

## DANBURY PARISH COUNCIL

*A Quality Council*



## RESOURCES COMMITTEE

### **Minutes of the meeting of the held on 22<sup>nd</sup> June, 2011 at the Committee Room at the Old School House, Main Road, Danbury**

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

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

#### **23 Apologies for Absence**

Apologies were received and accepted from Cllr Berlyn.

#### **24 Declarations of Interest**

There were no declarations of interest.

#### **25 Public Question Time**

No members of the public were present.

#### **26 Minutes of the Meeting held on 25<sup>th</sup> May, 2011**

RESOLVED: that the Minutes of the Meeting held on 25<sup>th</sup> May, 2011 be approved and signed as a correct record.

#### **27 Financial Documents**

##### **27.1 Approval of payments from 25<sup>th</sup> May, 2011 until the date of meeting**

RESOLVED: that payments were approved from 25<sup>th</sup> May, 2011 to the date of the meeting. (See Appendix I)

##### **27.2 Reconciliation sheet to 31<sup>st</sup> May, 2011**

Cllr Pemberton 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.

##### **27.3 Debtors more than 3 months**

None at the present.

RESOLVED: that the information be noted.

##### **27.4 Receipts**

Receipts were circulated. (Appendix III)

RESOLVED: that this information be noted.

##### **27.5 Budgets (to be discussed at the next meeting)**

### **28 Request for Additional Funding**

There were no requests.

RESOLVED: that the information be noted.

### **29 Information Technology ( Permanent Item on Agenda)**

Nothing further to report.

### **30 EALC Training**

Cllrs Scaife and Kennewell had attended the training for new councillors and had found it very useful. The afternoon session was more informative than the morning.

RESOLVED: that the information be noted.

### **31 Insurance**

The Parish Council had taken advantage of the 16 for 12 offer and therefore a request was made to extend the terrorism insurance to cover 16 months allowing for common renewal of both policies the additional premium was £103.38.

Members agreed to this additional payment.

RESOLVED: that £103.38 be paid for the additional premium for 16 months bringing into line the terrorism insurance with the main insurance to be taken from Insurance Budget.

### **32 Strategic Plan**

The Resources Plan would be forwarded to the Working Group. The meeting had unfortunately slipped until August.

RESOLVED: that the information be noted.

### **33 Financial Update Regarding Consultation on Future Audit Consultation (Closed 30<sup>th</sup> June, 2011**

Members found the document difficult to follow and wished this reported to the EALC.

RESOLVED: that the Clerk report to the EALC that Members had felt the summarised document difficult to follow.

### **33 Data Protection Act 1998**

The Information Commissioners were now questioning under Data Protection what councillors were storing on their personal computers. Councillors should be looking to see what they were storing in the way of names and addresses and personal details of residents. If information was stored then individual subscriptions of £35.00 each would be required.

Investigation is still continuing with the EALC trying to ascertain more information.

RESOLVED: that the Clerk informs the EALC of two queries that Members were concerned about and to wait for a definitive answer on the subject.

**34 Matters for Report**

There were none.

**35 Dates of Next Meeting for 2011**

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.

**36 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.

**37 DCA**

Nothing further to report.

**38 Staff**

38.1 Non taxable mileage rate had gone up to 45p as on HMRC website.

RESOLVED: that the information be noted.

**38.2 The Clerk will be on holiday from 30<sup>th</sup> June, 2011 – 11<sup>th</sup> July, 2011**

**38.3 Insurance Regarding Staff**

The Groundsman was concerned that he would personally responsible if he was to permit someone to come through the barrier. The Clerk had ascertained that all staff were covered by Public Liability and Employers Liability and could not be held personally responsible for the actions of someone entering through the barrier or using the car park.

RESOLVED: that the information be noted.

There being no further business the meeting closed at 8.55 p.m.

Cllr H Clacy, Chairman

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Signed

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Date