



Danbury Parish Council

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

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19 March 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 24 March 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 Hessian, N Orange and P Sutton

AGENDA

24/25.128 Apologies for absence

24/25.129 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.

24/25.130 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.

24/25.131 To approve Minutes of the Resources Committee meeting held 19 March 2025

To approve the minutes of the Resources Committee meeting held on 19 March 2025

24/25.132 Actions from the Minutes

To note actions (Appendix 1)

24/25.133 To receive financial report

24/25.133.1 Receipts and Payments

To note Parish Council receipts from 1 February to 31 March 2025 (Appendix 2)

24/25.133.2 To ratify Parish Council invoices and direct debits made from 1 February to 28 February 2025 (Appendix 3)

24/25.133.3 To approve Parish Council invoices and direct debits made from 1 March to 31 March 2025 (Appendix 4)

24/25.133.4 To ratify Danbury Leisure Centre invoices and direct debits from 1 February to 28 February 2025 (Appendix 5)

24/25.133.5 To approve Danbury Leisure Centre invoices and direct debits from 1 March to 31 March 2025 (Appendix 6)

24/25.133.6 Reconciliation

To approve bank reconciliations for February 2025

24/25.133.7 Budget sheets / Earmarked Reserves

24/25.133.7.1 To receive the Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Leisure Centre (Appendix 7)

24/25.113.7.2 To receive the Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Parish Council (Appendix 8)

24/25.134 Investment Strategy

24/25.134.6.1 To consider the investment and transfer of monies to the existing accounts (Appendix 9)

24/25.134.6.2 To consider the signatories for a new account to be set up with Hampshire Bank

24/25.135 New laptop/work station

To consider and agree the purchase of a new laptop to replace one of the office workstations as it is not possible to upgrade the current computer to Windows 11 at a cost of £885.00

24/25.136 Policy Review

24/25.136.1 To consider and agree the amendment to the Financial Regulations for recommendation to the next Full Council Meeting due to the changes introduced by the National Association of Local Councils to the procurement regulations (Appendix 10)

24/25.136.2 To consider and agree the amendment to the Standing Orders for recommendation to the next Full Council Meeting due to the changes introduced by the National Association of Local Councils to the procurement regulations (Appendix 11)

24/25.136 Community Communication

Committee to highlight issues for residents be made aware of

24/25.137 Matters for Report (for information only)

To note information

24/25.138 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

24/25.139 Staff Review

To consider and approve the changes to the staff salaries (Appendix 12)

24/25.140 Staff Structure

To consider revised staff structure (Appendix 13)

24/25.141 Dates of next meeting

Tuesday 29 April 2025 to be held at 7.30pm