



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 7.30pm Wednesday 21<sup>st</sup> February 2024

COUNCILLORS: A Cooney D Foceac  
D Gaye (Chair) K Hart

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

The meeting opened with a minutes silence in memory of Cllr Mike Davey who had passed away earlier this week.

127	<b>Election of a Chair for this meeting</b> <i>Proposed: Cllr Hart; Seconded: Cllr Cooney</i> <b>Agreed</b> that Cllr Gaye be elected Chair for this meeting	
128	<b>Election vice chair</b> <i>Proposed: Cllr Hart; Seconded: Cllr Cooney</i> <b>Agreed</b> that Cllr Gaye be elected Vice Chair for the remainder of the council year following the resignation of Cllr Hodgson	
129	<b>Apologies</b> Agreed to accept the apologies for Cllrs Hughes and Kirkham, and Cllr Pyke for a month for the reasons given	
130 130.1	<b>Declaration of Personal &amp; Prejudicial interest in any item on the agenda</b> Cllr Gaye declared an interest in the Charity discussion <i>Proposed: Cllr Gaye; Seconded: Cllr Cooney</i> <b>Agreed</b> that Cllr Gaye would remain in the remove for the discussion on the charities, but would not join in the discussions or vote	
131	<b>To receive any requests for dispensation</b> None	
132	<b>Chair to close meeting for public session</b> There were no members of the public present	

Signed: [Redacted]

Date: 20/03/24

<b>133</b>	<b>Chair to reopen the council meeting.</b> The meeting resumed	
<b>134</b> 134.1	<b>Minutes</b> To approve the Minutes of Finance and Management Committee held on Wednesday 24 <sup>th</sup> January 2024 <i>Proposed: Cllr Cooney; Seconded: Cllr Gaye</i> <b>Agreed</b> that the minutes be signed with the correction of the typo in minute 116 from 'in' to 'of'.	
<b>135</b> 135.1	<b>Matters Arising</b> None	
<b>136</b> 136.1	<b>Payments</b> Cllrs considered the payments list to 21 <sup>st</sup> February 2024. The RFO reported that the water bill was extremely high and she had been advised by Severn Trent to undertake a water leak test. The electricity bill this month is approximately £3K less than last month <i>Proposed: Cllr Hart; Seconded: Cllr Foceac</i> <b>Agreed</b> that the list of payments to 21 <sup>st</sup> February 2024 be approved for payment	
<b>137</b> 137.1	<b>Income and Expenditure Reports</b> The RFO reported that the transfer of data to SCRIBE was taking longer than expected, so the reports for January would be presented to the March meeting	
<b>138</b> 138.1	<b>Bank Statements</b> Cllrs were in receipt of the bank reconciliations for January 2024 <b>Agreed</b> that the bank reconciliations be noted	
<b>139</b> 139.1 139.2 139.3 139.4 139.5	<b>Finance Report</b> <b>Precept update</b> – the RFO reported that the actual increase in precept for a Band D property would be 3.7% not 4.00% as previously stated, and this equated to approximately 4p a week <b>Budget timetable</b> – a revised budget timetable had been prepared <i>Proposed: Cllr Cooney; Seconded: Cllr Hart</i> <b>Agreed</b> that the revised budget timetable be adopted <b>Theatre ticket sales</b> – the RFO reported that some of the ticket sales income had been miscoded on Rialtus, which would have affected the final income figures. This would be corrected going forward <b>VAT</b> – the RFO has set a deadline of 9/3/24 for the supply of all the RTC information to them. Working with the VAT expert, £24,921.47 is to be reclaimed VAT from HMRC. The council should receive some interest and penalties maybe imposed on the council. The VAT expert has done three meetings and more work than initially planned, and he has found an additional £14,000, and would like to increase his fee from the £250 previously agreed to £400. <i>Proposed: Cllr Cooney; Seconded: Cllr Hart</i> <b>Agreed</b> to recommend to the full council that the additional £150 be paid to the VAT expert	

