

**Minutes of the Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 15<sup>th</sup> June 2011 @ 19.30, Parish Room, Doddinghurst Road, Doddinghurst.**

**Present:** Cirs. Mrs Dicker (Chairman), G. Smith, G.W. Bateson, Mrs A Richards

1. **Apologies for absence.** Councillor A. Farrow.
2. **Declaration of Interests relating to items on the agenda.** None declared.
3. **👉Resolved:** Approved: Minutes of the meeting held on 16<sup>th</sup> March 2011.
4. **Information:** Update on actions since last meeting – see agenda.
5. **Information:** Risk Assessments: Review of 2011/12. Outstanding reports were:

Children's Play Area, Small Car Park and Peartree Playing Field and Pond.  
Councillor Dicker undertook to report on these areas.

6. **Information:** Update on External Audit for the year ending 31<sup>st</sup> March 2011. The audit had been signed off by the Council on the 2<sup>nd</sup> June and submitted to the Audit Commission on the 6<sup>th</sup> June 2011. It was noted that the required Variance analysis included a statement of costs accrued in 2009/10 but not billed.

7. **Information:** Update on Parish Council Insurance renewal for 2011/12. This had been completed with an acceptance of a quotation from the Zurich Insurance. The Certificate of Insurance for 2011/12 had been posted. AON had been advised that the Council would not be re-insuring this year with them.

8. **Information:** Quality Parish Council Portfolio progress and detailed discussion on the section:

*"Promoting Local Democracy and citizenship".*

The current Quality Council status runs until the 14<sup>th</sup> September and an application for renewal cannot be made in advance of this date, however, the review panel meets on the 16<sup>th</sup> September 2011 and the intention is to submit for renewal on the 16<sup>th</sup> September 2011, with a visit by the EALC to assess the portfolio during early August. New sections/ requirements of the portfolio already addressed are:

Four Newsletters per annum; Training Statement of Intent; Compliance with NALC/SLCC model contract of employment of employment and pay scales – A "Contract of Employment for all employees" declaration by the Chairman and Clerk was signed off at the meeting.

A detailed review of the *"Promoting Local Democracy and citizenship"* section was held. Evidence existed from:

Election activity prior to 2008 elections; Youth Council meetings and Youth Bus visits; Police meetings; "Hot Chocolate" evening; Grangewaters activity Day; School presentations. Cllr Gerry Smith took a copy of the NALC guidance for the section to review with the Clerk for activities such as Youth Council and Youth Forum to assess the prospects of such activities succeeding in the rural environment of Doddinghurst and where Brentwood Borough Council already operate Youth Councils and Youth engagement activities.

9. **Any Other Urgent Business strictly for information only.** None raised.

**The meeting was closed at 20.30**

Signed:

Dated:

21/09/2011