

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 23rd February 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

144 Apologies for Absence

Apologies were received and accepted from Cllr S. Freeman.

145 Declarations of Interest

There were no declarations of interest.

146 Public Question Time

No members of the public were present.

147 Minutes of the Meeting held on 19th January 2011, 2011

RESOLVED: that the Minutes of the Meeting held on 19th January, 2011 be approved and signed as a correct record.

148 Financial Documents

148.1 Approval of payments from 19th January, 2011 until the date of meeting

RESOLVED: that payments were approved from 19th December, 2010 to the date of the meeting. (See Appendix I)

The clerk asked Members whether they wish to continue with the Business Response License. This had primarily been purchased for the Parish Plan Review. It was unanimously agreed not to continue with the Business Response License.

RESOLVED: Members did not wish to continue with the Business Response License.

148.2 Reconciliation sheet to 31st December, 2010

Cllr Clacy 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.

148.3 Debtors more than 3 months

The third letter had been sent with no response. Members agreed not to pursue the monies any further due to the staff time involved to take the outstanding monies to the Small Claims Court.

RESOLVED: that the Parish Council does not pursue the monies outstanding any further due to the staff time implications to take the item to the Small Claims Court. Therefore the £150.00 was written off.

148.4 Receipts

Receipts were circulated. (Appendix III)

RESOLVED: that this information be noted.

149 Request for Additional Funding

There were no requests.

RESOLVED: that the information be noted.

150 Information Technology

This was a permanent item on the Agenda. Although this item was discussed under the office move.

151 EALC Training

Cllr Mrs Burton had not taken up the courses on Law and Procedures and Raising the Profile of the Parish Council due the prohibitive costs of child care.

The Clerk confirmed that she would be attending a course on VAT to be held at Colchester on 4th April, 2011. The costs was £95.00 as the Council was a member of the Society of Local Clerks.

RESOLVED: that a) the information be noted.

b) the Clerk attend the VAT course on Monday 4th April, 2011 at a cost of £95.00 travel to be shared with Springfield Parish Council

152 Insurance

The Clerk had sent to three companies for prices when the current policy expired in June, 2011. One of the companies had not answered. The current company had replied together with a new company. Members discussed at length the quotations.

Everything was included in the quotation from Came and Company which had been included in the current Council's Insurers but at a more cost effective price. The final detail of the sum involved would be ascertained after the Parish Council moved as this could change the quotation.

It was unanimously agreed to enter into a 3 year contract with Came and Company which was underwritten by Avia which had links with Norwich Union subject to the visit from a representative of the Company visiting the Parish Council.

RESOLVED: that the Parish Council insures with Came and Company from 1st June, 2011 subject to the meeting with a representative of the Company. If there were any problems the Clerk was to bring it back to the next meeting.

153 Office Relocation

The Clerk updated the meeting on the progress. The project was on course to be completed in Mid March. A colour scheme had been chosen. The lease was still to be completed. The Clerk together with the 4 Children Manager had worked together

on a Partnership Agreement which would be held in conjunction with the lease. A copy was still awaited for Parish Council. Data cables had been determined. The Hearing Loop was being installed by the contractor but the Parish Council would need to purchase receivers. The Valuers of the Rating section could not complete their survey until after the works were finished. Quotations had been sought from removal companies. Quotations had been sought for blinds. Signage had been agreed for the front of the building which would have to go to CBC Planning Department. The Alarm System was being installed by the contractor. 4 Children and the Parish Council had worked in partnership to obtain quotations for an "out of hours" service if the alarm was activated. Details of this had been circulated to all Members. Members endorsed the agreement which had been put in place by the Clerk.

RESOLVED: that the Parish Council enters into an "Out of Hours Service" for the Alarm System in the Old School House.

154 Matters for Report

There were none.

155 Dates of Next Meeting for 2011

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

156 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.

157 DCA

The clerk showed the meeting the Annual Accounts and the Accounts for the last quarter. It was recorded again how the improvements had enhanced the centre.

RESOLVED: that a) the Accounts information be noted
b) Members were pleased how the improvements had enhanced the centre.

158 Staff

Nothing to report.

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.

RESOLVED: that the information be noted.

159 Three Year Forecast/Strategic Plan

Members went through the core functions of the Resources Committee and added their comments. Each committee would be looking at their own functions. Then a meeting would be arranged with Cllrs Mrs Y Burton, A Pemberton, and M. Wood. Then recommendations would be taken to Parish Council for July, 2011 after the election.

RESOLVED: that Members of the Committee added their comments to the document.

There being no further business the meeting closed at 9.35 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date