

Minutes of the Resources Committee Meeting held on 26 November 2024
at 7.30pm at the Parish Office

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

In attendance: M Harper (Clerk)

24/25.73 Apologies for absence

Cllrs Churchouse and Sutton. Cllr Sutton joined the meeting by Zoom but was not able to participate in the voting

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.

There were no declarations of interest

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.

There were no members of the public present

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

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

24/25.77 Actions from the Minutes

The actions were noted

24/25.78 To receive financial report

24/25.78.1 Receipts and Payments

Parish Council receipts from 1 November to 30 November 2024 were noted

24/25.78.2 RESOLVED: that the Parish Council invoices and direct debits from 1 November to 30 November 2024 be approved, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

24/25.78.3 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 1 November to 30 November 2024 be approved, proposed by Cllr Berlyn and seconded by Cllr A Chapman, all agreed

24/25.78.4 Reconciliation

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

24/25.78.5 Budget sheets / Earmarked Reserves

24/25.78.5.1 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Leisure Centre were noted

24/25.78.5.2 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Parish Council were noted

24/25.78.6 On Line Banking

It was noted that the mandate had been changed

24/25.78.7 Pay Scales

It was noted that the NJC pay scales effective 1 April 2024 have been received and actioned where appropriate

24/25.78.8 December 2024 Payments

RESOLVED: 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, proposed by Cllr Hessing and seconded by Cllr Berlyn, all agreed

24/25.79 Petty Cash

RESOLVED: that the petty cash at the Leisure Centre would be increased to £150.00 due to the need to make regular purchases of milk and other consumables, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

24/25.80 Interim Internal Audit

Congratulations were expressed to the Clerk for the excellent audit achievement

RESOLVED: that the interim internal audit be received, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

24/25.81 Investment Strategy

24/25.81.1 RESOLVED: that the Investment Strategy be adopted, proposed by Cllr Berlyn and seconded by Cllr Hessing, all agreed

24/25.81.2 RESOLVED that a working party would be set up to review the investment of monies for discussion at the January 2025 meeting, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed. It was agreed that Cllrs Orange, Hessing and G Chapman would form the working party

24/25.82 Policy Review

It was noted 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 It was noted that the two days statutory leave for the Parish Office will be taken between Christmas and New Year

24/25.83.2 RESOLVED: that the Parish Office would be closed for an extra day between Christmas and New Year and that Leisure Centre staff would be granted an additional day's to be taken at the discretion of the manager, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

24/25.84 Budget 25/26

The first draft of the budget was agreed for discussion at the next Full Council meeting

24/25.85 Community Communication

Christmas closure dates

24/25.86 Matters for Report (for information only)

There were no matters for report

24/25.87 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 A Chapman, all agreed

24/25.88 Staff Handbook

RESOLVED: that the staff handbook be agreed, proposed by Cllr A Chapman and seconded by Cllr Hessing, agreed

24/25.89 Staff Appraisal

Members considered the Clerk's appraisal

24/25.90 Dates of next meeting

Wednesday 18 December 2024 to be held at 7.30pm

There being no further business the meeting closed at 9.03pm

Chairman

Date