

Minutes of the Resources Committee Meeting held on 22 March 2023
at 7.30pm at the Parish Office

Present: Cllrs S Berlyn, A Chapman, G Chapman, M Hessing and N Orange

In attendance: Ms M Harper (Clerk)

22/23.99 Election of Chairman

RESOLVED: that Cllr Berlyn be elected as Chairman for this meeting, proposed by Cllr Orange and seconded by Cllr Hessing, all agreed

22/23.100 Election of Vice - Chairman

This item was deferred

22/23.101 Apologies for absence

There were no apologies

22/23.102 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. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA

There were no declarations of interest

22/23.103 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

22/23.104 To approve Minutes of the Resources Committee meeting held 22 February 2023

RESOLVED: the minutes of the Resources Committee meeting held on 22 February 2023 be approved and signed as a correct record

22/23.105 Actions from the Minutes

The actions were noted

22/23.106 To receive financial report

22/23.106.1 Receipts

Parish Council receipts from 23 February to 22 March 2023 were noted

Danbury Leisure Centre receipts from 23 February to 22 March 2023 were noted

22/23.106.2 Payments

22/23.106.2.1 RESOLVED: that the Parish Council invoices and direct debits from 23 February to 22 March 2023 be approved, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

22/23.106.2.2 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 23 February to 22 March 2023 be approved, proposed by Cllr Orange and seconded by Cllr Hessing, all agreed

22/23.106.3 Reconciliation

RESOLVED: that the bank reconciliations from February be approved, proposed by Cllr Orange and seconded by Cllr Hessing, all agreed

22/23.106.4 Budget sheets / Earmarked Reserves

The Earmarked Reserves and the Budget Sheets with estimated income and expenditure to 31 March 2023 were noted

22/23.106.5 Transfer of monies

Nothing to report

22/23.106.6 Debtors more than 3 months

Nothing to report

22/23.106.7 On Line Banking

To note that the banking mandate is being processed

22/23.108 Review of Policies

RESOLVED: that the following policies be approved as amended for recommendation to Parish Council at the next meeting, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

- Adequate and Effective System of Internal Audit (Appendix 6a – attached)
- Financial Regulations (Appendix 6b – attached)
- Risk Management Scheme (Appendix 6c – attached)
- Standing Orders (Appendix 6d – attached)
- Statement of Internal Control (Appendix 6e – attached)

22/23.109 HR Support

RESOLVED: that a subscription to Backhouse Solicitors for HR support and the production of a staff handbook, policies and procedures be approved, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

22/23.110 Exclusion of Press and Public

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

22/23.111 Staffing

22/23.111.1 The update on legal/regulatory matters was noted

22/23.111.2 RESOLVED: that the function rate for covering functions at the Leisure Centre be increased to £11.50 per hour and that the Events & Communication Administrator receive £0.50 per hour increase, proposed by Cllr G Chapman and seconded by Cllr Hessing, all agreed

22/23.112 Community Communication

There were no communication issues to be raised

22/23.113 Matters for Report (for information only)

There were no matters for report

22/23.114 Dates of next meeting

Wednesday 26 April 2023 to be held at 7.30pm

22/23.115 Dates of next meeting

Wednesday 26 April 2023 to be held at 7.30pm

There being no further business the meeting closed at 9.40pm

Chairman

Date