

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

#### **Minutes of the meeting of the held on 19<sup>th</sup> January 2011 at the Parish Office**

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

In attendance: Clerk to the Council, Adrian Clements from Lodge  
Information Systems

#### **127 Apologies for Absence**

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

#### **128 Declarations of Interest**

There were no declarations of interest.

#### **129 Public Question Time**

No members of the public were present.

These items on the Agenda were taken next as Adrian Clements from Lodge Information Systems had agreed to come to the meeting regarding his proposal for Broadband for the new location.

#### **130 Information Technology and Office Relocation**

A proposal had been put forward by the Council's Information Technology Support Company for the Broadband Options in the new office location. Cllr Powell asked several questions which were answered by Mr Clements. Mr Clements explained how they made their own broadband at the exchange.

Mr Clements explained that he could put together a package for the telephones. He requested some of the Council's previous invoices as the Clerk explained that she had negotiated prices and halved the telephone bill.

Mr Clements left the Meeting at this point.

After Mr Clements left the meeting. It was unanimously agreed that the Parish Council should select the Small office (BB2) at a cost of £30 per month plus VAT on a rolling contract with 3 months notice of cancellation. The set up fees would be £35.00 plus VAT. The expected speed 19 Mbps download 2.3 Mbps upload 1 static IP included Optional 4, 8 or 16 additional IPs Unlimited data transfer.

RESOLVED: that the Parish Council use the above Broadband package at the new location of the Old School House.

It was reported that alarm quotations were being put together from different companies by 4 children. Business Rates could not be set until after the building had been refurbished. Once these had been set a division on invoices could be set.

The Parish Council Cleaners were unable to complete early morning or late evening cleaning and therefore could not be used in the new building.

### **131 Minutes of the Meeting held on 14<sup>th</sup> December, 2010**

RESOLVED: that the Minutes of the Meeting held on 14<sup>th</sup> December, 2010 be approved and signed as a correct record.

### **132 Financial Documents**

#### **132.1 Approval of payments from 14<sup>th</sup> December, 2010 until the date of meeting**

RESOLVED: that payments were approved from 14<sup>th</sup> December, 2010 to the date of the meeting. (See Appendix I)

#### **132.2 Reconciliation sheet to 31<sup>st</sup> December, 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.

#### **133.3 Debtors more than 3 months**

Third letter to be sent.

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

#### **133.4 Receipts**

At this point in the meeting the bid for the Haytor Mower was opened. Only one bid had been received and this was in the sum of £160.00. Cllr Wood proposed that the bid be accepted this was seconded by Cllr Berlyn and was unanimously agreed.

RESOLVED: that Mr Sewell's bid for the Haytor Mower be accepted in the sum of £160.00 inclusive of VAT.

Receipts were circulated. (Appendix III)

RESOLVED: that this information be noted.

#### **133.5 Earmarked Reserves/Budget**

This document was circulated at this meeting. This included on all the expenditure until 11<sup>th</sup> January, 2011. The budgets for next year had been inserted.

RESOLVED: that the information be noted.

### **134 Request for Additional Funding**

There were no requests.

RESOLVED: that the information be noted.

### **135 EALC Training**

Cllr Mrs Burton had requested to attend the courses on Law and Procedures and Raising the Profile of the Parish Council.

This was unanimously agreed.

RESOLVED: that Cllr Mrs Burton attend the courses on Law and Procedures and Raising the Profile of the Parish Council.

### **136 Insurance**

A written report had been received from the Loss Adjustor and it was confirmed that no further action had to be taken.

The Clerk was still awaiting quotations and hoped that one would be here for the next meeting.

RESOLVED: that the information be noted.

### **137 Risk Assessments**

It had been suggested by the Internal Auditor that details of the Risk Assessments held by the Parish Council be listed and taken to Committee. Members noted the contents and requested that a Risk Assessment be written for evening meetings.

RESOLVED: that the information be noted and a Risk Assessment be written for evening meetings.

### **138 Matters for Report**

There were none.

### **139 Dates of Next Meeting for 2011**

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

### **140 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.

### **141 DCA**

No financial information had been received at the time of sending out the Agenda but information had been handed to the Clerk at the DCA meeting with the Parish Council on Friday 14<sup>th</sup> January, 2011, these documents would be circulated at the next meeting. It was reported that the improvements to the centre had made a big difference and were looking very good.

RESOLVED: that the information be noted.

### **142 Staff**

Nothing to report.

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

RESOLVED: that the information be noted.

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

The Chairman's meeting had been cancelled due to inclement weather and had been re-arranged for Monday 24<sup>th</sup> January, 2011.

RESOLVED: that the information be noted.

The Chairman wished that formal thanks be recorded to the staff for all their hard work as there many projects being worked on at the current time.

There being no further business the meeting closed at 9.20 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date