



Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber
at 7.30pm Wednesday 16th November 2022.

COUNCILLORS: R. Dipple D. Gaye
I. Pyke N. Stanley (Chair)

ALSO PRESENT: H Goodreid – Town Clerk
K Roberts – Responsible Financial Officer
S Morris – Internal Auditor - Black Rose Solutions Ltd

| Min No | Item | Action |
|-------------------|---|--------|
| 87 87.1 | Apologies Apologies were received from Cllr Cooney, Grant, Hodgson, Hughes, and Martin. | |
| 88 88.1 | Declarations of Interest None | |
| 89 89.1 | To receive any requests for dispensation None were received. | |
| 90 90.1 | Chair to close meeting for public session No members of the public were in attendance. | |
| 91 | Chair reopened the Meeting | |
| 92 92.1 | Minutes The minutes of the Finance and Management Committee held on 26 th October 2022 were approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> The minutes were accepted as a true and correct record. | |
| 93 93.1 | Matters Arising All Matters had been dealt with or were on the agenda. | |

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| <p>94 94.1</p> | <p>Payments It was proposed that all payments recorded to 16th November 2022 and on the creditors list be approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Pyke</i> The payments were approved and signed and are attached to the minutes.</p> | <p>Reports attached to the minutes.</p> |
| <p>95 95.1</p> | <p>Income and Expenditure Report The Income and Expenditure reports for October 2022 were proposed for approval. <i>Proposed: Cllr Pyke; Seconded: Cllr Dipple</i> It was agreed to approve the income and expenditure reports for October 2022.</p> | <p>Reports attached to the minutes.</p> |
| <p>96 96.1</p> | <p>Bank Reconciliations It was proposed that the Bank Reconciliations for October 2022 be approved. <i>Proposed: Cllr Gaye; Seconded: Cllr Pyke</i> It was agreed to approve the Bank Reconciliations for October 2022.</p> | <p>Reports attached to the minutes.</p> |
| <p>97 97.1</p> | <p>Internal Audit half year review Sandra Morris, the Councils Internal Auditor from Black Rose Solutions Ltd, attended the meeting. Sandra spoke to Cllrs about the role of the Internal Auditor and the required checks made at this halfway point through the year. Cllrs noted that the elements which were brought to the Cllrs attention for action, had already been implemented by staff.</p> | |
| <p>97.2</p> | <p>It was proposed to accept the interim report. <i>Proposed Cllr Gaye; Seconded: Cllr Pyke</i> The motion was agreed.</p> | |
| <p>98 98.1</p> | <p>National Pay Awards Cllrs received a paper setting out the terms of the pay award as agreed by the SLCC and NALC. It was proposed that these be noted and implemented. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> The motion was agreed.</p> | |
| <p>98.2</p> | <p>Cllrs also noted that an email had been received from Staffordshire Pensions advising that for the next 3 years, the 'Employers' contribution will be reducing 1% each of the 3 years.</p> | |
| <p>99 99.1</p> | <p>Solar Panels Cllrs had received a detailed report about the proposals associated with installation of solar panels on the roofs of the theatre and Town Council buildings. Cllrs considered that the best financial return for the Town Council would be to fund the new flat roof and installation of the solar panels rather than use the community funding option.</p> | |

Signed:



Finance and Management Committee

Date: 21st December 2022

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| | | |
|---------------------|---|---|
| 99.2 | <p>It was proposed to recommend to Full Council that the Town Council looks to fund a new roof for the Landor Suite and instal solar panels on the buildings.</p> <p><i>Proposed: Cllr Dipple; Seconded; Cllr Gaye</i></p> <p>It was agreed to recommend to Full Council that the roof to the Landor Suite is replaced and solar panels are installed to assist in generation of electricity for the theatre and the Town Council.</p> | To be placed on December Full Council |
| 99.3 | <p>The Town Clerk would contact CCDC to ascertain what permissions would be needed to make the installations should the scheme be approved.</p> | Town Clerk to chase. |
| 100 100.1 | <p>Exclusion of the Public</p> <p>The public were excluded from the meeting because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1060 Section 2.</p> | |
| 101 101.1 | <p>Staffing Structure</p> <p>Cllrs considered the proposals and agreed to recommend them to Full Council in December for approval.</p> <p><i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i></p> <p>The motion was agreed.</p> | To be place on December Full Council agenda |
| 102 102.1 | <p>Date of Next Meeting</p> <p>The date of the next meeting is Wednesday 21st December 2022.</p> | |

