

**Gnosall Parish Council**  
**Minutes of the Resources Committee Meeting**  
**held on 25 January 2012 at 7.30pm in the Parish Office**

Present: Cllr M Cowie (in the chair)      Cllr K Abbott      Cllr G Payne  
 Cllr J Cook      Cllr Watson-Jones      Cllr R Greatrex  
 Jayne Cooper, Clerk and Responsible Financial Officer

Press and Public – none present

1	<p><b>To receive apologies and record absences</b></p> <p>Received from Cllr Bevington</p>	
2	<p><b>To receive any declarations of interest</b></p> <p>None received.</p>	
3	<p><b>To receive and confirm the minutes of the meeting held 29 November 2012</b></p> <p>The minutes of the meeting were proposed, seconded and agreed as a true record.</p>	
4	<p><b>To consider any matters arising not dealt with elsewhere on the agenda</b></p> <ul style="list-style-type: none"> <li>• HMRC overpayment – reply received 25.1.12 asking for an amendment to the Employer Annual Return to be submitted.</li> </ul>	Clerk
5	<p><b>To carry out the audit of the council's accounts for the third quarter of the current financial year with projection to the year end (31.3.12) and to receive a report from the Clerk regarding the current financial position.</b></p> <p>Members received a report from the Clerk that she had prepared following conversations with some councillors and to inform/remind councillors how bank accounts and the management of accounts had changed over the past few years and how funds had been built up and spent. The report gave a clear message that expenditure for the remaining months of this financial year and for the following financial year should be tightly controlled. The budget as agreed at the December Council meeting may need amending in light of recent expenditure. The Clerk added that this report will be distributed to all councillors at the February council meeting.</p> <p>The accounts for the third quarter were reviewed and any overspend highlighted. It was noted that there would be significant overspend on utility costs (the budget for next year had been prepared with this in mind) and employment costs that would be reviewed by the Personnel Committee at its next meeting. The Chair of Resources, Cllr Cowie presented a financial report that he had prepared showing an estimated year end position.</p> <p>Following receipt of this information, it was proposed that all expenditure (apart from essential expenditure) be put on hold for the months of February and March 2012. This was seconded and agreed.</p>	

6	<p><b>To report on any grant applications</b></p> <p>The Clerk informed members that invoices are being received for work associated with The Acres project (of which £90,000 of funding had been secured). In accordance with the LEADER funding guidelines, invoices are to be paid and upon clearance a claim form submitted. Funds are paid back usually within one week. The Clerk said she would arrange for invoices to be paid directly from the Stafford Railway Building Society Account and funds would be paid directly back to the same account. This was accepted.</p> <p>The Clerk reported that following a claim to Stafford Borough Council Village Hall/Community Centre grant scheme, confirmation had been received that the application had been successful and 20% of the bill for new chairs and decorating would be allocated.</p>	Clerk
7	<p><b>To consider any requests for donations</b></p> <p>No requests had been received.</p>	
8	<p><b>To deal with correspondence referred by main Council</b></p> <ul style="list-style-type: none"> <li>• SBC letter confirming of Concurrent Grant of £3460 to be received in 2012/13</li> <li>• SBC letter re Civic Amenity Visits and associated costs -</li> </ul> <p>The Clerk reported that arrangements had previously been put in place for shared visits of the skip vehicle between Gnosall and Moreton (a split visit incurs additional costs). She had received reports that the skip in Moreton, although advertised, had been used very little. The Clerk recommended, in light of the budget restraints next year, to arrange and pay for two visits to Gnosall for one hour duration at a total cost of £140.00 (a significant saving on the past few years). A third visit would be free of charge. Changes to the service would be widely advertised. This recommendation was accepted and would be reported to Council on 13<sup>th</sup> February.</p> <ul style="list-style-type: none"> <li>• NALC VAT update - noted</li> </ul>	
9	<p><b>Date of Next Meeting</b></p> <p>24 April 2012 at 7.30pm</p>	

The meeting ended at 8.45pm