

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

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

In attendance: M Harper (Clerk)

24/25.40 Apologies for absence

Cllrs Hessing and Sutton

24/25.41 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

24/25.42 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

24/25.43 To approve Minutes of the Resources Committee meeting held 30 July 2024

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

24/25.44 Policy and Documentation Review Schedule

The policy and documentation review schedule was noted

24/25.45 To receive financial report

24/25.45.1 Receipts and Payments

Parish Council receipts from 1 August 2024 to 30 September 2024 were noted

24/25.45.2 RESOLVED: that the Parish Council invoices and direct debits from 1 August 2024 to 30 September 2024 be approved, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

24/25.45.3 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 1 August 2024 to 30 September 2024 be approved, proposed by Cllr Berlyn and seconded by Cllr Churchouse, all agreed

24/25.45.4 Reconciliation

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

24/25.45.5 Budget sheets / Earmarked Reserves

24/25.45.5.1 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Leisure Centre were noted

24/25.45.5.2 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Parish Council were noted

24/25.45.6 On Line Banking

It was noted that the original bank mandate had been mislaid by the bank and the new forms re-submitted

24/25.45.7 Changing Banks

It was agreed that due to the bank charges levied by banks the bank account would not be moved from Barclays at this time

24/25.45.8 Staff payments

It was noted that Barclays Bank are withdrawing the current payment system for salaries (Payflow) and introducing a new system (Barclays.Net) at a cost of £150.00 set up and £5.00 per month

24/25.45.9 Ear Marked Reserve

RESOLVED: to set up an Ear Marked Reserve for the replacement of the Sports Hall Floor, proposed by Cllr Berlyn and seconded by Cllr Churchouse, all agreed

24/25.46 External Audit for 2023-2024

It was noted that the external audit for 2023 -2024 was completed and an unqualified audit was returned by the external auditor. Thanks were given to the Clerk for her hard work

24/25.47 Request from Facilities Committee

RESOLVED: that £750.00 be transferred from CIL monies to pay for the additional cost of installing the new goal posts be approved, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

24/25.48 New Handsets for the Parish Office

It was noted that a new handset for the office has been ordered at a cost of £130.00 due to changes in the telephone systems

24/25.49 Insurance

RESOLVED: that the insurance be renewed on a three year arrangement with Zurich be approved, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

24/25.50 Petty Cash Account for the Men's Shed

RESOLVED: that a petty cash account for £200.00 be set up for the Men's Shed to be managed in line with Parish Council procedures, proposed by Cllr G Chapman and seconded by Cllr Churchouse, all agreed

24/25.51 Councillor Training

RESOLVED: that the request from Cllr Churchouse to attend the Advanced Councillor Training organised by the Essex Association of Local Councils in October be approved, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

24/25.52 Zoom Subscription

RESOLVED: that the Zoom subscription be cancelled and online meetings be held on Microsoft Teams, proposed by Cllr A Chapman and seconded by Cllr Churchouse, all agreed

24/25.53 Projects

It was agreed that investment in the CCLA deposit fund and tablets for use by Cllrs would be put forward for an allocation in respect of the community benefit fund and donation expected to be received by the Parish Council

24/25.54 Budget 2025/26

It was noted that the budget for 2025/26 will be discussed at the next meeting of the Committee and any suggestions need to be submitted to the Clerk by the end of October

24/25.55 Community Communication

There were no issues for community communication

24/25.56 Matters for Report (for information only)

There were no matters for report

24/25.57 Dates of next meeting

Wednesday 30 October 2024 to be held at 7.30pm

24/25.58 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 A Chapman and seconded by Cllr G Chapman, all agreed

24/25.59 Bowling Club Lease

RESOLVED: that the renewal of the Bowling Club 5 year lease would be recommended to the Parish Council for approval, proposed by Cllr Orange and seconded by Cllr G Chapman, agreed

24/25.60 Flexible Working

RESOLVED: that the flexible working request would be trailed until the end of December 2024 and further discussions held, proposed by Cllr Berlyn and seconded by Cllr Orange, all agreed

24/25.61 Staffing Levels

It was agreed that staffing levels would not be changed

24/25.62 Staff Handbook

RESOLVED: that the staff handbook be accepted subject to amendments agreed by the solicitor, proposed by Cllr Orange and seconded by Cllr A Chapman, agreed

There being no further business the meeting closed at 9.15pm

Chairman

Date