

Gnosall Parish Council
Minutes of the Resources Committee Meeting
held on Monday 6 December 2010 at 7.30pm in the Parish Office

Present: Cllr C Sharp (in the chair) Cllr R Greatrex (from 7.40pm)
 Cllr K Williamson Cllr D Watson-Jones
 Cllr G Payne Cllr Bevington (from 7.45pm)
 Jayne Cooper, Clerk and Responsible Financial Officer

1	<p>To receive apologies and record absences Apologies received from Cllr Booth (attending SPCA meeting)</p>	
2	<p>To receive any declarations of interest None received.</p>	
3	<p>To receive and confirm the minutes of the meeting held 13 October 2010 The minutes of the meeting held on 13 October 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> <ul style="list-style-type: none"> • Item 4 – The Internal Auditor had carried out an audit of the new finance system and is happy that everything is being carried out effectively. She had asked to see a detailed bank reconciliation rather than just balances (this had also been picked up at a previous Resources Meeting by Resources Chairman). Clerk to action. • Item 5 – funds had been transferred into SRBS leaving a combined total of approximately £5000 in the two Bank of Ireland accounts • Item 6 - Clerk had invoiced the DPS for latest period and is awaiting payment. • Item 8 – Clerk had ordered a replacement drill for the Handyman at a cost of £92.00 • Item 9 – additional information had been sent to SBC regarding the grant application for workshop. • Item 9 – A positive meeting was held on 29 November with the Community Council of Staffordshire regarding LEADER funding for the Festival Week. An application would be completed and submitted. • Item 10 - £425 donation for a replacement lawn mower for Moreton Church was agreed at full council meeting on 8 November. • Item 10 - Donation forms sent to Douglas Macmillan Hospice and Vitalise – Clerk awaiting completed forms. 	Clerk
5	<p>To review current banking arrangements</p> <p>Details had been received from The Co-operative bank. The Clerk gave an overview of the account which is designed specifically for banking needs of charities, voluntary and community organisations including parish councils. It is an interest bearing account with a wide range of benefits including the option of using The Post Office for depositing and drawing funds.</p> <p>It was proposed, seconded and agreed to make a recommendation to Council on 13 December to change bank accounts from Bank of Ireland to The Co-operative Bank.</p>	Cllr Sharp

6	<p>To continue with budget preparation for the financial year beginning 1 April 2011 *including a review of budget headings), consideration of precept and concurrent grant requirements.</p> <p>The Clerk and Chairman of Resources had met and prepared a draft budget for the committee to consider. All budget headings and allocation were explained and attention was specifically drawn to:</p> <p>General Income</p> <ul style="list-style-type: none"> • Concurrent grant projected at £5800 but as there is some doubt regarding the amount to be received from SBC funds had also been reserved in contingencies. • The precept had been increased by 1% (in line with 2010/11) which gives an increase of £340. • VAT had been included in projected income of £7000 • Christmas Lighting grant of £465 had been projected and also reserved in contingencies as it was felt this may not be received as a result of SBC reducing its grant allocation. • Funds for the management of the Acres had been left at zero – it is hoped funds would be received from LEADER funding but as this is not definite it was agreed to leave at zero. <p>Total Income projected at £64,683</p> <p>General Expenditure</p> <ul style="list-style-type: none"> • Employment costs increased by 3% • Fixtures and fittings – it was agreed to include an additional £1000 to cover two special expenditure proposals for a laptop computer and a replacement computer for the Assistant to the Clerk. By reducing the amount allocated for donations to £500 would keep the projected deficit to £6000. Observations to have one laptop for the Assistant and also to be used in meetings (rather than two computers) to be considered when the time arises. • It was agreed to increase Chairman’s allowance to £300 and change the heading to “Chairman’s allowance including functions” • Contingencies had been projected at £6265 (including concurrent grant and Christmas grant). It was noted that SBC would be reducing the concurrent grant not eliminating it therefore it was agreed to reduce contingences to £3265. • Village Festival – it is hoped to secure LEADER funding but it was accepted that there would be some expenditure therefore it was agreed to allocate £1000 and ask Council to decide whether this be increased to £2000. • It was agreed to reduce allotment expenditure from £1007 to £707 and with the projected water expenditure of £300 would bring total allotment expenditure to £1007 in line with projected income. <p>Total expenditure £70,500 Projected deficit £6,000</p> <p>Grosvenor Income</p> <ul style="list-style-type: none"> • Showing reduction of £5000 because of the removal of Age Concern bookings <p>Total Income £30,684</p>	
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	<p>Expenditure</p> <ul style="list-style-type: none"> • Utility expenditure had been projected in line with expenditure incurred this year • Insurance has been increased to £2000 • Licences increased in line with this years expenditure • New budget heading of repairs and renewals with projected expenditure of £6500 which will cover special expenditure request for some new padded chairs. • New budget heading for marketing had been included with £400 allocated <p>Total Expenditure £23,365 Projected Surplus £7,319</p> <p>Details of allocation of reserves were also received and explained as well as reconciliation of reserves. Subject to agreed changes, the recommended budget would be put forward to Council on 13 December.</p> <p>Cllr Payne thanked the Clerk and Chairman of Resources for their work in preparing the budget.</p>	Cllr Sharp
7	<p>To report on any grant applications</p> <p>The Clerk reported that additional information had been submitted to SBC to support the grant application for the refurbishment of the workshop and an outcome of the application is awaited.</p> <p>A positive meeting was held on 29 November with the Community Council of Staffordshire regarding LEADER funding for the Festival Week. An application would be completed and submitted.</p>	
8	<p>To consider requests for donations</p> <p>No applications had been received since the last meeting.</p>	
9	<p>To deal with correspondence referred by main Council</p> <ul style="list-style-type: none"> • Stafford Railway Building Society – £680.96 interest had been received. • Details of Section 137 expenditure for 2011/12 had been increased to £6.44. 	
10	<p>Date of Next Meeting</p> <p>This was confirmed for 25 January 2011</p>	

The meeting closed at 8.25pm

Chairman.....Date.....