



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 7.30pm Wednesday 28<sup>th</sup> June 2023.

COUNCILLORS: D Foceac D Gaye  
I Hodgson (Vice Chair) R Hughes  
N Stanley (Chair)

ALSO PRESENT: K Roberts – Responsible Financial Officer  
Cllr P Ansell

Min No	Item	Action
<b>18</b>	<b>Election of Chair and Vice Chair</b>	
18.1	It was proposed that Cllr Stanley be elected as Chair of the F and M Committee. <i>Proposed: Cllr Hughes; Seconded: Cllr Hodgson</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 Hughes; Seconded: Cllr Stanley</i> <b>The Motion was agreed</b>	
<b>19</b>	<b>Apologies</b>	
19.1	Apologies were received from Cllrs Cooney and Pyke.	
<b>20</b>	<b>Declarations of Interest</b>	
20.1	None	
<b>21</b>	<b>To receive any requests for dispensation</b>	
21.1	None	
<b>22</b>	<b>Chair to close meeting for public session</b>	
22.1	No members of the public were in attendance.	
<b>23</b>	<b>Chair reopened the Meeting</b>	
<b>24</b>	<b>Minutes</b>	
24.1	The minutes of the Finance and Management Committee held on	

	19 <sup>th</sup> April 2023 were approved. <i>Proposed: Cllr Gaye; Seconded: Cllr Hodgson</i> <b>The minutes were accepted as a true and correct record.</b>	
<b>25</b> 25.1	<b>Matters Arising</b> <b>Annual Governance and Accountability Report</b> The AGAR had been published. The exercise of public rights started on 23 <sup>rd</sup> June and ends on 3 <sup>rd</sup> August.	
25.2	<b>Arrangements for paying bills / salaries</b> The new Clerk starts on 21 <sup>st</sup> August. H Goodreid was entering payments onto the banking system and would enter August payments.	
<b>26</b> 26.1	<b>Payments</b> It was agreed to look at the payment relating to a charge for scaffolding hire.	
26.2	It was proposed that all payments recorded to 28 <sup>th</sup> June 2023 and on the creditors list be approved. <i>Proposed: Cllr Hodgson; Seconded; Cllr Hughes</i> <b>The payments were approved and signed and are attached to the minutes.</b>	Reports attached to the minutes.
<b>27</b> 27.1	<b>Income and Expenditure Report</b> The Income and Expenditure reports for April and May 2023 were proposed for approval. <i>Proposed: Cllr Gaye; Seconded: Cllr Hodgson</i> <b>It was agreed to approve the income and expenditure reports for April and May 2023.</b>	Reports attached to the minutes.
<b>28</b> 28.1	<b>Bank Reconciliations</b> It was noted that the bank reconciliation statements produced from the finance software now had spaces for two signatories. It was agreed to check the procedure in the Financial Regulations.	RFO to check the Financial Regulations
28.2	It was proposed that the Bank Reconciliations for April and May 2023 be approved. <i>Proposed: Cllr Stanley; Seconded: Cllr Hughes</i> <b>It was agreed to approve the Bank Reconciliations for April and May 2023.</b>	Reports attached to the minutes.
<b>29</b> 29.1	<b>Bank Signatories</b> Currently two Councillors can authorise BACS payments from the Lloyds Bank account. It was proposed to recommend to Full Council that existing Lloyds Bank signatories be set up to authorise BACS transfers and that the Unity Trust account and CCLA each have five to sign. <i>Proposed: Cllr Stanley; Seconded: Cllr Hughes</i> <b>The Motion was agreed.</b>	To be placed on September Full Council agenda
<b>30</b> 30.1	<b>Date of Next Meeting</b> The date of the next meeting is Wednesday 19 <sup>th</sup> July 2023.	

Signed:

Finance and Management Committee

Date:

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31	<b>The Chair had notified the Committee Cllrs in advance of the meeting and with at least 3 clear days notice, that the following item would also be discussed as an addendum to the meeting.</b>	
32 32.1	<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.	
33 33.1	<b>Staffing Matters</b> It was proposed to recommend to Full Council that the Administrative Officer be paid an acting up allowance for taking on additional responsibility between the last clerk leaving and the new clerk starting. <i>Proposed: Cllr Hodgson; Seconded: Cllr Gaye</i> <b>The Motion was agreed.</b>	To be placed on July Full Council agenda

There being no further matters the meeting concluded at 8:35pm

Signed:

Finance and Management Committee

Date:

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