



# 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 19 June 2019.

COUNCILLORS: R. Dipple D. Gaye  
G. Grant I. Hodgson (Vice Chair)  
R. Hughes D Lucas  
C. Panter-Hood N. Stanley (Chair)

ALSO PRESENT: H Goodreid – Town Clerk  
Cllr N Mahon  
Cllr A Szklarczyk  
Cllr K Tait-Green

Min No	Item	Action
<b>18</b> 18.1	<b>Apologies</b> Apologies were received from Cllr Cooney.	
<b>19</b> 19.1	<b>Declarations of Interest</b> Cllr Gaye declared a personal interest in item 23 as Governor to Western Springs School, and at item 25 as trustee to the Old Chancel.	
<b>20</b> 20.1  20.2	<b>Minutes and matters arising</b> It was proposed that the minutes of the meeting held 22 May 2019 be accepted and signed with the one correction of the word 'from' to 'through' at 18.4 <i>Proposed: Cllr Stanley; Seconded: Cllr Grant</i> <b>The minutes were accepted as a true and correct record.</b>  There were no matters arising.	
<b>21</b> 21.1	<b>Payments</b> It was proposed that all payments recorded to 19 <sup>th</sup> June 2019 and on the creditors list be approved. <i>Proposed: Cllr Panter-Hood; Seconded: Cllr Gaye.</i> <b>The payments were approved and signed and are attached to the minutes.</b>	
<b>22</b> 22.1	<b>Income and Expenditure Report and Bank Reconciliations</b> The income and expenditure sheets were considered. It was noted that the precept had in fact been recorded as income for the Rose Theatre and needed to be reallocated. It was proposed that the income and expenditure sheets be noted.	Finance Officer to correct the allocation of the Precept

<p>22.2</p>	<p><i>Proposed; Cllr Dipple; Seconded: Cllr Panter-Hood</i>  <b>It was agreed that the income and expenditure sheets for May 2019 be noted.</b></p> <p>The bank reconciliations and bank statements were considered by Cllrs. Questions were asked around Cashbook 1 and the blank references next to two payments made and the increase VAT return from HMRC. Town Clerk to consult Finance Officer and report back to committee. It was proposed that the bank reconciliations for the two bank accounts be accepted.  <i>Proposed: Cllr Stanley; Seconded: Cllr Panter-Hood</i>  <b>The two bank reconciliations and associated bank statements were noted.</b></p>	<p>Clerk and Finance Officer to report back before the next meeting with responses to the queries.</p>
<p><b>23</b> 23.1  23.2</p>	<p><b>Charter Fair Payments and Refunds</b>  Councillors considered how the refunds to the stall holders and charity groups should be made. It was proposed that this be done via cheque.  <i>Proposed; Cllr Grant; Seconded: Cllr Dipple</i>  <b>It was agreed that the refunds owing were to be paid by cheques.</b></p> <p>Councillors considered the proposal from the Community Engagement Committee that the prize money allocated to the parade floats, walking party and schools trolleys be equally divided between the participants. Cllr Dipple advised the meeting that Rugeley Lotto Events would not wish to have their float considered in this.  <i>Proposed: Cllr Grant; Seconded: Cllr Lucas</i>  <b>It was agreed that the prize funding for the parade entrants be shared among the applicants.</b></p>	<p>Finance Officer to arrange the pay backs.</p> <p>Clerk and Finance Officer to arrange the allocation of prize money.</p>
<p><b>24</b> 24.1</p>	<p><b>Budget Working Group</b>  It was agreed that there needed to be a working group to review where the council stood overall re expenditure and income for the year and how earmarked reserves had been affected. It was agreed that an initial working group involving Cllrs Stanley; Lucas; Dipple and Hodgson, along with Town Clerk and Finance Officer would meet to go through initial findings. This would then be brought back to the wider committee which would sit early evening.</p>	<p>Clerk to set up working group</p>
<p><b>25</b> 25.1  25.2</p>	<p><b>Small Grant Applications and Urban Orchard Grants</b>  Cllrs considered the timing of grants and whether we should change to receiveing applications twice a year rather than once per year in December. It was proposed that the current once per year grant process stay as it is.  <i>Proposed; Cllr Grant; Seconded: Cllr Dipple</i>  <b>It was agreed that the grants continue to be offered only once per year in December/January.</b></p> <p>An application for a grant had been received from St Augustine's for the upcoming Family Fun Day. In light of the above decision, it was agreed that the application could not be considered at this moment in time and should be submitted in December 2019 for the event in summer 2020.</p>	<p>Clerk to write to St Augustines.</p>

Signed:

Date:

<p><b>26</b> 26.1</p>	<p><b>Exclusion of the Public</b> 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>27</b> 27.1  27.2  27.3  27.4</p>	<p><b>Staffing Matters</b> Staff sick leave was noted.  One accident had occurred at the Charter Fair set up and had been recorded in the Accident Book.  A copy of a report had been received from the Internal Auditor dated October 2018 which was noted. It was also noted that over the course of the three years of the fraud, the Town Council had had different Internal and External Auditors in place.  The matter of the working hours of the Assistant Town Clerk were considered and it was proposed to recommend to full council that the ATC hours be reduced from 15 per week to 13 per week.</p>	<p>Clerk to report to Full Council</p>
<p><b>28</b> 28.1</p>	<p><b>Date of Next Meeting</b> The date of the next meeting is Wednesday 17<sup>th</sup> July 2019 at 7.30pm.</p>	

There being no further matters the meeting concluded at 9.05pm

Signed:

Date: