

**Minutes of the Resources Committee Meeting held on 31 May 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)

**23/24.01 Election of Chair**

Cllr Berlyn proposed Cllr Orange be elected as Chairman of the Resources Committee, seconded by Cllr Hessing. There being no further nominations Cllr Orange was elected unopposed

**23/24.02 Election of Vice Chair**

Cllr A Chapman proposed Cllr G Chapman be elected as Vice Chairman of the Resources Committee, seconded by Cllr Orange. There being no further nominations Cllr G Chapman was elected unopposed

**23/24.03 Apologies for absence**

Cllr P Sutton

**23/24.04 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

**23/24.05 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

**23/24.06 To approve Minutes of the Resources Committee meeting held 26 April 2023**

RESOLVED: the minutes of the Resources Committee meeting held on 26 April 2023 be approved and signed as a true record

**23/24.07 Actions from the Minutes**

The actions were noted

**23/24.08 To receive financial report**

23/24.08.1 Receipts

Parish Council receipts from 27 April to 31 May 2023 were noted

Danbury Leisure Centre receipts from 27 April to 31 May 2023 were noted

23/24.08.2 RESOLVED: that the Parish Council invoices and direct debits from 27 April to 31 May 2023 be approved, proposed by Cllr A Chapman and seconded by Cllr Berlyn, all agreed

23/24.08.3 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 27 April to 31 May 2023 be approved, proposed by Cllr G Chapman and seconded by Cllr G Berlyn, all agreed

23/24.08.4 Reconciliation

RESOLVED: that the bank reconciliations from April 2023 be approved, proposed by Cllr G Chapman and seconded by Cllr A Chapman, all agreed

23/24.08.5 Budget sheets / Earmarked Reserves

It was noted that the Earmarked Reserves and the Budget Sheets with income and expenditure to 31 March 2024 would be available at the next meeting

23/24.08.6 Transfer of monies

Nothing to report

23/24.08.7 Debtors more than 3 months

Nothing to report

23/24.08.8 On Line Banking

It was agreed that Cllrs Berlyn, A Chapman and Orange would continue to be signatories and that the Clerk would confirm if Cllr Sutton would also be a signatory

**23/24.09 Staff Training**

RESOLVED: that the Clerk's request to attend the Society of Local Council Clerks Essex Training and Networking event on Wednesday 7 June at a cost of £25.00 would be approved, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

**23/24.10 Change of accounting systems**

RESOLVED: that the finance and accounting systems would be changed from Rialtus to Scribe, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

**23/24.11 Staffing Sub Committee**

RESOLVED: that membership of the Staffing Sub Committee would be Cllrs Berlyn, G Chapman and Orange, proposed by Cllr G Chapman and seconded Cllr A Chapman, all agreed

**23/24.12 Barclays Bank Charges**

It was agreed that the Clerk would review options for bank accounts and bring back further information for consideration.

**23/24.13 Request from Environment Committee**

RESOLVED: that £545.00 would be made available to the Environment Committee from General Reserves for the printing of 2,000 Footpath Maps, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

**23/24.14 Community Communication**

There were no issues for communication

**23/24.15 Matters for Report (for information only)**

There were no matters for report

**23/24.16 Dates of next meeting**

Wednesday 28 June 2023 to be held at 7.30pm

**23/24.17 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 in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw, proposed by Cllr A Chapman and seconded by Cllr Berlyn, all agreed

**23/24.18 Staffing**

The Clerk provided a verbal update on current staffing

RESOLVED: that an additional 10 hours per week would be made available at the Leisure Centre to provide staff for the busier periods, proposed by Cllr Berlyn and seconded by Cllr G Chapman

There being no further business the meeting closed at 9.05pm

Chairman .....

Date .....