

**Minutes of the Resources Committee Meeting held on 25 October 2023**  
**at 7.30pm at the Parish Office**

Present: Cllrs                Berlyn, A Chapman, G Chapman, Churchouse, Orange and Sutton

In attendance:            M Harper (Clerk)

**3/24.60            Apologies for absence**

Cllr Hessing

**23/24.61            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

**23/24.62            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

**23/24.63            To approve Minutes of the Resources Committee meeting held 28 September 2023**

RESOLVED: the minutes of the Resources Committee meeting held on 28 September 2023 be approved and signed as a true record

**23/24.64            Actions from the Minutes**

The actions were noted

**23/24.65            To receive financial report**

23/24.65.1            Receipts

The Parish Council receipts from 29 September to 25 October 2023 were noted

The Danbury Leisure Centre receipts from 29 September to 25 October 2023 were noted

23/24.65.2            RESOLVED: that the Parish Council invoices and direct debits from 29 September to 25 October 2023 be approved, proposed by Cllr Berlyn and seconded by Cllr Churchouse, all agreed

23/24.65.3            RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 29 September to 25 October 2023 be approved, proposed by Cllr Berlyn and seconded by Cllr Sutton, all agreed

23/24.65.4            Reconciliation

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

23/24.65.5            Budget sheets / Earmarked Reserves

The Earmarked Reserves and the Budget Sheets with income and expenditure to 31 March 2024 were noted

23/24.65.6 Transfer of monies

Nothing to report

23/24.65.7 Debtors more than 3 months

Nothing to report

23/24.65.8 On Line Banking

It was noted that the changing of signatures is in process

**23/24.66 Website Designer**

RESOLVED: that the recommendation from the Website Design Working Party be approved and that Aubergine be appointed as the website designer for both the Parish Council and Leisure Centre, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

RESOLVED: that the initial costs be taken from General Reserve and the initial costs for both websites be taken from the General Reserve, proposed by Cllr Berlyn and seconded by Cllr Churchouse, all agreed

**23/24.67 Community Communication and Danbury Times**

There were no issues for community communication

**23/24.68 Matters for Report (for information only)**

There were no matters for report

**23/24.69 Dates of next meeting**

Wednesday 22 November 2023 to be held at 7.30pm

There being no further business the meeting closed at 8.26pm

Chairman .....

Date .....