Gnosall Parish Council

(Including the wards of Moreton & Knightley)

DRAFT Minutes of the Resources & Personnel Committee Meeting held on 22nd July 2025 at 7.30pm in the Parish Office

	Present
	Cllr Sullivan (in the Chair) Cllr Gregory, Cllr Alker, Cllr Holmes, Cllr Knight, Cllr Herbert, J Marshall Chief Officer
	Open Public Forum
	No public in attendance
1	**To Elect a Chair and Vice Chair for the coming year.**
	One nomination for Chair - Cllr Sullivan, this was seconded and received a unanimous vote in favour. One nomination for Vice-Chair - Cllr Knight, this was seconded and received a unanimous vote in favour.
2	**To Receive Apologies and Record Absences**
	Apologies were received and accepted from Cllr Booth. Cllr Reves-Riche was absent.
3	**To Record any Declarations of Interest**
	There were no declarations of interest.
4	**To Receive and Confirm the Minutes of the Last Meeting held on 29th April 2025**
	The minutes were approved as a true and accurate record, and signed by the Chair, Cllr Sullivan.
5	**To Consider Any Matters Arising from the Minutes**
	Cllr Knight asked for a response to the note that the donations to Youth Club and Best Kept Village appear to have not been issued in 2024/25. The Chief Officer clarified that these donations had been made, but as they are transfers between accounts, rather than payments, they don't appear on the Summary Report. The Chief Officer will enquire if there is a different way to account this in future.
6	**To receive the Summary of Accounts for the End of Year 2024/25:** The accounts for the year end 2024/25 were reviewed as they were not complete for review at the previous meeting due to changes in staff. Cllr Knight queried the budgeted Interest received of £50, versus the actual interest received of £948.35. The Chief Officer to investigate and report back at next meeting. With that query, the End of Year Accounts for 2024/25 were accepted as presented.

7	**To Discuss Any Recommendations raised in the Internal Auditors Report.**
	Two minor matters detailed in the internal auditor's report were discussed: a) The Council should consider whether additional training and/or accreditation may be appropriate for the handyman and the monthly playground inspections. The Committee agreed to take this under advisement following the annual inspection in August. b) The sale of BKV calendars puts the Council over the VAT threshold for anticipated output tax. BKV have determined to carry out sales of their annual calendar through volunteers, thus separating these sales from the Council.
8	**To Receive the Accounts at the end of the first quarter 2025/26**
	The accounts were accepted as presented. The Chief Officer to provide the committee with account presentation format options for consideration ahead of the next meeting.
9	**To Discuss IT & Hardware Upgrades for GPC Staff – Cllr Herbert**
	Cllr Herbert presented a report on the current GPC staff IT hardware and software. Both the Chief Officer and CSO's pcs are over 15 years old, with the CSO's pc running soon to be unsupported software and beginning to show signs of failing. Cllr Herbert suggested implementing a roll-out programme of upgrade starting with the CSO's pc this quarter, and the CO's pc in the next financial year. Cllr Gregory proposed replacing both pcs at the same, to ensure that staff have the correct and appropriate equipment to carry out their roles, operating the same up-to-date software. Cllr Alker seconded this motion and the committee voted unanimously in favour. The upgrade will be budgeted from contingencies and reserves.
10	**To discuss new signage at the Parish Council - £175 plus vat**
	The current signage above the Parish Office is a temporary vinyl banner that is faded and tired. The Opening hours signage is now incorrect and needs to be updated to reflect the revised opening hours and new email and website addresses. This was agreed by unanimous vote.
11	**To Review the Chubb Recommendations to Replace Fire Safety Equipment - £247.14**
	Following the Fire Safety Inspection in March, Chubb have advised that several fire extinguishers across the site require replacing due to environmental factors or 10-year replacement. This is a Health and Safety issue and should be completed as soon as is practicable. This was agreed by unanimous vote.
12	**To discuss the Change in Hours for the Caretaker & Deputy Caretaker for the Grosvenor.**
	The Chief Officer advised the committee that the Deputy Caretaker was taking on more responsibility as well as some cleaning of the Grosvenor, so the hours were to be split evenly between the two roles. This will be reviewed on a regular basis going forward.

13	**To discuss the Employer Pensions Discretions Policy**
	The Council have been advised that they are required to formulate a statement on how they will apply certain discretions allowed under the Local Government Pension Scheme regulations. The Chief Officer to present a draft Employer Pensions Discretions Policy for consideration at the next meeting.
14	**To Report on Funding Applications**
	No applications received.
15	**To Consider Any Requests for Donations**
	No request received.
16	**To Discuss the Electricity and Gas Renewals**
	One account is due for renewal at the end of July, the others in March 2026. It was agreed to roll onto a flexible tariff and look to combine all account renewals in March. In the interim, Cllr Knight will look into a proposal for solar panels on the Grosvenor Centre for budgeting in 2026/27.
17	**To Agree Chief Officer CiLCA Training in 2025 - £775**
	CiLCA training is tailored to meet the occupational standards of Clerks and Chief Officers of Parish/Town Councils and is a requirement of the Chief Offers employment. Due to structural changes planned in 2026, the deadline for CiLCA training in 2025 is August 1st, after which the earliest sign-up will be mid-2026. It was unanimously agreed that the Chief Officer enrol in 2025.
18	**To Consider and Policy or Risk Assessments**
	All current policies are up to date. Cllr Gregory suggested reviewing the Code of Conduct Policy to include interactions between councillors.
12	**To confirm the date and time of the next meeting**
	The next scheduled meeting is the 21st of October.
	Meeting Closed
	9.10pm

Signed: Cllr Knight

Dated: 21st October 2025