Gnosall Parish Council

(Including the wards of Moreton & Knightley)

Minutes of the Resources and Personnel Committee Meeting held on 20th October 2026 at 7.30pm in the Parish Office

	Present
	Cllr Sullivan (in the Chair), Cllr Knight, Cllr Gregory, Cllr Cooper, Cllr Booth 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 Holmes & Cllr Reeves-Riche.'
2	**To Record any Declarations of Interest**
	There were no declarations of interest.
3	**To receive and confirm the minutes of last meeting held on 21st July, and the Personnel committee meeting held on the 28th September 2026.**
	Minor spelling corrections amended. The minutes were confirmed as true and accurate records of the meeting and signed by the chair.
4	**To consider any matters arising not elsewhere on the agenda.**
	DRAFT Investment Policy review deferred to 2027.
5	**To receive the accounts at the end of the 2nd Quarter (2026/27).**
	The Chief Officer presented the accounts to quarter 2 and explained. Cllr Cooper proposed viring £1800 of unspent funds from the Events Budget to cover the employment costs of a temporary staff member to Christmas 2026. This was unanimously agreed. Moving the Defibrillator budget line into a reserve account was proposed and unanimously agreed. The accounts were accepted as presented.
6	**To consider the External Auditors report and agree any actions required.**
	The external auditors report was reviewed, there are three minor scopes for consideration, these will be addressed in the AGAR 2026/27. Cllr Cooper commended the Chief Officer on the completion of her first AGAR, noting that this is a difficult and stressful process and to complete with very minor notes, is commendable.
7	**To receive and approve the bank reconciliations for the second quarter.**
	The bank reconciliations for all bank accounts held were received, approved, and signed by the chair.

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8	**To discuss budgeting requirements for 2027/28 to include contested election costs.**
	The costs of contested elections were discussed. It was suggested that a sum of £10 000 be earmarked from general reserves to cover this eventuality rather than have an annual budget line. This was agreed in principle. Committees to set their budgets and Resources to meet again in December to finalise budget for 2027/28.
9	**To discuss setting up a reserve account for Friends of the Acres.**
	It was agreed to create a reserve account for new working group, Friends of the Acres, rather than setting up a separate bank account. This will be reviewed once the group is established.
10	**To consider a request from Moreton to contribute financially to groundworks to make the graveyard path safe – estimated costs in excess of £4000**.
	The Committee have a limited donations budget this year and agreed a £300 contribution could be made subject to the status of this project being clarified.
11	**To consider one grant application.**
	An application was considered for the Gnosall Scouts and Guide Headquarters. The committee agreed to support the organisation with a donation of £300 towards their project.
12	**To agree the installation of solar panels at the Grosvenor.**
	An opportunity to apply for grant funding closes in mid-November. Cllr Booth proposed that the funding be applied for, and should it be unsuccessful, that the Council proceed with the installation fully funded by the council. The committee unanimously approved this proposal.
13	**To agree the updated terms of engagement for the contracted tax and accountancy firm.**
	Cllr Cooper appointed to review the terms of engagement and feed back to the committee.
14	**To arrange the Chief Officers appraisal**
	Cllrs Booth and Holmes were appointed to conduct the appraisal. Date to be confirmed.
15	**CONFIDENTIAL**
	To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting for discussion regarding leasing and staff matters. Leasing terms were discussed and a response agreed. Chief Officer to consult with solicitor. Chief Officers holiday request was approved.
16	**To agree the date and time of the next meeting**
	01.12.2026 (budget meeting)
	Meeting Closed
	8.48pm

Signed: …….

Dated: ……..

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