

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 17th November 2010 at the Parish Office

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

In attendance: Clerk to the Council

93 Apologies for Absence

Apologies were received and accepted from Cllr S. Freeman.

94 Declarations of Interest

There were no declarations of interest.

95 Public Question Time

No members of the public were present.

96 Minutes of the Meeting held on 27th October, 2010

RESOLVED: that the Minutes of the Meeting held on 27th October, 2010 be approved and signed as a correct record with the inclusion of Cllr A Keeler being present at the meeting.

Following the Minutes of Resources Committee of the 27th October, 2010, a request was made by the staff to meet with the Chairman and Vice Chairman of the Council. The Chairman of the Council reported on the meeting with staff who had been extremely concerned about the item regarding staffing levels.

A lengthy discussion followed. It was decided that this item would be discussed in conjunction with the Precept.

It was felt that this item should also be discussed in conjunction with the strategic plan for the Council.

Members decided to consider this item with the Precept request. At present if the Precept were to be recommended at a 0% increase there was no need to complete a staffing review until next year.

The Precept Request Item was taken next.

97 Financial Documents

97.1 2011 – 2012 Precept (Appendix iv)

Members were very pleased that the Budgets had produced a 0% increase in the Precept. Committees would have to be prudent on their spending. The Clerk reminded the Council that the Retail Price Index stood at 3.2% and therefore a saving of 3.2% had been achieved. She also reminded the Committee that when purchasing items recently she had seen a 25% increase on each item which was of concern. Members were concerned regarding the Precept for future years.

Cllr Wood proposed that the Precept request should be £183,000 this was seconded by Cllr Keeler.

Cllr Powell proposed an amendment in that the Precept request should be £182,000 as this would mean a 0.05% decrease this was seconded by Cllr Clacy. No further Members voted for this amount. Therefore the amendment was lost.

Cllr Wood proposed that the Precept request should be £183,000 this was seconded by Cllr Keeler. The Chairman used his casting vote and therefore 3 Members voted for this amount. 1 Member abstained.

The request of £183,000 was put to the Committee 4 Members voted for this amount and 2 Members voted against.

RESOLVED: that a) the Precept Request for 2011 – 2012 to be forwarded to Parish Council would be £183,000.

b) At present as the Precept is to be recommended at a 0% increase there was no need to complete a staffing review until next year as part of the strategic plan.

97.1.1 Grants Request 2011 – 2012

RESOLVED: that a recommendation of £1200 be submitted to Parish Council from the Grants Working Party

97 1.2 Environment Request 2011 – 2012

This budget was to be increased to cover the cleaning of the new bus shelter to be installed.

RESOLVED: that a recommendation of £2290 be submitted to Parish Council from Environment Committee.

97.1.3 Resources Request 2011 – 2012

This budget was to be increased to cover the rental at the Youth Centre for the Parish Office/Meeting Room. The Brochures item had been removed from the budget as this was not being completed in the next financial year. Plus an increase in National Insurance by the Government and an increase in Pension Contributions both employee and employer. This included the administration figure of the Council.

An additional allowance had to be made if a Public Works Loan was to be used for the Car Park and Drainage Project.

RESOLVED: that a recommendation of £138,951 be submitted to Parish Council from Resources Committee.

97.1.4 Facilities Request 2011 - 2012

The Facilities Committee budget had been reduced due to the fact that the tractor had now been paid for. The Grounds Maintenance budget had been reduced as works to the Football Pitches had been completed. The Descaling of the Calorifiers had become the responsibility of the DCA. The DCA budget had been reduced. Unfortunately, the tree survey had produced a considerable amount of work to be completed and had to be increased.

RESOLVED: that a recommendation of £68,425 be submitted to Parish Council from Facilities Committee.

97.2 Approval of payments from 27th October, 2010 until the date of meeting
RESOLVED: that the payments were approved from 27th October, 2010 to the date of the meeting. (See Appendix I)

97.3 Reconciliation sheet to 31st October, 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.

97.4 Debtors more than 3 months

One payment was still outstanding.

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

97.5 Receipts

Receipts were circulated. (Appendix III)

RESOLVED: that the information be noted.

97.6 Earmarked Reserves/Budget

This document was not circulated at this meeting.

RESOLVED: that the information be noted.

98 Request for Additional Funding

There were no requests.

99 Information Technology (Permanent Item on Agenda)

Nothing under this item to consider.

100 EALC Training

The Council had some credit with the EALC which should be spent in this financial year.

RESOLVED: that the information be noted.

101 Insurance

An outstanding claim made it difficult to change Insurers at the current time.

RESOLVED: that the information be noted.

102 Financial Regulations

Item i) under title Contracts should read:

“The Council shall not be obliged to accept the lowest tender/quote/estimate. Each tender/quote/estimate will be considered by the appropriate committee or Council and it should provide reasons for the tender/quote/estimate and if RESOLVED to be deemed necessary to be provided to the contractor.”

It was unanimously decided that the document was now finalised and could be taken to Parish Council for ratification.

RESOLVED: that the document now be taken to Parish Council in January for ratification.

103 The future of local audit issues for consideration

A document was circulated on the future of local audit issues as the Government were to disband the Audit Commission. This document was noted by Members.

RESOLVED: that the information be noted.

104 Terms of Reference for Resources Committee

Members discussed the terms of reference of the Resources Committee. The new version would be attached as Appendix V. It was unanimously agreed that this item would be taken to Parish Council when all committees had reviewed their terms of reference with the Standing Orders in January, 2011.

RESOLVED: that the Terms of Reference for Resources be taken to January Parish Council for ratification with Standing Orders.

105 Matters for Report

There were none.

106 Dates of Next Meeting for 2010 Tuesday 14th December.

107 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.

108 DCA

No financial information had been received. The treasurer was concerned regarding the DCA responsibilities under the lease and had placed a codicil on the end of year accounts for 2010 – 2011. The Annual General Meeting of the DCA was planned for January, 2011.

RESOLVED: that the information be noted.

109 Staff

109.1 Staff Pay Review Procedure

This document was circulated with the alterations. Cllr Keeler and Cllr Whiteing asked questions on the document.

Cllr Clacy proposed that the document be adopted. This was seconded Cllr Wood

RESOLVED: that the Staff Pay Review Procedure be adopted. (This item was on the terms of reference of committees and would be authorised by Parish Council at this point)

109.2 Line Management of the Clerk

The Clerk and Cllr Clacy had attended an Employment Law Course and where it had been stressed that the Chairman was not the Line Manager of the Clerk. Cllr Clacy wished to know the Clerk's feelings on the subject.

The Clerk explained that no one councillor could instruct the Clerk it had to be a Committee. Items were discussed with the Chairman of Council but no instructions were given. She did not see the point of having a personnel committee which would

ultimately take items to Resources Committee then Parish Council. She was happy that the Resources Committee would make the decisions to take to Parish Council on staffing issues.

RESOLVED: that the information be noted.

110 Three Year Forecast/Strategic Plan

A meeting was planned for Monday 6th December to discuss the strategic plan of the Council with the Chairs of Committees together with the Chair and Vice Chair of the Council.

RESOLVED: that the information be noted.

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