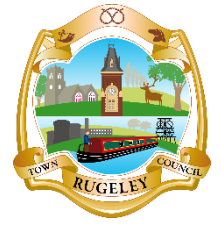


FINANCE & MANAGEMENT COMMITTEE



Town Clerk: Mrs Sue Buxton CiLCA
E: clerk@rugeleytowncouncil.gov.uk

Councillors are summoned to **Finance and Management Committee** which will be held at the Council Chamber, Rugeley at **7.30pm on Wednesday 17th April 2024** at which the following business will be transacted.

The press and public are welcome to attend.

Recording, including filming, audio-recording, taking photographs and using other social media platforms is permitted at council meetings which are open to the public – however, anyone wishing to do so must inform a member of staff prior to the meeting.

Sue Buxton
Mrs S Buxton
Town Clerk

AGENDA

1	Election chair To elect a new chair following the resignation of the chair
2	Apologies To receive any apologies (through the Clerk in accordance with Standing Orders)
3	Declaration of Personal & Prejudicial interest in any item on the agenda <i>(Note members should notify Monitoring officer within 28 days if not already declared)</i>
4	To receive any requests for dispensation
5	Chair to close meeting for public session. Members of the public are invited to address the Council on any issue over which it has a power
6	Chair to reopen the council meeting
7	Minutes To approve the Minutes of Finance and Management Committee held on Wednesday 20 th March 2024
8	Matters Arising Cllrs to consider updates on matters arising from the previous minutes not on the agenda
9	Payments Cllrs to consider approval of the payments received to 17 th April 2024
10	Income and Expenditure Reports January to March reports
11	Bank Statements February and March bank reconciliations
12	Finance Report
12.1	Cannock spreadsheet – funded items
12.2	SCRIBE update
12.3	IT
12.4	Emails
12.5	Virements
12.6	PAYE
12.7	Electricity – report from Working party

12.8	Electricity – inspection of integrity of supply Bank signatories
13	Recruitment and selection policy
14	D Day celebration This was omitted from the CEC meeting last week
15	Items to be considered at the next meeting <ul style="list-style-type: none"> - Water usage - Council banking options
16	Date of Next Meeting The next meeting of the Finance and Management Committee will be Wednesday 15 th May 2024
17	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
18	Apologies To receive any apologies (through the Clerk in accordance with Standing Orders)
19	Declaration of Personal & Prejudicial interest in any item on the agenda <i>(Note members should notify Monitoring officer within 28 days if not already declared)</i>
20	To receive any requests for dispensation
21	Minutes To approve the confidential minutes of the Finance and Management Committee held on Wednesday 20 th March 2024
22	Training
23	RFO <ul style="list-style-type: none"> - Qualification - Temporary appointment for VAT enquiry
24	Appointment of new clerk
24.1	- Job description and application form
24.2	- Advert and advertising
24.3	- Interview process and activities
24.4	- Cover for clerk before new appointment
25	General Power of Competence
26	Independent HR/staffing review/audit – need/options
27	Payments to family members and consideration of appointing casual staff (like bar staff and technical staff in the Theatre)
28	Staff absences report

All staff to leave the meeting

29	Clerk's resignation letter	
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