



Danbury Parish Council

Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ

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20 November 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the **Resources Committee** meeting of the Danbury Parish Council. The meeting will be held at the Parish Office, on **Tuesday 26 November 2024** commencing at **7.30pm**.

Yours sincerely

Michelle Harper

Ms M Harper
Clerk to Danbury Parish Council

Distribution: Members of Resources Committee as follows -

Councillors: S Berlyn, A Chapman, G Chapman, P Churchouse, M Hessing, N Orange and P Sutton

AGENDA

24/25.73 Apologies for absence

24/25.74 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.

24/25.75 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.

24/25.76 To approve Minutes of the Resources Committee meeting held 30 October 2024

To approve the minutes of the Resources Committee meeting held on 30 October 2024

24/25.77 Actions from the Minutes

To note actions (Appendix 1)

24/25.78 To receive financial report

24/25.78.1 Receipts and Payments

To note Parish Council receipts from 1 November 2024 to 30 November 2024 (Appendix 2)

24/25.78.2 To approve Parish Council invoices and direct debits from 1 November 2024 to 30 November 2024 (Appendix 3 - updated copy to be provided at the meeting)

24/25.78.3 To approve Danbury Leisure Centre invoices and direct debits from 1 November 2024 to 30 November 2024 (Appendix 3a - updated copy to be provided at the meeting)

24/25.78.4 Reconciliation

To approve bank reconciliations for October 2024

24/25.78.5 Budget sheets / Earmarked Reserves

24/25.78.5.1 To receive the Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Leisure Centre (Appendix 4)

24/25.78.5.2 To receive the Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Parish Council (Appendix 4a)

24/25.78.6 On Line Banking

To note that the bank mandate has been changed

24/25.78.7 Pay Scales

To note the NJC pay scales effective 1 April 2024 have been received and actioned where appropriate

24/25.78.8 December 2024 Payments

To agree that invoices and payments due December 2024 be approved by the Clerk and Chairman of Resources for payment on 19 December and ratified by the Resources Committee at the next meeting in the event that the December 2024 Resources Committee is cancelled

24/25.79 Petty Cash

To consider increasing the petty cash at the Leisure Centre to £150.00 due to the increasing need to make regular purchases of milk and other consumables

24/25.80 Interim Internal Audit

To receive the Interim Internal Audit (Appendix 5)

24/25.81 Investment Strategy

24/25.81.1 To consider the Investment Strategy (Appendix 6)

24/25.81.2 To consider setting up a working party to review the investment of monies for review at the January 2025 meeting

24/25.82 Policy Review

To note that a full list of policies for review will be provided at the January 2025 meeting

24/25.83 Christmas Closure

24/25.83.1 To note that the two days statutory leave for the Parish Office will be taken between Christmas and New Year

24/25.83.2 To consider closing the Parish Office for an extra day between Christmas and New Year and granting all staff an additional day's leave – the Leisure Centre staff to take this at the discretion of their manager

24/25.84 Budget 25/26

To consider the Resources Budget for 2025/26 and the 1st draft of full council budget – spreadsheet to be supplied at the meeting

24/25.85 Community Communication

Committee to highlight issues for residents be made aware of

24/25.86 Matters for Report (for information only)

To note information

24/25.87 Exclusion of Press and Public

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

24/25.88 Staff Handbook

To consider the revised staff handbook as previously distributed

24/25.89 Staff Appraisal

To consider Clerk's appraisal

24/25.90 Dates of next meeting

Wednesday 18 December 2024 to be held at 7.30pm