



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 7.30pm Wednesday 18<sup>th</sup> May 2022.

COUNCILLORS: R Dipple D. Gaye  
I Hodgson C Martin  
N. Stanley (Chair)

ALSO PRESENT: H Goodreid – Town Clerk  
K Roberts – Responsible Finance Office  
Cllr K Tait-Green

Min No	Item	Action
<b>15</b> 15.1	<b>Apologies</b> Apologies were received from Cllrs Cooney, Grant, Hughes and Pyke.	
<b>16</b> 16.1	<b>Declarations of Interest</b> None	
<b>17</b> 17.1	<b>To receive any requests for dispensation</b> None were received.	
<b>18</b> 18.1	<b>Election of Chair and Vice Chair</b> It was proposed that Cllr Stanley be elected as Chair of the F and M Committee. <i>Proposed: Cllr Hodgson; Seconded: Cllr Dipple</i> <b>The Motion was agreed</b>	
18.2	It was proposed that Cllr Hodgson be elected as Vice Chair of the F and M Committee. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> <b>The Motion was agreed</b>	
<b>19</b> 19.1	<b>Chair to close meeting for public session</b> No members of the public were in attendance.	
<b>20</b>	<b>Chair reopened the Meeting</b>	

<p><b>21</b> 21.1</p>	<p><b>Minutes</b> The minutes of the Finance and Management Committee held on 20<sup>th</sup> April 2022 were approved. <i>Proposed: Cllr Gaye; Seconded: Cllr Martin</i> <b>The minutes were accepted as a true and correct record.</b></p>	
<p><b>22</b> 22.1</p>	<p><b>Matters Arising</b> All Matters had been dealt with or were on the agenda.</p>	
<p><b>23</b> 23.1</p>	<p><b>Payments</b> It was proposed that all payments recorded to 18<sup>th</sup> May 2022 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></p>	<p>Payments attached to the minutes.</p>
<p><b>24</b> 24.1  24.2  24.3  24.4</p>	<p><b>Income and Expenditure Report</b> The Income and Expenditure reports for April 2022 were proposed for approval. <i>Proposed: Cllr Gaye; Seconded: Cllr Dipple</i> <b>It was agreed to approve the income and expenditure reports for April 2022.</b></p> <p>It was brought to Cllrs attention that the quotes received for the Christmas lights for the next 3 years were coming in over planned budget. In addition, the electricity costs for the lights would be higher than the previous years. It was proposed to recommend to Full Council that £10,000 be moved from the Ear Marked Reserve for Community Projects to the Christmas Lights Budget. <i>Proposed: Cllr Stanley; Seconded: Cllr Dipple</i> <b>The Motion was agreed</b></p> <p>Cllrs considered the finances required to cover the costs associated with the Big Celebration and the Mindfulness Garden. It was proposed to recommend to Full Council that £5,000 be moved from the Ear Marked Reserve for Community Projects to the Big Celebration Budget. <i>Proposed: Cllr Stanley; Seconded: Cllr Dipple</i> <b>The Motion was agreed</b></p> <p>Cllrs considered the costs associated with the replacement roof over the lobby between the Town Council and Theatre buildings. It was proposed to recommend to Full Council that the funds for this (£6,416) come from the Ear Marked Reserve for Renovations and Renewals. <i>Proposed: Cllr Stanley; Seconded: Cllr Gaye</i> <b>The Motion was agreed</b></p>	<p>Reports attached to the minutes.</p> <p>To be placed on June Full Council agenda</p> <p>To be placed on June Full Council agenda</p> <p>To be placed on June Full Council agenda</p>
<p><b>25</b> 25.1</p>	<p><b>Virements</b> Acting with the delegated authority passed to it from Full Council, Cllrs considered the month 12 income and expenditure report and approved the virement of £765 from the Rose Theatre administrative</p>	

Signed:



