



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 7.30pm Wednesday 21<sup>st</sup> December 2022.

COUNCILLORS: R. Dipple D. Gaye  
G. Grant N. Stanley (Chair)

ALSO PRESENT: H Goodreid – Town Clerk  
K Roberts – Responsible Financial Officer

Min No	Item	Action
<b>103</b> 103.1	<b>Apologies</b> Apologies were received from Cllrs Cooney, Hodgson, Hughes, Martin, and Pyke.	
<b>104</b> 104.1	<b>Declarations of Interest</b> None	
<b>105</b> 105.1	<b>To receive any requests for dispensation</b> None were received.	
<b>106</b> 106.1	<b>Chair to close meeting for public session</b> No members of the public were in attendance.	
<b>107</b>	<b>Chair reopened the Meeting</b>	
<b>108</b> 108.1	<b>Minutes</b> The minutes of the Finance and Management Committee held on 16 <sup>th</sup> November 2022 were approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> <b>The minutes were accepted as a true and correct record.</b>	
<b>109</b> 109.1	<b>Matters Arising</b> Re item on solar panels, quotes and details of the project were awaited and these would be needed prior to submitting building regs etc. All other matters had been dealt with or were on the agenda.	

<p><b>110</b> 110.1</p>	<p><b>Payments</b> It was proposed that all payments recorded to 21<sup>st</sup> December 2022 and on the creditors list be approved. <i>Proposed: Cllr Grant; Secoded; Cllr Dipple</i> <b>The payments were approved and signed and are attached to the minutes.</b></p>	<p>Reports attached to the minutes.</p>
<p><b>111</b> 111.1</p>	<p><b>Income and Expenditure Report</b> It was noted that the salaries expenditure was higher than anticipated owing to recent nationally agreed back dated pay rise and overtime paid for staff for the Jubilee Celebrations.</p>	
<p>111.2</p>	<p>The Income and Expenditure reports for November 2022 were proposed for approval. <i>Proposed: Cllr Dipple; Secoded: Cllr Gaye</i> <b>It was agreed to approve the income and expenditure reports for November 2022.</b></p>	<p>Reports attached to the minutes.</p>
<p><b>112</b> 112.1</p>	<p><b>Bank Reconciliations</b> It was noted that the Santander bank account had been closed and monies moved into the Lloyds Bank Account. The movement of funds from Lloyds to CCLA account would take place in the new year.</p>	
<p>112.2</p>	<p>It was proposed that the Bank Reconciliations for November 2022 be approved. <i>Proposed: Cllr Gaye; Secoded: Cllr Dipple</i> <b>It was agreed to approve the Bank Reconciliations for November 2022.</b></p>	<p>Reports attached to the minutes.</p>
<p><b>113</b> 113.1</p>	<p><b>Financial Regulations</b> Cllrs agreed to recommend the following changes to Full Council: 5.3 – signing of the invoices to be done before payment rather than before F and M meeting 6.3 – wording changed to reflect new Council debit card 6.8 – wording changed to reflect signatures are Cllrs nominated by Full Council. 6.9 - wording changed to reflect signatures are Cllrs nominated by Full Council. 6.10 – wording changed to reflect new process of authorising payments 6.12 – changed to reflect use of Town Clerks laptop as a terminal for making BACS payments. 6.13 – Changed to give Admin Officer access to view bank statements on Unity Trust bank account.</p>	
<p>113.2</p>	<p>It was proposed to recommend the above changes to Full Council. <i>Proposed; Cllr Dipple; Secoded: Cllr Grant</i> <b>The motion was agreed.</b></p>	<p>Amendments to go to February Full Council</p>
<p><b>114</b> 114.1</p>	<p><b>Laptop and Monitor Screen</b> Cllrs considered the quotes for a new Council laptop and replacement monitor screen for the Development Manager.</p>	

Signed:



