



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber at 7.30pm Wednesday 24<sup>th</sup> January 2024

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

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

<i>Ref</i>	<i>Minute</i>	<i>Action</i>
<b>103</b>	<b>Apologies</b> Cllr Hart – prior engagement <b>Agreed</b> to accept the apologies of Cllr Hart	
<b>104</b> 104.1 104.2 104.3	<b>Declaration of Personal &amp; Prejudicial interest in any item on the agenda</b> Cllr Hodgson informed the meeting that his partner pays the rent on behalf of a group that meets in the Theatre and his business has provided uniform for other local bands Cllr Gaye declared a prejudicial interest in the Chetwynd Charity Cllr Cooney declared she uses Connect Midlands herself	
<b>105</b> 105.1	<b>To receive any requests for dispensation</b> None	
<b>106</b> 106.1	<b>Chair to close meeting for public session</b> There were no members of the public present	
<b>107</b> 107.1	<b>Chair to reopen the council meeting</b> Not applicable	
<b>108</b> 108.1	<b>Minutes</b> To approve the Minutes of Finance and Management Committee held on Wednesday 20 <sup>th</sup> December 2023 <i>Proposed: Cllr Cooney; Seconded: Cllr Kirkham</i> <b>Agreed</b> that the minutes of the meeting held on 20 <sup>th</sup> December 2023 be signed as a true and correct record	

Signed:  
Date:

<b>109</b> 109.1	<b>Matters Arising</b> None	
<b>110</b> 110.1	<b>Payments</b> Cllrs to consider approval of the payments received to 20 <sup>th</sup> December 2023 <i>Proposed: Cllr Cooney; Seconded: Cllr Hodgson</i> <b>Agreed</b> that the list of payments for 20 <sup>th</sup> December 2023 be approved	
<b>111</b> 111.1	<b>Income and Expenditure Reports</b> Cllrs were in receipt of the detailed income and expenditure reports for December 2023 <i>Proposed: Cllr Cooney; Seconded: Cllr Hodgson</i> <b>Agreed</b> to accept the income and expenditure reports for December 2023	
<b>112</b> 112.1	<b>Bank Reconciliations</b> Cllrs were in receipt of the bank reconciliations for December 2023 <i>Proposed: Cllr Kirkham; Seconded: Cllr Cooney</i> <b>Agreed</b> that the bank reconciliations for December 2023 be accepted	
<b>113</b> 113.1  113.2	<b>Finance Report</b> Cllrs were in receipt of the finance report from the RFO Internal Auditor – a new auditor is required due to retirement of the current one. It was felt that to invite Paul Russell to the next meeting would be appropriate. <i>Proposed: Cllr Hodgson; Seconded: Cllr Cooney</i> <b>Agreed</b> to invite Paul Russell to attend the next meeting to discuss his approach to audit  Website – Netwise was recommended for the town council site <i>Proposed: Cllr Hodgson; Seconded: Cllr Hughes</i> <b>Agreed</b> that the new town council website would be provided by Netwise Wix was recommended for the theatre website and M Matthews had offered to build it <i>Proposed: Cllr Cooney; Seconded: Cllr Kirkham</i> <b>Agreed</b> that the theatre website would be built on Wix, by M Matthews and that she would be paid for her time when the site was up and running successfully	
<b>114</b> 114.1	<b>Electricity</b> Two electricians had previously given verbal reports on the integrity of the electricity supply and third one had now quoted, for a visual inspection of all the electrical equipment and main switch testing. They will also do load test on all the main consumer units at a cost of £480. A written report is still required <i>Proposed : Cllr Kirkham; Seconded: Cllr Cooney</i> <b>Agreed</b> that a written report be requested from the third electrician	
<b>115</b>	<b>Air Conditioning</b> This item should have gone to full council	
<b>116</b>	<b>Budget</b> Councillors were in receipt of the budget reports and noted that both the Rose Committee and CEC had discussed and recommended their elements of the budget. The budget was recommended for adoption <i>Proposed: Cllr Cooney; Seconded: Cllr Gaye</i> <b>Agreed</b> that the budget be recommended for adoption by the full council	

Signed:   
Date:

21/02/24.

	There were four votes <sup>in</sup> <del>and</del> favour and two abstentions	
<b>117</b> 117.1	<b>Small Grant Applications – 2023-2024</b> To consider the applications. The committee normally has more information about the applicants and would like to consider it at the next meeting <i>Proposed: Cllr Cooney; Seconded: Cllr Hughes</i> <b>Agreed</b> to carry the small grant applications to the March meeting	
<b>118</b> 118.1 118.2 118.3	<b>Items to be considered at the next meeting</b> - Payments to family members - Electricity - Review of budget preparation	
<b>119</b> 119.1	<b>Date of Next Meeting</b> The next meeting of the Finance and Management Committee will be Wednesday 21 <sup>st</sup> February 2024	
<b>120</b>	<b>Exclusion of the Public</b> The chair moved 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 meeting closed at 9.15pm

Signed:   
Date:

24/02/24.