

Minutes of the Resources Committee Meeting held on 26 February 2025
at 7.30pm at the Parish Office

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

In attendance: M Harper (Clerk)

24/25.108 Apologies for absence

Cllrs Berlyn, Hessing and Sutton

24/25.109 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

24/25.110 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

24/25.111 To approve Minutes of the Resources Committee meeting held 27 February 2025

RESOLVED: the minutes of the Resources Committee meeting held on 27 February 2025 be approved and signed as a true record

24/25.112 Actions from the Minutes

The actions were noted

24/25.113 To receive financial report

24/25.113.1 Receipts and Payments

Parish Council receipts from 1 February 2025 to 28 February 2025 were noted

24/25.113.2 RESOLVED: that the Parish Council invoices and direct debits from 1 February 2025 to 28 February 2025 be approved, proposed by Cllr A Chapman and seconded by Cllr Churchouse, all agreed

24/25.113.3 RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 1 February 2025 to 28 February 2025 be approved, proposed by Cllr G Chapman and seconded by Cllr Churchouse, all agreed

24/25.113.4 Reconciliation

RESOLVED: that the bank reconciliations for January 2025 be approved, proposed by Cllr G Chapman and seconded by Cllr Churchouse, all agreed

24/25.113.5 Budget sheets / Earmarked Reserves

24/25.113.5.1 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Leisure Centre were noted

24/25.113.5.2 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Parish Council were noted

24/25.113.6 Earmarked Reserves

RESOLVED: that the earmarked reserves would be re-arranged as proposed by the Clerk with effect from April 2025, proposed by Cllr A Chapman and seconded by Cllr Churchouse, all agreed

24/25.114 Investment Strategy

The update on the new accounts was received and it was agreed that the 1 year Unity Bank Account would be opened

24/25.115 Policy Review

RESOLVED: that the following policies would be recommended for adoption at the next Full Council Meeting, proposed by Cllr G Chapman and seconded by Cllr Churchouse, all agreed

- Statement of Internal Control
- Investment Strategy
- Adequate and Effective Systems of Internal Audit
- Reserves Policy
- Standing Orders
- Financial Regulations
- Risk Management Scheme

24/25.116 Community Communication

There were no issues for community communication

24/25.117 Matters for Report (for information only)

There were no matters for report

24/25.118 Exclusion of Press and Public

RESOLVED: that in accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that that the Public and Press be excluded and they are instructed to withdraw, proposed by Cllr Churchouse and seconded by Cllr A Chapman, all agreed

24/25.119 Staff Review

RESOLVED: that the Clerk receive a 1 salary scale point increase back dated to 1 February 2025 for achieving the Community Governance BA Hons degree, proposed by Cllr A Chapman and seconded by Cllr Churchouse, all agreed

24/25.120 Dates of next meeting

Monday 24 March 2025 to be held at 7.30pm

There being no further business the meeting closed at 8.34pm

Chairman

Date