

Minutes of the Resources Committee Meeting held on 28 February 2024
at 7.30pm at the Parish Office

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

In attendance: M Harper (Clerk)

23/24.105 Apologies for absence

None

23/24.106 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

23/24.107 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

23/24.108 To approve Minutes of the Resources Committee meeting held 30 January 2024

RESOLVED: the minutes of the Resources Committee meeting held on 30 January 2024 be approved and signed as a true record

23/24.109 Actions from the Minutes

The actions from the minutes were noted

23/24.110 To receive financial report

23/24.110.1 Receipts

The Parish Council receipts from 30 January 2024 to 28 February 2024 were noted

The Danbury Leisure Centre receipts 30 January 2024 to 28 February 2024 were noted

23/24.110.2 RESOLVED: that the Parish Council invoices and direct debits from 30 January 2024 to 28 February 2024 be approved, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

23/24.110.3 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 30 January 2024 to 28 February 2024 be approved, proposed by Cllr Sutton and seconded by Cllr Berlyn, all agreed

23/24.110.4 Reconciliation

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

23/24.110.5 Budget sheets / Earmarked Reserves

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

23/24.110.6 Transfer of monies

Nothing to report

23/24.110.7 Debtors more than 3 months

Nothing to report

23/24.110.8 On Line Banking

It was noted that Clerk undertaking change in signatories

23/24.111 Legionella / Water Testing

RESOLVED: that the contract renewal for Primec to carry out the water testing at the Parish Council owned properties at a cost of £3,645 and at the Leisure Centre for a cost of £1,229.00 be approved, proposed by Cllr Berlyn, and seconded by Cllr Hessing , all agreed

23/24.112 To review the statutory documentation

RESOLVED: that the following documentation be recommended to the Parish Council for approval at the next meeting on 27 March 2024:

- Standing Orders – proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed
- Financial Regulations – proposed by Cllr Hessing and seconded by Cllr Churchouse, all agreed
- Adequate and Effective Systems of Internal Audit – proposed by Cllr G Chapman and seconded by Cllr Hessing, all agreed
- Risk Management Scheme – proposed by Cllr A Chapman and seconded by Cllr Sutton, all agreed
- Statement of Internal Control – proposed by Cllr Hessing and seconded by Cllr Sutton, all agreed
- Reserves Policy – proposed by Cllr Hessing and seconded by Cllr Sutton, all agreed
- Investment Strategy – proposed by Cllr Hessing and seconded by Cllr Sutton, all agreed

23/24.113 Community Communication and Danbury Times

There were no items to be communicated to the community

23/24.114 Matters for Report (for information only)

There were no matters for report

23/24.115 Dates of next meeting

Wednesday 27 March 2024 to be held at 7.30pm

There being no further business the meeting closed at 8.17pm

Chairman

Date