



Danbury Parish Council

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

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23 April 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 **Tuesday 29 April 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

24/25.142 Apologies for absence

24/25.143 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.

24/25.144 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.

24/25.144 To approve Minutes of the Resources Committee meeting held 24 March 2025

To approve the minutes of the Resources Committee meeting held on 24 March 2025

24/25.145 Actions from the Minutes

To note actions (Appendix 1)

24/25.146 To receive financial report

24/25.146.1 Receipts and Payments

To note Parish Council receipts from 1 March to 30 April 2025 (Appendix 2)

24/25.146.2 To ratify Parish Council invoices and direct debits made from 1 March to 31 March 2025 (Appendix 3)

24/25.146.3 To approve Parish Council invoices and direct debits made from 1 April to 30 April 2025 (Appendix 4)

24/25.146.4 To ratify Danbury Leisure Centre invoices and direct debits from 1 March to 31 March 2025 (Appendix 5)

24/25.146.5 To approve Danbury Leisure Centre invoices and direct debits from 1 April to 30 April 2025 (Appendix 6)

24/25.146.6 Reconciliation

To approve bank reconciliations for March 2025 (Appendix 7)

24/25.146.7 Budget sheets / Earmarked Reserves 2024/25

24/25.146.7.1 To receive the end of year figures for 2024/25 for the Leisure Centre (Appendix 8)

24/25.146.7.2 To receive the end of year figures for 2024/25 for the Parish Council (Appendix 9)

24/25.146.7.3 To note the year end balances for 2024/25 (Appendix 10)

24/25.146.8 Budget sheets for 2025/26

24/25.146.8.1 To receive the Budget Sheets for 2025/26 for the Leisure Centre (Appendix 11)

24/25.146.8.2 To receive the Budget Sheets for 2025/26 for the Parish Council (Appendix 12)

24/25.147 Investment Update

To receive an update on the movement of monies to new accounts

24/25.148 Staff Training

To consider a request from the Clerk to attend training on HR related training (Appendix 13)

24/25.149 Internal Audit Report

To consider the Internal Audit Report for recommendation to the Parish Council at their meeting on Wednesday 7 May 2025 (Appendix 14)

24/25.150 Terms of Reference

To consider following Terms of Reference for recommendation to the Parish Council

- Resources Committee (Appendix 15)
- Staffing Sub Committee (Appendix 16)

24/25.151 Administrator Interviews

To consider the interview panel for the Administrator role and agree interview dates

24/25.152 Staff Handbook

To receive an update on the Staff Handbook

24/25.153 Asset Register

To receive an update Civic.ly for the asset register and maintenance

24/25.154 Community Communication

Committee to highlight issues for residents be made aware of

24/25.155 Matters for Report (for information only)

To note information

24/25.156 Dates of next meeting

Tuesday 28 May 2025 to be held at 7.30pm