

Clerk's Report to Rugeley Town Council



10th January 2024

ITEM 161

Review of bank account signatories/approvers

Lloyds – current account (main account)

Any two to sign

I have been trying to sort out the bank mandate for about three months and I have spoken to the bank on several occasions and everyone gives me different instructions and I have got so far following their instructions and then have to contact the bank again to try to resolve it.

In the process of setting myself up, Lloyds set me up as a full power signatory, which meant I could sign cheques and approve online payments, so for the last couple of months, when I have made the payments it has

<i>Current position</i>			<i>Actioned 4/1/24</i>	<i>Action to take</i>
<i>Name</i>	<i>Sign chq</i>	<i>Online</i>		
P Ansell	Y	N		None
S Buxton	Y	Y – apprvr	Remove chq signing	To limit online
A Cooney	Y	N		None
R Dipple	Y	Y - apprvr	Remove all access	
D Gaye	Y	Y - full		
G Grant	Y	Y - full	Remove all access	
C Green	Y	Y - full		
N Mahon	Y	Y - full	Remove all access	
C Martin	Y	Y - full	Remove all access	
N Stanley	N	Y - apprvr		None
H Goodreid	N	Y - limited	Remove all access	
K Roberts	N	Y – limited	Remove all access	
M Matthews	N	N		Set up online– create only
G Kirkham	N	N		Set up online – authorise only

Notes re: Online banking – 4 options:-

- Full internet banking access – allows approval of payments and amendment to access for others
- Authorise – allows authorising of payments and viewing
- Create and authorise – allows the setting up of payments,authorising, viewing
- Create only – allows setting up payments and viewing accounts only

With the actions above the Lloyds users will be as follows:-

- C Green and D Gaye – full power signatory and full internet banking access (can't split)
- P Ansell and A Cooney – cheques only
- N Stanley and G Kirkham – online authorisers only
- S Buxton and M Matthews – online create and view only

I believe this gives a good division of duties to protect council resources.

**Council to consider and approve the following proposal:-
Bank mandate for Lloyds Bank account to be amended accordingly to allow the following:-**

- **Cllrs C Green and D Gaye – full power signatory and full internet banking access (can't split)**
- **Cllrs P Ansell and A Cooney – cheques only**
- **Cllrs N Stanley and G Kirkham – online authorisers only**
- **S Buxton and M Matthews – online create and view only**

PS – C Green has tried to go online 5/1/24 to approve the amendments done 4/1/24 and the options to remove are not there. He has been into the bank and they have given him a form to complete to make these changes!

Lloyds – current account for LDD

The council holds a bank account for the LDD group which meets in the Theatre weekly.

At present the signatories are:-

- Robert Dipple
- Niamh Mahon
- Hilary Goodreid

At the F&M meeting it was agreed the new signatories would be Cllrs Hart and Hughes and S Buxton

Council needs to ratify the proposal to make Cllrs Hart and Hughes and S Buxton the new signatories on the LDD account

CCLA account

Any two to sign

<i>Current position</i>			<i>Action to take</i>
<i>Name</i>	<i>Signatory</i>	<i>Online</i>	
S Buxton	N	N	To add as correspondent and signatory
R Dipple	Y	Y	To remove
C Green	Y	Y	None

I Hodgson	Y	Y	None
N Stanley	Y	Y	None
H Goodreid	Y	Y	To remove
K Roberts	Y	Y	To remove
M Matthews	N	N	To add as signatory

When added to the account as correspondent that automatically gives online access, and the correspondent can then add online access for others

Form to add signatories.

Council to consider and approve the following proposal:-

Bank mandate for CCLA account to be amended accordingly to the following:-

- **Correspondent and online – S Buxton**
- **Signatories – C Green, I Hodgson, N Stanley, S Buxton, M Matthews**
- **Online access – to be added for all by correspondent**

Unity Trust

Any two to sign

<i>Current position</i>			<i>Action to take</i>
<i>Name</i>	<i>Signatory</i>	<i>Online</i>	
S Buxton	N	N	To add as correspondent and signatory/online
A Cooney	Y	Y	No change
R Dipple	Y	Y	To remove
C Green	Y	Y	None
N Stanley	Y	Y	None
H Goodreid	N	Y	To remove
K Roberts	Y	Y	To remove
M Matthews	N	N	To add as signatory/online
G Grant	Y	Y	To remove
A Mantle	N	Y – view only	No change

All signatories get access to online banking

With the removal of R Dipple, does the council wish to add an additional councillor?

Council to consider and approve the following proposal:-

Bank mandate for Unity Trust account to be amended accordingly to the following:-

- **Correspondent – S Buxton**
- **Signatories/online – A Cooney, C Green, N Stanley, M Matthews, S Buxton, AN Other**
- **Online view only – A Mantle**

Approval of invoices and checking of bank statements

The invoices are currently signed by Cllrs Stanley and Gaye, who normally do the online approval.

A further check that needs to be done, is the bank statement check. As another step in division of duties, would the council like to designate two councillors who can be called on – possibly non Lloyds signing persons.

