

**Minutes of the Resources Committee Meeting held on 27 January 2025**  
**at 7.30pm at the Parish Office**

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

In attendance:            M Harper (Clerk)

**24/25.91        Apologies for absence**

None

**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.

There were no declarations of interest

**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.

There were no members of the public present

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

RESOLVED: the minutes of the Resources Committee meeting held on 26 November 2024 be approved and signed as a true record

**24/25.95        Actions from the Minutes**

The actions were noted

**24/25.95        To receive financial report**

24/25.96.1        Receipts and Payments

Parish Council receipts from 1 December 2024 to 31 January 2025 were noted

24/25.96.2a        RESOLVED: that the Parish Council invoices and direct debits from 1 December 2024 to 31 December 2024 be approved, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

24/25.96.2b        RESOLVED: that the Parish Council invoices and direct debits from 1 January 2025 to 31 January 2025 be approved, proposed by Cllr Sutton and seconded by Cllr Berlyn, all agreed

24/25.96.3a        RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 1 December 2024 to 31 December 2024 be approved, proposed by Cllr Berlyn and seconded by Cllr G Chapman, all agreed

24/25.96.3b        RESOLVED: that the Danbury Leisure Centre invoices and direct debits from 1 January 2025 to 31 January 2025 be approved, proposed by Cllr Berlyn and seconded by Cllr Sutton, all agreed

24/25.96.4        Reconciliation

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

24/25.96.5 Budget sheets / Earmarked Reserves

24/25.96.5.1 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Leisure Centre were noted

24/25.96.5.2 The Earmarked Reserves and the Budget Sheets with income and expenditure forecasts to 31 March 2025 for the Parish Council were noted

#### **24/25.97 Investment Strategy**

RESOLVED: that 1 year fixed terms accounts would be opened with Unity Trust and Hampshire Bank, 35 day notice accounts with Redwood Bank and Easy Access account with Hampshire Bank be approved with the current bank signatories and allocated monies to be agreed, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

#### **24/25.98 Policy Review**

It was noted that a full list of policies for review would be provided at the February 2025 meeting due to operational demands

#### **24/25.99 Civic.ly**

RESOLVED: that the Civic.ly subscription for the management and maintenance of the council assets be approved from the underspend of the 2024/25 budget with a review in September 2025, proposed by Cllr Hessing and seconded by Cllr G Chapman, all agreed

#### **24/25.100 Continued use of DD and SO**

RESOLVED: 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 at the next meeting on 29 January 2025, proposed by Cllr Berlyn and seconded by Cllr Sutton, all agreed

#### **24/25.101 Budget 25/26**

It was agreed that Resources Budget for 2025/26 and the 3rd draft of full council budget be recommended to Parish Council at the next meeting on 29 January 2025

#### **24/25.102 Community Communication**

There were no issues for community communication

#### **24/25.103 Matters for Report (for information only)**

The Committee formally congratulated the Clerk on achieving an exceptional First Class BA Honours degree in Community Governance

#### **24/25.104 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 Hessing and seconded by Cllr A Chapman, all agreed

#### **24/25.105 Staff Handbook**

RESOLVED: that the amendment suggested by the councils solicitor in relation to short hour working be added to the Staff handbook before the Clerk proceeds to issue it to staff, proposed by Cllr Hessing and seconded by Cllr Sutton, agreed

#### **24/25.106 Staff hours**

RESOLVED: that the flexible working request from the Clerk be approved, proposed by Cllr Sutton and seconded by Cllr Berlyn, all agreed

**24/25.107 Dates of next meeting**

Wednesday 26 February 2025 to be held at 7.30pm

There being no further business the meeting closed at 9.21pm

Chairman .....

Date .....