



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

**DRAFT Minutes of the Resources & Personnel Committee Meeting
held on 20th November 2025 at 7.30pm in the Parish Office**

	Present
	Cllr Knight (in the Chair) Cllr Gregory, Cllr Alker, Cllr Holmes, Cllr Herbert, Cllr Reeves-Riche' J Marshall Chief Officer
	Open Public Forum
	No public in attendance
1	To Receive Apologies and Record Absences
	Apologies were received and accepted from Cllr Sullivan, Cllr Booth.
2	To Record any Declarations of Interest
	There were no declarations of interest.
3	To Receive and Confirm the Minutes of the Last Meeting held on 21st October 2025
	The minutes were approved as a true and accurate record with the amendment that the meeting was moved from the 13 th to 20 th of November, and signed by the Chair, Cllr Knight.
4	To Consider Any Matters Arising from the Minutes
	Point 11. The chief Officer advised the Committee that Octopus Energy required a 3-month refundable deposit on new accounts, this totalled around £1000. The committee authorised the deposit to secure a more competitive energy rate going forward. Cllr. Knight updated the committee on the solar solution following a more detailed costing. The cost will be in the region of £18 000 installed. Cllr Knight is investigating funding options.
5	To Discuss the caretaker/cleaner roles, hours and appointment of deputy
	So far three parties have contacted the Chief Officer interested in the role of deputy caretaker/cleaner. The committee discussed whether 20 hours was sufficient to manage the Grosvenor, Library, Youth Club and Parish Offices. It was suggested that 25 hours would be more appropriate. Chief Officer to discuss with the caretaker and determine if the budget can sustain the additional hours. Chief Officer to arrange Caretakers annual appraisal.
6	Report on Chief Officers probationary appraisal
	Cllr Holmes reported back to the committee that the Chief Officers probationary appraisal had taken place and that the panel were happy that the conditions of the probation had been met. A follow up meeting will take place at the end of the Chief Officers first full year in post to review the potential appointment of a Finance Officer. The committee thanked the Chief Officer for her efforts to date.

7	To Agree the budget for 2026/27
	The draft budget was reviewed and it was felt that some adjustments were needed. The Chief Officer to take advisement and a further budget meeting to be held in December to discuss and agree the revised DRAFT budget.
8	Confidential - to discuss staffing matters
	Following consideration on the report by the Chief Officer, it was resolved that the recommendations contained in the report be adopted.
15	To confirm the date and time of the next meeting
	A Budget meeting to be held on the 17 th of December.
	Meeting Closed
	8.42pm

Signed:

Dated:

DRAFT