

Minutes of the Resources Committee Meeting held on 30 January 2024
at 6.30pm at the Parish Office

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

In attendance: M Harper (Clerk)

In the absence of the Chairman of the Resources Committee, Cllr Orange, the Vice-Chairman, Cllr G Chapman, chaired the meeting

23/24.90 Apologies for absence

Cllr Orange

23/24.91 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

23/24.92 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

23/24.93 To approve Minutes of the Resources Committee meeting held 11 December 2023

RESOLVED: the minutes of the Resources Committee meeting held on 11 December 2023 be approved and signed as a true record

23/24.94 Actions from the Minutes

The actions from the minutes were noted

23/24.95 To receive financial report

23/24.95.1 Receipts

The Parish Council receipts from 23 November 2023 to 30 January 2024 were noted

The Danbury Leisure Centre receipts 23 November 2023 to 30 January 2024 were noted

23/24.95.2 RESOLVED: that the Parish Council invoices and direct debits from 23 November 2023 to 30 January 2024 be approved, proposed by Cllr Hessing and seconded by Cllr Churchouse, all agreed

23/24.95.3 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 23 November 2023 to 30 January 2024 be approved, proposed by Cllr A Chapman and seconded by Cllr Sutton, all agreed

23/24.95.4 Reconciliation

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

23/24.95.5 Budget sheets / Earmarked Reserves

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

23/24.95.6 Transfer of monies

Nothing to report

23/24.95.7 Debtors more than 3 months

Nothing to report

23/24.75.8 On Line Banking

It was noted that Clerk undertaking change in signatories

23/24.95.9 End of Year – Scribe Accounting

RESOLVED: that Scribe to carry out an end of year health check for £79.00 to ensure the 2023/24 accounts are closed and the 2024/25 accounts are set up correctly, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

23/24.96 Continued use of DD and SO

RESOLVED: that the continued use of variable direct debits and standing orders for utility supplies, recycling collection, photocopier, salaries, Information Commissioners Office and IT Support be recommended to Parish Council at the next meeting on 31 January 2024, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

23/24.97 Interim Internal Audit Report

The interim internal audit report was received and formal thanks and congratulations recorded to the Clerk for a clear audit

23/24.98 Recommendation from Grant Working Party

RESOLVED: that the following recommendations from the Grants Working Party be recommended to Parish Council at the meeting in March 2024, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

Tennis Club	£150.00
Danbury Players	£275.00
St Johns Church	£1,075.00

The following agenda items were moved with permission of Committee Members

23/24.102 Exclusion of Press and Public

RESOLVED: In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve 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 Sutton, all agreed

23/24.103 Update on employment matters

The Clerk provided an update with respect to ongoing employment matters

The meeting was reopened to the press and public

23/24.99 Budget 2024/25

RESOLVED: that a total precept request of £380,334 representing a 5.54% increase on last year would be recommended to Parish Council at the next meeting on 31 January 2024, proposed by Cllr Berlyn and seconded by Cllr Churchouse, agreed

23/24.100 Community Communication and Danbury Times

There were no items to be communicated to the community

23/24.101 Matters for Report (for information only)

There were no matters for report

23/24.104 Dates of next meeting

Wednesday 28 February 2024 to be held at 7.30pm

There being no further business the meeting closed at 7.49pm

Chairman

Date