



Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber at 7.30pm
Wednesday 17th April 2024

COUNCILLORS: D Gaye (Chair) K Hart
G Kirkham I Pyke

ALSO PRESENT: S Buxton – Town Clerk
Cllrs Clark, Hyden, Lewis and Miller

1	Election chair Not required as completed at the last meeting	
2	Apologies Cllrs Hughes and Lees Agreed to accept the apologies of Cllr Hughes and Lees	
3	Declaration of Personal & Prejudicial interest in any item on the agenda None	
4	To receive any requests for dispensation None	
5	Chair to close meeting for public session. There were no members of the public present	
6	Chair to reopen the council meeting Meeting continued	
7	Minutes To approve the Minutes of Finance and Management Committee held on Wednesday 20 th March 2024 <i>Proposed: Cllr Hart; Seconded: Cllr Kirkham</i> Agreed that the minutes of the Finance and Management Committee held on 20 th March 2024 be signed as a true and correct record	
8	Matters Arising None	

Signed:
Date:

9	<p>Payments</p> <p>Cllrs were in receipt of the payments list to 17th April 2024 A quotation for repairs to the air conditioning following the service visit was £980 plus possibly a further £350 if the condensate boiler needs replacing. Concerns were expressed re: viability of the air conditioning system <i>Proposed: Cllr Kirkham; Seconded: Cllr Hart</i></p> <p>Agreed that the repairs be completed on the air conditioning system identified at the service, but that an investigation needs to be carried out into the viability of the current system and cost of replacement <i>Proposed: Cllr Hart; Seconded: Cllr Kirkham</i></p> <p>Agreed that the list of payments to 17th April 2024 be paid</p>	
10	<p>Income and Expenditure Reports</p> <p>Councillors were in receipt of the Income and Expenditure reports for January to March. <i>Proposed: Cllr Kirkham; Seconded: Cllr Hart</i></p> <p>Agreed that the committee be provided with an explanation of all expenditure lines where the actual spend to the end of March exceeds the budget by 50% or more <i>Proposed: Cllr Pyke; Seconded: Cllr Gaye</i></p> <p>Agreed that the income and expenditure reports be accepted pending the investigation requested above</p>	
11	<p>Bank Statements</p> <p>Councillors were in receipt of the bank reconciliations for February and March The bank balances on the statements and the reconciliations don't appear to match? <i>Proposed: Cllr Gaye; Seconded: Cllr Hart</i></p> <p>Agreed that the bank reconciliations be accepted pending an explanation of the apparent discrepancy on the balances on the statement and the actual reconciliation Cllr Kirkham queried if the CCLA balance was included in the council fixed assets and the Clerk confirmed it was. He query was due to the reduction in fixed asset valuation of £300,000 in 2025.</p>	
12 12.1 12.2 12.3 12.4 12.5	<p>Finance Report</p> <p>Cllrs were in receipt of the RFO and Clerk's reports Cannock spreadsheet – funded items – Cllr Miller queried the location and whether the items were in working order. All items are store on council property, and items such as the generator are used regularly CCDC funding – RTC was due to received £19,000 according to a rpress release from Josh Newbury, but the list only adds up to £about £10,000, what happened to the rest of the funding</p> <p>12.2 SCRIBE update - noted 12.3 IT - noted 12.4 Emails – the comments were noted, Cllrs were unclear as to why they couldn't access emails on all devices or the different type of licence and costs. They also discussed shared mail boxes</p> <p>12.5 Virements <i>Proposed: Cllr Kirkham; Seconded: Cllr Pyke</i> Agreed that the virements detailed on the report be actioned</p>	

12.6	PAYE – noted that the council’s PAYE payments resolved and we no longer have a credit balance	
12.7	Electricity – Cllr Kirkham tabled graphs showing the usage and cost comparisons. The town council’s energy use has dropped.	
12.8	Electricity – integrity check – Cllr Kirkham is going to provide the clerk with details of a suitable pump so that we can arrange to pump out the cellar for the inspection to take place	
12.9	Bank signatories - the Clerk explained the huge difficulties in dealing with the bank and the change in mandates will be work in progress when she leaves	
12.10	Boiler house pump - quotes need to be obtained for the replacement of the broken pump and fixing the manhole. In the meantime Cllr Kirkham will help the clerk to source a suitable pump to use in the interim Audit of assets - Cllr Miller expressed concern re: storage, condition and checking of assets – this would be included on the May agenda	
13	Recruitment and selection policy With the pending HR review, deferring this was considered, but as the council needs to appoint a new clerk, the policy would be helpful <i>Proposed: Cllr Kirkham; Seconded: Cllr Hart</i> Agreed the council would recommend the Recruitment and Selection policy for adoption by the full council, to be used for the recruitment of a new clerk	
14	D Day celebration <i>Proposed: Cllr Gaye; Seconded: Cllr Kirkham</i> Agreed that the council would do the following:- <ul style="list-style-type: none"> - Order a special DD Flag of Peace - Speak to the Police Station to ask them if we can use their flagpole - 8.00 am - invite the Town Crier along to take part in the DD proclamation the Town Centre - 9.00 am take part in the national raising of the Flag of Peace - 9.15 pm – join he nation in lighting our gas beacon in the Town Centr 	
15	Items to be considered at the next meeting <ul style="list-style-type: none"> - Water usage - Council banking options - Air conditioning – report on viability/replacement - Income and expenditure – explanation of variances over 50% - CCDC – where is the balance of RTC’s funding share - Emails – explanation of options, costs and shared email address/box - Inventory of assets and checking of condition - Policies – schedule for review - Art display on DDay – Rose Committee – May 	
16	Date of Next Meeting Agreed that the next meeting of the Finance and Management Committee will be Wednesday 8 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	

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The meeting was closed at 9.04pm

DRAFT

Signed:
Date: