

Gnosall Parish Council
Minutes of the Resources Committee Meeting
held on 8th September at 7.30 pm in the Parish Office

Present: Cllr K Ingram (in the chair) Cllr P Alker
 Cllr M Booth Cllr G Payne
 Cllr C Emsley

Jayne Cooper, Clerk and Responsible Financial Officer

Press and Public – none present

1	<p>To receive apologies and record absences</p> <p>Apologies received from Cllr Cook, Cllr Green and Cllr Greatrex</p>	
2	<p>To receive any declarations of interest</p> <p>There were no declarations of interest</p>	
3	<p>To receive and confirm the minutes of the meeting held on 7th May and 4th June 2015</p> <p>Both sets of minutes were approved as a true and accurate record.</p>	
4	<p>To deal with any matters arising not dealt with elsewhere on the agenda</p> <p>Training - the Clerk confirmed she had attended an Audit Training event in April. The Clerk and Cllr Alker would be attending a training event on budgets, precepts and annual returns to be held on 22nd September. Should this training be repeated Cllr Booth and Cllr Payne expressed an interest in attending.</p>	Clerk Cllr Alker
5	<p>To receive accounts for the first quarter for the financial year 2015/16</p> <p>The accounts up to the end of August 2015 were reviewed in line with budgets. The Clerk drew attention to budget headings where expenditure was a little high for the time of year and gave details. It was noted that there had been an overcharge for water usage at the allotments with Severn Trent Water charging for water from an old meter that had been disconnected. A refund is expected.</p> <p>It had been agreed at a previous meeting to create another budget heading for Church Yard Maintenance, the Clerk asked members to consider reducing another budget heading to release £800 needed for Churchyard maintenance. It was agreed that £800 would be taken from the Election Budget heading as there had not been an election in May 2015; £3000 had been allocated for this that would not be required. Churchyard maintenance grants could be approved at the Council meeting on 14th September.</p> <p>As the costs of GMK printing was more than expected, the £1500 allocated in the budget for four publications during the year would not be sufficient. Therefore it was suggested to use some of the under spend on Burial Ground Gates refurbishment (this project had cost £1000 not £2500 as expected). It was proposed, seconded and agreed that £1000 be used to</p>	

	meet the over spend on GMK printing for the current year and the Communications Committee review GMK costs for next financial year.	
6	<p>To consider adding two authorised signatories to the Bank Mandate</p> <p>It was proposed, seconded and agreed that the current Chairman and Vice Chairman of Resources Committee (Cllr Ingram and Cllr Booth) should be the two new signatories on the bank mandates for all Parish Council accounts. The Clerk to action.</p>	Clerk
7	<p>To consider the review of policies relating to this committee including: Insurance; Grant awarding; Internal controls and audit; others</p> <p>With the help of the Clerk, Cllr Booth agreed to review the Grant Awarding Policy, Cllr Payne would review the Internal Controls policy, Cllr Alker, the Insurance Policy and Cllr Ingram would review all other policies relating to the Resources Committee. Cllr Emsley offered to help with these reviews.</p>	Cllrs Alker, Booth, Ingram, Payne Clerk
8	<p>To report on any funding applications</p> <p>No funding applications had been submitted since GFest applications earlier in the year.</p> <p>It was reported that the Clerk was in the process of finding out from Stafford Borough Council whether Christmas grants were available as it had been noted from another local Parish Council's accounts that a grant of £465 had been received for Christmas.</p>	
9	<p>To consider any requests for donations</p> <p>There had been no requests for donations since the last meeting.</p>	
10	<p>To deal with correspondence referred by main Council including:</p> <ul style="list-style-type: none"> • Internal Audit Report • External Audit Report <p>The Clerk reported that both Audit Reports had been received in the past month. The Internal Audit report was very favourable regarding the financial procedures in place. The External Audit had been approved by Grant Thornton and was in accordance with proper practices.</p> <p>Cllrs thanked the Clerk for keeping the accounts in good order that had been confirmed by both audits.</p>	
11	<p>To confirm the time and date of the next meeting</p> <p>1st December 2015 at 7.30pm</p>	

The meeting closed at 8.40pm