

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting of the held on 21st March, 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, M. Wood (ex officio)

In attendance: Clerk to the Council,

134 Apologies for Absence

Apologies were received and accepted from Cllr John Scott.

135 Declarations of Interest

Members were required to declare any personal or prejudicial interest they know they may have in items of business on the meeting's agenda. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and to leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

None were declared.

136 Public Question Time

No members of the public were present.

137 Minutes of the Meeting held on 29th February, 2012

RESOLVED: that the Minutes of the Meeting held on 29th February 2012 be approved and signed as a correct record..

138 Financial Documents

138.1 Approval of payments from 29th February, 2012 until the date of meeting

RESOLVED: that payments were approved from 29th February 2012 to the date of the meeting. (See Appendix I)

138.2 Reconciliation sheet to 29th February, 2012

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.

138.3 Debtors more than 3 months

None at the present.

138.4 Receipts

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

RESOLVED: that this information be noted.

138.5 Monies to Earmark for Next Financial Year

Members agreed the following virements:

Bowling Green Code 4155: £800.00 to new code in earmarked reserves)

Grounds Maintenance 4172: £4462.00 to new code in earmarked reserves)
for Cricket/Bowling

Play Equipment Code 4177: £500.00 to Play Equipment Earmarked 4913

New Play Equipment Code 4178: £500.00 to Play Equipment Earmarked 4913

DCA Painting and Refurbishment 4230: £10,945.00 to DCA earmarked to 4907

Web Site Code 4268: £300.00 to new code

Previously earmarked £1000.00 from General Reserves for new code for the Beacon Lighting

Also £500.00 from Elections Code 4355 to Elections earmarked Code 4906.

Further discussed £5000 to be taken from General Reserve for the project for the Ramp and Stairs for the design stage. New Code to be completed.

RESOLVED: that the Clerk completes the above virements as detailed.

139 Request for Additional Funding

The Clerk explained that the windows within the new Parish Office were very draughty and cold as they were the original windows from when the school was built. A price had been obtained from Maldon Building to insert some internal sliding double glazing. The windows contractor had been requested to return by the Essex County Council to carry out some works to the windows. Members agreed that the glazing should be fitted at the price of £745.11 plus VAT to be taken from the office moving budget.

RESOLVED: that Maldon Building be employed to install double glazing to help prevent the continual draughts from the windows at the price of £745.11 plus VAT.

140 Bank Accounts

Members agreed to reinvest the Reserve Monies of £30,264.88 in a General Fixed Rate Deposit for 12 months with National Westminster Bank plc.

RESOLVED: that the Clerk reinvests £30,264.88 on a General Fixed Rate Deposit Account for 12 months with National Westminster Bank plc at a rate of 2.2% Gross Rate.

141 Information Technology (Permanent Item on Agenda)

Members wished the Clerk to contact Lodge Information Systems to arrange for a new lap top which sustained the Planning System and used Windows 7, so that the whole of the office computer systems will be compatible. Money to be taken from Earmarked Reserves.

RESOLVED: that the Clerk purchases the new lap top to replace the current one so that all the computer system is compatible. Monies to be taken from the Earmarked Reserves.

142 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.

143 Training

Cllr Berlyn and the Clerk will be attending the Power of Competence at South Woodham Ferrers. The cost will be £70.00 for both people.

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

144 Matters for Report

No matters for report..

145 Dates of Next Meeting for 2012

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

146 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.

147 DCA

Still no word on the Annual General Meeting. The clerk was also still awaiting the final adjusted payment for 2010 – 2011. The clerk had written requesting this information with no response.

RESOLVED: that the Clerk writes again requesting this information.

148 Staff

148.1 Appointment of New Assistant Clerk

The Clerk reported that the interview group had been successful in appointing a new Assistant Clerk Hannah Mayes subject to references. The post would be for 20 hours Monday -Friday working between 9.15 a.m. to 1.15 p.m. Monday to Thursday and 9.00 a.m. – 1 p.m. on a Friday. She was to be appointed at Spinal Point 17 NALC/SLCC Grade pro rata for 20 hours a week. She would automatically be entitled to join the Essex County Council Pension Scheme.

RESOLVED: that Hannah Mayes be appointed to the post of Assistant Clerk as the above salary scale and hours subject to references.

148.2 Additional Hours Worked

The Assistant Clerk Planning had worked 14.50 hours since 1st January, 2012 she wished these hours to be taken as time in lieu.

Assistant Clerk Facilities had worked 44.75 hours since 1st December, 2012. It had been requested to take part of the hours as overtime and part as time off in lieu. Members discussed this and decided to pay for the total overtime payment but that in future overtime had to be cleared with the Clerk.

Members did hope that the additional hours the new clerk had been employed for would help with the required hours of work.

The Clerk had worked 22.75 hours since 1st January, 2012, and wished these hours to be taken as time off in lieu.

- RESOLVED: that a) the Assistant Clerk Planning and the Clerk take their hours as time off in lieu.
b) the Assistant Clerk Facilities be paid 44.75 hours in the sum of £410.35 all further overtime had to be ratified by the Clerk.
c) a White Board be purchased to put up projects currently being undertaken

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