

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 21st November, 2011, at the Committee Room at the Old School House, Main Road, Danbury

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

In attendance: Clerk to the Council

72 Apologies for Absence

There were none.

73 Declarations of Interest

There were no declarations of interest.

74 Public Question Time

No members of the public were present.

75 Minutes of the Meeting held on 26th October, 2011

In the italic writing at the end of the Minutes it should read Chairman of Parish Council instead of Chairman. This was duly altered.

RESOLVED: that the Minutes of the Meeting held on 26th October, 2011 be approved and signed as a correct record with the above alteration.

76 Financial Documents

76.1 Approval of payments from 26th October, 2011 until the date of meeting

RESOLVED: that payments were approved from 26th October, 2011 to the date of the meeting. (See Appendix I)

76.2 Reconciliation sheet to 31st 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. (Appendix II)

RESOLVED: that the information be noted.

76.3 Debtors more than 3 months

None at the present.

RESOLVED: that the information be noted.

76.4 Receipts

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

The second half of the Precept had gone into the Instant Access Account. This sheet was also circulated confirming the amount had been received.

RESOLVED: that this information be noted.

76.5 Budgets 2012 – 2013/Precept Request (Appendix iv attached)

Discussion took place regarding the Precept Request for 2012/2013. It was recognised that until the Parish Council had formally made a decision regarding the Parish Council taking over responsibility for the Public Conveniences it was difficult to make a final recommendation to Parish Council on the Precept. £6,000 had been set aside in the budget for the Public Conveniences. No one had been found to open and close the Public Conveniences and this money was felt not to be enough especially if there was some vandalism.

Members were also unsure whether there were enough monies for salaries due to the implications of the Localism Act and the planning requirements.

Cllr Berlyn proposed that the Precept of £189,000 be taken to Parish Council if the Public Conveniences were to become the Parish Council's responsibility and £183,000 if they were not taken over. This was seconded by Cllr Wood and unanimously agreed.

RECOMMENDED: that a) the Grants budget be agreed at £1450.

b) the Environment Committee budget be agreed at £2210.

c) the Facilities Committee budget be agreed at £74,935 which included £6000 for the Public Conveniences.

d) the Resources Committee budget be agreed at £50,319.

e) the Income Sheet be agreed at £29,843 this excluded any income from the Royal British Legion Hut as this was dependant on the future of the building.

f) the Precept Request for 2012/2013 be agreed at £189,000 if at Parish Council it was agreed to take over the Public Conveniences, which would be a 3.1% increase. This would reduce the Special Expenses Element taken by Chelmsford Borough Council by £0.58p but would increase the Council Tax to each property. If the Parish Council did not take over the Public Conveniences they would be closed on 31st March 2012, and the Precept Request recommendation would be £183,000 which would be the same and a 0% increase would again be held.

76.6 Signatories for Bank Accounts

Barclays Bank had confirmed that Cllrs Kennewell, and Scaife were now signatories on the bank accounts.

RESOLVED: that the information be noted.

77 Request for Additional Funding

There were no requests.

RESOLVED: that the information be noted.

78 Information Technology (Permanent Item on Agenda)

The Clerk had been in contact with Lodge but they had been extremely busy.

RESOLVED: that the information be noted.

79 EALC Training

Training Schedule had been circulated again. 10 members including the Clerk had shown interest in attending the Planning Day on 29th February, 2012.

RESOLVED: that the information be noted.

80 To Review Financial Risk Assessment

Alterations to this document had been made Cllr Berlyn proposed that the document was adopted this was seconded by Cllr Wood and unanimously agreed...

RESOLVED: that Financial Risk Assessment be adopted.

81 Internal Audit 18th November, 2011

The report was circulated to members there were no actions to take. Cllr Wood wished it formally recorded the thanks to the Clerk for her hard work on another excellent audit and seconded by Cllr Scaife and was unanimously agreed.

RESOLVED: that the Clerk be thanked for her hard work regarding the Internal Audit.

82 The Code of Recommended Practice for Local Authorities on Data Transparency.

This item was deferred to the next meeting.

83 Matters for Report

There were none.

84 Dates of Next Meeting for 2011

Tuesday 13th December.

85 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.

86 DCA

All rent paid to date. End of Year figures were circulated and figures until end of June and end of September, 2011.

RESOLVED: that the Working Group request some information and members took note of the documents circulated.

87 Staff

A staffing report was circulated to the meeting. Members were concerned that the report did not go far enough and were concerned as a Good Employer for the staff welfare.

Discussion took place on how to improve the workload of staff. Several ideas were put forward which could be investigated.

Cllr Pemberton proposed that the staffing report be adopted. This was seconded by Cllr Scott and unanimously agreed.

The Job Description for the Assistant Clerk Planning/ IT would be reviewed. The post would now be for 20 hours a week Monday to Friday to cover the opening hours of the office together with covering evening meetings. This was inserted into the budget for 2012 – 2013 but it was recognised that monies may have to be taken from

reserves in the recruitment process and for the initial salary dependant on the Localism Act.

The Web Page to be outsourced.

The Assistant Clerk's hours would remain the same at 18 hours. The Clerk's hours would remain the same at 30 hours but would be worked over 4 days.

RESOLVED: that the staffing report be adopted.

There being no further business the meeting closed at 9.55 p.m.

Cllr B. Kennewell, Chairman

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Signed

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Date