

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

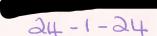
N Stanley (Chair)

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	
	Proposed: Clir Hart; Seconded: Clir Hodgson	
	Agreed that the minutes be signed as a true and correct record	



90.1	Matters Arising None	
50.1	None	
91	Payments	
91.1	Cllrs approved the list of payments to 20 th December 2023 Proposed: Cllr Cooney; Seconded: Cllr Hodgson	
	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	
	Proposed: Cllr Hodgson; Seconded: Cllr Gaye	
	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. Proposed: Cllr Hart; Seconded: Cllr Hodgson	
94	Finance Report	
94.1	I&E reports for Theatre and CEC – Oct-Dec 23	
	Cllrs noted the quarterly accounts from the Theatre and CEC committees	
94.2	Internal audit	
	It was proposed to request the internal auditor to attend the next full	
	Committee	
	Proposed@ Cllr Hodgson; Seconded: Cllr Cooney	
94.4	Agreed to request the internal auditor to attend the next full Meeting AGAR	
J 1. 1	This needs to be taken to full council	
94.5	VAT	
	Cllrs considered two options for specialised VAT advice and proposed Chris	
	Leng	
	Proposed Clir Hart; Seconded: Clir Cooney	
	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	
	Proposed: Cllr Hodgson: Seconded: Cllr Hart	
	Agreed that Blue Footprint be invited to make a presentation to the F&M	
14.7	committee as soon as possible.	
94.7	Telephones and broadband	
	Clirs 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	
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	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 Proposed: Cllr Cooney; Seconded: Cllr Kirkham	
	Agreed that the council switch over from RBS to Scribe for their accounting software	
94.9	Shredding	
	Cllrs were in receipt of two options for replacing the monthly shredding contract with in house shredders	
	Proposed: Cllr Gaye; Seconded: Cllr Hart	
	Agreed that the council purchase two shredders and cancel the shredding contract	
94.10		
	It was proposed that future payments to HMRC would be made by direct debit, to ensure the correct amount is paid	
	Proposed: Cllr Hodgson; Seconded: Cllr Cooney	
	Agreed future payments to HMRC would be via direct debit	
94.11	LDD account signatories	
	It was proposed that the new signatories on the LDD account would be the clerk and Clirs Hart and Hughes	
	Proposed from the chair	
	Agreed that Clirs 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	
95	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	
96	Items to be considered at the next meeting Payments to family members	
	ayments to family members	
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	

The chair closed the meeting at 9.32pm