

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on 18th September, 2013 at the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors S. Berlyn, Mrs A Chapman, Mrs C Jacobs, B.Kennewell, (Chairman of the Committee) M. Wood

In attendance: Clerk to the Council

46 Apologies for Absence

Apologies were received and accepted from Cllr J Scott. Cllr W Scaife had resigned from Council and was not present.

47 Declarations of Interest

None were declared.

48 Public Question Time

No Members of the Public were present.

49 Minutes of the Meeting held on 24th July, 2013

RESOLVED: that the Minutes of the Meeting held on 24th July, 2013 be approved and signed as a correct record.

50 Financial Documents

50.1 Approval of payments from 24th July, 2013 until the date of meeting

RESOLVED: that payments were approved from 24th July, 2013. Members further agreed a donation to the Poppy Appeal of £25.00 to be taken from the Chairman's Fund. (See Appendix I)

50.2 Reconciliation sheet to 31st August, 2013

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 were correct at bank.

50.3 Debtors more than 3 months

None at the present.

50.4 Receipts

These were circulated for July and August, 2013.

At present the computer package was not printing the detail column information. The clerk would check this with RBS. (Appendix III)

RESOLVED: that this information be noted.

50.5 Budgets Sheets

These were circulated at the meeting.

RESOLVED: that this information be noted.

50.6 Three Year Forecast

An updated 3 year forecast list was circulated to the meeting. Members had no further items to add and this document would be included in the draft budget.

RESOLVED: that the forecast be used as part of the budget.

51 Requests for Additional Funding

There were none.

52 Information Technology (Permanent Item on Agenda)

There had been problems with the web site, but they had now been resolved. The hosting of the web site was to be transferred back to the IT Support Company. Training of the staff was to be arranged in October before the web site could be handed back to the staff to operate.

RESOLVED: that the information be noted.

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

The Assistant Clerk had produced further trial documents regarding plotting the assets of the Council. Members were pleased with the mapping and with the document. This would have to be uploaded to the web in several pages so that all the assets could be covered.

The Clerk was able to sort out how to sort payments lists and items of spend over £5,000 could be placed on the web. Members felt that this should be completed quarterly.

RESOLVED: that a) the information be noted.

b) That items of expenditure over £5,000 be placed on the web quarterly.

54 Training

Cllr Mrs Chapman had attended her third training day and had now received her gavel. Cllr Jacobs would attend the third module when the appropriate training day became available.

The Short Course Training is planned for Thursday 17th October, 2013 to be held at the Committee Room in the Old School House from 10.00 a.m. to 12 noon. 6 councillors had confirmed attendance plus 2 of the Clerks would be attending.

RESOLVED: that the information be noted.

55 Insurance

The Renewal Premium had been received. The Parish Council had come to the end of a three year plan. The premium without entering into a plan was £6901.65 if the Parish Council entered into a new three year plan the cost was £6556.57. The

premiums could increase under the plan due to the property insurance being index linked. A 5% discount was added due to the Parish Council's "No Claim Bonus".

Members unanimously agreed to enter into the new three year plan.

RESOLVED: that the Parish Council enter into a new three year plan through Came and Company at a cost of £6556.57.

56 Matters for Report

Concrete had been dumped at Dial Common.

57 Dates of Meetings for 2013

Wednesday 30th October, 20th November, Tuesday 17th December.

58 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.

59 DCA

Members discussed the usage of the Old Pavilion and costs. Members agreed that the Parish Council should continue paying the rates until March 2014 and that the DCA hold any income from the lettings and the Parish Council continue in the same manner as the DCA rent until the end of the financial year. There was a discussion regarding the electricity which Members felt would increase over the winter months but this was to be left with the Parish Council this year.

RESOLVED: that the Parish Council continue to pay for the Rates and Electricity until the end of March, 2014 and the DCA hold the bookings rental and payment is made to the Parish Council in the same format as the current DCA rent.

60 Staff.

61.1 New Grievance Procedure received from NALC

The Chairman of the Council and the Clerk had been through the document on the day of the meeting and this item would be brought to the next meeting.

RESOLVED: that the this document be brought back to the next meeting

61.2 Christmas Holiday

The Office would be closed from the 24th December, 2013 to the 2nd January, 2014.

Members requested that the Clerk leave the meeting. Members decided to award the staff an additional day's holiday to be taken over the Christmas period due to their hard work.

The meeting closed at 9.40 p.m..

Cllr B. Kennewell, Chairman

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Signed

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Date