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<p>139.6</p> <p>139.7</p> <p>139.8</p> <p>139.9</p> <p>139.10</p>	<p><b>SCRIBE</b> – the RFO reported that the migration of the data had been quite difficult There are still 147 transactions transferred as creditors, so they do not appear in income and expenditure, so this is still to be resolved</p> <p><b>Cost centres</b> – Rialtus is limited in its use of the cost centres, whilst SCRIBE is more flexible. <i>Proposed: Cllr Hart; Seconded: Cllr Foceac</i></p> <p><b>Agreed</b> that amendments to the coding on SCRIBE be introduced so that it is very clear where money is received or paid from</p> <p><b>Bank accounts</b> – are protected up to £85K but CCLA is not covered <i>Proposed: Cllr Gaye; Seconded: Cllr Foceac</i></p> <p><b>Agreed</b> that further investigation into protected banking opportunities be investigated and reported next meeting</p> <p><b>Bank signatories</b> – these need to be amended following councillor resignations. <i>Proposed: Cllr Cooney; Seconded: Cllr Gayr</i></p> <p><b>Agreed</b> that the following changes in the signatories be made:-</p> <ul style="list-style-type: none"> <li>- Lloyds Bank – D Foceac to replace CG as full power on line user</li> <li>- Lloyds Bank – K Hart to replace CG as a cheque signatory</li> <li>- CCLA – D Foceac to replace CG as signatory and online user</li> <li>- CCLA – K Hart to replace IH as signatory and online user</li> <li>- Unity Trust – K Hart to replace KH as signatory and online user</li> </ul> <p>Internal audit – the prospective auditor will be able to attend the Full Council meeting on 6<sup>th</sup> March 2024.</p>																			
<p><b>140</b></p> <p>140.1</p>	<p><b>Electricity</b></p> <p>Cllr Foceac declared an interest</p> <p>DESA Electrical contractors have been requested to check the integrity of the wiring and provide a written report</p> <p>The Clerk reported that the cellar is full of water and needs to be pumped out. Cllr Cooney would arrange someone to look at what pump was needed and to pump it out.</p> <p>The drain on the Rose Theatre car park is also blocked and needs to be jetted out</p>																			
<p><b>141</b></p> <p>141.1</p>	<p><b>Small Grant Applications – 2023-2024</b></p> <p>To consider the following grant applications</p> <table border="1" data-bbox="328 1464 1219 2013"> <thead> <tr> <th>Applicant</th> <th>£ sought</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Rugeley &amp; Armitage Camera Club</td> <td>£800</td> <td>New exhibition stands</td> </tr> <tr> <td>Compassionate Communities UK</td> <td>£1500</td> <td>Celebrating Compassion Conference to be held in July 24 at Lea Hall</td> </tr> <tr> <td>Charity for Provision of Allotments</td> <td>£500</td> <td>Contributions towards new fencing and complete replacement of the kissing gate</td> </tr> <tr> <td>Lea Hall Brass Band</td> <td>£415.46</td> <td>To purchase additional logo waistcoats</td> </tr> <tr> <td>Cannock Chase Shed</td> <td>£500.00</td> <td>Help towards annual insurance</td> </tr> </tbody> </table>	Applicant	£ sought	Details	Rugeley & Armitage Camera Club	£800	New exhibition stands	Compassionate Communities UK	£1500	Celebrating Compassion Conference to be held in July 24 at Lea Hall	Charity for Provision of Allotments	£500	Contributions towards new fencing and complete replacement of the kissing gate	Lea Hall Brass Band	£415.46	To purchase additional logo waistcoats	Cannock Chase Shed	£500.00	Help towards annual insurance	
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	Chetwynd's Charity	£400.00	Contribution towards student grants																		
	Katherine House Hospice	£500.00	To purchase supplies such as essential oils and towels																		
	Lea Hall & Brereton Collieries Memorial	<b>£522.00</b>	Replacement banner																		
	<b>Total</b>	<b>£4615.46</b>																			
141.1	<p>The above applications were considered in the light of the £4,000 budget. Previously this has been split between all applicants equally, which give each one £500 each.</p> <p><i>Proposed Cllr Cooney; Seconded: Cllr Hart</i></p> <p><b>Agreed</b> that the following donations be paid:-</p> <table border="1"> <tr> <td>Rugeley &amp; Armitage Camera Club</td> <td>£500.00</td> </tr> <tr> <td>Compassionate Communities UK</td> <td>£500.00</td> </tr> <tr> <td>Charity For Provision of Allotments</td> <td>£500.00</td> </tr> <tr> <td>Lea Hall Brass Band</td> <td>£415.46</td> </tr> <tr> <td>Cannock Chase Shed</td> <td>£500.00</td> </tr> <tr> <td>Chetwynd's Charity</td> <td>£400.00</td> </tr> <tr> <td>Katherine House Hospice</td> <td>£500.00</td> </tr> <tr> <td>Lea Hall &amp; Brereton Collieries Memorial</td> <td>£500.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£3,815.46</b></td> </tr> </table> <p>Cllr Gaye abstained from the vote</p> <p><b>Application from the Church of the Good Shepherd</b></p> <p>As the applicant had only completed the grant form and not supplied the additional requested information, this was deferred until the next meeting and they would be asked to provide the extra items</p>			Rugeley & Armitage Camera Club	£500.00	Compassionate Communities UK	£500.00	Charity For Provision of Allotments	£500.00	Lea Hall Brass Band	£415.46	Cannock Chase Shed	£500.00	Chetwynd's Charity	£400.00	Katherine House Hospice	£500.00	Lea Hall & Brereton Collieries Memorial	£500.00	<b>TOTAL</b>	<b>£3,815.46</b>
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<b>142</b>	<b>Items to be considered at the next meeting</b>																				
	<ul style="list-style-type: none"> <li>- Payroll contract</li> <li>- CIL monies</li> </ul>																				
<b>143</b>	<b>Date of Next Meeting</b>																				
144.1	<b>Agreed</b> that the next meeting of the Finance and Management Committee will be Wednesday 20 <sup>th</sup> March 2024																				
<b>144</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 8.37pm

Signed:   
Date: 20/03/24.