**Council to consider and approve the following proposal:-
Cllrs A & B be designated as councillors to check the bank statements to the invoices on a XX monthly basis**

ITEM 162

Review of Committee Membership

The current structure is below Cllr Foceac was never appointed to the Rose Theatre Committee, so there is one space. There are also four spaces on the Planning Committee

RUGELEY TOWN COUNCIL COMMITTEES		
FULL COUNCIL Pat Ansell Chris Barkas Will Clarke Angi Cooney Mike Davey Daniel Foceac David Gaye Ian Gibson Chris Green (V) Keeren Hart Ian Hodgson Rob Hughes Glenn Kirkham Jody Lees Olivia Lyons Alan Miller Ian Pyke Paul Sparkes Neil Stanley (C)	FINANCE & MANAGEMENT Angi Cooney Daniel Foceac David Gaye Keeren Hart Ian Hodgson (V) Rob Hughes Ian Pyke Neil Stanley (C)	ROSE THEATRE Pat Ansell Angi Cooney (V) Daniel Foceac David Gaye Ian Gibson Chris Green Keeren Hart Ian Pyke (C) Neil Stanley
	COMMUNITY ENGAGEMENT Chris Barkas Angi Cooney David Gaye Chris Green (V) Keeren Hart Ian Hodgson (C) Olivia Lyons Paul Sparkes	PLANNING David Gaye (C) Ian Gibson Keeren Hart (V) Paul Sparkes

Council to appoint another member to the Rose Theatre Committee and appoint anyone who is interested in the four vacancies on the Planning Committee









ITEM 163

Training

At the clear the air meeting, Victor Kelly from the SPCA gave information about training for staff, which was not totally correct. CiLCA is the recognised qualification for clerks, but it is not degree level. It is considered to be a Level 3 qualification and takes a year to complete

I have listed below the various qualifications that are available simply for information.

SLCC Qualifications

	Introduction to Local Council Administration (ILCA) Essential knowledge and introductory course.	>
	Financial Introduction to Local Council Administration (FILCA) Essential financial knowledge and introductory course for Responsible Financial Officers	>
	ILCA to CiLCA A series of webinars and submission work designed to help you prepare for CiLCA	>
	Principles of Internal Auditing Local Councils (PIALC) Essential principles to ensure effective and efficient internal audit practices.	>
	Certificate in Local Council Administration (CiLCA) Level 3, entry level qualification providing a broad knowledge of all the aspects of a clerk's role.	>
	Community Governance Level 4, Certificate of Higher Education	>
	Community Governance Level 5, foundation degree and Level 6, BA honours degree	>
	MA in Public Leadership Level 7, masters degree	>

Councillor Training

Victor Kelly from the SPCA, advised me to encourage all councillors to consider training.

The current training available from the SPCA is as follows, however, at the moment they are not running most of these courses. Councillor Fundamentals is running, and would be suitable for both new and established councillors. The cost of these start at £30 for a two hour session.

- **Councillor Fundamentals - on line or in-person**
- **Be a Better Councillor**
- **Explore Chairmanship Skills**
- **Clerks 1-1 Induction**
- **Clerks - The Knowledge**
- **CiLCA Portfolio - Certificate in Local Council Administration**
- **Planning - Making Effective Representations**
- **Budgets and Precepts - not currently available**
- **Finance for Councillors**
- **The Role of the Internal Auditor**
- **Parish Bookkeeping - Basic Skills - available on demand - please contact the Training Officer**
- **Year End Audit and transparency for councils below £25,000**
- **VAT for unregistered councils**
- **Good Employment Practice - not currently available**
- **How to generate funding and write more successful bids**
- **Developing effective communications and media strategies**
- **Contracts, Specs and Procurement**
- **Data Protection Essentials and Refresher for Councillors**
- **Data Protection Workshop for Councils**
- **Understanding Code of Conduct**
- **Charitable Trusts and Parish/Town Councils**
- **Using Facebook to enhance your Councils Communication**
- **Freedom of Information Essentials for Local Councils**
- **Social Media Skills For Councillors**
- **Creating accessible council documents and content**
- **Embracing equality, diversity and inclusion in your council**
- **On Your Marks Clerks - Elections Training**

In addition to the SPCA courses, when we begin using Scribe for our council finances, there are lots of free courses for both staff and councillors, but we do not have access to the current list at present.

If anyone is interested in any of the above SPCA courses, I can find out if they are running and if the SPCA know they have people interested it may prompt them to organise them sooner.

Staff Training

The staff are very keen to develop their current skills as town council staff.

Qualifications held:-

- S Buxton – CiLCA qualified
- A Mantle – ILCA

Qualification already approved:-

- A Mantle – council has already approved that she can complete CiLCA - £300 + £450
- M Matthews – would like to undertake FiLCA – £120.00

Future qualifications and training:-

- S Buxton – would like to attend Practitioners Conference (2 days) - £360, Appraisal Training - £30, Community Engagement Training - £60

ITEM 164

Recording of Meetings

The public and press has a right to record meetings as long as the recording does not in anyway interrupt the running of the council meeting. Additionally, it is considered polite for anyone intending to record a meeting to notify the clerk prior to or when arriving at the meeting.

The public and press do not have the right to record confidential meetings.

I have drafted a policy for the Recording of Meetings which I will send out by Monday.

ITEM 165

Parish Meeting

The town council is required to call a Parish Meeting.

This has to be done once a year and take place between 1st March and 1st June.

The meeting is for the electors registered in Rugeley and the chair of the town council. If he is present, the chair must preside, if he does not attend, the vice chair would preside. If neither the chair or vice chair attend, the meeting elects someone from those attending to preside.

The notice of the time, place and business to be transacted must be published 7 clear days before the meeting

A quorum for the meeting is two

Council to consider date and arrangements for this year's Parish Meeting

Source: Sue Buxton -Town Clerk