



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 17 July 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 C Green

Min No	Item	Action
29 29.1	Apologies Apologies were received from Cllr Cooney.	
30 30.1	Declarations of Interest Cllr Hodgson declared an interest in item 32 as his company were one of the payees.	
31 31.1 31.2	Minutes and matters arising It was proposed that the minutes of the meeting held 19 June 2019 be accepted and signed. <i>Proposed: Cllr R Dipple; Seconded: Cllr C Panter-Hood</i> The minutes were accepted as a true and correct record. There were no matters arising.	
32 32.1	Payments It was proposed that all payments recorded to 17 th July 2019 and on the creditors list be approved. <i>Proposed: Cllr R Dipple; Seconded: Cllr C Panter-Hood.</i> The payments were approved and signed and are attached to the minutes.	
33 33.1	Income and Expenditure Report and Bank Reconciliations The income and expenditure sheets were considered. It was noted that Finance Officer and Clerk had been through all of the Cost Centres and Nominal Codes and honed down the number of codes to provide clarity and reduce the problem of miscoding. For this reason the income and expenditure sheets would initially lack clarity in the fine detail when comparing with last year's expenditure however, the main expenditure totals will be comparable. All payments were noted and there was no reason	

	<p>for any virements at this end of this first quarter. Councillors would look again at the percentage payments in the October meeting as this would show the half year spend. It was proposed that the income and expenditure sheets be noted. <i>Proposed; Cllr I Hodgson; Seconded: Cllr G Grant</i> It was agreed that the income and expenditure sheets for June 2019 be noted.</p> <p>33.2 The bank reconciliations and bank statements were considered by Cllrs. It was confirmed that in future months, the bank statements would be redacted to remove personal information in order that Cllrs could then take the statements away with them. The Town Clerk was requested to look at the mandate for Santander to check who the signatures on the account were as this had previously been tasked to the former Assistant Town Clerk. Cllrs advised that they would be happy to close the Santander Savings account and move the money elsewhere but this would be considered as part of an Investment Policy for the Town Council which would come before Councillors at September or October F and M Committee.</p> <p>33.3 Cllr Grant requested that a meeting be held with the Finance officer to show how the bank reconciliations were being undertaken. A number of other councillors also wished to have this explained and this would be arranged for 6pm on Wednesday 16th September 2019.</p> <p>33.4 It was proposed to accept the Bank Reconciliations. <i>Proposed: Cllr D Gaye; Seconded: Cllr C Panter-Hood</i> The two bank reconciliations, petty cash reconciliations and associated bank statements were approved.</p>	<p>Town Clerk to redact bank statements in future.</p> <p>Town Clerk to confirm the signatories on the Santander Account.</p> <p>Town Clerk and Cllr Stanley to bring Investment Policy to the council.</p> <p>Training with the Finance Officer to be set up.</p>
<p>34</p> <p>34.1</p> <p>34.2</p> <p>34.3</p> <p>34.4</p>	<p>Budget Update</p> <p>Councillors considered the same document which had been passed to all councillors in the previous week. The document identified the budget for 2019/20 which had been agreed in December 2018/Jan 2019. In addition the document showed the Ear Marked Reserve commitments for the 19/20 year.</p> <p>The document showed that although the reserves were dramatically reduced, there was still sufficient in the bank to cover the planned expenditure for the current financial year.</p> <p>Councillor Lucas questioned the ongoing use of Toplis Associates as the Internal Auditors. The meeting were advised that Toplis Associates were engaged in a 3 year contract for which the 19/20 financial year would be the last year. Clarification was sought regarding the Governance Review which had been undertaken in 2016 following error found in the 14/15 and 15/16 Annual Returns.</p> <p>The question was raised about the need to use the Community Infrastructure Levy (CIL) funding before the end of 5 years. The Town Clerk advised that she was still waiting for confirmation from Tesco's re the Bags of Help Grant but once this had been received, she would continue to develop the play area work with</p>	

Signed:

Date:

34.5	<p>CCDC.</p> <p>It was proposed to recommend to full council that the budget position for the 2019/20 financial year has been reviewed. <i>Proposed: Cllr I Hodgson; Seconded: Cllr R Hughes</i></p> <p>It was unanimously agreed to recommend to Full Council that a detailed review had taken place of the 19/20 annual budget and all funding was in place to carry the council through the current financial year following the theft of general reserves.</p>	<p>Clerk to place on agenda for 31st July Extraordinary Full Council meeting</p>
35 35.1	<p>Annual Governance and Accountability Return (AGAR) for 2018/2019 and 2017/2018</p> <p>The Town Clerk, Finance Officer, Chair of Council and the Internal Auditor have been looking at the submission to be made for 2018/2019. The writing of the document would take place next week ready to be submitted to all councillors for their approval at an Extraordinary Meeting on 31st July 2019 with submission due to the External Auditors on 2nd August 2019. The Notice of Commencement of Audit for the public consultation period would take place in September when the office reopened following the summer break.</p>	<p>Cllrs to note that the AGAR would go to an extraordinary meeting of Full Council on 31st July 2019</p>
36 36.1	<p>Responses to Full Council Questions on 3 July 2019</p> <p>Councillors considered responses to each of the questions and a vote was taken after each response to ensure that all were in agreement.</p> <p>It was proposed in a vote taken at the end of each Q/A that the attached responses were passed to Full Council for their consideration and approval.</p> <p>It was unanimously agreed that the attached Questions and Answers be submitted to Full Council for its approval.</p>	<p>Clerk to place on agenda for 31st July Extraordinary Full Council meeting</p>
37 37.1	<p>Co-option Policy and Procedure</p> <p>Cllr Gaye handed a copy of a draft policy to the Town Clerk. Cllr Gaye and the Town Clerk would further develop the policy and place on the F and M agenda in September 2019.</p>	<p>Policy to come to September F & M meeting.</p>
38 38.1	<p>Exclusion of the Public</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>	
39 39.1	<p>Staffing Matters</p> <p>The matter of the working hours of the Town Clerk was considered. The Town Clerk wished council to consider a change to the current Statement Of Particulars to allow for her hours to change from the current 10am – 3pm Monday to Friday, and go to:</p> <p>9.30am – 3.30pm Tuesday, Thursday and Friday 2pm – end of Committees / council meetings on Wednesdays. Should a council meeting not occur on a Wednesday, hours would be 9.30am – 3.30pm.</p> <p>It was proposed that this change to the Statement of Particulars be recommended to Full Council. <i>Proposed: Cllr I Hodgson; Seconded: Cllr R Dipple.</i></p> <p>It was agreed that the change in working hours for the</p>	<p>Clerk to place on agenda for 31st July Extraordinary Full Council meeting</p>

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	Town Clerk be recommended to Full Council for a decision.	
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40 40.1	Date of Next Meeting The date of the next meeting is Wednesday 18 th September 2019 at 7.30pm.	
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There being no further matters the meeting concluded at 9.20pm

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