

## DANBURY PARISH COUNCIL

*A Quality Council*



### RESOURCES COMMITTEE

#### Minutes of the meeting held on 23<sup>rd</sup> January, 2013 at the Committee Room at the Old School House, Main Road, Danbury

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

In attendance:                    Clerk to the Council, Sue Lees – Web Site  
Cllrs Allen, Mrs Chapman, and Mrs Jacobs

#### **106 Presentation by Sue Lees regarding the Web Site**

Sue gave out a hand out on the design of the website with access for members to see how it is progressing. This would automatically update if dates were set when putting up documents so that they would only last for a period of time. The Prototype made it easy to move or replace different information. There was still a lot of work to be completed and many pages to insert. Discussion took place with regard to the new methods of communicating with the village this could come at a later date. A bulletin board was suggested but this would have to be constantly monitored. Part of the site could be a members area which could be password protected. A contact form could be made available for residents to complete. Members asked questions regarding the site. It was decided that Sue circulate to members and staff a question sheet and it would be requested that everyone read the site for any errors prior to the launch so that Sue could make any alterations.

Members were really pleased how the site was progressing and a deadline was set for the Annual Parish Meeting on Monday 22<sup>nd</sup> April, 2013 for the launch.

RESOLVED: that Sue Lees works towards getting the site ready for the launch at the Annual Parish Council meeting on Monday 22<sup>nd</sup> April, 2013.

*Sue Lees left the meeting.*

*Cllrs Allen, Mrs Chapman and Mrs Jacobs left the meeting after the presentation.*

#### **107 Apologies for Absence**

Apologies received and accepted for Cllr Scott.

#### **108 Declarations of Interest**

None were declared

#### **109 Public Question Time**

No members of the public were present.

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

RESOLVED: that the Minutes of the Meeting held on 21<sup>st</sup> November, 2012 be approved and signed as a correct record with the alteration to the reserves figure to £91,500 instead of £191,500.

## **111 Financial Documents**

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

RESOLVED: that a) payments were approved from 21<sup>st</sup> November, 2012 to the date of the meeting this included December and January payments as the meeting in December was cancelled. (See Appendix I)

### **111.2 Reconciliation sheet to 31<sup>st</sup> December, 2012**

Cllr Pemberton 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.

### **111.3 Debtors more than 3 months**

None at the present.

### **111.4 Receipts**

These were circulated for November and December. (Appendix III)

RESOLVED: that this information be noted.

### **111.5 Budget Sheet**

Members discussed the budget sheet overall budgets for each committee were within budget.

RESOLVED: that the information be noted.

### **111.6 Meeting re Tax Base**

There was no discussion on this matter as the Precept had been set at the Parish Council Meeting prior to the Resources Committee.

RESOLVED: that the information be noted.

### **111.7 Discussion regarding postage and distributing minutes by email**

Members held a discussion regarding the distribution of Minutes. The Minutes were available on the Parish Council's web site and could be emailed to councillors. Any councillors without a computer could still have a hard copy. This was considered to relieve the postage and copying bills.

Members voted unanimously not to distribute Minutes in hard copy.

RESOLVED: that councillors no longer receive minutes by email other than by request or if they do not have a computer.

## **112 Requests for Additional Funding**

There were none.

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

The web had already been discussed previously in the Agenda.

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

The Clerk and the Assistant Clerk are working on the asset register and the mapping document so that the Parishes Assets can be placed on the web-site.

RESOLVED: that the information be noted.

#### **115 Training**

The Clerk was waiting for the alterations to the Short Course before booking a Course as soon as this is available a date will be circulated.

RESOLVED: that the information be noted.

#### **116 Fire Risk Assessment**

A Fire Risk Assessment had been completed in August 2012. It was highlighted that there was only one locking device on the fire exit door adjacent to the Parish Office when the building is occupied. The Clerk had queried this with Essex County Council who had referred back to the original design team for the building. It had taken a time to obtain a reply. The designer came back with this comment "On the original design of the scheme there were green glass release buttons revA. From the Borough Council letter this was changed to assume that there would be a manual means of releasing the doors in the event of fire I assume with a thumb turn rather than releasing the break glass. I believe this was related to a security issue in releasing the fire alarm itself which makes the building vulnerable."

As previously noted the project was passed by Chelmsford City Council Building Control. The project has now been closed out as there are no remaining defects.

Members considered the information and felt that no more alterations could be completed to the Parish Office main entrance door.

This information to be kept with the Fire Risk Assessment.

RESOLVED: that no further action be taken.

#### **118 Risk of Assessments**

A list of the current risk assessments held by the Parish Council was circulated to Members.

RESOLVED: that Members noted the risk assessments held by the Parish Council.

#### **119 Dates of Next Meeting for 2013**

Wednesday 27<sup>th</sup> February, 20<sup>th</sup> March, 24<sup>th</sup> April, 29<sup>th</sup> May, 19<sup>th</sup> June 24<sup>th</sup> July, 18<sup>th</sup> September, 30<sup>th</sup> October, 20<sup>th</sup> November, Tuesday 17<sup>th</sup> December.

#### **120 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.

**121 DCA**

End of Year Accounts available for 2011 - 2012. The Clerk distributed the income and expenditure for the year.

RESOLVED: that Members noted the information and were pleased with the progress of the Danbury Sports and Social Centre.

**RESOLVED: that the information be noted.**

**122 Staff.**

Discussion took place regarding getting Agendas and Minutes out on time.

RESOLVED: that the information be noted.

There being no further business the meeting closed at 10.10 p.m.

Cllr B. Kennewell, Chairman

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Signed

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Date