

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

#### **Minutes of the meeting of the held on 20<sup>th</sup> January 2010 at the Parish Office**

Present: Councillors S. Berlyn (ex officio), H. Clacy, D. Hawkins, A. Keeler, D. Powell, D. Whiteing (Chairman)

In attendance: Clerk to the Council

#### **121 Apologies for Absence**

Apologies from Cllr Wood were duly accepted.

#### **122 Declarations of Interest**

There were no declarations of interest.

#### **123 Public Question Time**

No Members of the Public were present.

#### **124 Minutes of the Meeting held on 15<sup>th</sup> December, 2009**

RESOLVED: that the Minutes of the Meeting held on 15<sup>th</sup> December, 2009 be approved and signed as a correct record.

#### **125 Financial Documents**

##### **125.1 Approval of payments from 15<sup>th</sup> December, 2009 until the date of meeting**

RESOLVED: that the payments are approved from 18<sup>th</sup> November, 2009 to the date of the meeting. (See Appendix I)

##### **125.2 Reconciliation sheet to 31<sup>st</sup> December, 2010**

Cllr Powell confirmed the monies at the bank were correct from the bank reconciliation sheets.

These were the true record.

(Appendix II)

RESOLVED: that the information be noted.

##### **125.3 Debtors more than 3 months**

There were none.

##### **125.4 Receipts**

RESOLVED: that the information be noted.

(See Appendix III)

##### **125.5 Earmarked Reserves/Budgets**

Members had no comments on the budgets and earmarked reserves.

RESOLVED: that the information be noted.

### **125.6 Barclaycard Local Government Procurement Card**

The Agreement expired on 31<sup>st</sup> January, 2010 a new agreement commences on the 1<sup>st</sup> February 2010 which the Clerk had signed.

RESOLVED: that the information be noted.

### **126 Request for Additional Funding**

There were no requests.

### **127 Computer System**

The Clerk requested more memory for her computer as the accounts package seemed to be making the system run very slowly. Members wished the Clerk to ascertain why the Accounts Package was not on the server.

RESOLVED: that the Clerk contacts IT support provider to ascertain where the accounts package is located.

### **128 EALC Training**

Cllr Clacy was attending Advanced Cllr Training Days which had been booked. Two days had been paid for a cost of £54.00 each.

Cllr Pemberton was attending Community Led Planning at the RCCE on the 28<sup>th</sup> January 2010 at a cost of £25.00

The Clerk and the Chairman were attending an Audit and Risk Assessment Day at a charge of £54.00 each.

RESOLVED: that the Clerk processed the above payments (these were included in the payments for the month)

### **129 Bad Debt Policy**

Members considered the alterations made to the Bad Debt Policy. Members unanimously agreed the format including the Late Payment of £40.00 may be charged if the invoice was not paid after the 30 days from the date of invoice. This has been forwarded to all tenants and hirers to be included in agreements from 1<sup>st</sup> April, 2010.

RESOLVED: that the Bad Debt Policy including letters A B and C be adopted and the inclusion of the Late Payment of £40.00 may be charged to invoices which were not paid after the original 30 days.

### **130 Revaluation of Properties**

The Clerk had contacted Michael Keenan and had requested three quotations two had been received.

RESOLVED: that this item be discussed at the February meeting.

### **131 Dates of Next Meetings for 2010**

Wednesday 24<sup>th</sup> February, 24<sup>th</sup> March, 28<sup>th</sup> April, 26<sup>th</sup> May, 23<sup>rd</sup> June, 21<sup>st</sup> July, Tuesday 21<sup>st</sup> September, Wednesday 27<sup>th</sup> October, 17<sup>th</sup> November, and Tuesday 14<sup>th</sup> December.

**132 Exclusion of Press and Public**

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

**133 DCA**

No further paperwork received. Meetings were now quarterly. A meeting with the Parish Council had been held the notes would go to Facilities but the Danbury Community Association was concerned regarding the loss of members due to being unable to advertise on the Main Road.

RESOLVED: that the information be noted.

**134 Staff**

The Clerk informed the meeting that the Assistant Clerk had settled in well. All staff were working well as a team. Members congratulated all the staff on their hard work and the integrated team effort.

RESOLVED: that the staff be congratulated on their hard work and the integrated team effort.

**135 Royal British Legion**

A meeting had taken place with officials from the Royal British Legion. Details was going to Parish Council. A further meeting was planned for Monday 22<sup>nd</sup> February to meet at the British Legion to discuss the repair works.

RESOLVED: that the information be noted.

There being no further business the meeting closed at 9.05 p.m.

Cllr D Whiteing, Chairman

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Signed

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Date