



**Gnosall Parish Council**  
(Including the wards of Moreton & Knightley)

**DRAFT Minutes of the Resources & Personnel Committee Meeting**  
held on 29<sup>th</sup> April 2025 at 7.30pm in the Parish Office

	<b>Present</b>
	Cllr Booth (in the Chair) Cllr Gregory, Cllr Sullivan, Cllr Knight, J Marshall Chief Officer
	<b>Open Public Forum</b>
	No public in attendance
<b>1</b>	<b>To Elect a Chair for the Meeting</b>
	It was agreed that Cllr Booth would chair the meeting. It was agreed that a Chair and Vice Chair would be elected at the next Full Council Meeting as it is the Annual Meeting.
<b>2</b>	<b>To Receive Apologies and Record Absences</b>
	Apologies were received and accepted from Cllr Alker. Cllr Knight was welcomed to the committee. Following councillor resignations in January, the committee was undersubscribed, the Chief Officer to request additional members join the committee for 2025/26.
<b>3</b>	<b>To Record any Declarations of Interest</b>
	There were no declarations of interest.
<b>4</b>	<b>To Receive and Confirm the Minutes of the Last Meeting held on 21<sup>st</sup> January 2025</b>
	The minutes were approved as a true and accurate record, and signed by the Chair, Cllr Booth.
<b>5</b>	<b>To Consider Any Matters Arising from the Minutes</b>
	The Chief Officer confirmed that all working groups had been informed that bank charges had been applied to their accounts from January 2025. Following the resignation of several councillors in January, Cllr Booth is the only signatory on the accounts. Five councillors agreed to be signatories at the Full Council Meeting on 14 <sup>th</sup> April 2025. The Chief Officer to present the Bank Mandates for completion. The new Chief Officer was appointed and started on the 1 <sup>st</sup> of April 2025, with a 6-month probation period. It was noted that the outgoing Chief Officer had carried the review of the Financial Risk Assessment, which was accepted by the PRC & H&S Committee in March. Standing Orders were revised in line with NALC's recommendations and approved at PRC & H&S Committee in March. Amendments from NALC were received shortly thereafter. These have been approved out of meeting by the PRC and H&S committee for ratification at the Full Council Meeting in May. It was decided to change the review date for 2026 from March to April, to allow time for any additional amendments from NALC to be considered ahead of approval. Chief Officer to obtain the guidance notes on the Procurement Procedures from NALC.

6	<p><b>To receive the Accounts at the End of the Fourth Quarter, end of year 2024/25:</b></p> <p>The accounts at the end of the fourth quarter were reviewed. The previous Chief Officer provided a report explaining budget underspend. In particular it was reported that the employment budget was underspent due to the position of Finance Assistant not being taken up.</p> <p>It was also noted that there was an underspend on the electricity and gas budget, this was due to the unit prices being substantially higher at the time of budget setting in November/December 2023. Prices are forecast to increase again by 6% in June.</p> <p>It was noted that the donations to Youth Club and Best Kept Village appear to have not been issued. Chief Officer to query.</p> <p>The overspend on Fixtures and fittings was queried. This was due to the replacement of the boiler in the small kitchen in the Grosvenor Centre.</p>
7	<p><b>To Discuss Insurance Renewals</b></p> <p>The Insurance expires on the 31<sup>st</sup> of May. Three quotes are being sought but had not yet been received. The Chief Officer and Cllr Booth met with a representative from Gallagher on the 25<sup>th</sup> of April. Once the Quotes have been received, they will be sent to the Resources committee to review and to make their recommendation to take to Full Council in May.</p>
8	<p><b>To Report on Funding Applications</b></p> <p>No applications received.</p>
9	<p><b>To Consider Any Requests for Donations</b></p> <p>No request received.</p>
10	<p><b>To Discuss the Finance Assistant Position</b></p> <p>It was proposed that this appointment be put on hold until the new Chief Officer had completed their probation.</p>
11	<p><b>To Consider and Policy or Risk Assessments</b></p> <p>Financial Regulations complete due for review in 2026          Equality, Diversity &amp; Inclusion Policy due for review in 2026. Look at bringing forward to later in 2025 to review guidelines for the employment panel make-up.</p>
12	<p><b>To confirm the date and time of the next meeting</b></p> <p>The next scheduled meeting is the 22<sup>nd</sup> of July.          Cllr Booth gave apologies in advance.</p>
	<p><b>CONFIDENTIAL</b></p> <p>Members reviewed the new Chief Officers salary point which was agreed in line with the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.</p>
	<p><b>Meeting Closed</b></p> <p>9.00pm</p>

Signed: .....

Dated: .....