

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 27th October 2010 at the Parish Office

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

In attendance: Clerk to the Council

74 Apologies for Absence

Apologies were received and accepted from Cllr S. Freeman.

75 Declarations of Interest

There were no declarations of interest.

76 Public Question Time

No members of the public were present.

77 Minutes of the Meeting held on 21st September, 2010

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

78 Financial Documents

78.1 Approval of payments from 21st September, 2010 until the date of meeting

Cllr Keeler asked a question regarding Visit Essex which was explained by Cllr Wood. The Clerk reported that the sum of monies paid for this had been reduced. RESOLVED: that the payments were approved from 21st September, 2010 to the date of the meeting. (See Appendix I)

78.2 Reconciliation sheet to 31st August, 2010

Cllr Keeler 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.

78.3 Debtors more than 3 months

It was decided to put the Bad Debt Policy in place for the company who had booked the field during the summer.

RESOLVED: that the Bad Debt Policy be commenced regarding the company who had booked the field over the summer months.

78.4 Receipts

Receipts were circulated. (Appendix III)

RESOLVED: that the information be noted.

78.5 Earmarked Reserves/Budget

This document was circulated at this meeting. The clerk had investigated with Accounts Support Company the income figure for the tennis club this had been assigned to the wrong code and had been rectified. The minus figures which were left from beginning of financial year were where the Parish Council had placed orders and the monies had been different on the invoices therefore leaving a surplus.

RESOLVED: that the information be noted.

78.6 2010 – 2011 Budget

Prior to consideration of the Budget Figures for Resources there was a lengthy debate regarding the process for consideration of budgets.

It was explained that at this meeting it was just the Resources Committee Budget which was discussed. At the next meeting of the Resources Committee in November the overall picture was considered. Cllr Clacy felt that this was not an appropriate process and that there should be some direction from Parish Council as to what the final outcome should be for the budget.

The Clerk explained that she was trying to make 0% increase in the Precept for next year and was considering the whole picture.

Cllr Powell felt that the Parish Council should consider every option including a reduction in staff and selling the Sports and Social Centre.

The Chairman of the Council interjected that it was too late in this year's round of budgets but this could be considered for next year.

Cllr Powell felt that the Parish Council should consider worse case scenarios such as reducing staff and selling the Sports and Social Centre.

Following the meeting the Clerk checked in records and the policy not to sell the Sports and Social Centre was stated in Minute 11.6. Annual Parish Council 11th May 2007 and reaffirmed in Minute 31.1. Extraordinary Parish Council 11th May 2009.

Cllr Clacy felt that there should be guidance given to all committees at how they wished their spending to go next year. This should be considered at the Parish Council meeting in September 2011.

Discussion took place about reducing reserves to £20,000. The Clerk stressed that the auditor had already stressed that the Parish Council should have £54,000 in reserves which it currently did not.

The Resources Committee went through the budget which the Clerk had produced line by line and made alterations.

Consideration in the budget had to include rental for the Old School House and a Public Works Loan for the car parks.

It was decided to earmark £5,000 from reserves for the move to the Old School House.

The Recommendation to the next Resources Committee was the sum of £138,951.

RECOMMENDED: that a) the sum of £138,951.00 be considered at the next Resources Committee as the budget for 2010 – 2011.

b) the sum of £5,000 be taken from reserves for the move to the Old School House.

79 Request for Additional Funding

There were no requests.

80 Information Technology (Permanent Item on Agenda)

Nothing under this item to consider

81 EALC Training

Nothing under this item to consider

82 Insurance

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

RESOLVED: that the information be noted.

83 Bank Accounts

£30,000 had been invested in Nat West this was reported earlier in the Agenda. The 6 months would be completed in May, 2011.

RESOLVED: that the information be noted.

84 Financial Regulations

This item was deferred.

85 Audit

85.1 The External Audit had been returned with the following comments:

The Council must ensure that all fixed assets were included in section 1 box 9. There was to be no de minimis.

The Council must ensure that it reviews and updates the financial regulations to reflect current legislation and regulations.

RESOLVED: that Members noted these comments.

85.2 The future of local audit issues for consideration

This item was deferred.

86 Terms of Reference for Resources Committee

This item was deferred.

87 Matters for Report

There were none.

88 Dates of Next Meetings for 2010 17th November, and Tuesday 14th December.

89 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.

90 DCA

No information to report.

91 Staff Pay Review Procedure

This item was deferred.

92 Three Year Forecast/Strategic Plan

The Clerk and the Chairman of the Council were attending a meeting regarding the "Big Society".

The Chairman of the Council was to hold a meeting with the Chairs of Committees to discuss the way forward.

It was stated that the Environment Committee was a reactive committee.

RESOLVED: that the Chairman of the Council meet with the Chairs of Committees to discuss the way forward for the strategic plan.

Cllr Wood thanked the Clerk for all her hard work on the budgets.

There being no further business the meeting closed at 10.00 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date