



Minutes of the Resources Committee Meeting

Held on 4th July 2023 at 7.30pm in the Parish Office

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

Public Open Forum

None present

1. To elect a Chair and Vice Chair

Cllr Ingram was elected Chair and Cllr Booth elected Vice Chair.

2. To receive apologies and record absences

Apologies were received and accepted from Cllr Holmes, Cllr Gregory and Cllr Haycock

3. To record any declarations of interest

There were no declarations of interest.

4. To receive and confirm the minutes of the meeting held on 31st January 2023

The minutes were approved as a true and accurate record.

5. To consider any matters arising not elsewhere on the agenda

The Clerk was asked to include a new budget heading for the maintenance of the sensory garden when budget preparation for the year 2024/25 commences.

It was noted that thank you letters had been received from Katharine House Hospice and Gnosall & Newport Lions for donations recently granted.

6. To review the Terms of Reference

One change was agreed - item (k) to read: *"To consider any financial matters not dealt with by any other committee of Council and to report back to Council as appropriate"* (the word financial had been added).

7. To review the accounts at the end of the first quarter

The accounts as at the end of June 2023 were reviewed. Expenditure continues to be closely monitored. The accounts were accepted as presented.

8. To consider the internal auditors report

All members present received a copy the internal auditors report. Recommendations contained in the report were noted, the Clerk would deal with the majority of the recommendations with one

being passed to Personnel Committee to review. It was agreed to amend the frequency of the review of the Financial Risk Assessment to annual rather than 3-yearly.

9. To receive a report on Bank Accounts

Four of the five new accounts with Lloyds Bank are now open (Allotments, Grosvenor Centre, Cfest and Public Rights of Way). The opening of the Burial Ground account is pending and should soon be concluded. Balances had been transferred from Coop account into the new accounts.

The Clerk informed members present that changes are required to the list of authorised signatories as a former authorised signatory was no longer a parish councillor. Financial regulations need to be reviewed to ensure rules regarding authorised signatures comply with new bank accounts. Lloyds Bank and The Cooperative Bank have different arrangements which needs to be reflected in the regulations.

10.To report on any funding applications

It was reported that an application would be made to Staffordshire County Council for a grant to cover some GFest expenditure.

11.To consider any requests for donations

There had been no requests.

12.To consider any Policy or Risk Assessment reviews including:

Financial Risk Assessment

The Clerk had carried out a review and recommenced minor amendments to reflect the changes required in banking arrangements in particularly authorised signatories. The Clerk's recommendations were accepted. The Risk Assessment would now be reviewed annually in line with the internal auditor's recommendation.

Financial Regulations

The Chair and Vice Chair agreed to review the Financial Regulations in line with the Financial Risk Assessment and report back to the next Resources Committee.

13.To agree the date and time of the next meeting

3rd October 2023 at 7.30pm.

The meeting closed at 8.35pm