

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on 31st October, 2012 at the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors A. Keeler, B.Kennewell, (Chairman of the Committee)
 W. Scaife, M. Wood

In attendance: Clerk to the Council and Cllr Mrs Chapman

73 Presentation from Sue Lees regarding Web Site

Sue had prepared a prototype for the Committee to consider. The web would then work with current technology such as Mobile Phones. The pictures could be changed to represent events. It was felt that the calendar was good. When the date had passed events would automatically drop off the site. Members would like a link to DCA events on the front page. Conversation took place re linking with Planning Applications this would be further down the line and required input from Chelmsford City Council.

Members thanked Sue for her hard work.

Item 8 on the Agenda was taken with this Agenda item.

Cllr Wood proposed that Sue Lees carries on with the work on the website and that she comes back in January, 2013 with a fully operational site.

This was seconded by Bill Scaife and unanimously agreed.

RESOLVED: that Sue Lees carries on with the work on the Web Site and comes back to the Resources Committee in January 2013 with a fully operational site.

74 Apologies for Absence

Apologies were received and accepted from Cllrs S. Berlyn, A. Pemberton and J. Scott.

75 Declarations of Interest

None were declared.

76 Public Question Time

No members of the public were present.

77 Minutes of the Meeting held on 19th September, 2012

RESOLVED: that the Minutes of the Meeting held on 19th September 2012 be approved and signed as a correct record with the alteration to the Annual Return Date – 2011 – 2012.

78 Financial Documents

78.1 Approval of payments from 19th September, 2012 until the date of meeting

RESOLVED: that a) payments were approved from 19th September, 2012 to the date of the meeting. (See Appendix I)

b) that an additional sum of £10.00 be given to the “Poppy Appeal” this would be taken from the Chairman’s Fund.

78.2 Reconciliation sheet to 30th September, 2012

Cllr Kennewell 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.

78.3 Debtors more than 3 months

None at the present.

78.4 Receipts

There were no receipts for September apart from half the Precept from Chelmsford City Council.

RESOLVED: that this information be noted.

78.5 Information Regarding Budgets)

78.6 Three Year Forecast)

78.7 Budget for Resources Committee)

The above three items were discussed together.

Information regarding budgets was circulated together with the three year forecast. These documents were to be used in preparing the Resources budget.

Members discussed the Clerk’s notes regarding the budget and decided not to alter any of the budget item requests. Therefore the sum of £148,782 be put forward for the recommended budget for Resources for 2013 – 2014.

Members wished £500 to be taken from Reserves and put in the earmarked monies for councillor training for next year.

The clerk had only received on the day of the meeting a document from NALC stating that Precepts should not be finally set until January, 2013 as there was a Local Government Finance Report is going through Government in late November early December and will be finalised in January 2013.

RECOMMENDED: that a) the budget of £148,782 be put forward for the recommended budget for Resources for 2013 – 2014 and taken forward to the Resources Committee Precept setting meeting.

b) £500.00 be taken from the Reserves and put in the Earmarked Monies for Councillor Training for next year.

c) that the Parish Council is aware of the Local government Finance Report and does not finalise the Precept and until the report is finalised.

78.8 Grants Working Party

The Grants Working Party had only one grant to consider which came from St Johns Church it was agreed that it should be recommended to Resources Committee that a sum of £1000 be awarded as part of the Budget process for May 2013. A further request for Armstrong Gibbs was requested outside the deadline of the 30th

September, 2012. The Grants Working Party agreed that this grant should not be accepted.

Members agreed that £1000 for St Johns Church be put forward for the 2013 – 2014 budget.

RECOMMENDED: that £1000 be allowed for St Johns Church as part of the 2013 – 2014 budget and put forward to the Resources Committee Precept setting meeting.

80 Request for Additional Funding

There were none.

81 Information Technology (Permanent Item on Agenda)

The Web Site was discussed under Minute 73.

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

No further information on this item as yet. The Clerk confirmed that the Parish Council was a Local Authority with a spend of over £200,000. Therefore items such as payments and assets would need to be put on the web site.

RESOLVED: that the information be noted.

83 The Code of Conduct

All Members had completed their forms and they had been sent to Chelmsford City Council.

RESOLVED: that the information be noted.

84 Training

This had partly been covered in the Resources budget setting process for next year. Cllr Keeler wished to attend the Chairman's Course set for November.

The Clerk would be attending the SLCC Clerk's Regional Conference on 15th November, 2012 the cost would be £65.00 plus travelling.

The Clerk showed the content of the Short Course which could be completed at Danbury. The Committee was also reminded that the Chairman and the Clerk would put together a format for training councillors.

Members thought that this would be a good idea and that the Committee should recommend to the Parish Council that this went ahead. Also that all Members of the Parish Council were circulated the document and then Members could choose which modules they wished to be covered.

RECOMMENDED: that a) the Parish Council takes up this short course training with suggestions from Members as to which modules to include in the course.

b) that the Chairman and the Clerk write a training programme for councillors (This is already partly covered in the Council's Training Intent Policy agreed by Parish Council)

85 Insurance Meeting with Came and Company

The Clerk had already circulated discussion points which had taken place with the Insurer's.

The British Legion was being inspected weekly now and ensuring that everything was alright. The terms of the Insurance had now changed as it was empty.

Public Liability and Snow Clearing were also discussed.

The Clerk had also be given information on plotting the Parish Council's Assets on a map this was available by downloads and would cost £60.00 per annum.

RESOLVED: that a) the information was noted.

b) that the Clerk purchase the mapping system for assets at a cost of £60.00 per annum

86 Matters for Report

On the Parish Council Agenda on 28th November, 2012 there would be an item for comment by the 30th November, 2012 regarding the turning off of the street lights in Danbury between the hours of 12 midnight to 5 a.m.. The only lights which would be left on were 5 around Eves Corner, 4 around the mini-round-a-bout at Danbury Park School and 2 in the vicinity of the Co-op. This item was to notify councillors so that they would be ready with their comments by Parish Council.

87 Dates of Next Meeting for 2012

Wednesday 21st November, Tuesday 11th December

88 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.

89 DCA

The DCA Annual General Meeting had taken place with was the Accounts for 2010 – 2011. There will be a further Annual General Meeting for 2011 – 2012 before the end of year then the Accounts will be forwarded to the Charity Commission.

RESOLVED: that the information be noted.

90 Staff.

The Clerk and the Groundsman had been trained by Chelmsford City Council in the use of equipment in relation to hand-arm vibration. The Groundsman must keep within the limits set for the usage of the equipment each week and a working sheet log is being kept. One piece of the hedge cutting equipment had been condemned. This had already been highlighted to the Facilities Committee and a new one should be purchased.

The Groundsman was completing refresher courses at the moment and would complete further refresher courses next year.

Staff Development meetings had been held with both the Assistant Clerks the Groundsman's meeting will be held soon.

One of the Assistant Clerk',s wished to complete some training on Grounds Maintenance at the moment a course had not been sourced.

One of the Assistant Clerk's wished to complete the Cilca Qualification next year this had been allowed in the budget setting.

The Vice Chairman had met with a member of staff as requested at a previous meeting.

RESOLVED: that the information be noted.

There being no further business the meeting closed at 10.12 p.m.

Cllr B. Kennewell, Chairman

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Signed

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Date