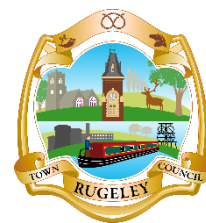


FINANCE & MANAGEMENT COMMITTEE

Town Clerk: Mrs Sue Buxton CiLCA
E: clerk@rugeleytowncouncil.gov.uk



Councillors are summoned to **Finance and Management Committee** which will be held at the Council Chamber, Rugeley at **7.30pm on Wednesday 20th December 2023** at which the following business will be transacted.

The press and public are welcome to attend.

Sue Buxton

Mrs S Buxton
Town Clerk

AGENDA

84	Apologies To receive any apologies (through the Clerk in accordance with Standing Orders)	
85	Declaration of Personal & Prejudicial interest in any item on the agenda <i>(Note members should notify Monitoring officer within 28 days if not already declared)</i>	
86	To receive any requests for dispensation.	
87 87.1	Chair to close meeting for public session. Members of the public are invited to address the Council on any issue over which it has a power.	
88	Chair to reopen the council meeting.	
89 89.1	Minutes To approve the Minutes of Finance and Management Committee held on Wednesday 15 th November 2023.	Attached
90 90.1	Matters Arising Cllrs to consider updates on matters arising from the previous minutes where they are not on the agenda.	
91 91.1	Payments Cllrs to consider approval of the payments received to 20 th December 2023.	To follow
92 92.1	Income and Expenditure Reports Cllrs to receive the detailed income and expenditure reports for November 2023.	To follow
93 93.1	Bank Reconciliations Cllrs to receive and consider approving the bank reconciliations for November 2023.	To follow
94 94.1 94.2 94.3 94.4 94.5	Finance Report I&E reports for Theatre and CEC – Oct-Dec 23 Internal audit AGAR VAT IT support and software	To follow

94.6	Telephones and broadband	
94.7	Finance system	
94.8	Shredding	
94.9	Direct debit for payroll	
94.10	LDD account signatories	
95	Electricity	
95.1	Report on response from 4 th contractor requesting them check wiring integrity and provide written report. Report on electricity	Attached
96	Items to be considered at the next meeting	
97	Date of Next Meeting	
97.1	The next meeting of the Finance and Management Committee will be Wednesday 24 th January 2024.	
98	Exclusion of the Public To move that the public be excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2	
99	Minutes To approve the confidential minutes of the Finance and Management Committee held on Wednesday 15 th November 2023	
100	Response from previous RFO on upkeep of accounting records	Attached
101	Council staff – what are they all doing.....?	Attached