



## **Minutes of the Resources Committee Meeting**

**Held on 3<sup>rd</sup> October 2023 at 7.30pm in the Parish Office**

**Present:** Cllr Ingram (in the chair), Cllr Payne, Cllr Mills, Cllr Booth, Cllr Gregory and Jayne Cooper, Clerk/RFO

### **Public Open Forum**

None present

#### **1. To receive apologies and record absences**

Apologies were received and accepted from Cllr Holmes.

#### **2. To record any declarations of interest**

There were no declarations of interest.

#### **3. To receive and confirm the minutes of the meeting held on 4<sup>th</sup> July 2023**

The minutes were approved as a true and accurate record.

#### **4. To consider any matters arising not elsewhere on the agenda**

There were no matters arising.

#### **5. To review the accounts at the end of the second quarter**

The accounts as at the end of September 2023 were reviewed. Expenditure continues to be closely monitored. The Clerk drew attention to budget headings that had overspent and gave reasons. It was accepted that external and internal audit fees had increased. The Clerk to contact the internal auditor to determine how many hours she anticipated spending on the internal audit in 2024 and her costs. It may not be necessary to have a mid-year internal audit. The Clerk to report back. It was also noted that expenditure had been incurred on the repairs and refitting of the Youth Club following a flood in 2022. This expenditure would be covered by insurers and the Clerk had requested insurers to reimburse expenditure in phases. The accounts were accepted as presented.

Other matters discussed/noted:

- The Clerk requested assistance from the Chair of Resources in reviewing new gas tariffs for both the council account and the youth club account both of which end in the next 4 months. The electricity tariff runs until July 2025.
- VAT had been reclaimed up to the end of August 2023.
- It was agreed to purchase a fireproof safe at a cost of £35
- It was agreed to purchase a new heavy duty 150m hosepipe and trolley at a cost of £180

## **6. To consider the external auditors report**

The external audit had been completed by Mazars with no matters to report apart from one minor suggestion that the accounts should be published one day after announcing the completion of audit. Relevant documentation had been displayed on the website.

## **7. To commence budget work for 2024/25**

Relevant budget headings (not associated with other committees) were considered carefully in line with CPI (6.5% increase). Some budget headings were decreased where savings could be made and some increased where it is known costs will rise for example, insurance and audit fees.

Committees would be asked to discuss budget requirements for 2024/25 at their next meetings and submit information for Resources Committee to review at a meeting on 5<sup>th</sup> December.

Should the Business Plan for 2023-26 be approved by Council at its next meeting, any implication to the budget would be discussed by Resources Committee.

## **8. To receive a report on Bank Accounts**

The Clerk informed members that all bank accounts are now open, The council now has 10 separate bank accounts and a building society savings account. The Clerk informed councillors that the new bank accounts had resulted in funds associated with working groups and council business more transparent, it had inevitably increased the workload in managing the council's finances. This was noted.

Updating signatories on accounts is needed.

## **9. To report on any funding applications**

It was reported that an application to Staffordshire County Council for a grant for GFest printing and banners, had been approved and £500 had been received.

£500 prize money had been received for the Best Kept Village Team after being awarded winner in the large village category in the 2023 BKV competition.

## **10.To consider any requests for donations**

There had been no requests.

## **11.To consider any Policy or Risk Assessment**

**Financial Regulations** - The Chair and Vice Chair would be meeting to review the Financial Regulations alongside the Financial Risk Assessment and Standing Orders. Cllr Gregory offered to assist.

## **12 . To agree the date and time of the next meeting**

5<sup>th</sup> December 2023 at 7.30pm.

The meeting closed at 8.50pm