

60.2 Reconciliation sheet to 31st August, 2011

Cllr Scott 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.

60.3 Debtors more than 3 months

None at the present.

RESOLVED: that the information be noted.

60.4 Receipts

Receipts were circulated for the current account. (Appendix III)

The second half of the Precept had gone into the Instant Access Account.

RESOLVED: that this information be noted.

60.5 Budgets

Year- to-date budgets were looked at against a draft budget for the Resources Committee for 2012 – 2013. It was decided not to put any money away for elections but to put the £500 in this year's budget as an Earmarked Reserve in case of an election. Further detail of the budget would be looked at in conjunction with other committees at the next meeting to prepare the Precept request.

Under Budgets the Chairman of the Council informed the meeting about a request which had come from Big Society Development Officer at Essex County Council requesting Parish and Town Councils to work in partnership to explore the idea of "Neighbourhood Level" Community Budgets. Currently the Department for Communities and Local Government is currently reviewing the way local authorities in England are funded. As part of this process the department wishes to design two "Neighbourhood Level" Community Budget Pilots.

Members felt that the Parish Council should at least ascertain what this is all about. Therefore the Clerk was requested to reply stating that Danbury was interested.

RESOLVED: that a) the Clerk takes forward Danbury's interest

b) the email request will be circulated to all Members

c) £500 be taken from the current budget and earmarked for elections

60.6 Signatories for Bank Accounts

Cllrs Brian Kennewell and Bill Scaife were appointed by the Committee as signatories on the bank accounts. Cllrs Stuart Berlyn and Mike Wood will remain as signatories. Additionally the Clerk – Margaret Saunders is also a signatory so that she can act for the Parish Council.

RESOLVED: that Cllrs Brian Kennewell and Bill Scaife be appointed as signatories on the bank account in addition to Cllrs Stuart Berlyn and Mike Wood together with the Clerk.

61 Request for Additional Funding

There were no requests.

RESOLVED: that the information be noted.

62 Information Technology (Permanent Item on Agenda)

Members looked at the proposal put forward by Lodge Information Systems. It was increasingly difficult to download incoming information.

The computers had not been replaced since 2003 and were running on old software. Members felt that the price was reasonable for the upgrade of the three computers. Members also felt that the Clerk should check to see if the Accounts Package was compatible and also that the Processing Powers to run new releases of software would be suitable. It was unanimously decided to go ahead with the update of the three computers and to investigate new screens. It was agreed that the Clerk could spend up to £2,500 excluding VAT.

The Lap Top and the Projector would be left to discuss in a future year.

RESOLVED: that the Clerk arrange for the purchase of 3 new computers together with screens and could spend up to £2,500 with the proviso that the Clerk check to see if the Accounts Package would work with the new software and also to ensure that the Processing Powers were such as to be able to run new software.

63 EALC Training

Cllr John Scott would be attending the Law and Procedures Course on the 19th November.

RESOLVED: that Cllr John Scott attend the Law and Procedures Course on the 19th November.

64 Data Protection Act 1988

Legal Topic Notes 38 from NALC was circulated to Members. Members felt that the Parish Council membership covered the Parish Council and no further licences were required and that the Parish Council was compliant.

RESOLVED: that no further Data Protection Licences were required.

65 To Review Financial Risk Assessment

Alterations to this document would be made and brought back to the next meeting.

RESOLVED: that alterations would be completed by the Clerk and brought back to the next meeting.

66 Annual Return 2011 - 2012

The Annual Return for 2011 – 2012 had been returned by the external auditor with no recommendations. The Chairman of the Council stated that both the internal audit and external audits had been superb and that the Clerk should be congratulated on this work.

RESOLVED: that a) Members noted that there were no recommendations from the external auditor.

b) the Clerk be congratulated on the superb work completed on the Annual Return.

67 Matters for Report

There were none.

68 Dates of Next Meeting for 2011

26th October, Tuesday 13th December.

The Meeting of the Resources Committee on the 23rd November, 2011 was altered to Monday 21st November, 2011 so that Members could attend the Parish Council Forum Meeting at Chelmsford Borough Council.

69 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.

70 DCA

No financial documentation had been received this year. The Clerk to request this information.

RESOLVED: that the Clerk request the financial documentation.

71 Staff

71.1 Overtime

The Assistant Clerk Planning would be paid 5 hours overtime and the Assistant Clerk would be paid 10 hours overtime in the November pay.

RESOLVED: that the Clerk pay the overtime due.

71.2 Retirement of Assistant Clerk Planning

The Assistant Clerk Planning would be retiring at the end of May 2012. A full report would be available for the next meeting.

RESOLVED: that Members noted this information.

The Clerk left the meeting at this point whilst the Chairman of the Council addressed the meeting on a number of confidential matters.

There being no further business the meeting closed at 10.00 p.m.

Cllr B. Kennewell, Chairman

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Signed

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Date