

Gnosall Parish Council

**Minutes of the Resources Committee Meeting
held on 30 April 2014 at 7.30pm in the Parish Office**

Present: Cllr M Cowie (in the chair) Cllr J Cook
 Cllr K Ingram Cllr R Greatrex
 Cllr S Green Cllr D Watson-Jones
 Cllr K Abbott Cllr M Booth
 Jayne Cooper, Clerk and Responsible Financial Officer

Press and Public – none present

1	<p>To receive apologies and record absences Apologies received from Cllr Payne (hospital appointment), Cllr Alker (family commitment)</p>	
2	<p>To receive any declarations of interest Cllr Greatrex declared an interest in item 10 being a Knightley resident.</p>	
3	<p>To receive and confirm the minutes of the meeting held 25 November 2013 The minutes of the meeting were proposed, seconded and agreed as a true record.</p>	
4	<p>To consider any matters arising not dealt with elsewhere on the agenda</p> <p>Agenda item 7 – the new web site had been managed and agreed through Communications Working Group and Council Agenda item 7 - The Clerk is yet to purchase a lap top and projector Agenda item 7 - GFest and BKV bank accounts had been opened. Agenda item 9 – a thank you letter had been received for the £100 donation to the Millennium Community Centre in Moreton</p>	Clerk
5	<p>To receive accounts for the second quarter for the financial year 2012/13</p> <p>The accounts up to the end of April 2014 were reviewed in line with budgets. The Clerk drew attention to budget headings where expenditure had exceeded budget and gave details, in many cases income from grants and other sources, reported separately, offset much of the additional expenditure.</p> <p>With careful monitoring of expenditure throughout the year and as a result of many successful funding applications, the accounts at the year end were in a healthy position. Bank balances totalled £44,289. Cllrs also noted that the precept for 2014/15 had been received for the first 6 months of 2014/15 and bank balances were now up to £80,749.</p> <p>The Clerk reported that the accounts and all associated paperwork had been audited by the internal auditor who had given a very favourable report on the accounts and the systems in place. The relevant section of the Annual Return had been completed by the Internal Auditor that would now be finalised and presented to Council prior to it being sent for external audit.</p>	

	<p>The accounts were accepted and it was felt that expenditure had been controlled well. Careful monitoring would continue during the next financial year.</p>	Resources committee Clerk
6	<p>To consider future increases to the precept in line with a pre determined formula and to approve the explanation for this year's precept increase for inclusion in the parish magazines and at the Annual Assembly</p> <p>Chairman of Resources presented an example formula that he suggested is used when agreeing the precept later in the year.</p> <p>Costs of projects and plans that council agree to undertake during the following year should, as usual, be included in the precept taking into consideration reserves held in the bank accounts. In addition the number of new dwellings built in the parish should also be included in precept calculations ie:</p> <p>The number of houses x the current precept based on a Band D property (as advised by Stafford Borough Council).</p> <p>So for example if the 24 houses on Knightley Road are built during 2014 the calculation would this would be $24 \times £28.11 = £674$.</p> <p>This was accepted and would be discussed at the November meeting when the precept for the following year is calculated.</p> <p>The Clerk presented a written explanation of why the precept had risen by 8% this financial year. Cllr Abbott suggested adding information on the average precept nationally as useful information. This was accepted and the amended report would be printed in the next edition of GPN and used at the Assembly should anyone ask.</p>	Clerk
7	<p>To consider new arrangements for electronic banking and associated amendments to the Financial Regulations (now that S1650 (5) of the 1972 Act has been repealed)</p> <p>Members had previously received details from NALC via SPCA on new legislation that came into force on Thursday, 13th March that allows local councils to make payments by electronic banking means rather than necessarily having to make payments by cheque or standing order.</p> <p>Should councils wish to take advantage of this change they must adopt appropriate financial regulations. A copy of the new model code issued by NALC had been received for information should council wish to follow this course of action and implement changes.</p> <p>The Clerk suggested that should Council approve this change, she would present a list of payments for approval to each Council meeting and obtain the signatures of 3 out of the 6 authorised signatures on the same report at the Council meeting. She would then action the payment whether by cheque or electronically (depending on the supplier's preference) the day after a council meeting.</p> <p>It was proposed, seconded and agreed to accept this change subject to the internal auditor checking that the new methods are in order.</p>	

	This recommendation would be passed to Procedures Review Group to carry out a review of the Financial Regulations in light of these changes.	
8	<p>To review and update the Insurance Schedule and Asset Register</p> <p>The Clerk reported that she had reviewed and updated both the insurance schedule and Asset Register adding new items recently purchased by the Parish Council. It was noted that the Council's insurance, currently with Zurich Municipal, is now in its third year of a three year contract.</p> <p>Cllrs Booth and Ingram requested a copy of the Asset Register. The Clerk to action.</p>	Clerk
9	<p>To report on any funding applications</p> <p>Open Spaces Committee would be overseeing work on The Acres Phase 3 including several funding bids.</p> <p>The Clerk said she would continue to apply for funds for Parish Council projects wherever possible. She added that information had recently been received from Staffordshire Police regarding funds available for community projects that would make communities safer. She would share this information at the next Open Spaces and Grosvenor Committee meetings to discuss any applicable projects.</p>	Clerk
10	<p>To consider any requests for donations including grants to St Mary's Church Moreton and Christchurch Knightley for burial ground maintenance</p> <p>Two requests had been received from St Mary's Church in Moreton and Knightley Church both for £350 to put towards maintaining the burial grounds.</p> <p>It was proposed and seconded to recommend to Council that £400 is donated to each of the churches. A vote was taken with all members approving this recommendation. Cllr Greatrex abstained.</p>	
11	<p>To deal with correspondence referred by main Council</p> <ul style="list-style-type: none"> Annual return – as noted above, this would be presented to Council for approval prior to being sent to Grant Thornton, External Auditors 	Clerk
12	<p>Date of Next Meeting</p> <p>To be held on 23rd July 2014 at 7.30pm</p>	

The meeting closed at 9.45pm