

Gnosall Parish Council
Draft Minutes of the Resources Committee Meeting
held on Tuesday 7 April 2011 at 7.30pm in the Parish Office

Present: Cllr C Sharp (in the chair) Cllr M Booth Cllr Watson-Jones
 Cllr G Payne Cllr r Greatrex
 Jayne Cooper, Clerk and Responsible Financial Officer

Press and Public – none present

1	<p>To receive apologies and record absences Apologies received from Cllr Williamson, Cllr Bevington</p>	
2	<p>To receive any declarations of interest None received.</p>	
3	<p>To receive and confirm the minutes of the meeting held 25 January 2011 The minutes of the meeting 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 4 Bank Reconciliation exercise completed. The Clerk will now complete each month as part of normal procedure</p> <p>Item 4 New bank account with The Cooperative Bank. There had been a query with signatures therefore the Clerk had decided to wait until new Council are in place and a new set of signatories determined.</p> <p>Item7 Awards for All – application submitted. Acknowledgement received asking for minor changes which the Clerk had actioned.</p> <p>Item 8 Donation forms sent to Samaritans and Marie Curie who had since both returned completed forms Letter to local Scout sent as agreed Gnosall Singers informed about lack of storage space and regarding GPC policy for awarding donations. Gnosall Singers were disappointed that storage space being taken away.</p> <p>Item 9 Dates of Civic Amenity Skips received and would be advertised. HMRC overpayment – still ongoing Donation of £500 paid to fire station Costs of printing GMK paid to Cllr Sharp Colour copying options - ongoing</p>	
5	<p>To receive accounts for the fourth quarter for the financial year 2010/11 and to review the financial position at the year end</p> <p>The Chairman of Resources gave a detailed explanation of the year end position.</p>	

	<p>Overall receipts received reported at £63,379.23 (projected £49,683) therefore approximately £13,000 more than anticipated.</p> <p>Overall expenditure £73,482.052 (projected £66,069.00) however the overall deficit had not been exceeded.</p> <p>Discussion was held where overspend occurred and it was agreed the overall outcome was good.</p> <p>Grosvenor Centre income reported as slightly down as expected because of the loss of Age Concern bookings but not by as much as anticipated leaving a surplus of £15,775 (projected £11,225).</p> <p>Overall £5600 to be allocated to Reserves.</p> <p>Project expenditure was £28,000 and deducting the total amount of grants received results in total project expenditure of £17,000.</p> <p>It was noted that the management of the cash situation had been very good throughout the year.</p> <p>Bank Accounts – it was agreed that the Grosvenor Centre clearly makes a surplus and had done so for several years which had contributed to reserves of Council. There had been an historical concern that Grosvenor Centre was a drain on Council funds but this is not the case. Therefore a recommendation to be made to Council to amalgamate the two bank accounts and two accounting systems reducing the administrative burden to the RFO.</p> <p>The Clerk and Chairman of Resources were thanked for completing the year end accounts in such a short time and for presenting the information in a clear and concise format.</p>	
6	<p>To review current banking arrangements</p> <p>The Clerk to continue to ensure that bank balances in the Bank of Ireland account are kept low and to transfer precept funds as soon as possible.</p> <p>It was proposed, seconded and agreed that bank mandates for the new Coop account are amended to reduce the amount of signatures required on cheques from any three signatures out of a possible eight to any three out of a possible six (including the Clerk).</p>	
7	<p>To consider any applications for grants received between the issue of the agenda and the date of the meeting.</p> <p>The Samaritans had sent a request for a donation and gave details of how funds are spent in Stafford and particularly in Gnosall. This was discussed and it was proposed, seconded and agreed to make a donation of £150.00</p> <p>Marie Curie had sent a request for a donation of £180.00. The Clerk to write to them asking if they are active in our parish (the donation form mentioned activities in Shropshire but not Stafford). If a reply is received confirming work in our parish it was proposed, seconded and agreed that £100.00 be awarded.</p>	<p>Clerk</p> <p>Clerk</p>

	It was agreed to donate £200 to both St Mary's Church Moreton and Christ Church Knightley for assistance towards the upkeep of the burial grounds.	Clerk
9	<p>To deal with correspondence referred by main Council</p> <p>Notification had been received that the non taxable allowance for travel expenses had increased from 0.40p per mile to 0.45p per mile. The Clerk would action.</p> <p>Committee members were informed that a bill from the solicitors had been received for approximately £1000 for legal work associated with the lease arrangements for the Chippy Jumps land. The Clerk and Chairman had reviewed the bill and asked for a reduction because of a few minor anomalies that the Solicitor had agreed to. It was agreed once the revised bill is received, this is paid from funds allocated for the Chippy Jumps.</p>	<p>Clerk</p> <p>Clerk</p>
10	<p>Date of Next Meeting</p> <p>TBC</p> <p>The Chairman of Resources thanked all committee members and the Clerk for their support on this committee. The Chairman of Resources was thanked for his valuable contributions during his time as Chairman on this committee.</p>	

The meeting closed at 8.30pm

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