

**Minutes of the Resources Committee Meeting held on 24 April 2024**  
**at 7.30pm at the Parish Office**

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

In attendance:            M Harper (Clerk)

**23/24.134    Apologies for absence**

None

**23/24.135    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

**23/24.136    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 comments

**23/24.137    To approve Minutes of the Resources Committee meeting held 26 March 2024**

RESOLVED: the minutes of the Resources Committee meeting held on 26 March 2024 be approved and signed as a true record

**23/24.138    Actions from the Minutes**

The actions from the minutes were noted

**23/24.139    To receive financial report**

23/24.139.1    Receipts

The Parish Council receipts from 27 March 2024 to 24 April 2024 were noted

The Danbury Leisure Centre receipts 27 March 2024 to 24 April 2024 were deferred to agenda item 23/24.139.5.1

23/24.139.2    RESOLVED: that the Parish Council invoices and direct debits from 27 March 2024 to 24 April 2024 be approved, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

23/24.139.3    RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 27 March 2024 to 24 April 2024 be approved, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

23/24.139.4    Reconciliation

RESOLVED: that the bank reconciliations from February 2024 be approved, proposed by Cllr Churchouse and seconded by Cllr G Chapman, all agreed

23/24.139.5    Budget sheets / Earmarked Reserves

23/24.139.5.1    The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2024 were noted

23/24.139.5.2    The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 were deferred to the next meeting

23/24.139.6 Transfer of monies

RESOLVED: that monies relating to accruals for to costs incurred in 2023/24 be transferred from the General Reserve to the 2024/25 financial year, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

23/24.139.7 Debtors more than 3 months

Nothing to report

23/24.139.8 On Line Banking

It was noted that the bank mandate has been sent to the bank for actioning

**23/24.140 Laptops for Parish Office**

RESOLVED: that the purchase of two laptops for the Parish Office at a cost of £1,750.00 to replace two of the existing desktop computers that are failing be approved, proposed by Cllr Sutton and seconded by Cllr G Chapman, all agreed

**23/24.141 Community Communication and Danbury Times**

There were no items to be communicated to the community

**23/24.142 Matters for Report (for information only)**

There were no matters for report

**23/24.143 Exclusion of Press and Public**

RESOLVED: that in accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 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 Hessing, and seconded by Cllr Berlyn, all agreed

**23/24.144 Insurance Claim**

RESOLVED: that liability would be accepted as recommended by the insurance company, proposed by Cllr A Chapman and seconded by Cllr Churchouse, all agreed

**23/24.145 Staff Holidays**

RESOLVED: that the following recommendations from employment solicitor be approved, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

- i) an embargo on holiday leave being permitted for the last two weeks of March for the Clerk and Assistant Clerks
- ii) holiday leave that has not been booked by 10<sup>th</sup> January for the leave year April to March be allocated by the Clerk for all staff

**23/24.146 Dates of next meeting**

Tuesday 28 May 2024 to be held at 7.30pm

There being no further business the meeting closed at 8.32pm

Chairman .....

Date .....