



Danbury Parish Council

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

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22 January 2025

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 **Monday 27 January 2025** 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

24/25.91 Apologies for absence

24/25.92 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.

24/25.93 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.

24/25.94 To approve Minutes of the Resources Committee meeting held 26 November 2024

To approve the minutes of the Resources Committee meeting held on 26 November 2024

24/25.95 Actions from the Minutes

To note actions (Appendix 1)

24/25.96 To receive financial report

24/25.96.1 Receipts and Payments

To note Parish Council receipts from 1 December 2024 to 27 January 2025 (Appendix 2)

24/25.96.2a To approve Parish Council invoices and direct debits from 1 December 2024 to 31 December 2024 (Appendix 3)

24/25.96.2b To approve Parish Council invoices and direct debits from 1 January 2025 to 31 January 2025 (Appendix 4 - updated copy to be provided at the meeting)

24/25.96.3a To approve Danbury Leisure Centre invoices and direct debits from 1 December 2024 to 31 December 2024 (Appendix 5)

24/25.96.3b To approve Danbury Leisure Centre invoices and direct debits from 1 January 2025 to 31 January 2025 (Appendix 6 - updated copy to be provided at the meeting)

24/25.96.4 Reconciliation

To approve bank reconciliations for November and December 2024

24/25.96.5 Budget sheets / Earmarked Reserves

24/25.96.5.1 To receive the Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Leisure Centre (Appendix 7)

24/25.96.5.2 To receive the Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Parish Council (Appendix 8)

24/25.97 Investment Strategy

To receive an update and recommendations from the Working Party in relation to the investment of monies

24/25.98 Policy Review

To note that a full list of policies for review will be provided at the February 2025 meeting due to operational demands

24/25.99 Civic.ly

To consider the asset management system – information as previously distributed

24/25.100 Continued use of DD and SO

To agree 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 29 January 2025

Recommendation – 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

24/25.101 Budget 25/26

To consider the Resources Budget for 2025/26 and the 2nd draft of full council budget – spreadsheet to be supplied at the meeting

24/25.102 Community Communication

Committee to highlight issues for residents be made aware of

24/25.103 Matters for Report (for information only)

To note information

24/25.104 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

24/25.105 Staff Handbook

To receive an update

24/25.106 Staff hours

To consider flexible working hour arrangements

24/25.107 Dates of next meeting

Wednesday 26 February 2025 to be held at 7.30pm