

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 28th April, 2010 at the Parish Office

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

In attendance: Clerk to the Council
Cllr Yvonne Burton

175 Apologies for Absence

Apologies were received and accepted from Cllr Clacy.

176 Declarations of Interest

There were no declarations of interest.

177 Public Question Time

No members of the public were present.

178 Minutes of the Meeting held on 24th March 2010

RESOLVED: that the Minutes of the Meeting held on 24th March, 2010 be approved and signed as a correct record.

179 Parish Plan Review

The Review is on-line. Hard copy returns were being received at the Parish Office. All invoices had been paid in this month's payments. Cllr Pemberton was now commencing on the business side of the review.

RESOLVED: that the information be noted.

180 Financial Documents

180.1 Approval of payments from 24th March, 2010 until the date of meeting

The Clerk explained that a dust spray had been purchased for the projector and that it was now working so a new projector had not been purchased. The purchase of a new projector would wait until the original projector would not work any longer. The itemised salaries had one line missing but the total amount was correct.

RESOLVED: that a) the payments are approved from 24th March, 2010 to the date of the meeting. (See Appendix I)

b) the Clerk would spend up to £500.00 on a new projector if it no longer worked

180.2 Reconciliation sheet to 24th February, 2010

Cllr Wood confirmed the monies at the bank were correct from the bank reconciliation sheets and these were the true record and initialled the statements. (Appendix II)

RESOLVED: that the information be noted.

180.3 Debtors more than 3 months

There were none.

180.4 Receipts

None were circulated.

180.5 Earmarked Reserves/Budgets

This item was discussed with the End of Year Figures. (See Appendix iii)

180.6 End of Year Figures

The Clerk explained the figures. The general reserve was £46,585 - £30,000 must be kept as general reserve of the Council for eventualities and earmarked reserves were £93,375 making a total of £139,959 carried forward for next year.

It was decided not to move monies from the general reserve at this stage as this could be required for various projects during the financial year 2010 – 2011.

The Clerk explained how the help from RBS Solutions had been invaluable and would like to use them again next year. The Chairman of the Council proposed this course of action. This was agreed. It was also explained that this was now completed as double entry book keeping and journaling backwards and forwards occurred. The Earmarked budget only alters once a year although monies were placed in the earmarked budgets and moved within the budget section of the computer package. Members requested some further explanation regarding journaling from RBS Solutions.

The Internal Auditor would be attending during May once this visit was completed the Clerk would complete the necessary paperwork ready for the Extraordinary Parish Council 23rd June meeting when the accounts would be formally ratified.

The Chairman of the Council wished to thank the Clerk for all her hard work with the accounts.

The Chairman of the Committee had obtained a special expenses sheet when attending the recent parishes' day at Chelmsford Borough Council. It was wondered if the accountant from Chelmsford Borough Council would attend to explain the expenses sheets.

RESOLVED: that a) the Clerk contact RBS Software Solutions to ascertain some more information regarding journaling
b) that the Clerk was thanked for her hard work with the accounts
c) that £400 be set aside for using RBS Solutions for the end of year next year
d) that the Clerk requests an accountant from Chelmsford Borough Council to speak at a Resources Committee Meeting regarding special expenses
e) that the end of year figures were noted

181 Request for Additional Funding

There were no requests.

182 Computer System

The memory was still on order to be installed on the Clerk's computer.

RESOLVED: that the information be noted.

183 EALC Training

Roles and Responsibilities Cllrs Mrs Y Burton and Mrs A Chapman would be attending in September at a cost of £36.00 each, totalling £72.00.

The Advanced councillor course in April was cancelled due to a lack of response. Therefore Cllr Clacy could not attend.

The Clerk and Assistant Clerk would be completing their First Aid Training at a cost of £246.76.

RESOLVED: that the attendance of the above courses be agreed with appropriate sums to be taken from the staff training budget and the councillor training budget.

184 Revaluation of Properties

The largest change was to the rebuild figure for the Sports and Social Centre. The Clerk had double checked this figure with the company and they had increased it slightly to include demolition figures but they still felt that the figure the Parish Council was using was too high. Members debated whether to alter the figures to the surveyor's new figures. After discussion Cllr Powell proposed that the Parish Council used Halliday West's figures. This was seconded by Cllr Keeler. Four members were for this proposal and one member abstained.

RESOLVED: that the Parish Council use the figures supplied by Halliday West for their insurance cover.

185 Matters for Report

Cllr Powell had read an article in Making the Links which he wished followed up. The Clerk explained how the Essex Tourism Partnership had now joined with the Essex County Council. The Parish Council had paid previously £130.00 for membership now under consideration was a request of £250.00 for parish councils.

186 Dates of Next Meetings for 2010

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

187 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.

188 DCA

No paperwork received. All rent paid up to date.

RESOLVED: that the information be noted.

189 Staff

189.1 Holiday

Assistant Clerk Planning was using her leave.

RESOLVED: that the information be noted.

189.2 Staff Pay Review Procedure

This was on May Agenda.

RESOLVED: that the information be noted.

190 Royal British Legion

A quotation had been received from the British Legion and they had booked the works for June, 2010. The clerk had checked the works against the agreed works and the painting was missing from the quotation. The Clerk had contacted both the British Legion and the Contractor. The British Legion had verbally agreed to pay for all the works including the painting.

RESOLVED: that the information be noted.

There being no further business the meeting closed at 9.38 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date