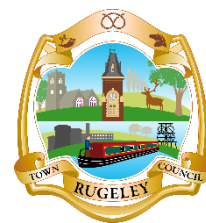


# FINANCE & MANAGEMENT COMMITTEE

Town Clerk: Mrs Hilary Goodreid CiLCA PSLCC  
E: [clerk@rugeleytowncouncil.gov.uk](mailto:clerk@rugeleytowncouncil.gov.uk)



Press and public are invited to **Finance and Management Committee** which will be held at the Council Chamber, Rugeley at **7.30pm on Wednesday 21<sup>st</sup> December 2022** at which the following business will be transacted.

*Hilary Goodreid*

Mrs H Goodreid  
Town Clerk

## AGENDA

<b>103</b>	<b>Apologies</b> To receive any apologies (through the Clerk in accordance with Standing Orders)
<b>104</b>	<b>Declaration of Personal &amp; Prejudicial interest in any item on the agenda</b> <i>(Note members should notify Monitoring officer within 28 days if not already declared)</i>
<b>105</b>	<b>To receive any requests for dispensation.</b>
<b>106</b> 106.1	<b>Chair to close meeting for public session.</b> Members of the public are invited to address the Council on any issue over which it has a power.
<b>107</b>	<b>Chair to reopen the council meeting.</b>
<b>108</b> 108.1	<b>Minutes</b> To approve the Minutes of Finance and Management Committee held on Wednesday 16 <sup>th</sup> November 2022. <b>Attached.</b>
<b>109</b> 109.1	<b>Matters Arising</b> Cllrs to consider updates on matters arising from the previous minutes where they are not on the agenda.
<b>110</b> 110.1	<b>Payments</b> Cllrs to consider approval of the payments received to 21 <sup>st</sup> December 2022.
<b>111</b> 111.1	<b>Income and Expenditure Reports</b> Cllrs to receive the detailed income and expenditure reports for November 2022. <b>Attached</b>
<b>112</b> 112.1	<b>Bank Reconciliations</b> Cllrs to receive and consider approving the bank reconciliations for November 2022. <b>Attached.</b>
<b>113</b> 113.1	<b>Financial Regulations</b> Cllrs to consider the following changes to the Financial Regulations: <ul style="list-style-type: none"><li>• Section 5.3 re the signing of invoices prior to the meetings</li><li>• Section 6.3 re the reporting of spend on the Councils Debit Card.</li><li>• Section 6.8 and 6.10 re the process of completing online payments.</li><li>• Section 6.12 re inclusion of Town Clerks laptop</li></ul>

	<ul style="list-style-type: none"> <li>Section 6.13 re permission for the Administrative Officer to have access to the Unity Trust bank account only to see the bank statements as part of their work to manage the Artisan Market income.</li> </ul>
<b>114</b> 114.1	<b>Laptop and Monitor Screen</b> Cllrs to consider purchasing a new laptop and replacement monitor screen. <b>Attached</b>
<b>115</b> 115.1	<b>Budget and Precept Discussions</b> Cllrs to discuss the possible budget(s) and precept scenarios for 2023/2024.
<b>116</b> 116.1	<b>Date of Next Meeting</b> The next meeting of the Finance and Management Committee will next meet on Wednesday 18 <sup>th</sup> January 2023.