

Gnosall Parish Council
Minutes of the Resources Committee Meeting
held on 20th February 2017 at 7.30pm in the Parish Office

Present: Cllr K Ingram (in the chair), Cllr C Emsley, Cllr G Payne, Cllr M Booth
Cllr J Cook, Jayne Cooper, Clerk and Responsible Financial Officer

Press and Public – none present

1	To receive apologies and record absences Apologies received from Cllr Abbott, Cllr Greatrex and Cllr Green	
2	To receive any declarations of interest Cllr Booth declared an interest as a member of the library working group (GLEAN)	
3	To receive and confirm the minutes of the meeting held on 7th December 2016 The minutes were approved as a true and accurate record.	
4	To deal with any matters arising not dealt with elsewhere on the agenda Insurance – ongoing exercise using software provided by Zurich to check whether Parish Council assets, particularly buildings, are insured for the correct sum. Employment expenditure – Virement of funds from under spent budgets to offset the employment expenditure shortfall of £8000 is still outstanding. The Clerk to amend accounts accordingly as agreed at the meeting on 7 th December Donations – two donations had been approved by Council and £200 sent to both AFC Football Club and Gnosall Toddler Group. Gnosall Toddler Group had, as requested, provided receipts of toys purchased with the donation.	Cllr Ingram Clerk
5	To receive the accounts for the third quarter for the financial year 2016/17 The accounts up to the end of December 2016 were reviewed and it was reported that expenditure was in line with budgets, except Employment as discussed at the last meeting. The Clerk drew attention to: Civic Amenity Visits. £200 had been allocated in the budget based on previous arrangements of two chargeable visits and one free visit. The free visit is no longer an option and this facility is used by many residents and becoming more popular each time. It was agreed to increase the budget to £270 to pay for 3 visits (£90 each). Clerk to action. PRS Licence. The Clerk reported that the fee for this licence had increased. The need for the PRS licence is for Grosvenor bookings at which recorded music is played. It was agreed the Grosvenor Centre	Clerk Clerk

	<p>Committee should review this and consider charging hirers that play music additional fees to cover the costs of the licence (£325 + VAT).</p> <p>Over 85's Parties. It was agreed that remaining funds, totalling £274.00, received via grants for the over 85's summer and Christmas parties should be given to Gnosall United Charities to continue these events in 2017.</p> <p>Staff Training. The Clerk was asked to consider appropriate training for the Council Support Officer within this financial year.</p> <p>It was also noted that a small and unexpected surplus had been made following the film nights in 2016/17. It was felt these events are popular and should continue. GFest Committee to consider.</p> <p>Cllr Payne informed members of a possible increase in BT phone and broadband fees. This to be investigated.</p> <p>The Clerk/RFO was thanked for presenting the accounts and it was proposed, seconded and agreed to accept the accounts as presented.</p>	<p>Grosvenor Centre C'ttee</p> <p>Clerk</p> <p>Clerk</p> <p>GFest Cttee</p> <p>Clerk</p>
6	<p>To consider changes to external and Internal audit arrangements</p> <p>External Audit For the financial year 2016/17 there is no change to the existing audit arrangements and the Parish Council would continue to work with existing auditors Grant Thornton. For the year 2017/18 all Staffordshire local councils will be working with Mazars LLP as their external auditors. This was noted.</p> <p>Internal Audit The council's internal auditor, Mrs Julie Hill, had written to the Clerk announcing her retirement. The Clerk had obtained a list of other internal auditors and had requested quotations from three. One had been received from an experienced Parish Clerk and auditor. When others are received the quotations would be reviewed with a view of appointing a new auditor to carry out the audit of the accounts for the current financial year. It was agreed a thank you card and flowers should be sent to the former Clerk, expenses to be met from Chairman's allowance (the Chairman had been informed previously).</p>	<p>Clerk</p> <p>Clerk</p>
7	<p>To carry out a review of the Asset Register</p> <p>Councillors to receive a copy of the Asset Register to review and pass comments to the Clerk.</p>	<p>Clerk, Cllrs</p>
8	<p>To report on any funding applications</p> <p>GLEAN (library working group) had received £254 from Waitrose Good Cause and had been promised £200 from Gnosall Masonic Lodge.</p> <p>GFest had been promised £500 from Visit Stafford following its monthly meeting in Gnosall</p> <p>£1202 had been received from the Police Crime Commissioners Fund to help with security on the allotment car park.</p>	

9	<p>To consider any requests for donations</p> <p>A request from The Samaritans had been received for funds to specifically target people in rural and isolated areas as well as continuing to provide a telephone, email and face to face service at a centre in Stafford and visits to schools and prisons. It was proposed, seconded and agreed to donate £75.</p> <p>A letter had been received from Rev Hammond requesting funds to help with printing costs of the parish magazine. The magazine is delivered free of charge to all households in the parishes of Adbaston, High Offley, Norbury and Knightley. Before a decision could be made, the Clerk was asked to request costs of printing and try and find out how many properties are in each of the parishes to enable an appropriate donation to be considered.</p>	Clerk
10	<p>To deal with correspondence referred by main Council</p> <p>A request from Alan White, Staffordshire County Council's Cabinet Member for Health, Care and Wellbeing for funds to help meet the costs of the provision of the Consumer Advice Service in Staffordshire was considered. It was agreed that this request could not be supported from Parish Council funds. The Clerk to respond.</p>	Clerk
11	<p>To confirm the time and date of the next meeting</p> <p>24.4.17 at 7.30pm</p>	

The meeting closed at 8.55pm