



Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber
at 7.30pm Wednesday 20th September 2023

COUNCILLORS: A Cooney D Foceac
D Gaye K Hart
G Kirkham I Pyke
N Stanley (Chair)

ALSO PRESENT: S Buxton – Town Clerk

Min No	Item	Action
43 43.1	Apologies Apologies were received from Cllr Hodgson	
44	Declarations of Interest None	
45 45.1	To receive any requests for dispensation None	
46 46.1	Chair closed the meeting for public session No members of the public were in attendance.	
47	Chair reopened the Meeting.	
48 48.1	Minutes The minutes of the Finance and Management Committee held on 19 th July 2023 were approved. <i>Proposed: Cllr Hodgson; Seconded: Cllr Gaye</i> Agreed the minutes be signed as a true and correct record.	
49	Matters Arising None	
50 50.1	Payments The payments for the period August and September 2023 were tabled by the clerk.	

	<p>It was proposed that all payments tabled at this meeting up to 20th September 2023 and on the creditors list be approved, including a replacement PC for the Theatre <i>Proposed: Cllr Cooney; Seconded; Cllr Gaye</i> Agreed to approve the payments tabled, that were then signed and attached to the minutes</p> <p>The website seems to have quite a bit of downtime and that this should be queried with the supplier Agreed to contact the website provider for a log of the downtime.</p> <p>The timing of the issue of payments information is to be looked at by the Clerk</p>	<p>Clerk asap.</p> <p>Clerk asap</p>
51	<p>Income and Expenditure Report Due to the change in staff and lack of access to the finance system, these reports were not available for this meeting. Additionally, the outgoing finance officer had not entered any transactions since 30th June, despite not leaving until 9th August. The clerk undertook to have the July, August and September reports for the October meeting.</p> <p>A letter to be sent to the previous Finance Officer, expressing the council's disappointment that despite not leaving until 9th August, no transactions had been entered since the end of June. <i>Proposed: Cllr Cooney; Seconded: Cllr Hart</i></p>	<p>Clerk and Finance Officer for October meeting</p>
52	<p>Bank Reconciliations Due to the change in staff and lack of access to the finance system, the reconciliations were not available for this meeting. The clerk undertook to have the July, August and September reconciliations for the October meeting</p>	<p>Clerk and Finance Officer for October meeting</p>
53	<p>Items to be considered at the next meeting</p>	
54 54.1	<p>Date of Next Meeting The date of the next meeting is Wednesday 18th October 2023</p>	

There being no other business, the chair closed the meeting at 8.22pm

Signed:



Finance and Management Committee

Date:

18/10/23.