Finance and Management Committee

Date: 15<sup>th</sup> June 2022

Page 2 of 4

	<p>budget to cover the overspend in Rose Theatre Premises and maintenance expenditure.  <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i>  <b>The Motion was agreed.</b></p>	
<p><b>26</b> 26.1</p>	<p><b>Bank Reconciliations</b>  It was proposed that the Bank Reconciliations for April 2022 be approved.  <i>Proposed: Cllr Stanley; Seconded: Cllr Dipple</i>  <b>It was agreed to approve the Bank Reconciliations.</b></p>	<p>Reports attached to the minutes.</p>
<p><b>27</b> 27.1  27.2  27.3</p>	<p><b>2021 – 2022 Year End Documentation</b>  <b>Items 27 and 28 were discussed together at this point in the agenda.</b></p> <p>The RFO went through the supporting documentation which included the Significant Variances, Bank Reconciliations, Statutory Income and Expenditure reports and Balance Sheet. Cllrs also went through the AGAR to ensure that figures submitted agreed with the detailed work sheets.</p> <p>It was proposed to recommend to Full Council that the AGAR be approved.  <i>Proposed: Cllr Gaye; Seconded: Cllr Dipple</i>  <b>The Motion was agreed.</b></p> <p>Cllrs considered the internal Auditors Report. It was noted that the Internal Auditor had noted that the amount of money held in EMR and general reserves was over 3 months of the precept and should be reduced.  It was proposed to recommend to Full Council that the internal Auditors report be approved.  <i>Proposed: Cllr Stanley; Seconded: Cllr Martin</i>  <b>The Motion was agreed.</b></p>	<p>To be placed on June Full Council agenda</p> <p>To be placed on June Full Council agenda</p>
<p><b>28</b> 28.1</p>	<p><b>Annual Governance draft report and Internal Auditors Report</b>  See item 27</p>	
<p><b>29</b> 29.1  29.2 A  B</p>	<p><b>Bank Accounts</b>  Cllrs noted that a decision had been passed to open a short term account with CCLA but as yet this had not been opened.</p> <p>It was proposed to recommend to Full Council that:  <u>Lloyds Bank Account</u> <b>EXISTING ACCOUNT</b> – be held to do day to day banking. A check would be made on the banking charges associated with this. Approx 3 months of spend should be kept in the account at any one time and topped up from CCLA when necessary.</p> <p><u>Unity Trust Account</u> <b>EXISTING ACCOUNT</b> – This account be left with only a small balance of approx. £2,000 to cover expenses associated with the Artisan Market and this account becomes dedicated to the operation of the markets only. The charges on the use of this account</p>	

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Finance and Management Committee

Date: 15<sup>th</sup> June 2022

Page 3 of 4

	would be tracked and its function may change with Lloyds if charges were too high.	
C	<b>CCLA NEW ACCOUNT</b> – this would become the savings account for the council and all funding not allocated to Lloyds or Unity would sit in this new account.	
D	<b>Santander CLOSE ACCOUNT</b> - this savings account would be closed, and the money transferred to the CCL account. <i>Proposed: Cllr Stanley; Seconded: Cllr Dipple</i> <b>The Motion was agreed</b>	To be placed on June Full Council agenda
	It was noted that should Full Council approve the above measures, this would require adjustments to be made to the Financial Regulations.	To be placed on June Full Council agenda
29.3	Cllrs considered the need for a Council Debit Card. At present, where the council spend cannot be made via BACS transfer, petty cash or Direct Debit, Council staff are required to use their own funds. Examples of this type of payment would be for Street Closures and the annual fee for Zoom. It was proposed that a recommendation be made to Full Council that a Debit Card be applied for. <i>Proposed: Cllr Martin; Seconded: Cllr Dipple.</i> <b>The Motion was agreed</b>	To be placed on June Full Council agenda
<b>30</b> 30.1	<b>Date of Next Meeting</b> The date of the next meeting is Wednesday 15 <sup>th</sup> June 2022.	

There being no further matters the meeting concluded at 8:20pm

Signed:



Finance and Management Committee

Date: 15<sup>th</sup> June 2022

Page 4 of 4