Finance and Management Committee

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114.2	<p>It was proposed to accept the quote from Company A – Holker IT at a total cost of £888.83.  <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i>  <b>It was agreed to purchase the laptop and monitor screen from Holker IT at a cost of £888.83 to come from existing budgets.</b></p>	Clerk to place order
<p><b>115</b> 115.1</p>	<p><b>Budget and Precept Discussion</b>  Cllrs considered all possible cost scenarios with increased utility prices, possible installation of solar panels, cost of roof repairs to Landor suite etc. It was generally considered that the council look at a 0% increase in the precept for residents. Full Council to consider on 4<sup>th</sup> January.</p>	Item on Full Council agenda for January 2023
<p><b>116</b> 116.1</p>	<p><b>Date of Next Meeting</b>  The date of the next meeting is Wednesday 18<sup>th</sup> January 2023.</p>	

There being no further matters the meeting concluded at 8:02pm

Signed: 

Date: 18<sup>th</sup> January 2023

Finance and Management Committee

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<b>INCOME - December 2022</b>	<b>Ref</b>	<b>£ (Gross)</b>	<b>£ (VAT)</b>	<b>£ (Net)</b>	<b>Description</b>
01/12/2022 Rose Theatre Income	BACS	63.10	0.60	62.50	Room Hire & Refreshments
01/12/2022 Rose Theatre Income	500220	393.10	65.52	327.58	Cash Bar Sales
01/12/2022 Paying in Slip	500219	35.30	5.88	29.42	Tea Tent Hot Drink Sales 25.11.22
01/12/2022 Rose Theatre Income	500221	489.35	81.56	407.79	Cash Bar Sales
02/12/2022 Nick the Fish Man	BACS	35.00	-	35.00	Dec Artisan Market Pitch Hire
02/12/2022 Rose Theatre Income	BACS	425.00	-	425.00	Pantomime Ticket Sales
02/12/2022 The Nature Cove	BACS	35.00	5.83	29.17	Dec Artisan Market Stall Hire
05/12/2022 Rose Theatre Income	BACS	950.00	-	950.00	Pantomime Ticket Sales
09/12/2022 Rose Theatre Income	BACS	265.00	-	265.00	Pantomime Ticket Sales
12/12/2022 Paying in Slip	500222	420.00	-	420.00	Christmas Lights Event Donation
12/12/2022 SumUp Payments Ltd	BACS	295.80	50.15	245.65	Bar Sales less Card Transaction Fee
13/12/2022 TicketSource Ltd	BACS	5,020.00	-	5,020.00	Pantomime Ticket Sales
13/12/2022 Rose Theatre Income	500223	372.05	62.01	310.04	Cash Bar Sales
13/12/2022 Rose Theatre Income	500223	1,110.00	-	1,110.00	Room Hire Deposit & Pantomime Ticket Sales
13/12/2022 Rose Theatre Income	500224	256.05	42.68	213.37	Cash Bar Sales
13/12/2022 Rose Theatre Income	BACS	94.50	-	94.50	Room Hire
15/12/2022 Rose Theatre Income	BACS	104.50	-	104.50	Room Hire
15/12/2022 Rose Theatre Income	BACS	4.80	-	4.80	PRS Tariff - Music Royalties
15/12/2022 Rose Theatre Income	BACS	160.65	-	160.65	PRS Tariff - Music Royalties
16/12/2022 Rose Theatre Income	BACS	156.30	4.80	151.50	Room Hire & Refreshments
16/12/2022 SumUp Payments Ltd	BACS	125.06	21.20	103.86	Bar Sales less Card Transaction Fee
19/12/2022 Rose Theatre Income	BACS	76.00	-	76.00	Room Hire
19/12/2022 SumUp Payments Ltd	BACS	458.89	77.80	381.09	Bar Sales less Card Transaction Fee
20/12/2022 Rose Theatre Income	BACS	1,150.00	25.00	1,125.00	Venue, Tech & Stage Extension Hire
20/12/2022 Rose Theatre Income	BACS	95.23	-	95.23	PRS Tariff - Music Royalties
22/12/2022 Rose Theatre Income	BACS	81.20	2.20	79.00	Room Hire & Refreshments
22/12/2022 SumUp Payments Ltd	BACS	9.14	1.55	7.59	Bar Sales less Card Transaction Fee
22/12/2021 Rose Theatre Income	BACS	92.20	12.20	80.00	Room Hire & Refreshments
23/12/2022 Rose Theatre Income	BACS	272.00	-	272.00	Room Hire
28/12/2022 Rose Theatre Income	BACS	850.00	-	850.00	Pantomime Ticket Sales
29/12/2022 Rose Theatre Income	BACS	111.40	4.40	107.00	Room Hire & Refreshments
<b>Total Income</b>		<b>14,006.62</b>	<b>463.38</b>	<b>13,543.24</b>	

