

Signed [Redacted]



Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber at 7.30pm Wednesday 15th March 2023.

COUNCILLORS: A Cooney R. Dipple
D Gaye G Grant
I Hodgson (Vice Chair) R Hughes
N Stanley (Chair)

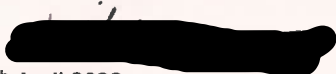
ALSO PRESENT: H Goodreid – Town Clerk
K Roberts – Responsible Financial Officer

Min No	Item	Action
	Cllr Hodgson Chaired the meeting as despite Cllr Stanley being in attendance, he was recovering from dental surgery.	
142 142.1	Apologies Apologies were received from Cllr Martin.	
143 143.1	Declarations of Interest None	
144 144.1	To receive any requests for dispensation None	
145 145.1	Chair to close meeting for public session No members of the public were in attendance.	
146	Chair reopened the Meeting	
147 147.1	Minutes The minutes of the Finance and Management Committee held on 15 th February 2023 were approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Cooney</i> The minutes were accepted as a true and correct record.	

148 148.1	Matters Arising None	
149 149.1	Payments Cllrs noted the high electricity bill for this month. It was proposed that all payments recorded to 15 th March 2023 and on the creditors list be approved. <i>Proposed: Cllr Hodgson; Seconded; Cllr Dipple</i> The payments were approved and signed and are attached to the minutes.	Reports attached to the minutes.
149.2	Cllrs noted the expenditure to Inspiring Healthy Lifestyles for the Leisure Centre membership for Ukrainian refugees. It was proposed to recommend to Full Council that this support be stopped as the need was no longer evident and refugees would still be eligible for a discount membership from CCDC <i>Proposed: Cllr Cooney; Seconded: Cllr Gaye</i> It was agreed to propose to Full Council that the financial support paying for Ukrainian Refugees to become members of the Leisure Centre be withdrawn.	To be place on April Full Council agenda
150 150.1	Income and Expenditure Report The Income and Expenditure report for February 2023 was proposed for approval. <i>Proposed: Cllr Cooney; Seconded: Cllr Dipple</i> It was agreed to approve the income and expenditure reports for February 2023.	Reports attached to the minutes.
150.2	It was proposed to recommend to Full Council that delegated approval be given to Aprils Finance and Management Committee to deal with any required virements to cover overspend / budget line corrections etc for the end of the financial year. <i>Proposed: Cllr Stanley; Seconded Cllr Gaye</i> The motion was agreed.	To be place on April Full Council agenda
151 151.1	Bank Reconciliations Cllrs noted the high interest rate the Council was achieving from the money held by CCLA. It was proposed that the Bank Reconciliations for February 2023 be approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> It was agreed to approve the Bank Reconciliations for February 2023.	Reports attached to the minutes.
152 152.1	Internal Audit It was proposed to accept the Terms of Reference and Scope of work for the Internal Auditor for 2022/2023. <i>Proposed: Cllr Gaye Seconded Cllr Cooney</i> The motion was agreed	
153 153.1	Date of Next Meeting The date of the next meeting is Wednesday 19 th April 2023.	

There being no further matters the meeting concluded at 7:45pm

Signed:



Finance and Management Committee

Date: 19th April 2023

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PAYMENTS MADE BY DEBIT CARD - March & April 2023

24/03/2023 Registry Trust Ltd	Dr Card	6.00	-	6.00	New Member of Staff CCI Report
29/03/2023 Morrisons Cash Withdrawal	Dr Card	100.00	-	100.00	Wood from Timber Merchant to build a Photo Board
31/03/2023 Tesco Petrol Station	Dr Card	18.72	3.12	15.60	Diesel for Van used to deliver Cooling Towers
12/04/2023 Screwfix	Dr Card	15.33	2.56	12.77	Sanding Belts to Sand Benches for Town Centre Events
13/04/2023 Post Office Ltd	Dr Card	21.40	-	21.40	Postage to return Woodstain to CCDC
19/04/2023 Galleon Supplies Ltd	Dr Card	112.50	18.75	93.75	Paper Hand Towels & Toilet Rolls for the Theatre
Total Expenditure paid by Debit Card		273.95	24.43	249.52	

EXPENDITURE - April 2023**Payments made in accordance with Council Resolution (Full Council Meeting held on 1st March 2023)**

SALARIES	BACS	11,717.23	-	11,717.23	RTC/Rose Theatre Salaries
HM REVENUE & CUSTOMS	BACS	3,063.36	-	3,063.36	PAYE/NIC
STAFFORDSHIRE PENSION FUND	BACS	4,021.32	-	4,021.32	Pension Contributions
LLOYDS BANK	CHG	-	-	-	Monthly Fees and Charges
CANNOCK CHASE COUNCIL	DD	785.25	-	785.25	Rates
COOPERS WASTE MANAGEMENT SERVICES	DD	152.90	25.49	127.41	Waste Collection
GRENKE LEASING LTD	DD	114.55	19.09	95.46	Quarterly Photocopier Lease Rental
HOLKER NETWORK SOLUTIONS LTD	DD	481.07	80.18	400.89	Monthly IT Support & Backup
MAINSTREAM DIGITAL LTD	DD	79.46	13.25	66.21	Telephone & Broadband Bills
OPUS ENERGY	DD	5,565.34	927.56	4,637.78	Monthly Electricity Bill
CRAIG MORRIS HOSPITALITY SERVICES LTD	BACS	162.00	27.00	135.00	Stocktaking Services
K WOOD	BACS	25.00	-	25.00	Window Cleaning
LBS ACCOUNTANTS	BACS	80.40	13.40	67.00	Monthly Payroll Admin Fees
PEAK CASHFLOW LTD (GOODGUARD SERVICES LTD)	BACS	54.00	9.00	45.00	Alarm Activation Call Out 26.03.22
SIMPLY SHRED LTD	BACS	120.00	20.00	100.00	Confidential Document Shredding
THE BEER & GAS MAN LTD	BACS	18.00	3.00	15.00	Bar Gas Supplies
W. E. POINTON & SONS LTD	BACS	169.32	22.60	146.72	Bar Confectionery & Snack Food
VISION ICT	BACS	60.00	10.00	50.00	Annual SSL Certificate Renewal

RTC

Amazon	BACS	323.99	52.86	271.13	Stationery & Theatre Decorating Supplies
Inspiring Healthy Lifestyles	BACS	1,320.00	-	1,320.00	Membership Fees for Ukrainians Jan-Mch 2023
G Kirkham	BACS	30.00	-	30.00	St Augustine's Hall Hire for Annual Parish Assembly
Excloosive Ltd	BACS	384.00	64.00	320.00	Portable Toilet Hire for Charter Fair
Midland Entertainment & Management Agency Ltd	BACS	1,284.00	214.00	1,070.00	Charter Fair Entertainment
D J Allen - Starstruck Costumers	BACS	250.00	-	250.00	Charter Fair Mascot Costumes
The Walking Theatre Events Company Ltd	BACS	600.00	100.00	500.00	Walkabout Pirates for Charter Fair
The Best Fun Ltd	BACS	2,076.00	346.00	1,730.00	Inflatables for the King's Coronation Event
Gator Events Ltd	BACS	350.00	-	350.00	First Aid Cover for the King's Coronation Event
Pro Audio Visual	BACS	2,528.10	421.35	2,106.75	Screen & Chairs for the King's Coronation Event
The Stall Hire Company	BACS	480.00	-	480.00	Artisan Market Stall Hire
Npower	BACS	1,221.17	58.15	1,163.02	Electricity Bill for Christmas Illuminations 2022
H Goodreid	BACS	23.27	-	23.27	Reimbursement of Mileage

ROSE THEATRE

P Clarke	BACS	100.00	-	100.00	Landor Suite Curtains
K Roberts	BACS	390.00	65.00	325.00	Reimbursement of Power Distribution Unit
A Cooney	BACS	1.00	-	1.00	Refund of overpayment for Pop Up Cinema Tickets
Petty Cash	809	146.01	23.42	122.59	Imprest for RT Petty Cash
Petty Cash	810	50.79	-	50.79	Imprest for Coffee Bar Petty Cash

Total Expenditure

38,227.53	2,515.35	35,712.18
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Chairman of Finance & Management

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Town Clerk

INCOME - March 2023	Ref	£ (Gross)	£ (VAT)	£ (Net)	Description
TicketSource	BACS	242.00	-	242.00	Pop Up Cinema Ticket Sales
2 Step Dance Academy	BACS	30.00	-	30.00	Booking Deposit
Chase Grammar School	BACS	114.00	-	114.00	Theatre Hire
Paying in Slip	500230	575.15	95.86	479.29	Bar Sales
Paying in Slip	500229	596.00	4.50	591.50	Pop Up Cinema Tickets, Tablecloths & Room Hire
Paying in Slip	500229	30.00	-	30.00	Booking Deposit
Creative Performance Academy	BACS	255.00	-	255.00	Room Hire
SCC Fostering Team	BACS	82.30	3.80	78.50	Room Hire & Refreshments
Slimming World	BACS	51.00	-	51.00	Room Hire
Slimming World	BACS	204.00	-	204.00	Room Hire
SCC Fostering Team	BACS	72.70	2.20	70.50	Room Hire & Refreshments
SCC Fostering Team	BACS	105.40	3.40	102.00	Room Hire & Refreshments
SCC Fostering Team	BACS	71.40	3.40	68.00	Room Hire & Refreshments
Weight Watchers	BACS	306.00	-	306.00	Room Hire
P Clarke	BACS	78.00	13.00	65.00	Corkage
B Gosling	BACS	81.38	-	81.38	PRS Tariff - Music Royalties
SumUp Payments Ltd	BACS	93.44	15.84	77.60	Bar Sales by Card less Transaction Fees
Theatrics Stage School	BACS	1,405.00	50.00	1,355.00	Venue, Tech, Stage Extension & Head Mic Hire
SumUp Payments Ltd	BACS	292.94	49.66	243.28	Bar Sales by Card less Transaction Fees
South Staffordshire College	BACS	55.66	-	55.66	PRS Tariff - Music Royalties
SumUp Payments Ltd	BACS	329.53	55.87	273.66	Bar Sales by Card less Transaction Fees
Lloyds Bank Account		5,070.90	297.53	4,773.37	
Cleverly Crafted	BACS	5.00	0.83	4.17	Artisan Market Stall Hire
Nick the Fish Man	BACS	20.00	-	20.00	Artisan Market Pitch Hire
Hello Flour	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
The Grazing Box	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Enzo's Eats & Treats	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Chase & Bromley Aromas	BACS	70.00	11.66	58.34	Artisan Market Stall Hire
The Charmed Coven	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Athena Designs	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Dotty Dogs Deli	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Jane Hooper Uk	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
The Bodyshop at Home	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
The Curry Man	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
A Little Bit of Vintage Bow Chic	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Cleverly Crafted	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Red House Ceramics	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Nick the Fish Man	BACS	20.00	-	20.00	Artisan Market Pitch Hire
Unity Trust Account		535.00	82.45	452.55	
The Public Sector Deposit Fund	BACS	813.38	-	813.38	Dividend Reinvested
CCLA Investment Management Ltd		813.38	-	813.38	
TOTAL INCOME		6,419.28	55.87	1,087.04	