

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

#### Minutes of the meeting held on 21<sup>st</sup> November, 2012 at the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors            A. Keeler, S. Berlyn, B. Kennewell, (Chairman of the Committee) B. Scaife J. Scott, M. Wood

In attendance:                    Clerk to the Council

#### **91 Apologies for Absence**

None received.

#### **92 Declarations of Interest**

Cllr Berlyn declared an Interest in the item regarding First Responders as he had helped set up the group. He left the meeting during the discussion - Minute 96.7 refers.

#### **93 Public Question Time**

No members of the public were present.

#### **94 Minutes of the Meeting held on 31<sup>st</sup> October, 2012**

RESOLVED: that the Minutes of the Meeting held on 31<sup>st</sup> October, 2012 be approved and signed as a correct record with all the dates relating to the 19<sup>th</sup> October changed to the 19<sup>th</sup> September, 2012. The Reconciliation date changed to the 30<sup>th</sup> September, 2012.

#### **95 Financial Documents**

##### **95.1 Approval of payments from 31<sup>st</sup> October, 2012 until the date of meeting**

RESOLVED: that a) payments were approved from 31<sup>st</sup> October, 2012 to the date of the meeting. (See Appendix I)

##### **95.2 Reconciliation sheet to 31<sup>st</sup> October, 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 all Monies correct at bank.

##### **95.3 Debtors more than 3 months**

None at the present.

##### **95.4 Receipts**

These were circulated. (Appendix III)

RESOLVED: that this information be noted.

## **95.6 Information from Monitoring Officer regarding discussing Precept**

The Clerk had circulated this documentation as background information.

RESOLVED: that this information be noted.

## **95.7 Budgets from all Committees to Form Precept (Appendix IV)**

All committees had put forward their requests for budget for 2013 – 2014.

The total request for Precept was £189,800. Members discussed in depth how to minimise any increase to residents but still cover the costs of the Parish Council. The previous request was £183,000. The Internal Auditor had advised that the Parish Council's reserves should be £191,500 which is half the precept which would be six months costs for the Parish Council. The Council's reserves at the current time had not reached this figure and were running currently at an estimated £88,000 which was below the auditor's recommended level. The reserves only were this high due to the fact that the Parish Council had received Section 106 monies and not all the Public Works Loan Monies had been used for the Drainage and Car Park Project. Members firstly discussed the £10,000 request from reserves for projects requested by the Facilities Committee. It was decided that this request should be dealt with by the Agenda Item Request for Additional Funding when it was known more fully how much the projects were expected to cost. The monies could then be earmarked at either the February or March 2013 Resources Meeting. This then left the Precept figure to discuss. Savings were made in the following budget areas by taking off the following sums of money:

Brochures £300

Newsletters £1000

Professional Fees £1000

Chairman's Allowance £250

DCA Budget £800

This made a total reduction of £3650.00 This made a total of £186,450. This would be a 1.9% increase to residents which would be under £1.00 per annum increase. This was unanimously agreed by Members of the Committee.

Members unanimously agreed to recommend to Parish Council that a request of £186,450 should be made for the Precept for 2013 – 2014.

RECOMMENDED: that a) the Resources Committee request to Parish the sum of £186,450 for the Precept for 2013 – 2014.

*Cllr Berlyn left the meeting.*

Under this item the Clerk brought a request to the Committee from the First Responders Group. They were trying to raise funding to purchase Anne. Members present discussed the matter. It was thought this was a good cause and necessary for saving lives. It was decided to award from the Chairman's Allowance a sum of £500.00 with the proviso that the monies were earmarked until the rest of the monies could be raised by the Group. Then the monies would be released.

Cllr J Scott proposed that £500.00 be earmarked from the Chairman's Allowance until the First Responders Group could show that they had raised the other monies required. This was seconded by Cllr M Wood. This was unanimously agreed.

RESOLVED: that £500.00 would be awarded to the First Responders Group from the Chairman's Allowance. These monies would be earmarked for The Group until the rest of the monies could be raised for Anne.

*Cllr Berlyn returned to the Meeting.*

#### **96 Request for Additional Funding**

There were no requests.

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

The Clerk asked Members if they had any trouble working the prototype web site link only two members had tried to access the site one thought it was working the other had trouble. The Clerk would get in touch with Sue Lees.

The Register of Interest Forms had not yet appeared on the Web Site of Chelmsford City Council. This was due to pages of the web site having to be re-written. Also until the two independent people had been appointed which is ready to happen it had been decided not to put Members interests up.

RESOLVED: that the information be noted and that the Clerk contact Sue Lees regarding the Web Site.

#### **98 The Code of Recommended Practice for Local Authorities on Data Transparency**

Nothing further to report.

#### **99 Training**

The Chairman of the Council and the Clerk had discussed the training for councillors. It was already part of the Parish Council's Training Intent Policy that all members of the Council and staff should completed the EALC Role and Responsibilities Course. It was thought a good idea to add the Law and Procedures Course. Also if possible that Chairmen of Committees complete the Chairman's Course. The Short Course was on the Parish Council Agenda. Part of the Short Course was currently being revised therefore the Parish Council should wait until this has been completed before booking the course.

RESOLVED: that the information be noted and discussed at Parish Council and the next Resources Committee.

#### **100 Interim Audit**

A copy of the Interim Audit had been circulated. There were no actions for the Parish Council. The clerk to be thanked for hard work.

RESOLVED: that the information be noted and the Clerk be thanked for hard work.

#### **101 Matters for Report**

There were none.

**102 Date of Next Meeting for 2012**

Tuesday 11<sup>th</sup> December

**103 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.

**104 DCA**

Nothing further to report.

**105 Staff.**

Nothing further to report.

There being no further business the meeting closed at 9.50 p.m.

Cllr B. Kennewell, Chairman

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Signed

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Date