There being no further matters the meeting concluded at 8:10pm

Signed 

Date: 21st December 2022

Finance and Management Committee

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| INCOME - October 2022 | Ref | £ (Gross) | £ (VAT) | £ (Net) | Description |
|---|--------|-------------------|---------------|-------------------|--|
| 03/10/2022 Nick the Fish Man | BACS | 35.00 | - | 35.00 | Artisan Market Pitch Hire |
| 09/10/2022 Rose Theatre Income | BACS | 105.00 | - | 105.00 | Room Hire |
| 04/10/2022 Chase & Bromley Aromas | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 04/10/2022 Chase & Bromley Aromas | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 05/10/2022 Clare's Arty Crafts | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 05/10/2022 Sea of Roses | BACS | 70.00 | 11.66 | 58.34 | Christmas Market Stall Hire |
| 06/10/2022 Magpie Fudges | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 06/10/2022 Bobbits | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 06/10/2022 Simply Special Treasure & Gifts | BACS | 70.00 | 11.66 | 58.34 | Christmas Market Stall Hire |
| 06/10/2022 The Crafty Hoarder | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 06/10/2022 Little Treasures | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 07/10/2022 CC Creations | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 07/10/2022 Unique Sparkles | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 10/10/2022 Rose Theatre Income | BACS | 110.30 | 2.80 | 107.50 | Room Hire & Refreshments |
| 10/10/2022 Cannock Chase DC | BACS | 157,751.00 | - | 157,751.00 | Precept Part 2 of 2 |
| 10/10/2022 Rose Theatre Income | BACS | 78.75 | - | 78.75 | Room Hire |
| 10/10/2022 SumUp Payments Ltd | BACS | 370.12 | 62.74 | 307.38 | Bar Sales by Card less Transaction Fee |
| 11/10/2022 Rose Theatre Income | BACS | 82.40 | 2.40 | 80.00 | Room Hire & Refreshments |
| 11/10/2022 Paying in Slip | 500209 | 70.00 | 11.66 | 58.34 | Artisan & Christmas Market Stall Hire |
| 11/10/2022 Rose Theatre Income | 500210 | 329.90 | 54.98 | 274.92 | Cash Bar Sales |
| 11/10/2022 The Grazing Box | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 11/10/2022 The Grazing Box | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 12/10/2022 The Body Shop | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 12/10/2022 SumUp Payments Ltd | BACS | 5.51 | 0.93 | 4.58 | Bar Sales by Card less Transaction Fee |
| 13/10/2022 Leanne's Cake House | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 13/10/2022 Rose Theatre Income | BACS | 76.00 | - | 76.00 | Room Hire |
| 13/10/2022 Rose Theatre Income | BACS | 76.00 | - | 76.00 | Room Hire |
| 14/10/2022 Rose Theatre Income | BACS | 602.75 | - | 602.75 | Room & Tech Hire |
| 17/10/2022 HMRC | BACS | 7,247.09 | - | 7,247.09 | April - June 2022 VAT Claim |
| 17/10/2022 Howell House Crafts | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 17/10/2022 Enzo's Eats & Treats | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 17/10/2022 Hello Flour | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 17/10/2022 Lily Creations | BACS | 70.00 | 11.66 | 58.34 | Artisan & Christmas Market Stall Hire |
| 17/10/2022 The Charmed Coven | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 17/10/2022 The Charmed Coven | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 17/10/2022 The Curry Man | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 17/10/2022 The Curry Man | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 17/10/2022 Witches Wonderland | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 17/10/2022 SumUp Payments Ltd | BACS | 407.11 | 69.02 | 338.09 | Bar Sales by Card less Transaction Fee |
| 17/10/2022 The Bubbly Booth | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 18/10/2022 Rose Theatre Income | BACS | 72.60 | 3.60 | 69.00 | Room Hire & Refreshments |
| 18/10/2022 Daisy's Handmade | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 18/10/2022 Daisy's Handmade | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 18/10/2022 Ross Art & Craft | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 18/10/2022 Enzo's Eats & Treats | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 18/10/2022 SumUp Payments Ltd | BACS | 79.98 | 13.56 | 66.42 | Bar Sales by Card less Transaction Fee |
| 19/10/2022 TicketSource | BACS | 4,506.00 | - | 4,506.00 | Event Ticket Sales |
| 19/10/2022 SumUp Payments Ltd | BACS | 8.55 | 1.45 | 7.10 | Bar Sales by Card less Transaction Fee |
| 20/10/2022 Rose Theatre Income | BACS | 76.00 | - | 76.00 | Room Hire |
| 20/10/2022 Rose Theatre Income | 500211 | 334.05 | 55.68 | 278.37 | Cash Bar Sales |
| 20/10/2022 MacMillan | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 21/10/2022 Rose Theatre Income | BACS | 136.00 | - | 136.00 | Room Hire |
| 21/10/2022 Athena Designs | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 24/10/2022 SumUp Payments Ltd | BACS | 278.75 | 47.26 | 231.49 | Bar Sales by Card less Transaction Fee |
| 25/10/2022 Little Treasures | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 25/10/2022 Rupert Mole | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 25/10/2022 Pandora's Bake Box | BACS | 38.00 | 5.83 | 32.17 | Christmas Market Stall Hire |
| 25/10/2022 Half Soaked Soaps | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 26/10/2022 TicketSource | BACS | 2,211.00 | - | 2,211.00 | Event Ticket Sales |
| 26/10/2022 Cleverly Crafted | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 26/10/2022 Jane Hooper UK | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 26/10/2022 Rose Theatre Income | BACS | 76.00 | - | 76.00 | Room Hire |
| 26/10/2022 Rose Theatre Income | BACS | 340.00 | - | 340.00 | Room Hire |
| 26/10/2022 Cleverly Crafted | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 27/10/2022 The Body Shop | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 27/10/2022 Rose Theatre Income | 500212 | 82.50 | - | 82.50 | Abba Event On the Door Ticket Sales |
| 28/10/2022 Mainstream Digital Ltd | BACS | 11.15 | - | 11.15 | Refund of Postage |
| 28/10/2022 Rose Theatre Income | BACS | 42.40 | 1.40 | 41.00 | Room Hire & Refreshments |
| 28/10/2022 A Little Bit of Vintage Bow Chic | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 31/10/2022 Rose Theatre Income | BACS | 190.00 | - | 190.00 | Room Hire |
| 31/10/2022 Chase Woodcrafting | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 31/10/2022 Enzo's Eats & Treats | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| 31/10/2022 The Military Chef | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 31/10/2022 Help a Squaddie | BACS | 35.00 | 5.83 | 29.17 | Artisan Market Stall Hire |
| 31/10/2022 The British Heart Foundation | BACS | 35.00 | 5.83 | 29.17 | Christmas Market Stall Hire |
| Total Income | | 177,474.91 | 607.32 | 176,867.59 | |

