

**Gnosall Parish Council**  
**Minutes of the Finance Committee Meeting**  
**held on Wednesday 21 April 2010 at 7.00pm in the Parish Office**

Present: Cllr C Sharp (in the chair) Cllr M Booth  
Cllr K Williamson Cllr Watson-Jones  
Cllr G Payne Cllr A Bevington (part of meeting)  
Cllr R Greatrex (part of meeting)  
Jayne Cooper, Clerk and Responsible Financial Officer

1	<b>To receive apologies and record absences</b> None received	
2	<b>To receive any declarations of interest:</b> None received.	
3	<b>To receive and confirm the minutes of the meetings held on 2 and 10 December 2009</b> The minutes of the meeting held on 3 February were proposed, seconded and agreed as a true record.	
4	<b>To consider any matters arising not dealt with elsewhere on the agenda.</b> <ul style="list-style-type: none"> <li>• Item 4 – Clerk believes saws were required when there was a possibility of Handyman making new notice boards. Handyman not requested these items for recent jobs. Small day to day saws have been purchased (cost about £14) to help with putting up notice boards and other day to day jobs. Will reconsider if and when the Handyman requests them.</li> <li>• Item 5 - Phoenix – there was a delay in payments but this has now been sorted</li> <li>• Item 5 - Insurance money was reallocated to BKV funds</li> <li>• Item 6 - donations made (Gnosall Bowling club provided details of advertisement)</li> <li>• Item 7 - summary of budget for GPN/GMK still outstanding</li> <li>• Item 8 - Community Paths – extension granted for submission which is in hand.</li> <li>• Item 9 - SCRIBE purchased, Clerk to install with help from IT Maintenance</li> <li>• Item 10 - Civic Amenity dates received and circulated</li> </ul>	
5	<b>To carry out the audit of the council’s accounts for the fourth quarter of the current financial year (copies of receipts and payments accounts, bank reconciliations to be sent to members prior to the meeting)</b>  The fourth quarter accounts, along with a draft set of account for 2009/10 were discussed together. The outturn against budget for some budget headings was queried and the Clerk was asked to check payments made to make sure they had been recorded under the correct budget heading. It was noted that some of the utility bills, particularly telephone, gas and water, had risen considerably since the previous year which the Clerk agreed to check.  It was noted that the overall budget spend was less than the projected budget and the overall receipts were more than budgeted for. Subject to any minor adjustments that may be required to the accounts following the Clerk’s investigations, the accounts were approved. The amended	

	accounts would be shown to the internal auditor on 28 April and the Annual Return completed ready for consideration at the Council meeting on 10 May.	
6	<p><b>To receive feedback following the meeting with the Internal Auditor on 20 April 2010</b></p> <p>It was reported that the internal Auditor had spent half a day on Tuesday 20 April auditing accounts and verbally reported that said she was happy that the accounts were “clean”. She had looked at invoices for General and Grosvenor accounts, bank reconciliations, cheque books, receipts and payments summary for the year and the detailed information for two months (February and March). She would return on 28 April to look at salaries, expenses, insurance and final accounts. If all that is in order she would sign off the relevant section in the Annual Return which would then be presented to Council in May.</p>	
7	<p><b>To review current banking arrangements</b></p> <p>Following recent reports, it was acknowledged that the Bank of Ireland is not rated highly therefore committee thought it sensible to transfer more funds into the Stafford Railway Building Society and keep only two months worth of business in the Bank of Ireland accounts. Payments for large projects should be withdrawn from Stafford Railway Building Society funds. The Clerk was asked to look at alternative investment for parish council funds.</p>	Clerk
8	<p><b>To consider current applications for external funding</b></p> <p>No applications had been received.</p>	
10	<p><b>To deal with correspondence referred by main Council</b></p> <ul style="list-style-type: none"> <li>• HMRC VAT repayment confirmation</li> <li>• SBC letter – Members Allowances 2010/11. This was discussed and a recommendation was made for current arrangements to remain the same apart from the travel allowances which should be in line with SBC changes. Cllr Greatrex queried the ruling that parish councillors do not get travel allowances for journeys made inside of the parish which he believed should be reviewed as some councillors who live several miles away from the parish office, make several journeys each week. This was debated and it was agreed that the Clerk circulates the details received from SBC to committee members for future consideration.</li> <li>• AON letter – informing council that the administration of local council insurance policy has been transferred from Allianz Insurance to Local Council Team within Aon - The Clerk to check the details.</li> <li>• SBC – precept and concurrent payment confirmation</li> <li>• SBC letter re Council Tax 2010/11 and payment of precept and concurrent monies and certificate of concurrent expenditure to be completed by 30 April. The Clerk to respond.</li> <li>• Email re Free Resources to assist organisations development</li> <li>• Staffordshire Community Foundation Comic Relief Grant information</li> <li>• Letter from PIR Partnership offering Town and Parish Councils a financial health check</li> <li>• Letter from Samaritans re donation expressing disappointment that</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>GPC did not donate. Regarding the SBC grant, they say was a one off for a specific project.</p> <ul style="list-style-type: none"> <li>• Following previous correspondence to a Moreton resident it was agreed up to £30 could be spent on plants to be planted in flower beds in Moreton.</li> <li>• Following Council's recommendation for the Finance Committee to oversee any repairs required to the Parish Office as detailed in the Dilapidation survey and Access Report, the Clerk was asked to obtain quotations for the works.</li> </ul>	Clerk
11	<p><b>Date of Next Meeting</b></p> <p>This was confirmed for 6 July 2010 at 7.30pm</p>	

The meeting closed at 8.00pm

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