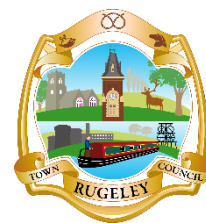


# FINANCE & MANAGEMENT COMMITTEE

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 17<sup>th</sup> 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

<b>1</b>	<b>Election chair</b> To elect a new chair following the resignation of the chair	
<b>2</b>	<b>Apologies</b> To receive any apologies (through the Clerk in accordance with Standing Orders)	
<b>3</b>	<b>Declaration of Personal &amp; Prejudicial interest in any item on the agenda</b> <i>(Note members should notify Monitoring officer within 28 days if not already declared)</i>	
<b>4</b>	<b>To receive any requests for dispensation</b>	
<b>5</b>	<b>Chair to close meeting for public session.</b> Members of the public are invited to address the Council on any issue over which it has a power	
<b>6</b>	<b>Chair to reopen the council meeting</b>	
<b>7</b>	<b>Minutes</b> To approve the Minutes of Finance and Management Committee held on Wednesday 20 <sup>th</sup> March 2024	<b>Attached</b>
<b>8</b>	<b>Matters Arising</b> Cllrs to consider updates on matters arising from the previous minutes not on the agenda	
<b>9</b>	<b>Payments</b> Cllrs to consider approval of the payments received to 17 <sup>th</sup> April 2024	<b>To follow</b>

10	<b>Income and Expenditure Reports</b> January to March reports	<b>Attached</b>
11	<b>Bank Statements</b> February and March bank reconciliations	<b>Attached</b>
12	<b>Finance Report</b>	<b>RFO report</b>
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	<b>Clerk's report</b>
12.8	Electricity – inspection of integrity of supply Bank signatories	
13	<b>Recruitment and selection policy</b>	
14	<b>D Day celebration</b> This was omitted from the CEC meeting last week	<b>Clerk's report</b>
15	<b>Items to be considered at the next meeting</b> - Water usage - Council banking options -	
16	<b>Date of Next Meeting</b> The next meeting of the Finance and Management Committee will be Wednesday 15 <sup>th</sup> May 2024	
17	<b>Exclusion of the Public</b> 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	<b>Apologies</b> To receive any apologies (through the Clerk in accordance with Standing Orders)	
19	<b>Declaration of Personal &amp; Prejudicial interest in any item on the agenda</b> <i>(Note members should notify Monitoring officer within 28 days if not already declared)</i>	
20	<b>To receive any requests for dispensation</b>	
21	<b>Minutes</b> To approve the confidential minutes of the Finance and Management Committee held on Wednesday 20 <sup>th</sup> March 2024	
22	<b>Training</b>	
23	<b>RFO</b> - <b>Qualification</b> - <b>Temporary appointment for VAT enquiry</b>	

<b>24</b>	<b>Appointment of new clerk</b>	<b>Clerk's report</b>
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 -	
<b>25</b>	<b>General Power of Competence</b>	<b>Clerk's report</b>
<b>26</b>	<b>Independent HR/staffing review/audit</b> – need/options	
<b>27</b>	<b>Payments to family members and consideration of appointing casual staff</b> (like bar staff and technical staff in the Theatre)	<b>Clerk's report</b>
<b>28</b>	<b>Staff absences report</b>	<b>To follow</b>

All staff to leave the meeting

<b>29</b>	<b>Clerk's resignation letter</b>	
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