

Gnosall Parish Council
Minutes of the Resources Committee Meeting
held on 11th October 2017 at 7.30pm in the Parish Office

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

Press and Public – none present

1	<p>To receive apologies and record absences</p> <p>There were no apologies.</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 on 5th July 2017</p> <p>The minutes were approved as a true and accurate record.</p>	
5	<p>To deal with any matters arising not dealt with elsewhere on the agenda</p> <p>Photocopier Lease – the Clerk, Cllrs Ingram and Booth had met with Ricoh and agreed a new 5 year lease with a new copier that had since been installed and training provided to staff. Renewal and copying fees are less than the previous lease.</p> <p>Asset Register – the Clerk and Cllr Ingram had progressed with the audit of the Asset Register in line with items recorded on the insurance schedule (note External Auditors comments, agenda item 9). There was a query as to whether land owned by the Parish Council should be included. The Clerk to check using the Governance and Accountability document. Clerk and Cllr Ingram to continue to work on this task.</p>	Clerk
6	<p>To receive the accounts for the second quarter for the financial year 2017/18</p> <p>The accounts up to the end of September 2017 were reviewed in line with budgets.</p> <p>It was noted that the training budget had been exceeded by £112 as cllrs and staff had attended more training courses than previous years and had all received a copy of the latest edition of the Good Councillors Guide. It was agreed that training is important especially for a Quality accredited parish council therefore should further training be required, an overspend on the budget would be agreed (virement from an under spent budget heading).</p> <p>Other budget headings where expenditure was slightly more than expected were accepted as were the explanations given by the Clerk.</p> <p>The Clerk informed members that a VAT return submitted to HMRC, for around £13,000.00, had been received and another claim up to the end of September for around £1,400 had been submitted.</p>	

	<p>The accounts were accepted as being in healthy position for the time of year and were accepted as presented.</p> <p>The Clerk reported she had recently reconciled all bank accounts that Cllr Ingram, as Chair of Resources, had approved the reconciliations. Bank balances for all accounts (Parish Council, Best Kept Village, Heritage Group, GG's Youth Club and GFest) were reported.</p>	
7	<p>To report on any funding applications</p> <p>The Clerk reported that funding applications to the County Councillors Fund for £250 for both GG's Youth Club and Best Kept Village and £1000 for GLEAN had been successful as had the application to The Community Paths Initiative for £1000.</p> <p>An application to VEOILA for GFest events was not successful.</p> <p>It was also noted that GLEAN had received £200 from GPN, GFest had received £200 from GPN and GG's Youth Club had received £400 from Gnosall Singers.</p> <p>An application for £4000 would be submitted to the County Councillors Fund by the Parish Council to help fund the library project. An application to Awards for All for the library project for around £10,000 would also be submitted; as the criteria states that a building has to be owned by the applicant, it would be necessary for the Parish Council to submit the application. This was accepted.</p>	
8	<p>To consider any requests for donations</p> <p>The Canal and Towpath sub group of the Best Kept Village Team had requested help with photocopying leaflets promoting Gnosall and its facilities and services. It was agreed to allow up to £30 worth of printing. Copies of a draft leaflet were shared.</p>	
9	<p>To deal with correspondence referred by main Council</p> <p>An email had been received from the internal auditor asking whether the council would like an interim audit. It was agreed this was not necessary. The Clerk to respond.</p> <p>The Annual Return from the External Auditors, Grant Thornton, had been approved. Auditors had asked that Governance and Accountability Guidance is reviewed to ensure accounting for Fixed Assets is correctly recorded in future reports. Parish Councils should not increase the value of existing assets to reflect the insurance value. This was noted and would be reviewed with the Asset Register ongoing exercise.</p>	<p>Clerk</p> <p>Clerk Cllr Ingram</p>
10	<p>To confirm the time and date of the next meeting</p> <p>7th December 2017 at 7.30pm</p>	

The meeting closed at 8.10pm