

Minutes of the Resources Committee Meeting held on 28 September 2023
at 7.30pm at the Parish Office

Present: Cllrs S Berlyn, A Chapman, G Chapman, P Churchouse, M Hessian, N Orange and P Sutton

In attendance: M Harper (Clerk)

3/24.46 Apologies for absence

None

23/24.47 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

23/24.48 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

23/24.49 To approve Minutes of the Resources Committee meeting held 19 July 2023

RESOLVED: the minutes of the Resources Committee meeting held on 19 July 2023 be approved and signed as a true record

23/24.50 Actions from the Minutes

The actions were noted

23/24.51 To receive financial report

23/24.51.1 Receipts

The Parish Council receipts from 19 July to 28 September 2023 were noted

The Danbury Leisure Centre receipts from 19 July to 28 September 2023 were noted

23/24.51.2 RESOLVED: that the Parish Council invoices and direct debits from 19 July to 28 September 2023 be approved, proposed by Cllr Hessian and seconded by Cllr G Chapman, all agreed

23/24.51.3 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 19 July to 28 September 2023 be approved, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

23/24.51.4 Reconciliation

RESOLVED: that the bank reconciliations from August 2023 be approved, proposed by Cllr Hessian and seconded by Cllr Churchouse, all agreed

23/24.51.5 Budget sheets / Earmarked Reserves

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

23/24.51.6 Transfer of monies

Nothing to report

23/24.51.7 Debtors more than 3 months

Nothing to report

23/24.51.8 On Line Banking

It was noted that the changing of signatures is in process

23/24.51.9 Deposit account

The Clerk was asked to investigate the possibility of setting up a deposit account with NS&I

23/24.52 Goalposts

RESOLVED: that portable adult goalposts be purchased from CIL monies to replace the current ones on Pitch 1 that are damaged due to wear and tear, proposed by Cllr Hessing and seconded by Cllr A Chapman, agreed

23/24.53 Budget and precept

It was noted that the precept figures will be sent to Chelmsford City Council following the January 2024 Parish Council meeting.

23/24.54 Insurance Quotation

RESOLVED: that following a comparison of quotes, a one year contract for insurance be taken with Zurich, proposed by Cllr A Chapman and seconded by Cllr Berlyn, all agreed

23/24.55 Community Communication and Danbury Times

There were no issues for community communication

23/24.56 Matters for Report (for information only)

The Clerk advised members that due to changes in the Parish Council ability to reclaim VAT based on leisure facilities and the potential refurbishment project at the Leisure Centre, it was recommended that the council seek professional VAT advice. The Clerk advised that the NALC advisor, DCK Accounting had quoted £1,300 for a review. Members were in agreement and the decision would be taken by the Clerk and Chairman of the Resources in accordance with Financial Regulations

23/24.57 Dates of next meeting

Wednesday 25 October 2023 to be held at 7.30pm

23/24.58 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 personnel nature of the business 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 Berlyn and seconded by Cllr Hessing, all agreed

23/24.59 Staffing

23/24.59.01 RESOLVED: that following successful completion of the Foundation Degree in Community Governance the Clerk be awarded a 1 point salary increase back dated to 1 April 2023, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

23/24.59.02 RESOLVED: that following successful completion of the probation period the Leisure Centre Manager be awarded a £1,000.00 pay increase, proposed by Cllr Berlyn and seconded by Cllr Churchouse

There being no further business the meeting closed at 9.15pm

Chairman

Date