

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

#### **Minutes of the meeting of the held on 20<sup>th</sup> September 2011 at the Committee Room, the Old School House, Main Road, Danbury**

Present: Councillors S. Berlyn (ex officio) A. Keeler, A. Pemberton, W. Scaife, M. Wood (ex officio)

In attendance: Cllr J Scott, Clerk to the Council

The Chairman of the Council raised several issues with the Members present prior to commencement of the Meeting. Therefore the commencement of the meeting was delayed.

Due to the absence of a Chairman or Vice-Chairman, Members elected Alan Keeler as Chairman of the Resources Committee for this meeting.

#### **39 Apologies for Absence**

Apologies were received and accepted from Cllr Kennewell.

#### **40 Declarations of Interest**

There were no declarations of interest.

#### **41 Public Question Time**

No members of the public were present.

#### **42 Minutes of the Meeting held on 22<sup>nd</sup> June, 2011**

RESOLVED: that the Minutes of the Meeting held on 22<sup>nd</sup> June 2011 be approved and signed as a correct record.

#### **43 Financial Documents**

##### **43.1 Approval of payments from 28<sup>th</sup> July, 2011 ( Parish Council) Meeting 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)

##### **43.2 Reconciliation sheet to 31<sup>st</sup> August 2011**

Cllr Scaife confirmed the monies at the bank were correct from the bank reconciliation sheets and these were the true record and initialled the statements. Cllr Scott was also shown and explained the sheets. (Appendix II)

RESOLVED: that the information be noted.

##### **43.3 Debtors more than 3 months**

None at the present.

RESOLVED: that the information be noted.

#### **43.4 Receipts**

Receipts were circulated. (Appendix III)

RESOLVED: that this information be noted.

#### **43.5 Signatories for Bank Accounts. This item was deferred until the next meeting.**

**43.6 Budgets (to be discussed at the next meeting)** These were circulated up until the date of the meeting (20<sup>th</sup> September, 2011)

*Cllr Pemberton left the meeting.*

#### **44 Request for Additional Funding**

There were no requests.

RESOLVED: that the information be noted.

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

The Clerk was concerned regarding the back-up failing and was to contact Lodge to purchase more capacity. Also the Clerk's Computer and the Assistant Clerk's Computer needed updating as they were having problems opening files that had been sent. The Clerk was contacting Lodge and hoped to have some costings for the next meeting.

RESOLVED: that a) the Clerk contact Lodge and order some more "back-up capacity".

b) The Clerk request Lodge for some costings regarding updating the above computers.

#### **46 EALC Training**

Cllrs Mrs Chapman and Mrs Court had attended the power of well being training. Cllr Scott would be attending the Roles and Responsibilities Course in October.

RESOLVED: that the information be noted.

#### **47 Data Protection Act 1988**

To leave on Agenda for the future when EALC had more information.

#### **48 To Review Financial Risk Assessment. This item was deferred until next meeting.**

#### **49 Matters for Report**

There were none.

#### **50 Dates of Next Meetings for 2011**

26<sup>th</sup> October, 23<sup>rd</sup> November, Tuesday 13<sup>th</sup> December.

**51 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.

**52 DCA**

Nothing further to report.

**53 Staff**

The Assistant Clerk Planning had covered the Clerk whilst she was on bereavement leave and some overtime would be required to be paid. The Clerk was authorised to make this payment.

RESOLVED: that the Clerk pay the Assistant Clerk the overtime due.

There being no further business the meeting closed at 9.25pm.

Cllr A. Keeler, Chairman

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Signed

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Date