

Minutes of the Resources Committee Meeting held on 24 March 2025
at 7.30pm at the Parish Office

Present: Cllrs Berlyn, A Chapman, G Chapman (Vice Chair), Churchouse, Hessing and Orange (Chair)

In attendance: M Harper (Clerk)

24/25.128 Apologies for absence

Cllr Sutton

24/25.129 Declarations of Interest

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

There were no declarations of interest

24/25.130 Public Question Time

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present

24/25.131 To approve Minutes of the Resources Committee meeting held 19 March 2025

RESOLVED: the minutes of the Resources Committee meeting held on 19 March 2025 be approved and signed as a true record, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

24/25.132 Actions from the Minutes

The actions were noted

24/25.133 To receive financial report

24/25.133.1 Receipts and Payments

Parish Council receipts from 1 February to 31 March 2025 were noted

24/25.133.2 RESOLVED: that the Parish Council invoices and direct debits made from 1 February to 28 February 2025 be ratified, proposed by Cllr A Chapman and seconded by Cllr Hessing, all agreed

24/25.133.3 RESOLVED: that the Parish Council invoices and direct debits made from 1 March to 31 March 2025 be approved, proposed by Cllr G Chapman and seconded by Cllr Berlyn, all agreed

24/25.133.4 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 1 February to 28 February 2025 be ratified, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

24/25.133.5 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 1 March to 31 March 2025 be approved, proposed by Cllr Berlyn and seconded by Cllr Churchouse, all agreed

24/25.133.6 Reconciliation

RESOLVED: that the bank reconciliations for February 2025 be approved, proposed by Cllr G Chapman and seconded by Cllr Hessing, all agreed

24/25.133.7 Budget sheets / Earmarked Reserves

24/25.133.7.1 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Leisure Centre were noted

24/25.133.7.2 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Parish Council were noted

24/25.134 Investment Strategy

24/25.134.1 RESOLVED: that the transfer of monies to the accounts set up with Unity Bank, NatWest and Redwood be approved, proposed by Cllr G Chapman and seconded by Cllr Churchouse, all agreed

24/25.134.2 RESOLVED: that Cllr Churchouse be one of the signatories for a new account to be set up with Hampshire Bank, proposed by Cllr Orange and seconded by Cllr Hessing, agreed

24/25.135 New laptop/work station

RESOLVED: that the purchase of a new laptop to replace one of the office workstations at a cost of £885.00 be approved, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

24/25.136 Policy Review

24/25.136.1 RESOLVED: that the amendment to Financial Regulations would be recommended to the next Full Council Meeting for adoption, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

24/25.136.2 RESOLVED: that the amendment to the Standing Orders would be recommended to the next Full Council Meeting for adoption, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

24/25.137 Community Communication

There were no issues for community communication

24/25.138 Matters for Report (for information only)

There were no matters for report

24/25.139 Exclusion of Press and Public

RESOLVED: that in accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 in view of the nature of the business to be discussed it is the opinion of the Committee advisable that that the Public and Press be excluded and they are instructed to withdraw, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

24/25.140 Staff Review

RESOLVED: that the changes to the staff salaries as recommended be approved, proposed by Cllr Berlyn and seconded by Cllr Churchouse, all agreed

24/25.141 Staff Structure

RESOLVED: that an Administrator be recruited on a 28hrs per week contract, proposed by Cllr Berlyn and seconded by Cllr Hessing, agreed

24/25.142 Dates of next meeting

Tuesday 29 April 2025 to be held at 7.30pm

There being no further business the meeting closed at 8.48pm

Chairman

Date