

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 24th February, 2010 at the Parish Office

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

In attendance: Clerk to the Council

At the beginning of the meeting 1 minutes silence was held in memory of Cllr D Hawkins who had passed away.

137 Adrian Clements Lodge Information Services

It was explained that the accounts package was located on one of the computers with a back-up to the server. LIS confirmed we have a single user system with data held on the server. These were then backed to a further server at a remote location. The support company regularly completed defragging operations.

It was further explained that it had been difficult to obtain cartridges for the Epson printer which was used for colour copies. When the photocopier agreement expired in September the Parish Council should investigate the purchase of a laser printer.

There should be a 3 year rolling programme for the renewal of computers and 5 year for the server. The Council were working on Small Business 2003 this was being upgraded in 2010 the Council should consider updating this when the next generation comes in. Windows XP has a life of about another 2 years then the Council should go over to Windows7. If the Council does move location then should consider air conditioning for the server.

Some explanation was given regarding the Parish Plan Review and how the link would be a button on the front of the current Parish Council web site. This would be linked to a database with end results. Discussion took place regarding multiple responses.

Mr Clements was thanked for attending and left the meeting.

138 Apologies for Absence

There were none.

139 Declarations of Interest

There were no declarations of interest.

140 Public Question Time

No Members of the Public were present.

141 Minutes of the Meeting held on 20th January, 2010

RESOLVED: that the Minutes of the Meeting held on 20th January, 2010 be approved and signed as a correct record.

142 Parish Plan Review

Cllr Pemberton who was working on the Parish Plan Review with a team of residents had circulated a document regarding expenditure. This included a license for the Business Letter replies, a quotation from Maldon Printing for printing of questionnaire and inserting the documents in the Danbury Times. There was also a price so that the return information could be forwarded by computer and collated. An estimated expenditure of £1277.00.

Cllr Berlyn proposed and Cllr Wood seconded that the Clerk in conjunction with Cllr Pemberton be authorised to spend the allotted £1500 earmarked in the Parish Council accounts on the Parish Plan Review.

The Clerk had been in contact with the Rural Community Council and the Council was on a list for a £400 grant for the Parish Plan Review.

RESOLVED: that the Clerk in conjunction with Cllr Pemberton be authorised to spend the allotted £1500 earmarked in the Parish Council Accounts for a Parish Plan Review. This would be completed under the Power of Well Being: Local Government and Public Involvement in Health Act 2007.

Cllr Pemberton left the meeting and was thanked for attending.

143 Financial Documents

143.1 Approval of payments from 20th January, 2010 until the date of meeting

RESOLVED: that the payments are approved from 20th January, 2010 to the date of the meeting. (See Appendix I)

143.2 Reconciliation sheet to 31st December, 2010

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

These were the true record.

(Appendix II)

The Clerk explained that having been on the Audit and Risk Assessment Day that each member of the Committee should take this in turn to check the bank statements. The Clerk would write a procedure on this.

RESOLVED: that a) the information be noted.

b) the Clerk would write a procedure on how to check the reconciliation.

143.3 Debtors more than 3 months

There were none.

143.4 Receipts

This showed the £25,000 transfer from the Instant Saver to the current account.

RESOLVED: that the information be noted.

(See Appendix III)

143.5 Earmarked Reserves/Budgets

It was explained that the monies left in the maintenance for the fields budget was being used for the electrical works on the sports and social centre. Rental from the Sports and Social Centre was up-to-date. Football monies were down as the Parish Council had lost a football booking.

RESOLVED: that the information be noted.

143.6 Barclaycard Local Government Procurement Card

The new agreement had been returned.

RESOLVED: that the information be noted.

144 Request for Additional Funding

There were no requests.

148 Computer System

This is a permanent item of the Agenda. It was agreed to add memory to the Clerk's computer.

RESOLVED: to expand the memory on the Clerk's computer in the sum of £50.00 to be taken from IT Support Budget.

149 EALC Training

The Clerk was investigating First Aid Training for the Clerk and Assistant Clerk.

RESOLVED: that the information be noted.

150 Revaluation of Properties

Three quotations had been received for a rebuild cost valuation for all properties owned by the Parish Council.

Members agreed to employ Halliday West, chartered building surveyors in the sum of £650.00 plus VAT to be taken from the General Leases budget. The Clerk to check whether the works could be undertaken soon as the Insurance Policy would be renewed shortly in June, 2010

RESOLVED: that Halliday West was employed at a cost of £650.00 plus VAT monies to be taken from the General Leases Budget.

151 Pensions

151.1. Local Government Pension Scheme (Administration) Regulations 2008

The Essex County Council had put in place a policy for their staff. The Clerk advised that the Parish Council follow this course of action as simple payments can cause the Council to pay larger amounts than the sum offered.

Members unanimously agreed to follow the Essex County Council Discretionary Decisions Statement

RESOLVED: that Danbury Parish Council adopt the Essex County Council Discretionary Decisions Statement

b) Local Government Pension Scheme Employer Briefing 2010

If an employer decides to stop contribution to the Pension Scheme they need to be aware that there could be high cost implications.

RESOLVED: that the information be noted.

c) Please note the 50 – 55 retirements.
This did not affect any of the current staff.

152 Matters for Report

There were none.

153 Dates of Next Meetings for 2010

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

154 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.

155 DCA

Financial paperwork was circulated to the meeting.

RESOLVED: that the information be noted.

156 Staff

a) Flooring Parish Office

Staff had raised with the Clerk the condition of the flooring in the Parish Office subsequently the clerk had obtained two quotations for replacement.

Members agreed to replace the flooring including the replacement carpet, door mat and replacement of vinyl flooring in the toilet with Contract Chose for the total amount of £587.25 plus VAT. The monies to be taken from the Publicity Budget.

RESOLVED: that Contract Chose be employed to complete the replacement flooring works in the sum of £587.25 plus VAT. Monies to be taken from the Publicity Budget.

b) Staff Pay

Staff incremental rises were discussed. Cllr Berlyn proposed and Cllr Wood seconded to increase staff incremental points by one. Four members of the committee voted for the proposal and there were 2 against. Therefore the pay award was ratified.

The Groundsman to increase to Point 29.

The Assistant Clerk Planning to increase pro rata to Point 22.

The Clerk to increase to Point 35.

The Assistant Clerk to increase pro rata to Point 18 in November as per contract.

RESOLVED: that the incremental pay increase be implemented on the 1st April, 2010 together with the contractual increase on 1st November, 2010.

157 Royal British Legion

A meeting had taken place with officials from the Royal British Legion. Details of which would be going to Parish Council at the end of March. A list of repair works had been agreed. A set of keys had been supplied to the Clerk. The Clerk had instructed the Council's solicitor to draw up a lease for ten years for the Royal British Legion with a get out clause of 1 year on the part of the British Legion.

RESOLVED: that the information be noted.

There being no further business the meeting closed at 9.48 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date