

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 13th December, 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

88 Apologies for Absence

There were none.

89 Declarations of Interest

There were no declarations of interest.

90 Public Question Time

No members of the public were present.

91 Minutes of the Meeting held on 21st November, 2011

Minute 76.5 recommendation f) was rewritten as follows:

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 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.

RESOLVED: that the Minutes of the Meeting held on 21st November, 2011 be approved and signed as a correct record with the above alteration.

92 Financial Documents

92.1 Approval of payments from 21st November, 2011 until the date of meeting

Members agreed to continue the membership of the Society of Local Clerks with the Clerk paying her own membership of the Institute.

RESOLVED: that payments were approved from 21st November, 2011 to the date of the meeting. (See Appendix I)

92.2 Reconciliation sheet to 30th November, 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.

92.3 Debtors more than 3 months

None at the present.

RESOLVED: that the information be noted.

92.4 Receipts

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

RESOLVED: that this information be noted.

92.5 Budgets Current Year

Members discussed the budgets for the current financial year. The clerk explained that she had purchased new Christmas lights as they were not working when they were tested.

Budgets which were over budget were Water and Sewage and Fuel both these budgets had escalated due to increases in costs.

RESOLVED: that Members noted the information as circulated.

93 Request for Additional Funding

Cllr Keeler requested additional funding for the Environment Committee. It was explained that the Definitive Footpath 8 which came out onto the A414 opposite Riffhams Lane which was very dangerous, now had agreement from landowners. Help had been provided from the District Footpaths Officer to create the route to come out near the bus shelter outside Danbury Park School which was a much safer location for an exit. The Essex County Council had informed the Parish Council that there would be legal costs in the region of £2,000 to be covered. A request had been made for a contribution from the Council of £500.00

Members unanimously agreed to the payment of the £500.00 to be taken from Reserves.

RESOLVED: that £500.00 be taken from Reserves for the rerouting of the Definitive Footpath 8.

94 Information Technology (Permanent Item on Agenda)

The Clerk had been in contact with Lodge and they had upgraded the specification of the computers within the budget given by Resources under Minute 62 Resources held on 26th October, 2011 of £2,500. New monitors were now included at a cost of £2292.00 plus VAT.

RESOLVED: that the information be noted included the change in cost to £2,292.00 plus VAT.

95 The Code of Recommended Practice for Local Authorities on Data Transparency

Members discussed this item. A lot of work would be required to put this document into practise. The Clerk would speak with the Assistant Clerk to ascertain if any of the work could be completed easily. The Clerk also suggested that she contact RBS Software Solutions to see if they had prepared a way to publish items from the

software on the web. There were Data Protection implications regarding using supplier's names which needed to be addressed. A list had been made of the work completed on the web and this would be used as a basis for quotations. It was understood that the process of posting minutes and agendas could be automated so that it could be completed by staff. Some professional IT advice would be required.

- RESOLVED: that a) this item be left on the Agenda for until completed
b) the Clerk contact RBS Software Solutions
c) the Clerk seek quotations for the web work
d) the Clerk would speak with other Parish/Town Councils to ascertain what they had done

96 Matters for Report

An EALC Briefing Paper on Excessive Rises in Council Tax and the Application of a Local Referendum was circulated at the meeting and would be circulated to all Members of the Council.

97 Dates of Next Meeting for 2012

Wednesday 25th January, 29th February, 21st March, 25th April, 21st May, Tuesday 19th June, Wednesday 18th July, 19th September, 31st October, 21st November, Tuesday 11th December

98 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.

99 DCA

It had not been able to complete the end of year invoice as yet.

RESOLVED: that the information be noted.

100 Staff

The Office would be closed from 23rd December, 2011 until 3rd January, 2012.

There being no further business the meeting closed at 9.12 p.m.

Cllr B. Kennewell, Chairman

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Signed

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Date