EXPENDITURE - November 2022

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

| | | | | | |
|-----------------------------------|------|-----------|--------|-----------|---------------------------------|
| SALARIES | BACS | 15,194.62 | - | 15,194.62 | RTC/Rose Theatre Salaries |
| HM REVENUE & CUSTOMS | BACS | 5,181.92 | - | 5,181.92 | PAYE/NI |
| STAFFORDSHIRE PENSION FUND | BACS | 5,840.89 | - | 5,840.89 | Pension Contributions |
| LLOYDS BANK | CHG | 67.25 | - | 67.25 | Monthly Fees and Charges |
| CANNOCK CHASE COUNCIL | DD | 1,148.00 | - | 1,148.00 | Rates |
| OPUS ENERGY | DD | 1,627.78 | 271.30 | 1,356.48 | Monthly Electricity Bill |
| MAINSTREAM DIGITAL LTD | DD | 211.59 | 35.27 | 176.32 | Call Charges & Q Line Rental |
| COOPERS WASTE MANAGEMENT SERVICES | DD | 146.16 | 24.36 | 121.80 | Waste Collection |
| HOLKER NETWORK SOLUTIONS LTD | DD | 465.60 | 77.60 | 388.00 | Monthly IT Support & Backup |
| WATER PLUS LTD | DD | 35.24 | - | 35.24 | Waste Water Bill |
| LBS ACCOUNTANTS | BACS | 80.40 | 13.40 | 67.00 | Monthly Payroll Admin Fees |
| SIMPLY SHRED LTD | BACS | 60.00 | 10.00 | 50.00 | Confidential Document Shredding |
| W. E. POINTON & SONS LTD | BACS | 119.32 | 17.20 | 102.12 | Bar Confectionery & Snack Food |
| RENTOKIL | BACS | 123.70 | 20.62 | 103.08 | Pest Control |

