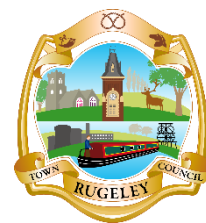


# FINANCE & MANAGEMENT COMMITTEE

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 24<sup>th</sup> January 2024** at which the following business will be transacted.

The press and public are welcome to attend.

*Sue Buxton*

Mrs S Buxton  
Town Clerk

## AGENDA

<b>103</b>	<b>Apologies</b> To receive any apologies (through the Clerk in accordance with Standing Orders)	
<b>104</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>105</b>	<b>To receive any requests for dispensation.</b>	
<b>106</b> 106.1	<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>107</b>	<b>Chair to reopen the council meeting.</b>	
<b>108</b> 108.1	<b>Minutes</b> To approve the Minutes of Finance and Management Committee held on Wednesday 20 <sup>th</sup> December 2023	<b>Attached</b>
<b>109</b> 109.1	<b>Matters Arising</b> Cllrs to consider updates on matters arising from the previous minutes where they are not on the agenda	
<b>110</b> 110.1	<b>Payments</b> Cllrs to consider approval of the payments received to 20 <sup>th</sup> December 2023	<b>To follow</b>
<b>111</b> 111.1	<b>Income and Expenditure Reports</b> Cllrs to receive the detailed income and expenditure reports for December 2023	<b>To follow</b>
<b>112</b> 112.1	<b>Bank Reconciliations</b> Cllrs to receive and consider approving the bank reconciliations for December 2023	<b>To follow</b>
<b>113</b> 113.1 113.2 113.3 113.4	<b>Finance Report</b> Internal Auditor VAT Banking Contracts	<b>Attached</b>

<b>114</b>	<b>Electricity</b>																												
114.1	Report on insurance claim for legal fees and response from 4 <sup>th</sup> contractor requesting them check wiring integrity and provide written report.	<b>Clerk's report</b>																											
114.2	Report on electricity – invoices																												
<b>115</b>	<b>Air Conditioning</b>	<b>Clerk's report</b>																											
<b>116</b>	<b>Budget</b>																												
116.1	Report from Rose Committee																												
116.2	Report from Community and Engagement Committee																												
116.3	Report from Planning Committee including Community Infrastructure levy																												
116.4	Council budget																												
116.5	Set and approve precept request to CCDC																												
<b>117</b>	<b>Small Grant Applications – 2023-2024</b>																												
117.1	To consider the following grant applications																												
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117.2	To consider application from the Church of the Good Shepherd Could this be CIL?																												
<b>118</b>	<b>Items to be considered at the next meeting</b>																												
<b>119</b>	<b>Date of Next Meeting</b>																												
118.1	The next meeting of the Finance and Management Committee will be Wednesday 21 <sup>st</sup> February 2024																												
<b>120</b>	<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																												

<b>121</b>	<b>Apologies</b> To receive any apologies (through the Clerk in accordance with Standing Orders)	
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<b>123</b>	<b>To receive any requests for dispensation.</b>	
<b>124</b>	<b>Minutes</b> To approve the confidential minutes of the Finance and Management Committee held on Wednesday 20 <sup>th</sup> December 2024	
<b>125</b> 125.1 125.2	<b>Council staff – what are they all doing.....</b> Staff job descriptions and pay scales Clerk's salary	<b>Attached Clerk's report Attached</b>
<b>126</b> <b>126.1</b> <b>126.2</b> <b>126.3</b>	<b>Staffing</b> Bullying and harassment Policy Time keeping Sickness absence	<b>Clerk's report</b>