

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 22nd March 2011 at the Parish Office

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

In attendance: Clerk to the Council

170 Apologies for Absence

Apologies were received and accepted from Cllrs S. Freeman and A. Keeler.

171 Declarations of Interest

There were no declarations of interest.

172 Public Question Time

No members of the public were present.

173 Minutes of the Meeting held on 23rd February, 2011

RESOLVED: that the Minutes of the Meeting held on 23rd February, 2011 be approved and signed as a correct record.

174 Financial Documents

174.1 Approval of payments from 23rd February, 2011 until the date of meeting

RESOLVED: that payments were approved from 23rd February, 2011 to the date of the meeting. (See Appendix I) There may be some additional payments to go through prior to the 31st March, 2011. Signatories were authorised to sign these. (Please see attached payments until 31st March, 2011)

174.2 Reconciliation sheet to 28th February, 2011

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.

174.3 Debtors more than 3 months

The Debtor contacted the Parish Council and is now making payments over the next three months of £50.00.

RESOLVED: that the Parish Council accept the monies offered to cover the debt of £150.00

174.4 Receipts

Receipts were circulated. (Appendix III)

RESOLVED: that this information be noted.

174.5 Budgets and Earmarked Reserves

It was decided to earmark monies left of from the DCA budget for next years works. Orders for the Soffit Works (£9204) and additional works to the centre (£5000) had to be deducted first leaving £6663.00 to be taken forward.

It was further decided to earmark monies for the tree budget of £547.00 for next years works.

It was also decided to earmark £870.00 remaining from the Chairman's Allowance budget towards the office relocation opening.

A discussion took placed regarding earmarking surplus monies from the tractor for a piece of play equipment (2405.00). A vote was taken and 4 members voted for this course of action and 1 member was against. Therefore the proposal was carried.

It was further discussed about the system whereby the budgets are given quarterly to the Chairman of Committees. A request was made that the budget sheet also be given to the Facilities Committee prior to the last meeting of the year. So that suggestions could be made to the Resources Committee for earmarking monies.

RESOLVED: a) that monies from the DCA Budget be earmarked (£6663.00)
b) that monies from the tree budget be earmarked (£547.00)
c) that monies from the Chairman's Allowance budget be earmarked (£840.00)
c) that monies from the tractor budget be earmarked for a piece of play equipment (£2405.00)
d) that the budget sheets be given to the last Facilities meeting prior to the end of year

175 Request for Additional Funding

There were no requests.

RESOLVED: that the information be noted.

176 Information Technology

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

177 EALC Training

Members were asked whether they wished to attend the Tax and Audit Course on Friday 9th April, 2011. The Chairman of the Council stated that he would look at his diary.

RESOLVED: that the information be noted.

178 Insurance

A representative from Came Insurance had visited the office and gone through the Insurance Policy. A further price reduction was given so that the Parish Council had cover from June, 2011, and would change to the 1st October, 2014, for renewal. The motor insurance would continue to be renewed at the 1st June. The total cost £7743.22 inclusive of 6% Insurance Premium Tax included terrorism and motor policy premiums and the War Memorial which would be index linked annually until 30th September, 2014. Renewal 1st October, 2014.

It was also unanimously agreed that the War Memorial would be insured for the price of £546.96 (this is included in the total price) for the value of £120,000.

RESOLVED: that the Parish Council enters into the new Insurance Agreement with Came and Company underwritten by Aviva for the sum of £7743.22 inclusive of 6% IPT index linked from 1st June, 2011 including terrorism and motor policy insurance renewal from 1st October, 2014 with an additional payment of £546.96 for the War Memorial.

179 Office Relocation

A Partnership Agreement had been written by the 4 Children Manager and the Clerk. The document was signed by both the Clerk and the 4 Children Manager. Regular meetings would be planned between both parties to keep the document current.

The Chairman of the Council and the Parish Office Staff went to the building on Thursday 10th March, 2011 for a demonstration of equipment.

The Parish Council had signed the lease and returned it to the Council's solicitor. The Solicitor was awaiting some final documentation then the lease would be forwarded to Essex County Council solicitor.

The Clerk had to sign a declaration in front of the solicitor to exclude the lease from the Landlord and Tenant Act 1954. Therefore there was no right to renewal after the 10 years of the lease as per the Heads of Terms of the Lease.

The planned date for the move was Wednesday 13th April, 2011. The Clerk had started to book removers, phones etc.

Details regarding IT for the new building was forwarded by the Parish Council's remote support. A Comms box had not been provided so had to be purchased. The owner of the business had given his time free of charge for attending the consultation meetings.

RESOLVED: that the Clerk be authorised to sign the Landlord and Tenant Act exclusion and the Partnership Agreement. This item to be also taken forward for Parish Council Minute together with the Clerk signing the Partnership Agreement. A letter of thanks be sent to the owner of the IT Support Company for giving his time free of charge.

180 Matters for Report

Cllr Clacy was concerned regarding the bill boards on land prior to the boundary of Danbury on the A414.

The Clerk gave an update regarding the Drainage and Car Park Works. A meeting with the contractor was due to be held on Thursday 24th March and the works were due to commence the next week.

181 Dates of Next Meetings for 2011

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

182 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.

183 DCA

Nothing further to report. Members wondered when the Annual General Meeting was to be held.

184 Staff

The Assistant Clerk was taking the rest of her holiday the first week in April and the Clerk would be taking a weeks holiday when the moved was completed.

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.

185 Three Year Forecast/Strategic Plan

This item was now being discussed at each of the Committees and the information would be taken to the working group. It was felt that there had been some confusion regarding the Strategic Plan each committee was to be investigating their own plans and questioning what the Parish Council does and ideas for the future.

RESOLVED: that the information be noted.

There being no further business the meeting closed at 9.52 p.m.

Cllr D. Whiteing, Chairman

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Signed

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Date