

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 25th May, 2011 at the Committee Room at the Old School House, Main Road, Danbury

(The April, 2011 meeting had been cancelled due to the Parish Office Move)

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

In attendance: Cllrs W. Scaiff and B. Kennewell, Clerk to the Council

1 Election of Chairman

Cllr Pemberton proposed that Cllr H Clacy be Chairman of Resources Committee for the Municipal Year 2011 – 2012 this was seconded by Cllr D Powell and unanimously agreed.

2 Election of Vice Chairman

Cllr M Wood proposed that Cllr D Powell be Vice Chairman for the Municipal Year 2011 – 2012 this was seconded by Cllr Pemberton and unanimously agreed.

3 Apologies for Absence

There were no apologies.

4 Declarations of Interest

There were no declarations of interest.

5 Public Question Time

No members of the public were present.

6 Minutes of the Meeting held on 22nd March, 2011

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

7 Financial Documents

7.1 Approval of payments from 23rd March, 2011 until the date of meeting

RESOLVED: that payments were approved from 23rd March, 2011 to the date of the meeting. (See Appendix I)

7.2 Reconciliation sheet to 31st March, and 30th April, 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.

7.3 Debtors more than 3 months

No more monies had been received from the debtor the Parish Council agreed not to pursue the matter.

RESOLVED: Not to pursue the matter further.

7.4 Receipts

Receipts were circulated. (Appendix III)

RESOLVED: that this information be noted.

7.5 Signatories for the Bank Accounts

It was decided to leave the signatories of the Bank Accounts as they were until after the summer with Cllrs Berlyn, Powell, Wood and the Clerk.

RESOLVED: to leave the signatories as they were until after the summer.

7.6 End of Year Figures

RBS Solutions completed the end of year figures on Monday. It was found that an error had been made and that the VAT had not been reclaimed for month 7 in the previous financial year. The Clerk would reclaim this money with the next quarter's return. The end of year documentation will be taken to the Parish Council Meeting to be held on Wednesday 22nd June, 2011. As there is now a new Chairman of Resources Committee the Clerk would meet with the new Chairman and the Chairman of the Council to go through the documents.

RESOLVED: that the Clerk goes through the documents with the new Chairman of Resources and the Chairman of the Council.

8 Request for Additional Funding

There were no requests.

RESOLVED: that the information be noted.

9 Internal Auditor

The Internal Auditor had completed her inspection on the day of the meeting. The report was circulated. Two items were brought to the attention of the Council. When declarations of interest were recorded they need to have prejudicial or personal interest in the minutes. The Clerk was asked whether there was a particular occasion when this was noted. This question would be addressed to the auditor. It was decided to contact the Auditor and request this information. There was a clerical error in recording the petty cash. It was noted by the Auditor that the working conditions for the staff were much improved with a separate meeting room for meetings. A new Risk Assessment would be completed for evening meetings.

Members wished it be recorded their thanks to the Clerk for the very good accounts.

RESOLVED: that the Clerk a) contact the Internal Auditor regarding the declarations of interest to ascertain if a particular occasion was recorded.

b) a risk assessment be completed for evening meetings.

10 Information Technology

Adrian Clements from Lodge Information Systems completed a whole day's work on a Saturday prior to the move without charging the Parish Council so that the Comms Box was completed on time and so that the Parish Council was not left off-line for too long. Members wished the Clerk to write to Mr Clements and express their thanks for all his help with the move.

RESOLVED: that the Clerk write to Mr Clements a letter of thanks.

11 EALC Training

Cllr Berlyn had attended the Tax and Audit Course on Friday 9TH April, 2011 as there was a new external auditor. The main change was that all the Annual Return figures could be photocopied and placed on the notice board or web page. Other items discussed were:

- 5% of the over £200,000 audit are selected for items of special interest.
- All variances over £150.00 or 15% were explained.
- Asset value is insurance value.
- All issues raised in previous audit must be addressed.
- All fees were static if additional information requested each letter would cost £25.00.

RESOLVED: that the information be noted.

12 Insurance

A representative from Came Insurance had visited the office in the presence of Cllrs Berlyn, Whiteing and the Clerk. Came Insurance were now the Parish Council's Insurance Company from the 1st June, 2011

RESOLVED: that it was noted that the Parish Council were now insured by Came Insurance.

13 Strategic Plan

Discussion took place regarding the Resources Committee thoughts on the Strategic Plan.

Instead of the title column "Projects in Hand" change to "Business as Usual". Also put the Parish Office Move as completed. Otherwise to put the document as it was forward to the Strategic Plan Working Group. Cllr Powell felt that the Quality List circulated at Parish Council was a good basis for a Strategic Plan this would also be given to the Working Group.

Parish Council still looking for a full time tenant for the British Legion Hut this had been discussed at Facilities Committee.

Some staffing matters were discussed in relation to the Plan.

It was felt that the Strategic Plan should run for the 4 years of the term of the Parish Council.

RESOLVED: to make the alterations to the document and forward it to the Working Group.

14 Office Relocation

Circulated were details of costings for the Parish Council move which had come in under budget circa £3,000 instead of £5,000.

RESOLVED: that the information be noted.

15 VAT Course

The Clerk had attended a VAT Course on the 4th April, 2011. There was only one significant point raised that block bookings for Dawson Memorial Field have to be a minimum of 10. These bookings do not then have VAT. Bookings under that amount were subject to VAT.

RESOLVED: that the information be noted.

16 Transfer of Planning Contributions to Danbury Parish Council

To confirm the legal agreement between Danbury Parish Council and Chelmsford Borough Council be duly signed by the Chairman of the Council and witnessed by the Clerk. The sum of £9577.80 be received by Danbury Parish Council from 4 different planning applications towards the Drainage and Car Park Project.

RESOLVED: that the Legal Agreement be signed by the Chairman of the Council and witnessed by the Clerk.

17 Review and Effective System of Internal Audit

This document was last reviewed on 25th May, 2010. Members reviewed the document and unanimously agreed that there were no changes to be made.

RESOLVED: that there were no alternations to the Effective System of Internal Audit.

18 Matters for Report

There were none.

19 Dates of Next Meeting for 2011

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

20 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.

21 DCA

Nothing further to report.

22 Staff

The Employers Rate for pensions had been reduced from 15.4% to 14.3%. The deficit payments will be £253.66

Since moving offices the staff had been working additional hours but have not been charging the Council. During the move the Clerk had worked an additional 30 hours which she was taking as time off in lieu.

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. The Chairman to write to the staff and thank them.

RESOLVED: that the Chairman of the Council write to staff and thank them.
Members to monitor that the Clerk did take her time off in lieu.

There being no further business the meeting closed at 9.26 p.m.

Cllr H Clacy, Chairman

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Signed

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Date