



Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber
at 7.30pm Wednesday 28th September 2022.

COUNCILLORS: A. Cooney R. Dipple
 D. Gaye R. Hughes
 N. Stanley (Chair)

ALSO PRESENT: S Bird – Development Manager

Min No	Item	Action
56 56.1	Apologies Apologies were received from Cllrs Grant, Hodgson, Martin and Pyke.	
57 57.1	Declarations of Interest None	
58 58.1	To receive any requests for dispensation None were received.	
59 59.1	Chair to close meeting for public session No members of the public were in attendance.	
60	Chair reopened the Meeting	
61 61.1	Minutes The minutes of the Finance and Management Committee held on 20 th July 2022 were approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> The minutes were accepted as a true and correct record.	
62 62.1	Matters Arising All Matters had been dealt with or were on the agenda.	
63 63.1	Payments Cllr Dipple noted that some of the payments which were on the agenda tonight for approval had already been signed off as they were either time sensitive (the last F and M Committee had been in July	

63.2	<p>2022), related to approved schemes by other committees or were part of the Chairs Allowance.</p> <p>It was proposed that all payments recorded to 28th September 2022 and on the creditors list be approved. <i>Proposed: Cllr Cooney; Seconded; Cllr Hughes</i> The payments were approved and signed and are attached to the minutes.</p>	Payments attached to the minutes.
<p>64 64.1</p> <p>64.2</p>	<p>Income and Expenditure Report</p> <p>It was noted that next month would be month 6. The Christmas Lights cost had been added to the overall budget but concerns about the increased cost of electricity for these. Cllrs noted that the expenditure for the Mindfulness Garden did not show the money from the grant – this was because the grant was received in the previous financial year.</p> <p>The Income and Expenditure reports for July and August 2022 were proposed for approval. <i>Proposed: Cllr Cooney; Seconded: Cllr Dipple</i> It was agreed to approve the income and expenditure reports for July and August 2022.</p>	Reports attached to the minutes.
<p>65 65.1</p> <p>65.2</p>	<p>Bank Reconciliations</p> <p>Cllrs noted that Santander reconciliations were missing – they have stopped sending statements, but it was noted that the overall amount was the same as previous months. All the funds were due to be transferred to the new CCLA account and this would show in September / October accounts.</p> <p>It was proposed that the Bank Reconciliations for July and August 2022 be approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> It was agreed to approve the Bank Reconciliations for July and August 2022.</p>	Reports attached to the minutes.
<p>66 66.1</p>	<p>Smaller Authorities Audit Appointments</p> <p>Cllrs received a report on this asked for a decision on whether to opt in or out to the SAAA. It was proposed that Rugeley Town Council Opt-In and remain with the appointed external auditors. <i>Proposed: Cllr Gaye; Seconded Cllr Cooney</i> It was agreed to opt in and remain with the appointed external auditors.</p>	
<p>67 67.1</p>	<p>Councillor Audit of Accounts</p> <p>The checking of all documentation including cheques and BACS transactions had previously been done by Cllrs Stanley and Martin. It was proposed that the same councillors undertake the check again this year. <i>Proposed: Cllr Dipple; Seconded Cllr Gaye</i> It was agreed that Cllrs Stanley and Martin undertake the detailed check of cheques, BACS and transfers for the past year.</p>	

Signed:



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<p>68 68.1</p>	<p>Civility and Respect Pledge & Dignity at Work Policy Cllrs agreed to recommend to Full Council that these documents be approved. <i>Proposed: Cllr Gaye; Seconded; Cllr Dipple</i> It was agreed to recommend to Full Council that these documents be approved.</p>	<p>To be placed on Full Council agenda for 5th October 2022.</p>
<p>69 69.1</p> <p>69.2</p>	<p>Breakthrough Communications A Freedom of Information request had been received relating to the theft of council funds. The documentation which had been created contained significant amounts of personal data which gave rise to an issue of data protection. Following advice received from Staffordshire Parish Councils Association, the Town Clerk had contacted Breakthrough Communications who were partners with SLCC and NALC. Cllrs received details of costs associated with engaging the company to support and advise the Clerk in responding to the FOI request and other more general GDPR matters.</p> <p>It was proposed to engage Breakthrough Communications on a one-off package as this included the fees of legal advice. <i>Proposed; Cllr Cooney; Seconded Cllr Dipple</i> It was agreed to engage Breakthrough Communications on a one-off basis costing £2,200 + VAT</p> <p>The question was raised about seeking compensation from the former external auditors as they had not uncovered the fraud during any of their approved audits for the Town Council. It was agreed to ask the Town Clerk to look into this.</p>	<p>Clerk to engage Breakthrough Communications.</p> <p>Clerk to see if compensation claim could be made against former External Auditors.</p>
<p>70 70.1</p>	<p>Staffing Matters Cllrs confirmed that one member of staff had been eligible to move up a scale point following appraisals, and this had been done.</p>	
<p>71 71.1</p>	<p>Date of Next Meeting The date of the next meeting is Wednesday 26th October 2022.</p>	

There being no further matters the meeting concluded at 8:14pm

Signed: 

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