

Gnosall Parish Council
Minutes of the Finance Committee Meeting
held on Wednesday 3 February 2010 at 7.00pm in the Parish Office

Present: Cllr C Sharp (in the chair) Cllr M Booth
Cllr K Williamson Cllr R Kelly
Cllr G Payne Cllr A Bevington
Jayne Cooper, Clerk and Responsible Financial Officer

1	<p>To receive apologies and record absences Absences: Cllr D Watson-Jones</p>	
2	<p>To receive any declarations of interest: None received.</p>	
3	<p>To receive and confirm the minutes of the meetings held on 2 and 10 December 2009 Both sets of minutes 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>Item 8 – to be carried over (summary from the Handyman of what the saws would be use for).</p>	Handyman
5	<p>To carry out the audit of the council’s accounts for the third quarter of the current financial year (copies of receipts and payments accounts, bank reconciliations to be sent to members prior to the meeting)</p> <p>The third quarter accounts, having previously been circulated, were discussed. Cllr Sharp reported that he had met with the Clerk that day to tidy up the bank reconciliations with three old cheques and an unpaid direct debit being written back into the accounts as negative expenditure. This was accepted. The Clerk to check the details of phoenix payments. There was discussion about the way the Grosvenor accounts are separated from General Accounts. Cllr Sharp explained the reason for this and confirmed that bank reconciliations clearly show the bank account balances. This was accepted.</p> <p>BKV funds were also discussed and it was agreed that insurance money received for the stolen equipment should be used in this financial year to replace the items. Cllr Bevington to make enquires for competitive prices for this equipment which should be ordered, paid for before 31 March, but not delivered until later in the Spring when secure storage had been arranged. The Clerk to check the accounts to ensure the funds received from insurance had been allocated back to the BKV budget.</p> <p>The third quarter accounts were proposed, seconded and agreed.</p>	<p>Clerk</p> <p>Cllr Bevington</p> <p>Clerk</p>
6	<p>To consider requests for grants and to make recommendations to council on the reimbursement of the grants budget for the year ending 31 March 2010</p> <p>a) Gnosall Bowling Club A completed request form had been received asking for a donation</p>	

	<p>towards the cost of replacing bowling mats. It was proposed to donate £50. This was seconded and a vote taken with 3 for, 1 against and 1 abstention. The bowling club to be asked what other fund raising activities had been held as committee could not recall seeing anything advertised.</p> <p>b) Samaritans When a completed donation form is received (the Clerk had sent one following receipt of a letter), it was proposed to donate £75 subject to confirmation from Cllr Kelly and Cllr Winnington that larger donations (defined as £1000 or more) had not been given from SBC or SCC. This was agreed</p> <p>It was also proposed, seconded and agreed to donate to Moreton and Knightley Churches the same amount as last year for upkeep of their burial grounds.</p> <p>Cllr Booth reported that a letter had been received from Rev. Bridgen thanking the Parish Council for its contribution towards the new lighting at the church.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7	<p>To make a summary of the budget for publication in GPN and GMK newsletter</p> <p>The Clerk and Cllr Sharp to work together to prepare a summary for GPN/GMK.</p>	<p>Clerk Cllr Sharp</p>
8	<p>To consider current applications for external funding</p> <p>Staffordshire Environmental Fund Mr Stokes (who had carried out the feasibility report) had suggested SEF to assist with the conversion of the old toilet block into a workshop/store building. Cllr Booth had made enquires but unfortunately this funding source would not apply as the building would not have full public access. Cllr Booth said she would contact Julie Evans at SBC to enquire about other possible funding.</p> <p>Play builder Cllr Kelly reported that the application is to be resubmitted by 24 February and the results are expected on 15 March. The application is to be made more exciting therefore a meeting had been held with JWH Ground Maintenance who would be submitting a revised quote to include additional creative areas on the track and also flower bulbs for scout groups to plant.</p> <p>The Clerk to enquire with Stafford County Council when the Parish Council takes responsibility of the land and when this is know to ensure that the area is insured.</p> <p>Community Paths Initiative A draft leaflet would be completed before the next Open Spaces meeting for discussion which will allow one month to amend if necessary. The funds received (£174) has to be spent by 31.3.10.</p>	<p>Cllr Booth</p> <p>Clerk</p>
9	<p>To consider current banking arrangements</p> <p>The Clerk confirmed that a Pullman Account had been opened at Stafford Railway Building Society.</p>	

	<p>Cllr Sharp added that the Clerk had enquired about other software packages specifically designed for Parish Council's to record bank account records and monthly accounts. Details were given on the SCRIBE 2000 package which the Clerk had been to see demonstrated at SPCA. This system costs £245 annually and should reduce the amount of time taken to prepare the accounts and complete VAT and end of year returns.</p> <p>It was proposed, seconded and agreed to purchase this system. The Clerk to action.</p>	Clerk
10	<p>To deal with correspondence referred by main Council</p> <ul style="list-style-type: none"> Letter from Stafford Borough Council regarding Civic Amenity Visits. It was agreed that 4 visits be requested at a cost of £219.00, two of these visits to be split locations at Gnosall and Moreton. The Clerk to respond. 	Clerk
11	<p>Date of Next Meeting</p> <p>This was confirmed for 14 April 2010 at 7.00pm</p>	

The meeting closed at 8.00 pm.

Chairman.....

Date.....

**Minutes of the Finance Committee Meeting
held on Thursday 10 December 2009 at 3.00pm in the Parish Office**

Present: Cllr Sharp (in the Chair)
Cllr Booth
Cllr Williamson
Cllr Greatrex
Cllr Watson-Jones
Jayne Cooper, Clerk

Apologies: Cllr Payne

11	<p>Completion of budget preparation</p> <p>The updated budget for 2010-11 was discussed and minor amendments made. Cllr Sharp to have a draft budget prepared for Council meeting on 14 December. Approval of the budget will be requested at the Council meeting on 11 January 2010.</p> <p>Cllr Sharp proposed the precept is increased by 1%. This was seconded by Cllr Booth and agreed by all. A recommendation to be made to Council on 14 December. A response has to be made to Stafford Borough Council by 22 January 2010 outlining the precept requirements and confirming whether the full concurrent grant is required.</p>	<p>Cllr Sharp</p> <p>Cllr Sharp</p> <p>Clerk</p>
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The meeting closed at 3.45pm