**EXPENDITURE - January 2023**

**ITEM 24 (i) Payments made in accordance with Council Resolution (Full Council Meeting held on 4th May 2022)**

SALARIES	BACS	11,876.20	-	11,876.20	RTC/Rose Salaries
HM REVENUE & CUSTOMS	BACS	3,014.39	-	3,014.39	PAYE/NIC
STAFFORDSHIRE PENSION FUND	BACS	4,120.17	-	4,120.17	Pension Contributions
LLOYDS BANK	CHG	86.88	-	86.88	Monthly Fees and Charges
CANNOCK CHASE COUNCIL	DD	1,148.00	-	1,148.00	Non Domestic Rates Bill
OPUS ENERGY	DD	3,305.28	550.88	2,754.40	Monthly Electricity Bill
MAINSTREAM DIGITAL LTD	DD	95.01	15.84	79.17	Phone Call Charges & Broadband
COOPERS WASTE MANAGEMENT SERVICES	DD	172.31	28.72	143.59	Waste Collection
HOLKER NETWORK SOLUTIONS LTD	DD	465.60	77.60	388.00	Monthly IT Support & Backup
HOLKER NETWORK SOLUTIONS LTD	DD	1,066.59	177.76	888.83	New Laptop for the Town Clerk
WATER PLUS LTD	DD	35.24	-	35.24	Waste Water Bill
GRENKE LEASING LTD	DD	114.55	19.09	95.46	Quarterly Photocopier Lease Rental
MOLSON COORS	DD	439.33	73.23	366.10	Bar Supplies
LBS ACCOUNTANTS	BACS	90.00	15.00	75.00	Monthly Payroll Admin Fees
K WOOD	BACS	50.00	-	50.00	Window Cleaning
BIRCH HOSTING	BACS	6.99	-	6.99	Theatre Website Domain Renewal
CRAIG MORRIS HOSPITALITY SERVICES LTD	BACS	162.00	27.00	135.00	Stocktaking Services
RIALTAS BUSINESS SOLUTIONS LTD	BACS	141.61	23.60	118.01	Making Tax Digital for VAT Annual Subscription

**ITEM 24 (ii)**

**RTC**

CCLA	BACS	250,000.00	-	250,000.00	Transfer to Rugeley Town Council Deposit Fund
BluePrint Designs	BACS	58.72	9.79	48.93	x7 Polo Shirts
SLCC Enterprises Ltd	BACS	144.00	24.00	120.00	RFO FILCA Course Fees
Amazon	BACS	97.27	16.22	81.05	Stationery Supplies & Projector
AVT Communication Systems Ltd	BACS	1,620.00	270.00	1,350.00	Hearing Induction Loop System

**ROSE THEATRE**

\*Payments made by BACS 13th January 2023

*H Goodreid	BACS	1,598.00	266.34	1,331.66	x2 Speakers from Bax Music Reimbursed
Cannock Chase District Council	BACS	180.00	-	180.00	Annual Premises Licence Fee
B W Belcher & Son Ltd	BACS	180.00	30.00	150.00	Annual Fire Extinguisher Service
Connect Midlands Ltd	BACS	85.00	-	85.00	LED Floodlight Replaced
H.E.P.'s Ltd	BACS	39.30	6.55	32.75	Flourescent Tubes
Petty Cash	804	91.39	14.24	77.15	Imprest for RT Petty Cash
Petty Cash	805	34.66	-	34.66	Imprest for Coffee Bar Petty Cash

**Total Expenditure**

**280,518.49    1,645.86    278,872.63**

Signed

Chairman of Finance & Management

Signed

Town Clerk