



# Rugeley Town Council

Minutes of the Finance and Management Committee held at the Rugeley Town Council Offices,  
Taylor's Lane, Rugeley, at 7.30pm Wednesday 20 March 2019.

COUNCILLORS: P. Ansell D. Gaye  
G. Grant I. Hodgson  
D. Lucas C. Panter-Hood  
N. Stanley (Chair)

ALSO PRESENT: H Goodreid – Town Clerk  
Mr K Ansell

Min No	Item	Action
<b>109</b> 109.1	<b>Apologies</b> Apologies were received from Cllrs A Cooney and R Dipple.	
<b>110</b> 110.1	<b>Declarations of Interest</b> None were declared.	
<b>111</b> 111.1  111.2	<b>Minutes and matters arising</b> It was proposed that the minutes of the meeting held 20 February 2019 be accepted and signed. <i>Proposed: Cllr G Grant; Seconded: Cllr C Panter-Hood</i> <b>The minutes were accepted as a true and correct record.</b>  All matters arising had been dealt with or were on the agenda.	
<b>112</b> 112.1  112.2	<b>Review of Financial Regulations</b> It was proposed that a small working group be established to look at the council's financial regulations / statement of internal controls etc and review with suggestions to be put to April Finance and Management Committee.  It was agreed that the group (Cllrs Hodgson, Stanley, Cooney and Gaye) meet on Wednesday 27 <sup>th</sup> March in the Anson Room.	Cllrs Hodgson, Stanley, Cooney and Gaye to meet.
<b>113</b> 113.1	<b>Payments</b> It was proposed that all payments recorded to 20 <sup>th</sup> March 2019 and on the creditors list be approved. <i>Proposed: Cllr I Hodgson; Seconded: Cllr C Panter-Hood.</i> <b>The payments were approved and signed and are attached to the minutes.</b>	
<b>114</b> 114.1	<b>Income and Expenditure</b> The reports and the bank reconciliations were considered by Cllrs. It was noted that there were areas of existing and forecast	

<p>114.2</p> <p>114.3</p> <p>114.4</p>	<p>underspend and overspend and virements would be required to cover this.</p> <p>It was proposed that the following known virements be made to:</p> <table border="1" data-bbox="323 322 1217 560"> <tr> <td>Town Council Superannuation</td> <td>£1,000.00</td> </tr> <tr> <td>Town Council Rates</td> <td>£810.00</td> </tr> <tr> <td>Rose Capital</td> <td>£1,089.00</td> </tr> <tr> <td>Combined Utilities</td> <td>£1,700.00</td> </tr> <tr> <td>Peter Taylor Consultants</td> <td>£1,962.00</td> </tr> <tr> <td>Subs and Donations</td> <td>£2,100.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>£8,661.00</b></td> </tr> </table> <p>The funding for these virements would come from Rose Maintenance budget.  <i>Proposed: Cllr Stanley; Seconded: Cllr Ansell</i>  <b>It was agreed that the above virements totalling £8,661 be made from the Rose Maintenance budget heading.</b></p> <p>It was proposed that any additional virements which occur before the end of the financial year eg additional work being undertaken by Peter Taylor Consultants; be taken from Rose Casual Wages budget heading if recommended by the Town Clerk in consultations with the Chair of Finance and Management Committee.  <i>Proposed: Cllr Stanley; Seconded: Cllr Lucas</i>  <b>It was agreed that any additional virements required within the 2018/2019 financial year would come from the Rose Casual Wages budget if recommended by the Town Clerk in consultation with the Chair of Finance and Management Committee.</b></p> <p>It was proposed to move £3,000 from general reserves to earmarked reserves Renovations and Renewals budget in accordance with the overall budget.  <i>Proposed: Cllr Stanley; Seconded: Cllr Panter-Hood</i>  <b>It was agreed to move £3,000 from General Reserves to Renovations and Renewals budget in earmarked reserves.</b></p>	Town Council Superannuation	£1,000.00	Town Council Rates	£810.00	Rose Capital	£1,089.00	Combined Utilities	£1,700.00	Peter Taylor Consultants	£1,962.00	Subs and Donations	£2,100.00	<b>Total</b>	<b>£8,661.00</b>	
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<p><b>116</b></p> <p>116.1</p>	<p><b>Valuation Survey of the Theatre and Town Council</b></p> <p>It was proposed to recommend to Full Council that a valuation survey be undertaken of the Theatre and the Town Council buildings at a cost of £370 including VAT using Friend Associates which would come out of the 2019/2020 budget for consultants fees or a virement be made from general reserves for the work if the budget was not sufficient.  <i>Proposed: Cllr Stanley; Seconded; Cllr Ansell</i>  <b>It was agreed to recommend to Full Council that a new insurance valuation be undertaken at a cost of £370 including VAT to be taken from 2019/2020 budget for consultancy work.</b></p>	<p>Town Clerk to commission the surveys.</p>														

Signed:

Date:

<p><b>117</b> 117.1</p> <p>117.2</p>	<p><b>Staffing Structure of the Town Council and Rose Theatre.</b></p> <p>The Town Clerk presented documentation suggesting that two new posts be created in place of the current Assistant Clerk position. The new posts would be Assistant Clerk and a Finance Officer. A comparison had been undertaken on the posts by the Internal Auditor and it was recommended that the salary scales be the same as the current posts scales.</p> <p>It was proposed to recommend to Full Council that the current Assistant Clerk position be removed and two new posts be created in the Town Council. The Assistant Clerk position would be for 25 hours per week and the Finance Officer would be for 5 hours per week. Both of the positions would have the same salary grading as the existing assistant clerk position. It was further proposed that a probationary time scale of 6 months be stated in the contracts.</p> <p><i>Proposed: Cllr Gaye; Seconded: Cllr Lucas</i></p> <p><b>It was agreed to recommend to Full Council that two new posts be created at the Town Council to replace the current Assistant Clerk post – Assistant Clerk for 25 hours per week and a Finance Officer for 5 hours per week. Both would be at the same salary as the existing Assistant Clerk position.</b></p>	<p>Town Clerk to place on the April Full Council agenda.</p>
<p><b>118</b> 118.1</p>	<p><b>Exclusion of the Public</b></p> <p>The public were asked to leave because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2.</p>	
<p><b>119</b> 119.1</p> <p>119.2</p> <p>119.3</p>	<p><b>Staffing Matters</b></p> <p>Staff sick leave was noted.</p> <p>No accidents had occurred.</p> <p>It was agreed that the Theatre Manager and the Town Clerk could carry up to 4 days Annual Leave each over into the 2019/2020 financial year.</p>	
<p><b>120</b> 120.1</p> <p>120.2</p>	<p><b>Consideration of further actions to be taken following the extraordinary council meeting of 26<sup>th</sup> February 2019.</b></p> <p>It was proposed that the council provisionally identify a loss adjuster who could be brought in, if required, following discussions with the Councils insurance company.</p> <p><i>Proposed: Cllr Stanley; Seconded: Cllr Hodgson</i></p> <p><b>It was agreed that the Town Clerk identify a loss adjuster who could be brought in if required, following discussions with the insurance company.</b></p> <p>It was proposed and agreed that should the Town Council be asked about recent events, a press release be drafted should it be required.</p>	<p>Town Clerk to get costings for a loss adjuster</p>
<p><b>121</b> 121.1</p>	<p><b>Date of Next Meeting</b></p> <p>The date of the next meeting is Wednesday 24<sup>th</sup> April 2019 at 7.30pm.</p>	

There being no further matters the meeting concluded at 9:17pm

Signed:

Date: