



Rugeley Town Council

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

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

ALSO PRESENT: S Buxton – Town Clerk
 M Matthews – Responsible Finance Officer

Ref	Minute	Action
84	Apologies Cllr Pyke	
85	Declaration of Personal & Prejudicial interest in any item on the agenda None	
86	To receive any requests for dispensation None	
87	Chair to close meeting for public session	
87.1	The chair closed the meeting for public session	
88	Chair to reopen the council meeting There were no members of the public so the chair re-opened the meeting	
89	Minutes	
89.1	To approve the Minutes of Finance and Management Committee held on Wednesday 15 th November 2023 with the addition of Cllr Hughes as being present <i>Proposed: Cllr Hart; Seconded: Cllr Hodgson</i> Agreed that the minutes be signed as a true and correct record	



24-1-24

90	Matters Arising	
90.1	None	
91	Payments	
91.1	Cllrs approved the list of payments to 20 th December 2023 <i>Proposed: Cllr Cooney; Seconded: Cllr Hodgson</i> Agreed that the list of payments to 20 th December 2023 be approved	
92	Income and Expenditure Reports	
92.1	Cllrs were in receipt of detailed income and expenditure reports for November 2023 for approval <i>Proposed: Cllr Hodgson; Seconded: Cllr Gaye</i> Agreed that the income and expenditure accounts for November 2023 be approved	
93	Bank Reconciliations	
93.1	Cllrs were in receipt of the bank reconciliations for November 2023. <i>Proposed: Cllr Hart; Seconded: Cllr Hodgson</i>	
94	Finance Report	
94.1	I&E reports for Theatre and CEC – Oct-Dec 23	
94.2	Cllrs noted the quarterly accounts from the Theatre and CEC committees Internal audit It was proposed to request the internal auditor to attend the next full Committee <i>Proposed@ Cllr Hodgson; Seconded: Cllr Cooney</i> Agreed to request the internal auditor to attend the next full Meeting	
94.4	AGAR This needs to be taken to full council	
94.5	VAT Cllrs considered two options for specialised VAT advice and proposed Chris Leng <i>Proposed Cllr Hart; Seconded: Cllr Cooney</i> Agreed that specialist VAT advice be sought from Chris Leng by the RFO	
94.6	IT support and software Cllrs were in receipt of information on three options for an IT SLA and migration <i>Proposed: Cllr Hodgson; Seconded: Cllr Hart</i> Agreed that Blue Footprint be invited to make a presentation to the F&M committee as soon as possible.	
94.7	Telephones and broadband Cllrs were in receipt of information on three options for a telephony contract Agreed to obtain further information to be considered at the extra meeting of the F&M committee in January	
94.8	Finance system	

Signed: _____
Date: 24.1.24

94.9	<p>Cllrs were in receipt of information on the inadequacy of our current accounting system and three alternative options. Scribe was proposed as the replacement for the RBS system <i>Proposed: Cllr Cooney; Seconded: Cllr Kirkham</i> Agreed that the council switch over from RBS to Scribe for their accounting software</p> <p>Shredding Cllrs were in receipt of two options for replacing the monthly shredding contract with in house shredders <i>Proposed: Cllr Gaye; Seconded: Cllr Hart</i> Agreed that the council purchase two shredders and cancel the shredding contract</p>	
94.10	<p>Direct debit for payroll It was proposed that future payments to HMRC would be made by direct debit, to ensure the correct amount is paid <i>Proposed: Cllr Hodgson; Seconded: Cllr Cooney</i> Agreed future payments to HMRC would be via direct debit</p>	
94.11	<p>LDD account signatories It was proposed that the new signatories on the LDD account would be the clerk and Cllrs Hart and Hughes <i>Proposed from the chair</i> Agreed that Cllrs Hart and Hughes along with the clerk would be the signatories on the LDD account - any two of three Thanks were expressed to the RFO for her detailed and extensive work on a range of financial topics</p>	
95	<p>Electricity 95.1 Cllrs were in receipt of the clerk's report, detailing several issues with regards to the Electricity supply and solar panels. The clerk will continue to try to resolve the issues</p>	
96	<p>Items to be considered at the next meeting Payments to family members</p>	
97	<p>Date of Next Meeting 97.1 The next meeting of the Finance and Management Committee will be Wednesday 24th January 2024.</p>	
98	<p>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</p>	

The chair closed the meeting at 9.32pm

Signed: 
Date: 24.1.24