ITEM 4 (ii)

RTC

*Payments made by Debit Card

| | | | | | |
|---|---------|-----------|----------|-----------|---|
| *General Building Plastics Ltd | Dr Card | 8.53 | - | 8.53 | Pipe & Glue for Guttering Repair |
| *Tippers | Dr Card | 31.37 | 5.23 | 26.14 | Pipe for Eaton Lodge Island Christmas Tree |
| *Screwfix Direct Ltd | Dr Card | 83.99 | 14.00 | 69.99 | Replacement Toilet for Town Council Offices |
| *Tesco | Dr Card | 200.00 | - | 200.00 | Vouchers for Ukrainians |
| *Itzoo | Dr Card | 143.99 | 24.00 | 119.99 | Dell Optiplex PC for Advertising on a Screen |
| *Safelincs Ltd | Dr Card | 118.79 | 19.80 | 98.99 | Replacement Defibrillator Pads |
| *Cannock Chase District Council | Dr Card | 30.00 | - | 30.00 | Christmas Lights Event Street Licence |
| **Payment made by BACS 10th November 2022 | | | | | |
| **Rainbow Faces Ltd | BACS | 1,020.00 | 170.00 | 850.00 | Entertainment at the Christmas Lights Event |
| B Anderton - Animated Magical Moments | 796 | 485.00 | - | 485.00 | Entertainment at the Christmas Lights Event |
| Etching Hill Glass & Design | 797 | 135.00 | - | 135.00 | Town Centre Notice Board Glass Replaced |
| Amazon | BACS | 73.01 | 12.17 | 60.84 | Cable Ties, Warm Hub DVD, Xmas Decorations & Paint |
| The Festive Lighting Company Ltd | BACS | 58,062.09 | 9,677.02 | 48,385.07 | Hire & Installation of Christmas Lights |
| K Lycett - Little Pumpkins Face Painting | BACS | 90.00 | - | 90.00 | Face Painting at the Christmas Lights Event |
| Gator Medical | BACS | 360.00 | - | 360.00 | Medical Cover at the Christmas Lights Event |
| Estate Signs & Print Ltd | BACS | 540.00 | 90.00 | 450.00 | Poppies Waterfall Banner Installation |
| The Stall Hire Company | BACS | 530.00 | - | 530.00 | Artisan Market Stall Hire |
| C Mantle | BACS | 517.20 | - | 517.20 | Maintenance, Repairs & Poppies Installation |
| SLCC Enterprises Ltd | BACS | 36.00 | 6.00 | 30.00 | Admin Assistant GDPR Qualification Fee |
| Odin Events | BACS | 3,240.00 | 540.00 | 2,700.00 | Snow Machine & Globe Hire at the Christmas Lights Event |
| Petty Cash | 798 | 18.95 | 2.98 | 15.97 | Imprest for RTC Petty Cash |

ROSE THEATRE

**Payments made by BACS 10th November 2022

| | | | | | |
|--|------|----------|-------|----------|--|
| **S Fortune - Total Arts Community Theatre | BACS | 58.00 | - | 58.00 | Ticket Sales 4th & 5th Nov less Theatre Hire Costs |
| **R Griffin | BACS | 328.00 | - | 328.00 | Ticket Sales 2nd Nov less Theatre Hire Costs |
| Filmbank Distribution Ltd | BACS | 199.20 | 33.20 | 166.00 | Pop Up Cinema Film Rental |
| Connect Midlands Ltd | BACS | 36.00 | - | 36.00 | Additional Socket Installed in the Bar |
| Sunshine Productions | BACS | 4,500.00 | - | 4,500.00 | Part 2 - 50% of Pantomime Costs |
| Petty Cash | 799 | 174.21 | 27.84 | 146.37 | Imprest for RT Petty Cash |
| Petty Cash | 800 | 40.21 | - | 40.21 | Imprest for Coffee Bar Petty Cash |

Total Expenditure

| | | |
|-------------------|------------------|------------------|
| 101,362.01 | 11,091.99 | 90,270.02 |
|-------------------|------------------|------------------|

Signed

Chairman of Finance & Management

Signed

Town Clerk