

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

#### **Minutes of the meeting of the held on 25<sup>th</sup> April, 2012 at the Committee Room at the Old School House, Main Road, Danbury**

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

In attendance: Clerk to the Council,

#### **149 Apologies for Absence**

Apologies were received and accepted from Cllrs Brian Kennewell and Arthur Pemberton.

Due to the absence of Cllr Kennewell, Chairman of the Committee due to holiday commitment the Vice Chairman Cllr Bill Scaife took the Chair for the evening.

#### **150 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.

#### **151 Public Question Time**

No members of the public were present.

#### **152 Minutes of the Meeting held on 21<sup>st</sup> March, 2012**

RESOLVED: that the Minutes of the Meeting held on 21<sup>st</sup> March, 2012 be approved and signed as a correct record..

#### **153 Financial Documents**

##### **153.1 Approval of payments from 21<sup>st</sup> March, 2012 until the date of meeting**

Members unanimously agreed to pay R M Contracts Limited the outstanding retention figure of £3373.63 plus VAT 2 months early. The surface had been monitored of the car park and was standing up well. Issues with the lights were being dealt with by the Facilities Committee.

RESOLVED: that payments were approved from 21<sup>st</sup> March, 2012 to the date of the meeting. (See Appendix I)

##### **153.2 Reconciliation sheet to 31<sup>st</sup> March, 2012**

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)

The Accountant had noticed that a Cheque to Aerial Contractors had not been paid from January, 2012. Members agreed that this cheque should be cancelled and a further cheque raised. It had transpired that post had been going missing from Aerial Contractors post box.

RESOLVED: that a) a cheque to Aerial Contractors be cancelled from January and a further cheque written.

b) All Monies correct at bank.

### **153.3 Debtors more than 3 months**

None at the present.

### **153.4 Receipts**

Receipts were circulated for the current account until March, 2012. (Appendix III)

RESOLVED: that this information be noted.

### **153.5 End of Year 2011 - 2012**

This work was completed with RBS Solutions on Monday 23<sup>rd</sup> April, 2012 and the paperwork would be circulated at the 30<sup>th</sup> May, 2012 Meeting. The Clerk had completed 80% of the work but needed time to complete the details.

RESOLVED: that the information be noted.

### **154 Request for Additional Funding**

None was requested.

### **155 Bank Accounts**

Members agreed to reinvest the Reserve Monies in a General Fixed Rate Deposit for 12 months with National Westminster Bank plc at the last meeting.

The Clerk posted the application but unfortunately the post took a week to arrive and missed the cut off date. The Clerk had details of the latest General Fixed Rate Deposit which was at a rate of 2.25% Gross Rate and 1.80% Net Rate. The Maturity Date for the monies would be 22<sup>nd</sup> May, 2013. Members unanimously agreed to reinvest thirty thousand two hundred and ninety five pounds and 6 pence in this next issue.

Discussion also took place regarding the accounts held with Barclays Bank plc. A new account had been advised by the Business Manager instead of the Instant Access Saver which paid 0.05% there was now another account called a New Active Saver Account which paid 0.38%. Members unanimously decided to transfer the monies to higher rate of interest account – New Active Saver Account so long as there were no additional restrictions to the account.

RESOLVED: that a) the Clerk reinvests £30,295.06 on a General Fixed Rate Deposit Account for 12 months with National Westminster Bank plc at a rate of 2.25% Gross Rate.

b) that the Clerk transfer the monies to the New Active Saver Account at a rate of 0.38% so long as there were no additional restrictions.

### **156 Information Technology (Permanent Item on Agenda)**

Further to Minute 141 of the Resources Committee held on 21<sup>st</sup> March, 2012. The Clerk had obtained details of the specification for a new lap-top. This had been circulated for information as agreement to purchase the lap-top had been made at the previous Resources Committee Meeting. Members wished the Clerk to check the fingerprint reader biometric and the memory.

RESOLVED: that the Clerk checks the fingerprint reader biometric and the memory.

### **157 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.

### **158 Training**

Cllr Berlyn informed the meeting regarding the Power of Competence Course. He stated that it was a course for Clerks who had to take an additional module for their Cilca. Decisions could now be made to take on a business which can make a profit but these monies have to be used for benefit the village.

Member unanimously agreed to pay £20.00 for the Clerk's submission regarding the Power of Competence.

Cllr Bill Scaife had attended the Finance Course and recommended this course to all Councillors.

RESOLVED: that the information be noted and that the Parish Council pay £20 for the Clerk's submission for the Power of Competence.

### **159 Matters for Report**

No matters for report..

### **160 Dates of Next Meeting for 2012**

Wednesday 30<sup>th</sup> May, Tuesday 19<sup>th</sup> June, Wednesday 18<sup>th</sup> July, 19<sup>th</sup> September, 31<sup>st</sup> October, 21<sup>st</sup> November, Tuesday 11<sup>th</sup> December

### **161 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.

### **162 DCA**

Still no word on the Annual General Meeting. The Clerk had received the end of year accounts for 2010 – 2011. She had also received the adjustment and the rent until 31<sup>st</sup> March, 2012. Paperwork would be circulated with next Agenda.

RESOLVED: that the Clerk writes again requesting details of Annual General Meeting.

**163 Staff**

**168.1 Appointment of New Assistant Clerk**

New Clerk commences on 1<sup>st</sup> May, 2012.

RESOLVED: that the information be noted

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**168.2 Assistant Clerk Retirement**

The Assistant Clerk wished to formally record her thanks to Parish Council for her lovely retirement gift.

**168.3 Sue Lees**

A hand over had taken place with Sue Lee and she would be taking over the web site from 1<sup>st</sup> May, 2012.

There being no further business the meeting closed at 8.32 p.m.

Cllr B. Scaife, Chairman

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Signed

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Date