

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on 24th July, 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 M. Wood

In attendance: Clerk to the Council

33 Apologies for Absence

Apologies were received and accepted from Cllr J Scott.

34 Declarations of Interest

None were declared.

35 Public Question Time

No Members of the Public were present.

36 Minutes of the Meeting held on 26th June, 2013

RESOLVED: that the Minutes of the Meeting held on 26th June, 2013 be approved and signed as a correct record.

37 Financial Documents

37.1 Approval of payments from 26th June, 2013 until the date of meeting

RESOLVED: that a) payments were approved from 26th June, 2013 with one alteration the figure for the Essex Pension fund should read £1476.55 instead of £1178.24. (See Appendix I)

37.2 Reconciliation sheet to 30th June, 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 a) all Monies correct at bank.

37.3 Debtors more than 3 months

None at the present.

37.4 Receipts

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

RESOLVED: that this information be noted.

37.5 Budgets Sheets

These were not circulated at the meeting.

37.6 Three Year Forecast

The Clerk circulated a document with projects which were being discussed for the next three years. This was a working document. Members would be asked through their respective committees at their next meetings to consider items for the three year forecast.

RESOLVED: that Members would consider through their committees items for the Three Year forecast.

38 Requests for Additional Funding

There were none.

39 Information Technology (Permanent Item on Agenda)

The Accounts Package has to be reloaded again. The web page was still with Sue Lees this would have to return to Lodge under the web hosting before the web was handed back. The chairman of the Council requested that statistics from the web site should be obtained for example the number of people using the site and what they were looking at.

RESOLVED: that the information be noted.

39 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. This document was still at this stage.

RESOLVED: that the information be noted.

40 Training

The Clerk notified the meeting that the Training Officer from the EALC had been extremely pleased with her flowers.

Both Cllrs Paul Howe and David Harvey had been on training. Also Cllrs Mrs Chapman and Mrs Jacobs had completed two of the Chairman's Training Days.

Fire Training had been booked for staff and there had been some places which had been offered to other organisations.

The Short Course was still with the EALC for a date.

RESOLVED: that the information be noted.

41 Matters for Report

There were none to report.

42 Dates of Meetings for 2013

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

43 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.

44 DCA

The rent was being paid.

RESOLVED: that the information be noted.

45 Staff.

45.1 New Grievance Procedure received from NALC

The Chairman of the Resources and the Clerk had not been able to complete this document due to holidays.

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

45.2 NALC/SLCC Pay Award

The NALC/SLCC had achieved a 1% Pay Award increase backdated until 1st April, 2013.

RESOLVED: that the 1% increase be paid to all staff as per NALC/SLCC agreement.

45.3 Holidays

The Clerk notified Members that both the Assistant Clerks would be on holiday during August. The office would be closed on Friday 9th August, 2013.

45.4 Appraisals

It was hoped that these would be completed during the summer recess.

45.5 School House Grounds

Members were happy for the Groundsman to keep the area clean and tidy but thought the trees should be completed by Essex County Council. An hourly rate for the Groundsman's time should be sent to 4 children which would be divided equally by both parties.

The clerk would ascertain from Essex county Council the works regarding the trees.

RESOLVED: that a) the Clerk charges and hourly rate for work to the School Grounds and divide it with 4 Children

b) The clerk ascertains from the Essex County Council work regarding the trees.

The meeting closed at 8.55 p.m..

Cllr B. Kennewell, Chairman

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Signed

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Date

