



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

**Minutes of the Resources & Personnel Committee Meeting
held on 21st July 2026 at 7.30pm in the Parish Office**

	Present
	Cllr Sullivan (in the Chair), Cllr Knight, Cllr Gregory, Cllr Herbert, J Marshall Chief Officer
	Open Public Forum
	No public in attendance
1	To elect a Chair and Vice Chair for the forthcoming year
	One nomination for Chair – Cllr Sullivan was unanimously elected. One nomination for Vice Chair – Cllr knight was unanimously elected.
2	To Receive Apologies and Record Absences
	Apologies were received and accepted from Cllr Alker, Cllr Booth & Cllr Holmes. Cllr Reeves-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 the 21st of April and the IT Sub-Committee Meeting held on the 18th May 2026
	04.02.26 – 4. Apostrophe missing on Knight’s 9. Add Chief Officer to readvertise for assistant Caretaker/cleaner position. With those amendments, the minutes for both meetings were approved as a true and accurate record and signed by the Chair.
5	To Consider Any Matters not elsewhere on the Agenda
	No matters arising
6	To Review the delegated arrangements and Terms of Reference for the Committee
	Membership –the ex-officio section to be amended to be more coherent. Objectives – include the objectives of the IT sub-committee as discussed. Duties & Functions – insert new point 5 regarding annual oversight of IT infrastructure as agreed in meeting. Delegated Powers and Authority – new point 3. The committee will have delegated authority to manage all contracts for work in connection with IT infrastructure, subject to agreed expenditure limits and provided that the financial procedures of Council are followed. With those corrections the Terms of Reference were agreed by the committee.
7	To Receive the Q1 accounts 2026/27
	The accounts to the end of the first quarter were reviewed. The Chief Officer explained where budget headings differed from the allocated budget and gave detailed reasons for any over or under spend. The first quarter accounts were accepted.
8	To consider the interim Internal Auditors Report and any actions required
	Most comments in the internal auditor’s report have already been corrected. The Committee are reviewing the recommended Investment Policy and will adopt that this financial year.

	The Council will complete a Data Audit this financial year.
9	To receive and approve the bank reconciliations for the first quarter The Chief Officer presented all the bank account reconciliations and All Bank's reconciliation for the committee's inspection. The committee confirmed that all the bank accounts reconcile and match the All-Banks Reconciliation. The reconciliations were accepted and signed by the Chair.
10	To discuss the insurance/water charges for Rosebuds Nursery The Chief Officer presented the insurance calculation for 2026 and explained that water hadn't been charged to Rosebuds for a few years. This needs to address as part of the new lease agreement in October. In the interim, the water meter and billing need to be checked to confirm average consumption.
11	To consider the DRAFT Investment Policy As suggested by the Internal Auditor in the last audit, the Chief Officer presented a DRAFT Investment Policy for consideration. The committee agreed a policy was needed and suggested that, in line with legislation, the Council's investments should be a minimum of 3 months average running costs (£45,000) but no more than 6 months average running costs (£90,000). The committee also suggest that this be split across multiple accounts to ensure resilience. The Chief Officer to amend and present the revised DRAFT at the next meeting.
12	To Discuss the proposed allotment track maintenance contribution proposed by Severn Trent Water The Chief Officer has been liaising with Severn Trent for over a year to maintain the allotment track in an attempt to recoup the monies spent maintaining the track which the Council had previously understood to be in their ownership. In 2024 it became apparent that this was not the case and the track was in fact owned by Severn Trent. Severn Trent have recently carried out some temporary repairs and have suggested a 33% contribution towards future maintenance. In principle the Committee agree that this is a sensible proposal, but that this cannot be enforced until such time as the funds spent by the Council maintaining the track in the past have been recompensed.
11.	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 staffing matters. See Appendix A (not for public view)
	Meeting Closed
	9.50pm

Signed:

Dated:.....