

Gnosall Parish Council

Minutes of the Resources Committee Meeting held on 16th April 2019 at 7.30pm in the Parish Office

Present: Cllr K Ingram (in the chair), Cllr M Booth, Cllr G Gregory, Cllr S Powell,
Cllr R Greatrex, Cllr J Lammin, Cllr G Payne and Jayne Cooper, Clerk/RFO

Press and Public – none present

1	To receive apologies and record absences Cllr Emsley, Cllr Abbott	
2	To receive any declarations of interest There were no declarations of interest.	
3	To receive and confirm the minutes of the meeting held on 7.3.19 The minutes were approved as true and accurate record of the meeting.	
4	To deal with any matters arising not dealt with elsewhere on the agenda Review of Financial Regulations The review had been carried out and the following amendments were recommended: <ul style="list-style-type: none">• Item 4.1 Expenditure of items may be authorised up to the amounts in the approved budget as follows:<ul style="list-style-type: none">a) By the Council for all items over £5000b) By a delegated committee for items up to £4999c) By the Clerk in conjunction with the Chair or Chair of appropriate committee for items up to £2500 (was £500)• Item 4.4 Salary budgets to be reviewed in October (was November)• Item 4.5 in cases of extreme risk to the delivery of council services the Clerk may authorise expenditure subject to a limit of £1000 instead of £500• Item 6.18 Any debit card issued will be specifically restricted to the Clerk and be restricted to a single transaction maximum value of £1000 (was £500)• Item 11.1 (h) the Clerk shall obtain 3 quotations where the value is below £25,000 and above £250 (was £100)• The Risk Management policy will be reviewed by Resources Committee (was Council) Each recommendation was discussed. The recommended changes to item 11.1 was queried as it was felt by some councillors that obtaining three quotations for expenditure between £250 and £4999 is sometimes difficult as proven from recent experience when trying to get quotations for very specific jobs and therefore it was felt it should read “the Clerk shall strive to obtain 3 quotations”. It was therefore, proposed that the Clerk should <u>strive to</u> obtain 3 quotations (using local contractors where possible) for work above £250 up to £4999 and the Clerk <u>shall</u> obtain 3 quotations for work above £5000 and for projects costing £25,000 or more the European	

	<p>regulations would be followed. This proposal was seconded.</p> <p>Some members felt that 3 quotations for work costing greater than £250 should be obtained and if this proves difficult the preferred suppliers list used by Stafford Borough Council should be used. The proposal was amended accordingly. However this was felt by some councillors that this would delay projects moving forward and it was not known for definite that the Borough Council used an approved suppliers list. The Clerk was asked to check with Borough Council officers and if so, it was agreed that 2 quotes could be requested from local suppliers and one from the approved list. This was agreed unanimously. The Clerk to feed back to councillors once information from Stafford Borough Council is obtained.</p> <p>All other recommended changes to the Financial Regulations were agreed</p>	Clerk
5	<p>To receive accounts for the fourth quarter for the financial year 2018/19</p> <p>The accounts up to the end of March were reviewed. The Clerk drew attention and gave an explanation where expenditure had exceeded budgets Bank Balances were also reported.</p> <p>It was agreed that a final invoice for work to the library project totalling £114 would be paid by the Parish Council and that maintenance work on the youth club building carried out during the year and paid from youth club funds, totalling £461 should be reimbursed to the youth club by the Parish Council.</p> <p>The Clerk also informed members that managing the 2018/19 accounts had been more complex than previous year because of the additional projects and unexpected expenditure. She suggested that more rigorous monitoring of budgets during the 2019/20 financial year is required especially to allocate funds for unexpected expenditure and she would need dedicated time each week to deal with the council's finances. The Clerk also said additional time is needed to complete the end of year work which she had not yet started.</p> <p>The Clerk was thanked for presenting the accounts and her request for time to complete the end of year work and dedicated uninterrupted time each week to work on accounts was accepted.</p>	
6	<p>To report on any funding applications</p> <p>Travis Perkins Community Fund would be considered later in the year to help fund materials for the sensory garden project.</p> <p>GG's Youth Club would source funds to purchase materials and equipment for youth club activities.</p> <p>Visit Stafford had agreed to donate £500 to GFest 2019.</p>	
7	<p>To consider any requests for donations including</p> <p>A request received from the Border Group of Churches to help meet printing costs of the parish magazine which covers the Knightley ward of Gnosall parish was considered. It was proposed, seconded and agreed to award a donation of £100. Clerk to action.</p>	Clerk

8	<p>To deal with correspondence referred by main Council</p> <p>External Audit papers had been received which the Clerk would complete by the required deadline.</p>	Clerk
9	<p>To confirm the time and date of the next meeting</p> <p>2nd July 2019 unless another meeting is required before.</p>	

The meeting closed at 8.30pm