

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on 26th June, 2013 at the Committee Room at the Old School House, Main Road, Danbury

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

In attendance: Clerk to the Council

17 Apologies for Absence

Apologies were received and accepted from Cllr Mrs A Chapman.

18 Declarations of Interest

None were declared.

19 Public Question Time

No Members of the Public were present.

20 Minutes of the Meeting held on 29th May, 2013

RESOLVED: that the Minutes of the Meeting held on 29th May, 2013 be approved and signed as a correct record.

21 Financial Documents

21.1 Approval of payments from 29th May, 2013 until the date of meeting

RESOLVED: that a) payments were approved from 29th May, 2013. (See Appendix I)

21.2 Reconciliation sheet to 30th April, 2013

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)

Monies for Barclays Investment had been completed. The Investment in National Westminster had missed the deadline but was being invested in the next edition of the Bond which was at the same rate for a Fixed Term Deposit of 1%.

RESOLVED: that a) all Monies correct at bank.

21.3 Debtors more than 3 months

None at the present.

21.4 Receipts

These were circulated for May, 2013. (Appendix III)

RESOLVED: that this information be noted.

22 Requests for Additional Funding

There were none.

23 Information Technology (Permanent Item on Agenda)

The Accounts Package had now been reloaded.

The Clerk had contacted Printing Place and they were able to scan the Parish Plan and put it into a pdf file this had been at a cost of £120.00. The document had now been sent to Sue Lees to put up on the web site.

RESOLVED: that the information be noted.

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

The Assistant Clerk had produced some trial documents regarding plotting the documents. Members were pleased with the mapping and were happy for the document to be completed.

The Clerk was still investigating the financial document for the web and would do this for the next meeting.

RESOLVED: that the information be noted.

25 Training

The Training Officer for the EALC had been taken seriously ill. Members wished the Clerk to send her some flowers. This was to be taken from the Chairman's budget.

The Clerk had written and was awaiting a date for the Short Course.

RESOLVED: that the Clerk purchase some flowers to be taken from the Chairman's budget.

26 Review of Adequate and Effective System of Internal Audit

No changes were made to this document. Cllr Scaife proposed that no changes were made to this document this was seconded by Cllr Scott.

RESOLVED: that no changes were made to the Adequate and Effective System of Internal Audit.

27 Review Financial Risk Assessment

The Clerk had highlighted items in red to change to bring this document up-to-date. Members had no further changes to the document. Cllr Wood proposed that the Financial Risk Assessment be up dated as the Clerk's recommendations this was seconded by Cllr Jacobs.

RESOLVED: that the Financial Risk Assessment be up dated as the Clerk's recommendations.

28 Matters for Report

There were none to report.

29 Dates of Meetings for 2013

Wednesday 24th July, 18th September, 30th October, 20th November, Tuesday 17th December.

30 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.

31 DCA

Nothing further to report.

RESOLVED: that the information be noted.

32 Staff.

32.1 New Grievance Procedure received from NALC

A member of the public arrived to speak about the noticeboards at the village hall.

The meeting was adjourned whilst this conversation took place.

The meeting was reconvened and Members continued to discuss the Grievance/ Disciplinary Procedure.

The Chairman of the Resources and the Clerk had adapted this document for Danbury Parish Council. Members wished the title to change to Danbury Disciplinary/Grievance Procedure.

Some Members had concerns regarding the document and wished some changes to be made. The Clerk was concerned that the document was in line with ACAS recommendations and also had been passed by NALC solicitors so felt that she was not qualified to alter the document.

It was suggested that the Chairman of the Council and the Clerk go through the document together and then bring the recommended changes back to the next meeting and if the Resources Committee was happy, the alterations could be sent to NALC before anything was changed.

RESOLVED: that the Chairman of the Council meet and go through the document and bring suggested alterations to the next meeting.

The meeting closed at 9.22 p.m..

Cllr B. Kennewell, Chairman

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Signed

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Date