

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 25th January 2012 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, Assistant Clerk Planning and IT
Adrian Clements from Lodge Information Systems

101 Apologies for Absence

There were none.

102 Declarations of Interest

There were no declarations of interest.

103 Public Question Time

No members of the public were present.

104 Minutes of the Meeting held on 13th December, 2011

RESOLVED: that the Minutes of the Meeting held on 13th December, 2011, be approved and signed as a correct record..

105 Financial Documents

105.1 Approval of payments from 13th December, 2011 until the date of meeting

RESOLVED: that payments were approved from 13th December, 2011 to the date of the meeting. (See Appendix I)

105.2 Reconciliation sheet to 30th November, 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) Petty Cash would be checked next month.

RESOLVED: that the information be noted.

105.3 Debtors more than 3 months

None at the present.

RESOLVED: that the information be noted.

105.4 Receipts

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

RESOLVED: that this information be noted.

106 Request for Additional Funding

There were none.

107 Information Technology (Permanent Item on Agenda)

The new computer system had been installed. The scanner was still left to get working.

Adrian Clements from Lodge Information Systems and the Assistant Clerk Planning and IT attended the meeting.

It was explained by the Chairman of the Resources Committee that it had been decided to split the Web Site work away from the office and to use an outside provider for this job.

The Assistant Clerk explained that the web was using old technology and had been designed using Frames. There was more up-to-date technology which could be used where the office could 'press a button' and minutes and agendas could be uploaded to the site. It was also explained that The Assistant Clerk currently spent 2 hours a week completing the updating work but that this could be done in 1 hour a week by an outsourced provider.

The representative from Lodge explained that there were several different things that could be done to the web site, but that the redesign of the web site would be a "one off". Members needed to be thinking what they had in mind for the web site.

Members also discussed Corporate Branding for the Parish Council. The Clerk reminded the meeting that items might come out of the Strategic Plan.

Adrian Clements and the Assistant Clerk Planning left the meeting. Both were thanked for attending.

The web site had reached its capacity. Currently the Parish Council paid the sum of £100.00 a year for hosting the web site. For an additional £50 per year the site could be doubled in size from 100MB to 200 Mb which could be made available straight away. Members unanimously agreed that this work should be completed.

RESOLVED: that a) the Clerk contact the other applicant for the work and ask if they could attend the next meeting of the Resources Committee.

b) Lodge Information Systems be requested to enlarge the capacity of the web site.

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

The Clerk had ascertained how to download from the accounts expenditure over £500.00 this then could be put in an Excel spread sheet and placed on the web.

The Clerk was still trying to ascertain more information from other parishes on how they were completing this work.

RESOLVED: that the information be noted.

109 Smart Meters

The Clerk asked whether the Committee wished Smart Meters to be installed at the Royal British Legion Hut.

RESOLVED: that it was unanimously agreed that Smart Meters should not be installed at The British Legion Hut.

110 Lighting Bollards Insurance

The lighting bollards on Dawson Memorial Field were now insured on the Parish Council's Policy. The vandalism to the bollards to the tennis club could be claimed but it would affect the "No Claims Bonus" element of the policy. The first £250.00 had to be paid in excess. The Parish Council had £347.00 in no claims bonus if you had these two items together they come to £597.00 the cost to repair the bollards is £648.00 The Council would lose its no claims bonus if it claimed on the insurance for this work.

Members unanimously agreed not to claim on the insurance for this remedial work.

RESOLVED: that the Parish Council does not claim on the Insurance Policy for the repair work to the lighting bollards.

111 End of Year

RBS Software Solutions had offered a discounted price for a 3 year contract. £425.00 plus mileage instead of £450.00. A vote was taken 6 members were for this course of action and 1 member abstained. Therefore the vote was carried to employ RBS Solution to complete the end of year works for the next 3 years.

RESOLVED: that RBS Software Solutions complete the end of year work for the Parish Council for the next 3 years at a discounted price of £425.00 plus mileage.

112 Risk Assessments

The Clerk circulated a list of Risk Assessments held by the Parish Council. Height Restriction Barriers, Evening Meetings had been added. A Full Fire Risk Assessment of the building had been completed by 4 Children and the Parish Council held a copy of this document. The Display Screen Equipment had been revised and the Assistant Clerk Planning had been purchased a new footstool.

RESOLVED: that the information was noted.

113 Matters for Report

No matters for report..

114 Dates of Next Meeting for 2012

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

115 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.

116 DCA

It had not been able to complete the end of year invoice as yet as no end of year accounts had been signed off. The clerk to request when the Annual General Meeting would be.

RESOLVED: that the Clerk requests when the Annual General Meeting will be

117 Staff

The Advertisement for Assistant Clerk to cover Planning and Environment would go out in the Journal and the Contact Magazines. It would also go to the Essex Association of Local Councils for distribution to all Parish Councils.

The Job Description for the post had been revised. The post now incorporated Environment and Planning. Members went through the document and made some slight alterations. A Person Specification would also be given to applicants. Discussion took place on who would complete the interviews. It was agreed that the Chairman and Vice Chairman of the Council together with the Clerk would complete the interviews.

RESOLVED: that a) the Job Description with alterations would be made available to applicants

b) the interviews would be completed by the Chairman and Vice Chairman of the Parish Council together with the Clerk on Wednesday 14th March, 2012.

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