

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on 19th June, 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
 Cllr Mrs C Jacobs

19 Apologies for Absence

Apologies were received and accepted for Cllr John Scott.

20 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.

21 Public Question Time

No members of the public were present.

Cllr Berlyn was called away urgently from the meeting and left.

22 Minutes of the Meeting held on 30th May, 2012

RESOLVED: that the Minutes of the Meeting held on 30th May, 2012 be approved and signed as a correct record..

23 Financial Documents

23.1 Approval of payments from 30th May, 2012 until the date of meeting
Members agreed to sign the H M Inspector of Taxes and the Pensions cheque outside the meeting as the wages envelope had not arrived in time for the meeting.

RESOLVED: that a) payments were approved from 30th May, 2012 to the date of the meeting. (See Appendix I)

b) Cheques for the H M Inspector of Taxes and Pensions to be signed outside the meeting

23.2 Reconciliation sheet to 31st May, 2012

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. (Appendix II)

RESOLVED: that all Monies correct at bank.

23.3 Debtors more than 3 months

None at the present.

23.4 Receipts

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

RESOLVED: that this information be noted.

23.5 End of Year 2011 – 2012/Internal Auditor

A report was circulated from the Internal Auditor no recommendations were made from the Audit. Members wished thanks to be recorded to the Clerk for her hard work.

RESOLVED: that the information be noted.

24 Request for Additional Funding

None was requested.

25 Bank Accounts

The Clerk had invested £50,000 in a Barclays Fixed Rate Bond for 9 months from 15th June, 2012 to 15th March, 2013.

RESOLVED: that this information be noted.

26 Information Technology (Permanent Item on Agenda)

Information had been received from the Computer Support Company regarding the speed of the internet. Members considered updating to the new speed of connection and unanimously agreed to spend £100.00 to renew the Council Modem.

RESOLVED: that the Parish Council purchase a new Modem.

27 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.

28 The Code of Conduct

Further information had been received from Chelmsford City Council which had been forwarded to the Committee for consideration. No further recommendations were put forward. The item would be left on the Agenda. Members recognised the 1st July, 2012 deadline but cannot make decisions until the Code is adopted by Chelmsford City Council. All Members of the Parish Council had received a copy of the Code of Conducts documents so that everyone would pass comments to the Clerk. They had been passed to Resources as this was the only Committee available within the timescales. The item would be on the Agenda for Parish Council at the end of July.

RESOLVED: that no further comments be passed to Chelmsford City Council at this present time.

29 Training

The Clerk had passed the Cilca Module 7 on the Power of Competence. This item would now be taken to Parish Council to request the adoption of the Power of Competence. Members congratulated the Clerk on passing the Module. Cllr Chris Jacobs and Hannah Mayes would be attending the course on Roles and Responsibilities in September at a cost of £86.00.

RESOLVED: that the information be noted.

30 Matters for Report

No matters for report.

31 Dates of Next Meeting for 2012

Wednesday 18th July, 19th September, 31st October, 21st November, Tuesday 11th December

32 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.

33 DCA

Still no word on the Annual General Meeting. Members were concerned that this did not meet the Charity Commission requirements.

RESOLVED: that the Clerk contact the Sports and Social Centre again to ascertain the current position.

34 Staff

34.1 Appointment of New Assistant Clerk

The new Assistant Clerk had been issued with a contract of employment.

RESOLVED: that the information be noted

34.2 Sue Lees

Sue Lees would be attending the next meeting to give a presentation regarding the web site.

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