

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

#### **Minutes of the meeting of the held on 23<sup>rd</sup> June, 2010 at the Parish Office**

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

In attendance: Clerk to the Council

#### **23 Apologies for Absence**

Apologies were received and accepted from Cllr Freeman.

#### **24 Declarations of Interest**

There were no declarations of interest.

#### **25 Public Question Time**

No members of the public were present.

#### **26 Minutes of the Meeting held on 26<sup>th</sup> May, 2010**

RESOLVED: that the Minutes of the Meeting held on 28<sup>th</sup> April, 2010 be approved and signed as a correct record.

#### **27 Financial Documents**

##### **27.1 Approval of payments from 26<sup>th</sup> May, 2010 until the date of meeting**

The Clerk explained that she had to re-enter payment to RCCE due to assigning to the wrong cheque.

RESOLVED: that the payments were approved from 26<sup>th</sup> April, 2010 to the date of the meeting. (See Appendix I)

##### **27.2 Reconciliation sheet to 31<sup>st</sup> May, 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.

##### **2.3 Debtors more than 3 months**

There were none.

##### **27.4 Receipts**

Receipts were circulated for May. Also the receipts for the Instant Access Saver Account for the previous month. (Appendix III)

RESOLVED: that the information be noted.

##### **27.5 Earmarked Reserves/Budget**

This document was circulated some budgets such as fuel and electricity could come in over budget. This document to be circulated to the Facilities Committee.

RESOLVED: that a) the information be noted.  
b) the document be circulated to the Facilities Committee

### **28 Signatories**

The forms had been completed and forwarded to the bank both by the Council and Cllr Powell.

RESOLVED: that the information be noted.

### **29 Request for Additional Funding**

There were no requests.

### **30 Information Technology**

The Clerk had tried to contact Ricoh regarding the photocopier with no success. The other photocopier representative had not returned with any prices. The Clerk had also contacted the IT Support Company regarding a new stand alone printer but had not heard back yet.

RESOLVED: that the information be noted.

### **31 EALC Training**

Health and Safety Course Assistant Clerk attended she passed the examination. She was also completing the First Aid course on the day of the meeting.

RESOLVED: that the information be noted.

### **32 Financial Risk Assessment to Update**

Just one item to change add Business Continuity Plan and IT under item 18. Members agreed that the Financial Risk Assessment had been reviewed and should not be brought back to the Committee again.

RESOLVED: that Members agreed to accept the Financial Risk Assessment review and to include the alteration and then circulate.

### **33 Financial Regulations**

The Clerk circulated the current financial regulations and financial pages from the new standing orders. Members agreed for certain items to be added to the document from the new standing orders. The document was then to go the Standing Orders working party for advised changes and then brought back to Resources Committee. Cllr Powell would forward his comments to the Clerk.

RESOLVED: that a) the Financial Regulations be referred to the Standing Orders Working Party for alteration and then to come back to the Resources Committee.  
b) Cllr Powell to forward his comments to the Clerk

### **34 Matters for Report**

Members were unclear whether Parish Councils were to be capped. This question would be answered by the EALC in due course. Members were concerned that items would be devolved by the County Council and Borough Council to parishes to reduce their costs.

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

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.

### **36 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.

### **37 DCA**

Members noted the contents including the consolidated profit.

RESOLVED: that the information be noted.

### **38 Staff**

#### **38.1 Staff Additional Hours**

The Chairman of the Council circulated details of the additional hours the staff had worked over the preceding 4 weeks. The Clerk explained that this information had been requested the Vice-Chairman of the Council this was to show how busy the staff were. The clerk stated that these had not been brought to committee to be paid.

Cllr Wood proposed and Cllr Berlyn seconded that the staff should be paid the hours of overtime.

The Clerk calculated the amount of monies to be paid as follows:

Assistant Clerk Planning	-	8 hours	-	£81.60
Assistant Clerk	-	15 hours	-	£131.10
Clerk	-	13.50 hours	-	£205.06
Total to be paid				£417.76

These monies were unanimously agreed to be paid.

RESOLVED: that the staff are paid the above amounts of overtime.

#### **38.2 Staff Workload**

The Clerk had also prepared a list of outstanding work so that the Council were aware of the workload. This was circulated by the Chairman of the Council.

RESOLVED: that the information be noted and that the Clerk prioritise the work.

#### **38.3 Staff Pay Review Procedure**

The Chairman of the Council circulated a document which had been prepared by the Human Resources Department of the Society of Local Clerks. It was explained that if the Parish Council wishes to change to Performance Related Pay that there were procedures which are required under Employment Law.

The Chairman of the Council informed the meeting that the Pay Review System had been completed in the same manner for the 17 years he had been on the Council. Members of the Committee had been unsure of how the Pay Review System worked. After this meeting they were clearer on the subject.

The Chairman stated that any aims and objectives set for the Appraisal system must be achievable. Key objectives can change. Careful consideration must be given to this.

It was made very clear that there was no hidden agenda and that Members wished only a procedure for the Pay Review System to be written down. The Review should take place each year in October to be in-line with the budgets.

Cllr Clacy was to write a procedure on Pay Review Procedure in conjunction with the Clerk.

RESOLVED: that a) Cllr Clacy write in conjunction with the Clerk a Pay Review Procedure for the September Meeting.

- b) the Pay Review Procedure was to include an item regarding the appointment of new staff whether to appoint on one scale point or on more than one scale point – this item should be added to the terms of reference for the Resources Committee
- c) that the staff were thanked formally for their hard work

### **39 Three Year Forecast/Strategic Plan**

The Chairman of the Council had not had time to go through the document to itemise points for a strategic plan for the Council.

Members thought that if possible the Parish Council should have the list of items in a provisional format by 21<sup>st</sup> July, 2010 from the DCA.

RESOLVED: that the Clerk writes to the DCA requesting their forecast document.

There being no further business the meeting closed at 9.58 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date