

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 29th February 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,
Sue Lees (Part of the Meeting)
James Hayes (Part of the Meeting)

118 Sue Lees – presentation regarding Web Site

Sue made a presentation to the Parish Council regarding the web site. As previously stated the web site technology was old and required updating which would mean that members of staff in the office could in future update items with the press of a button if the site was updated. This would be backed by a database.

There were two parts to the work one to keep the web site running and secondly to update technology behind the web site.

It was essential that the Parish Council decide what they want from the web site before the new design is taken forward.

Thanks were expressed by the Committee for Sue attending.

Sue Lees left the meeting

Agenda Item 7 was brought forward.

119 James Hayes – presentation regarding Web Site

James Hayes arrived at the meeting and made a presentation to the Parish Council regarding the web site.

James went through his reasoning behind the costing for completing the updating of the web site.

He explained that it would be a good idea to run the web site for three months to see who visits the site and then data could be collected which would help in deciding the way forward for designing the web site.

Again it was explained how easy it would be for members of staff to update the web once new technology had been included in the web site.

James Hayes left the meeting.

Members considered all three options carefully. (Adrian Clements had presented at the previous Meeting)

When the Assistant Clerk retired in May an outside company would be taking over running of the Web Site.

After a lengthy debate it was decided that there were two parts to this work. Firstly to keep the web site running. Secondly a new design for the web site. It was unanimously decided to appoint Sue Lees to complete 3 month's work on the web for the cost of £120.00 per month for 4 hours work per month. Quotations would have to be invited for redesign of the web site when the Parish Council know their requirements.

Next meeting to discuss working group to collate ideas for new web design.

RESOLVED: that a) Sue Lees be appointed to complete the Web Site Work for 3 Months for 4 hours a month for the cost of £120.00 per month. All data collected would be the property of the Parish Council and would be confidential.

b) Agenda Item for next meeting regarding design for web.

120 Apologies for Absence

There were none.

121 Declarations of Interest

Cllr Berlyn by virtue of a colleague knowing Sue Lees.

Cllr Pemberton by virtue of knowing Sue Lees and James Hayes.

Neither of these declared interests were prejudicial.

122 Public Question Time

No members of the public were present.

123 Minutes of the Meeting held on 25th January, 2012

RESOLVED: that the Minutes of the Meeting held on 25th January, 2012, be approved and signed as a correct record..

124 Financial Documents

124.1 Approval of payments from 25th January, 2012 until the date of meeting

RESOLVED: that payments were approved from 25th January, 2012, to the date of the meeting. (See Appendix I)

124.2 Reconciliation sheet to 30th November, 2011

Cllr Keeler confirmed the monies at the bank were correct from the bank reconciliation sheets and these were the true record and initialled the statements.

Cllr Kennewell had completed an audit of the Petty Cash which was correct.

(Appendix II)

RESOLVED: that the information be noted.

124.3 Debtors more than 3 months

None at the present.

124.4 Receipts

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

RESOLVED: that this information be noted.

124.5 Monies to Earmark for Next Financial Year

This item would be discussed next month. Members were requested to keep this paperwork to bring to the next meeting.

RESOLVED: that the information be noted.

125 Request for Additional Funding

Cllr Mrs Chapman was arranging for the lighting of the beacon on the 4th June in celebration of the Queen's Diamond Jubilee. She had no budget for costs.

Members were requested to consider a budget for this item. Members unanimously agreed that £1,000 should be set aside from reserves for this.

Cllr Berlyn wished to confirm to the Committee that he was going to donate £250.00 to the First Responders for their 10th Anniversary from his Chairman's Allowance.

RESOLVED: that a) £1,000 was taken from reserves for the Golden Jubilee to Light the Beacon.

b) The Chairman would be donating £250.00 from his Chairman's Allowance to the First Responders for their 10th Anniversary.

126 Information Technology (Permanent Item on Agenda)

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

Members requested that the Clerk investigate some costing for a new laptop.

RESOLVED: that the Clerk investigate some costing for a new laptop with compatible software to the office computers.

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

No further information on this item as yet.

RESOLVED: that the information be noted.

128 Training

The following courses were or would be attended:

Cllr Bill Scaife Finance Course £60.00

Cllr April Chapman, Cllr Mike Wood together with the Clerk "Raising the Profile of the Council" £40.00 each

Cllr Stuart Berlyn and the Clerk "Supporting Communities and Neighbourhoods in Planning." No Charge

Several Members attended Anglia Ruskin University regarding the Localism Act.

RESOLVED: that the information be noted and the correct payments made.

129 Matters for Report

No matters for report..

130 Dates of Next Meeting for 2012

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

131 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.

132 DCA

The DCA had informed the Clerk that the Accounts for 2010 – 2011 were audited now and that there would be an Annual General Meeting during March in the day time.

RESOLVED: that as soon as the Clerk knows the date of the Annual General Meeting that she circulates it to all Members.

133 Staff

All applicants would be interviewed.

The Chairman and Vice Chairman of the Parish Council together with the Clerk on Wednesday 14th March, 2012 would be completing the interviews.

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