335.00		222.50	4154	304	1,112.50	September and Overseeding
29/10/2020	Chambers Building	BACS 130	2,095.00			4935	901	2,095.00	External Decoration Old Pavili
						337	0	-2,095.00	External Decoration Old Pavili
						6000	901	2,095.00	External Decoration Old Pavili
29/10/2020	James Tood and co	BACS 131	136.80		22.80	4257	402	114.00	Quarterly Payroll
29/10/2020	Writtle College	BACS 132	165.00			4125	405	165.00	Tree Inspection Course
29/10/2020	The Conservation Volunteers	BACS 133	828.00		138.00	4180	201	690.00	Pond Clearing
29/10/2020	JCM Services	BACS 134	3,568.50		594.75	4140	303	2,973.75	Grounds Contract
29/10/2020	J M Sewell	BACS 135	180.00			4180	201	180.00	Pond clearance

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/10/2020	Danbury Community Association	BACS 136	798.06			4372	404	798.06	Improved Ventilation
29/10/2020	Mr J Hicock	BACS 137	300.00			4372	404	300.00	Danbury Coronavirus Volunteers
29/10/2020	Royal British Legion	BACS 138	120.00			4350	403	120.00	Wreath and Donation
29/10/2020	Bev & Chris Independant Clean	BACS 139	180.00			4270	401	180.00	Cleaning to 22 October
29/10/2020	British Recycled Plastic	BACS 140	1,275.60		212.60	4935	901	1,063.00	2 Accessible Picnic Benches
						337	0	-1,063.00	2 Accessible Picnic Benches
						6000	901	1,063.00	2 Accessible Picnic Benches
29/10/2020	Marmax	BACS 141	532.80		88.80	4504	501	444.00	Happy to Chat Buddy Bench
29/10/2020	Workplace Products	BACS 142	880.92		146.82	4935	901	734.10	2 x Bike Racks
						337	0	-734.10	2 x Bike Racks
						6000	901	734.10	2 x Bike Racks
29/10/2020	Danbury Community Association	BACS 143	64.27			4930	901	64.27	Electric for temp path
						333	0	-64.27	Electric for temp path
						6000	901	64.27	Electric for temp path
29/10/2020	Root2Shoot	BACS 144	625.00		104.17	4154	304	520.83	June Maintenance
29/10/2020	Came and Company	BACS 145	19.84			4431	402	19.84	Partial Vehicle Premium
Total Payments for Month			26,093.14	0.00	1,863.45			24,229.69	
Balance Carried Fwd			179,629.90						
Cashbook Totals			205,723.04	0.00	1,863.45			203,859.59	

Date: 28/10/2020

Danbury Parish Council

Page: 324

Time: 12:23

Cashbook 1

User: MEH

Barclays Current A/c

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		174,284.00					174,284.00	
Equipment Banked: 06/10/2020		24,570.00						
Equipment Oakfields		24,570.00			1900	101	24,570.00	Purchase of Equipment
Allotments Banked: 07/10/2020		25.12						
Allotments Mr Coleman		25.12			1100	101	25.12	Allotments
Football Banked: 08/10/2020		388.80						
Football Ballers Football Training		388.80		64.80	1109	101	324.00	Football Training
Football Banked: 15/10/2020		81.00						
Football Maldon and Tiptree Under 11		81.00		13.50	1109	101	67.50	Football Training
Allotments Banked: 19/10/2020		18.27						
Allotments Mrs Mason		18.27			1100	101	18.27	Allotments
CIL Banked: 23/10/2020		4,155.85						
CIL Chelmsford City Council		4,155.85			1192	101	4,155.85	CIL Income
					339		4,155.85	CIL Income
					6001	101	-4,155.85	CIL Income
Heathcotes Banked: 23/10/2020		2,200.00						
Heathcotes Heathcote School		2,200.00			1110	101	2,200.00	Annual Rent
Total Receipts for Month		31,439.04	0.00	78.30			31,360.74	
Cashbook Totals		205,723.04	0.00	78.30			205,644.74	