

Gnosall Parish Council
Minutes of the Resources Committee Meeting
held on 1st December at 7.30pm in the Parish Office

Present: Cllr K Ingram (in the chair) Cllr P Alker
 Cllr M Booth Cllr G Payne
 Cllr C Emsley Cllr R Greatrex
 Cllr S Powell Cllr J Cook

Jayne Cooper, Clerk and Responsible Financial Officer

Press and Public – none present

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| 1 | <p>To receive apologies and record absences Apologies received from Cllr Green</p> | |
| 2 | <p>To receive any declarations of interest Cllr Alker declared an interest in discussion regarding the budget for the website.</p> | |
| 3 | <p>To receive and confirm the minutes of the meeting held on 8th September 2015 The minutes were approved as a true and accurate record.</p> | |
| 4 | <p>To deal with any matters arising not dealt with elsewhere on the agenda</p> <p>Water Bill Refund – the Clerk confirmed a refund had been received from Severn Trent Water following an overcharge of water usage at the allotments.</p> <p>Review of Policies:</p> <p>Insurance Policy – Cllr Alker had reviewed this in line with the Asset Register and had updated it where necessary adding items that the Council had purchased recently.</p> <p>Grant Awarding Policy - Cllr Booth had reviewed this and recommended the following amendments:</p> <ul style="list-style-type: none"> • The title would include the words “<i>Grants to Organisations within the parish boundary</i>” • Applicants to include an email and website address • To remove the section asking for details of any other grants as this is not necessary • The bank account of the organisation to be requested • Applicants to send details of latest accounts, preferably audited • A note to be added to say the Parish Council is not allowed to award grants to individuals. • Return details to be included and a note to say applications will be considered by Resources Committee <p>The changes were approved and the amended form would be used from now on.</p> <p>Internal Controls Policy to be reviewed by Cllr Payne.</p> | Cllr Payne |

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| 5 | <p>To review the Terms of Reference for Resources Committee</p> <p>Members were asked to review the Terms of Reference in line with Financial Regulations and send suggested amendments to the Clerk by 10th December.</p> | All members |
| 6 | <p>To receive accounts for the second quarter for the financial year</p> <p>The accounts up to the end of November 2015 were reviewed in line with budgets. It was noted that a lot of the budget headings were in line with expected expenditure for the time of year and many were under budget. The Clerk drew attention to budget headings where expenditure was a little high for the time of year and gave details.</p> <p>The second instalment of precept and concurrent grant had been received as well as rent up to Mach 2016 from Staffordshire Police. There is one outstanding payment from Rosebuds Nursery for insurance that is expected to be paid this month.</p> <p>Many projects had been completed within the budgeted expenditure, some below budget. Expenditure is still expected on repairs to the allotment road, the allotment realignment project, and the winter edition of GMK.</p> <p>It was proposed, seconded and agreed to accept the accounts as presented.</p> | |
| 7 | <p>To commence budget preparation for the financial year beginning 1st April 2016 and consider precept and concurrent grant requirements for 2016/17</p> <p>A draft budget, prepared by the Chairman of Resources and Clerk was presented to members to consider that included budget requests from Open Spaces Committee, Grosvenor Committee and Communications Committee. It was noted that Chairmen of both open Spaces and Grosvenor and made efficiencies to the budget and reduced costs where possible.</p> <p>The employment budget heading had been increased following recommended pay increases as recently agreed by the National Association of Local Councils (pay rises to be implemented from 1st January 2015).</p> <p>Amendments were made to some other budget headings and it was agreed that the Employment budget heading should be increased to accommodate any pay increases in 2016/17. The Clerk would liaise with Personnel Chairman and amended the Employment budget heading.</p> <p>The precept was discussed in detail and members had previously received details from Stafford Borough Council about Gnosall Parish Council's Tax Base for 201/17. Various options were presented for consideration including:</p> <ul style="list-style-type: none"> a) Proposed precept received from Stafford Borough Council b) Proposed precept with a £1000 increase c) Proposed precept with a £2000 increase <p>It was also suggested that the precept should include a contribution from the new houses built in the parish over the last year that amounted to 56 houses which equated to an additional £1848 increasing the amount per Band D property to £30.22, a 6% increase (about £1.70 over the 12 month period).</p> | |

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| | <p>It was proposed that the £1848 should be added to the recommended £2000 increase. This was seconded.</p> <p>An amendment to the proposal was made to prepare two options, one with amended budget figures with a £2000 precept increase and one with amended budget figures with a £3848 (£2000 + £1848) precept increase.</p> <p>This was seconded and a vote taken with 5 councillors voting in favour of the amendment, one voting against and 2 abstentions.</p> <p>The Clerk therefore, agreed to circulate updated budget figures with 2 options to Resources Members on 2nd December and the same information would be presented to full Council on 14th December.</p> | Clerk |
| 8 | <p>To report on any funding applications</p> <p>It was reported that an application made earlier in the year to the Community Paths Initiative for £379.98 to purchase a jet washer, has been successful and funds should be received shortly.</p> <p>A grant had been received from Stafford Borough Council for £545 for Christmas expenditure.</p> | |
| 9 | <p>To consider any requests for donations</p> <p>Two requests had been received, one from Douglas Macmillan Hospice to fund the services provided and one from Moreton Millennium Community Centre to help with costs repairs to a roof, changes to the lower hall and replacement of hot water cylinder.</p> <p>The Clerk would send copies of the amended grant application form to both applicants.</p> | Clerk |
| 10 | <p>To deal with correspondence referred by main Council including:</p> <p>A statement had been received from Stafford Railway Building Society confirming the interest received this year as £389.43.</p> | |
| 11 | <p>To confirm the time and date of the next meeting</p> <p>To be confirmed.</p> | |

The meeting closed at 9.10pm