

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on 14th December 2010 at the Parish Office

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

In attendance: Clerk to the Council

111 Apologies for Absence

Apologies were received and accepted from Cllrs H Clacy and S. Freeman.

112 Declarations of Interest

There were no declarations of interest.

113 Public Question Time

No members of the public were present.

114 Minutes of the Meeting held on 17th November, 2010

RESOLVED: that the Minutes of the Meeting held on 17th November, 2010 be approved and signed as a correct record.

115 Financial Documents

115.1 Approval of payments from 17th November, 2010 until the date of meeting

RESOLVED: that payments were approved from 17th November, 2010 to the date of the meeting. (See Appendix I)

115.2 Reconciliation sheet to 30th November, 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.

115.3 Debtors more than 3 months

One payment was still outstanding. Second letter to be sent.

RESOLVED: that the second letter from the Bad Debt Policy be sent.

115.4 Receipts

Receipts were circulated. (Appendix III)

Members discussed the Haytor Mower. It was decided to advertise the mower for sale with sealed bids at a reserve price of £160.00 closing date to be in January, 2011.

RESOLVED: that a) the information be noted.

b) The Haytor Mower be offered for sale with a reserve price of £160.00.

115.5 Earmarked Reserves/Budget

This document was not circulated at this meeting. The budget sheet would be circulated next month.

RESOLVED: that the information be noted.

116 Request for Additional Funding

There were no requests.

117 Information Technology (Permanent Item on Agenda)

The IT Support Company was working on the requirements for the Parish Council move. Different broadband providers were being researched. The works had now commenced on the building. Regular meetings were being held. It was suggested that an Agenda item called Office Relocation be included in further Agendas.

RESOLVED: that an Agenda Item called Office Relocation be included in further Agendas.

118 EALC Training

Nothing further to report.

RESOLVED: that the information be noted.

119 Insurance

The Clerk was awaiting a report from the loss adjustor to confirm that no claim was necessary.

RESOLVED: that the information be noted.

120 Internal Audit

The Clerk circulated the report of the Internal Auditor who had visited the Parish Council on 8th December, 2010. The clerk would complete a list of risk assessments to take the list to the next Resources Committee. Members stated that it was an excellent audit and wished the Clerk to be congratulated.

RESOLVED: that the information be noted and the Clerk bring the list of Risk Assessments to the next meeting.

121 Matters for Report

There were none.

122 Dates of Next Meeting for 2011

19th January, 23rd February, 22nd March, 27th April, 25th May, 22nd June, Tuesday 19th July, Tuesday 20th September, 26th October, 23rd November, Tuesday 13th December.

123 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.

124 DCA

No financial information had been received.

RESOLVED: that the information be noted.

125 Staff

The office will be closed from Thursday 23rd December until Tuesday 4th January, 2011.

The Chairman of the Council reminded that there would be an extra bank holiday next year on Friday 29th April, 2011.

RESOLVED: that the information be noted.

126 Three Year Forecast/Strategic Plan

The Chairman's meeting had been cancelled due to inclement weather and was to be arranged in the New Year.

RESOLVED: that the information be noted.

There being no further business the meeting closed at 8.45 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date