

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

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

In attendance: Ms M Harper (Clerk)

23/24.19 Apologies for absence

None

23/24.20 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

23/24.21 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

23/24.22 To approve Minutes of the Resources Committee meeting held 31 May 2023

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

23/24.23 Actions from the Minutes

The actions were noted

23/24.24 To receive financial report

23/24.24.1 Receipts

Parish Council receipts from 1 June to 28 June 2023 were noted

Danbury Leisure Centre receipts from 1 June to 28 June 2023 were noted

23/24.24.2 RESOLVED: that the Parish Council invoices and direct debits from 1 June to 28 June 2023 be approved, proposed by Cllr Sutton and seconded by Cllr G Chapman, all agreed

23/24.24.3 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 1 June to 28 June 2023 be approved, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

23/24.24.4 Reconciliation

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

23/24.24.5 Budget sheets / Earmarked Reserves

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

23/24.24.6 Transfer of monies

Nothing to report

23/24.24.7 Debtors more than 3 months

Nothing to report

23/24.24.8 On Line Banking

It was noted that the changing of signatures is in process

23/24.25 Staff Appraisals

Following discussion, it was agreed that the Clerk would submit appraisal documentation to Staff Sub Committee members who will review with Cllr A Chapman (Chairman of Council). Cllr A Chapman will carry out appraisal meeting with the Clerk.

RESOLVED: that the Staffing Sub Committee will review the appraisal documentation submitted by the Clerk with Cllr A Chapman who will subsequently hold the appraisal meeting with the Clerk, proposed by Cllr Sutton and seconded by Cllr G Chapman, agreed

23/24.26 Change of accounting systems

The Clerk provided a verbal update on the change to the accounting systems

23/24.27 Request from Environment Committee

RESOLVED: that the request from the Environment Committee for £1,500.00 to clear thistles/weeds in the Community Woodland only in the location of the 50 whips newly planted at Easter and to water these 50 whips approximately 6 times between July and September (estimated fortnightly subject to weather conditions) be approved, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

23/24.28 Website designs

RESOLVED: that the responsibility in relation to the design of new websites for recommendation to Parish Council at its September meeting be passed to the Community Engagement Committee and Leisure Committee, proposed by Cllr G Chapman and seconded by Cllr Sutton, all agreed

23/24.29 Community Communication

There were no issues for community communication

23/24.30 Matters for Report (for information only)

There were no matters for report

23/24.31 Dates of next meeting

Wednesday 19 July 2023 to be held at 7.30pm

23/24.32 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 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 Berlyn and seconded by Cllr A Chapman, all agreed

23/24.33 Staffing

23/24.33.01 A verbal update on outstanding legal and regulatory matters was given by the Clerk

23/24.33.02 The Clerk will continue to look into the application of the Parish Council pension scheme

There being no further business the meeting closed at 9.14pm

Chairman

Date