

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

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

In attendance: M Harper (Clerk)

24/25.1 Election of Chair

RESOLVED: that Cllr Orange be elected as Chairman of the Resources Committee for the 2024/25 municipal year, proposed by Cllr Hessing and seconded by Cllr Berlyn. Cllr Orange was elected unopposed

24/25.2 Election of Vice Chair

RESOLVED: that Cllr G Chapman be elected as Vice Chairman of the Resources Committee for the 2024/25 municipal year, proposed by Cllr Berlyn and seconded by Cllr Sutton. Cllr G Chapman was elected unopposed

24/25.3 Apologies for absence

Cllr Churchouse

24/25.4 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

24/25.5 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 present

24/25.6 To approve Minutes of the Resources Committee meeting held 24 April 2024

RESOLVED: the minutes of the Resources Committee meeting held on 24 April 2024 be approved and signed as a true record

24/25.7 Actions from the Minutes

The actions from the minutes were noted

24/25.8 To receive financial report

24/25.8.1 Receipts

The Parish Council receipts from 24 April 2024 to 28 May 2024 were noted

The Danbury Leisure Centre receipts for April 2024 were noted

24/25.8.2 RESOLVED: that the Parish Council invoices and direct debits from 24 April 2024 to 28 May 2024 be approved, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

24/25.8.3 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 24 April 2024 to 28 May 2024 be approved, proposed by Cllr Sutton and seconded by Cllr Berlyn, all agreed

24/25.8.4 Reconciliation

RESOLVED: that the bank reconciliations for the Leisure Centre from April 2024 be approved, proposed by Cllr G Chapman and seconded by Cllr Hessing, all agreed

Bank reconciliation for April 2024 for the Parish Council account was deferred to next meeting

24/25.8.5 Budget sheets / Earmarked Reserves

The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 were noted

24/25.8.6 Debtors more than 3 months

Nothing to report

24/25.8.7 On Line Banking

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

24/25.9 Staff Training

RESOLVED: that the Clerk be authorised to book training courses within the budget and inform the Resources Committee prior to confirmation and the that the budget line be increased by £1,000 from General Reserves, proposed by Cllr Orange and seconded by Cllr Berlyn, all agreed

24/25.10 Barclaycard Monthly Spending Limit

RESOLVED: that the monthly spending limit be increased from £1,000 to £2,500 to account for the purchases made in relation to the Leisure Centre, including restocking the bars for functions and events, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

24/25.11 Employee Assistance Programme

RESOLVED: that the Health Assured Employee Assistance Programme for a period of 36 months be approved with the monies being transferred from General Reserves, proposed Cllr Hessing and seconded by Cllr G Chapman, all agreed

24/25.12 Financial Regulations Review

RESOLVED: that the revised Financial Regulations, as issued by National Association of Local Councils be recommendation to Parish Council for adoption, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

24/25.13 Policy Review

RESOLVED: that the following policies be approved for recommendation to Parish Council for adoption, proposed by Cllr Hessing and seconded by Cllr Sutton, all agreed

1. Asset Policy
2. Complaints
3. Document Management and Retention
4. Lone Working
5. Press and Media
6. Publication Scheme
7. Training
8. Vexatious Complainants
9. Volunteers
10. Website Accessibility

24/25.14 Internal Audit Report

RESOLVED: that the Internal Audit Report be approved for recommendation to the Parish Council, proposed by Cllr G Chapman and seconded by Cllr Berlyn, all agreed

24/25.15 Danbury Parish Council Website

It was noted that the new website is now live but will be undergoing further work over the next few weeks.

24/25.16 Community Communication and Danbury Times

The new website needs to be communicated

24/25.17 Matters for Report (for information only)

Cllr G Chapman requested an item for the Leisure Centre Committee to discuss the types of events that should be allowed to take place at the Leisure Centre

24/25.18 Dates of next meeting

Wednesday 26 June 2024 to be held at 7.30pm

24/25.19 Exclusion of Press and Public

RESOLVED: that 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 G Chapman, all agreed

24/25.20 Staff TOIL/Overtime

RESOLVED: that the request from an employee for recent overtime to be paid rather than taken as TOIL be approved, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

There being no further business the meeting closed at 9.22pm

Chairman

Date