

Gnosall Parish Council
Minutes of the Resources Committee Meeting
held on 7 May 2015 at 7.30pm in the Parish Office

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

Press and Public – none present

1	<p>To receive apologies and record absences</p> <p>Apologies received from Cllr Abbott, Cllr Alker and Cllr Watson-Jones</p>	
2	<p>To receive any declarations of interest</p> <p>There were no declarations of interest</p>	
3	<p>To receive and confirm the minutes of the meeting held 5th March 2015</p> <p>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>A lap top and projector had been purchased in the previous financial year.</p>	
5	<p>To receive accounts for the fourth quarter for the financial year 2014/15 and year end</p> <p>The accounts up to the end of March 2015 were reviewed in line with budgets. The Clerk drew attention to budget headings where expenditure had exceeded budget and gave details, in many cases income from grants and other sources, reported separately, offset much of the additional expenditure.</p> <p>With careful monitoring of expenditure throughout the year and as a result of successful funding applications, the accounts at the year end were in a healthy position. Bank balances totalled £53,462. Cllrs also noted that the precept for 2015/16 had been received for the first 6 months of 2015/16 as well as other income including youth club funds of £5679 from Staffordshire County Council. Bank balances were now approximately £93,000.</p> <p>It was agreed a separate bank account be opened for youth club funds to ensure the funds are kept separately from Parish Council funds.</p> <p>The Clerk reported that the accounts and all associated paperwork had been audited by the Internal Auditor who had given a very favourable report on the accounts and the systems in place. The relevant section of the Annual Return had been completed by the Internal Auditor that would now be finalised and presented to Council prior to it being submitted for external audit.</p> <p>The accounts were accepted and it was felt that expenditure had been</p>	

	controlled well. Careful monitoring would continue during the next financial year.	
6	<p>To receive a report on audit arrangements including:</p> <p>a) audit seminar attended by the Clerk on 9th April 2015</p> <p>The seminar had been useful with information on future changes to audit arrangements, mainly for smaller parish councils but there may also be changes for larger councils that are yet to be announced. Clear guidance had been given on how to complete the external audit forms to ensure common mistakes are avoided.</p> <p>b) report following internal audit held on 5th May 2015</p> <p>Mrs J Hill, the Internal Auditor had audited the accounts and given a very favourable report on the accounts and the systems in place. The relevant section of the Annual Return had been completed.</p> <p>c) external audit</p> <p>Subject to council's approval on 18th May, the accounts would be submitted to Grant Thornton, External Auditors.</p>	Clerk
7	<p>To review and update the insurance schedule and asset register</p> <p>Insurance</p> <p>The existing 3 year insurance policy with Zurich Municipal expires on 31st May. The Clerk had received a renewal quotation from Zurich and also from Aon. The Clerk had made enquiries with Came and Company, who had also provided an estimated quotation, comparable with the other two providers. However, Came and Company had suggested a representative visits the Parish Council to look at the buildings, contents, facilities, and open space areas the Parish Council insures to ensure the cover is correct. It is possible that the quotation would be reduced as a result of this review. Came and Company also provides a reduction if a parish council is a member of the Society of Local Council Clerk's which Gnosall Parish Council is.</p> <p>It was therefore, proposed that the Clerk arranges a meeting as soon as possible and provides Council with a report to enable Council to make a decision at the meeting on 18th May.</p> <p>Asset Register</p> <p>The Clerk confirmed that the Asset Register is updated as and when new equipment is purchased. An up to date copy would be sent to all Councillors when the new council is formed in May.</p>	Clerk Clerk
8	<p>To consider the review of policies relating to this committee including: Insurance; Grant awarding; Internal controls and audit; others</p> <p>This item would be carried forward to the next meeting of Resources Committee</p>	

<p>9</p>	<p>To report on any funding applications</p> <p>Funding bids for GFest 2015 had been submitted to Awards for All, Aviva, Waitrose and the Police & Crime Commissioner’s Fund.</p> <ul style="list-style-type: none"> • Awards For All had been successful and £2369.50 would be received • Waitrose store in Newport is currently collecting tokens and this would continue throughout May. • Aviva application had been successful. Funds to be awarded depend on how many votes are recorded by community members. Parishioners had been encouraged to vote via social media sites. • The funding application to the Police and Crime Commissioner’s Fund had been accepted and Cllr Ingram and the Assistant to the Clerk would be attending an event on 12th May to “sell” GFest 2015 to secure the funds. <p>Cllr Booth asked for approval to submit a quotation to Cllr Mark Winnington’s County Councillor’s Fund to purchase a generator for the Parish Council to use at GFest events and for future parish council requirements. This was approved. Cllr Greatrex to determine the specification required.</p> <p>The generator borrowed from Gnosall Players for Parish Council jobs had broken and it was proposed it is replaced with the new one purchased by the Handyman and the Handyman reimbursed. This was approved and Council would be requested to ratify this recommendation.</p>	<p>Cllr Booth Cllr Greatrex</p> <p>Council</p>
<p>10</p>	<p>To consider any requests for donations.</p> <p>The Clerk had previously been requested to check whether there is a specific power that allows parish councils to contribute funds to churches as this may release the funds allocated for donations. Information received from SPCA confirmed that:</p> <p><i>A parish council does have a specific power to contribute towards any expenses incurred by any other person in providing or maintaining a cemetery under the Local Government act 1972 section 2104(6). There is no need to draw upon a more general “donations budget” to make such a contribution.</i> The Parish Council is advised to obtain a receipt to confirm the recipient is using the money specifically for the purpose of maintaining the burial ground.</p> <p>It was therefore proposed that donations to St Mary’s Church Moreton and Christ Church Knightley are removed from the general donation budget heading and the Parish Council uses this specific power elsewhere from the budget (there may be a need to vire another budget heading). Should Council agree to award a grant this year to both churches the amount recommended by Resources Committee is the same as in the previous financial year ie £400 each. This was agreed.</p> <p>The Clerk read out a letter from a local scout asking for a donation to help fund his trip to Japan as he had been selected to represent Staffordshire and the UK contingent at the 23rd World Scout Jamboree. As a parish council is not able to offer a donation directly to an individual, it was agreed that the Clerk should contact the Scout Leader in Gnosall asking for the request to be made from Gnosall Scouts and it would then be considered.</p>	

