



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 7.30pm Wednesday 19<sup>th</sup> April 2023.

**COUNCILLORS:** A Cooney R. Dipple  
D Gaye G Grant  
I Hodgson (Vice Chair) I Pyke  
N Stanley (Chair)

**ALSO PRESENT:** H Goodreid – Town Clerk  
K Roberts – Responsible Financial Officer  
Cllr K Tait-Green

Min No	Item	Action
<b>1</b>	<b>Apologies</b>	
1.1	Apologies were received from Cllrs Hughes and Martin.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	None	
<b>3</b>	<b>To receive any requests for dispensation</b>	
3.1	None	
<b>4</b>	<b>Chair to close meeting for public session</b>	
4.1	No members of the public were in attendance.	
<b>5</b>	<b>Chair reopened the Meeting</b>	
<b>6</b>	<b>Minutes</b>	
6.1	The minutes of the Finance and Management Committee held on 15 <sup>th</sup> March 2023 were approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Cooney</i> <b>The minutes were accepted as a true and correct record.</b>	
<b>7</b>	<b>Matters Arising</b>	
7.1	None	

<b>8</b> 8.1	<b>Payments</b> It was proposed that all payments recorded to 19 <sup>th</sup> April 2023 and on the creditors list be approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Hodgson</i> <b>The payments were approved and signed and are attached to the minutes.</b>	Reports attached to the minutes.
<b>9</b> 9.1  9.2  9.3	<b>Income and Expenditure Report</b> It was noted that the entire cost for the Mindfulness Garden had come from donations and from a grant.  It was noted that the cost of employing FOI experts had cost the council £1.344 + VAT  The Income and Expenditure report for March 2023 was proposed for approval. <i>Proposed: Cllr Cooney; Seconded: Cllr Hodgson</i> <b>It was agreed to approve the income and expenditure reports for March 2023.</b>	Reports attached to the minutes.
<b>10</b> 10.1	<b>Bank Reconciliations</b> It was proposed that the Bank Reconciliations for March 2023 be approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> <b>It was agreed to approve the Bank Reconciliations for March 2023.</b>	Reports attached to the minutes.
<b>11</b> 11.1  11.2	<b>Virements and Budget Balancing</b> It was proposed that the budget be increased in 130 by £20,000 to reflect the income from the grants expenditure for the Mindfulness Garden and £4,818 be moved from Neighbourhood Plan budget to cover other overspend in 103 (Staff Costs Town Council) and 130 (Community Engagement Expenditure). <i>Proposed: Cllr Cooney, Seconded: Cllr Hodgson</i> <b>The motion was agreed</b>  It was proposed that £19,190 be moved from ticket sales income to cover the overspend in 204 (Rose Theatre Admin), 212 (Premises and Maintenance) and 251 (Other Costs). <i>Proposed: Cllr Cooney; Seconded: Cllr Gaye</i> <b>The motion was agreed</b>	
<b>12</b> 12.1	<b>Annual Governance and Accountability Report</b> Cllrs noted the first draft of the AGAR which would be coming to full council in May for consideration.	
<b>13</b> 13.1	<b>Town Council Alarm System</b> It was noted that the Town Clerk had used delegated authority to pay for recent repairs to the Town Council alarm system.	

Signed: 

Finance and Management Committee


Date:

28/6/23

<p><b>14</b> 14.1</p>	<p><b>Arrangements for paying bills / salaries</b> The paperwork associated with getting Cllrs Martin and Gaye had been sent off to Lloyds Bank. RFO to look at bulk payments method to clear upcoming salaries in future. A full report will go to Full Council in May.</p>	<p>Report to go to May Full Council</p>
<p><b>15</b> 15.1</p>	<p><b>Exclusion of the Public</b> The public were excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 section 2.</p>	
<p><b>16</b> 16.1</p>	<p><b>Staffing Matters</b> It was agreed that following a successful appraisal, the Administrative Officer be moved up in line with the recommendation of Minute 128 at December 2022 Full Council meeting. <i>Proposed; Cllr Cooney; Seconded: Cllr Dipple</i> <b>The motion was agreed</b></p>	
<p><b>17</b> 17.1</p>	<p><b>Date of Next Meeting</b> The date of the next meeting has not yet been fixed.</p>	

There being no further matters the meeting concluded at 8:10pm

Signed:



Finance and Management Committee

Date: 28/6/23