

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 21st September 2010 at the Parish Office

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

In attendance: Clerk to the Council

57 Apologies for Absence

Apologies were received and accepted from Cllrs S. Freeman and A. Keeler.

58 Declarations of Interest

There were no declarations of interest.

59 Public Question Time

No members of the public were present.

60 Minutes of the Meeting held on 21st July, 2010

RESOLVED: that the Minutes of the Meeting held on 21st July, 2010 be approved and signed as a correct record.

61 Financial Documents

61.1 Approval of payments from 21st July, 2010 until the date of meeting

RESOLVED: that the payments were approved from 21st July, 2010 to the date of the meeting. (See Appendix I)

61.2 Reconciliation sheet to 31st August, 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.

Members agreed to join Visit Essex which was Essex Tourism Association in the sum of £250.00. Cllr Powell abstained from this vote.

RESOLVED: that the Parish Council joins Visit Essex for the sum of £250.00

61.3 Debtors more than 3 months

An invoice had been issued to a company who had booked Dawson Field during the summer but unfortunately there had not been received a response for bookings and after 4 weeks the company had to cancel the booking with the Parish Council. This matter was referred from the Facilities Committee who had suggested a sum of £50.00 be claimed from the Company. Members did not wish this to set a precedent.

The Clerk explained how 2 invoices had been forwarded to the Company and no response had been received. The Clerk stated she would check the terms of the booking form and bring back to next meeting.

Members wished to consider booking a non refundable deposit on booking forms. This would be discussed at the next Resources Committee Meeting.

RESOLVED: that the booking form be checked for a cancellation fee and details be brought back to the next meeting including discussion regarding non refundable deposit.

61.4 Receipts

Receipts were circulated. (Appendix III) (£50.00 was paid in during August)

RESOLVED: that the information be noted.

61.5 Earmarked Reserves/Budget

This document was circulated at this meeting. The clerk would investigate with Accounts Support Company the income figure for the tennis club and the minus figures which were left from beginning of financial year and the balance sheet.

RESOLVED: that the Clerk check with the Accounts Support Company regarding the above items.

62 Request for Additional Funding

There were no requests.

63 Information Technology

New keyboard had been purchased for Clerk's computer and installed. The back-up quota was nearly used up and may have to be increased which would cost an additional £5.00 per month.

RESOLVED: that the Clerk purchases the additional back quota if required.

64 EALC Training

RESOLVED: that a) the clerk attends the Election Course in the sum of £60.00
b) The Chairman of the Council, the Chairman of Facilities and the Clerk attend the Employment Course in the sum of £180.00

65 Insurance

Quotations would be sought for a new insurance contract for next year.

RESOLVED: that the information be noted.

66 Bank Accounts

Information was circulated regarding options for bank accounts so that the Parish Council could spread some of its monies between banks.

RESOLVED: that the Parish Council contact Nat West regarding a 6 month bond with a minimum interest rate of 1.5% for £30,000.

67 Financial Regulations

The committee went through the document line by line and made alterations. Regarding the reasoning for the Parish Council detailing reasons for not accepting lowest tenders it was suggested that the Clerk write a suggested wording and email to members of the committee and add to the Financial Regulations. The document to be circulated at the September Parish Council Meeting.

RESOLVED: that the Clerk write a suggested wording regarding lowest tenders and add to the Financial Regulations then circulate to Members of the Council ready for the Parish Council Meeting at the end of September.

68 Matters for Report

There were no matters for report.

69 Dates of Next Meetings for 2010 Wednesday 27th October, 17th November, and Tuesday 14th December.

70 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.

71 DCA

Members noted that the “Junior After school Activities” had been lost. It was suggested that at the next meeting with the DCA it was asked could Parish Council help in any way.
RESOLVED: that this item be discussed at the DCA Meeting.

72 Staff Pay Review Procedure

The document had been circulated by email to the members of the committee. Cllr Clacy had made some alterations which could be included. Other alterations were made to the document. It was suggested that the Pay Review Procedure Document should be brought back to the next meeting. Therefore the line regarding this document being part of the budgeting process must be deleted as it would be impossible to meet this deadline.

RESOLVED: that the Staff Pay Review Procedure be brought back to the next Resources Committee including the alterations.

73 Three Year Forecast/Strategic Plan

The Chairman of the Council was concerned that he wished to know the new Governments policies before putting together a strategic plan for the Council. The Three Year Forecast would require the results of the survey to help budgeting procedures.

RESOLVED: that the information be noted.
There being no further business the meeting closed at 10.22 p.m.

Cllr D. Whiteing, Chairman

.....
Signed

.....
Date