

Neil W F



# Rugeley Town Council

Minutes of the Finance and Management Committee held online  
at 7.30pm Wednesday 17 February 2021.

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

ALSO PRESENT: H Goodreid – Town Clerk

Min No	Item	Action
<b>94</b> 94.1	<b>Apologies</b> Apologies were received from Cllr A Szklarczyk.	
<b>95</b> 95.1	<b>Declarations of Interest</b> None	
<b>96</b> 96.1	<b>Chair to close meeting for public session</b> No members of the public were in attendance.	
<b>97</b>	<b>Chair reopened the Meeting.</b>	
<b>98</b> 98.1	<b>Minutes and matters arising</b> It was proposed that the minutes of the meeting held 20 <sup>th</sup> January 2021 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>	
98.2	There were no matters arising.	
<b>99</b> 99.1	<b>Payments</b> It was proposed that all payments recorded to 17 <sup>th</sup> February 2021 and on the creditors list be approved. <i>Proposed: Cllr I Hodgson; Seconded; Cllr A Cooney</i> <b>The payments were approved and signed and are attached to the minutes.</b>	
<b>100</b> 100.1	<b>Bank Reconciliations</b> Each of the January bank reconciliations for the separate accounts and the 3 petty cash accounts were considered and proposed for approval. <i>Proposed; Cllr R Dipple; Seconded; Cllr C Panter-Hood</i> <b>It was agreed that the bank reconciliations be approved as a true record.</b>	

<p><b>101</b> 101.1</p>	<p><b>Income and Expenditure Report and Budget Review</b> The Income and Expenditure reports were proposed for approval. <i>Proposed: Cllr B Dipple; Seconded: Cllr G Grant</i> <b>It was agreed to approve the income and expenditure reports.</b></p>	
	<p><b>Item 103 was heard at this point.</b></p>	
<p><b>102</b> 102.1  102.2  102.3</p>	<p><b>Election Costs and Pedestrianisation Costs</b> <u>Election Costs</u> Elections being held on 6<sup>th</sup> May 2021 will be for CCDC, SCC, Police and Crime Commissioner and the one councillor vacancy at the town council. Costs are likely to be higher as additional social distancing measures need to take place.</p> <p>Should more than one person stand for the town council vacancy, councillors had expressed a preference for the notice of the town council vacancy being added to the CCDC polling cards providing it was at no cost to the Town Council. Until other costs were known, decisions could not be taken on the postal votes etc as these could translate to being quite high costs for a small ward.</p> <p><u>Pedestrianisation Costs</u> Cllr Stanley reminded Cllrs that an offer had been received from Cllr Dudson to use his allowance on highways improvements in the town centre to enhance the pedestrianisation of the centre. Cllrs had suggested additional bollards by the Vaults PH and the response from SCC Highways was that there would be issues with this. It was proposed that the town clerk contact CCDC and see if they would be able to access CCTV footage to advise the police of those drivers that abused the pedestrianisation restrictions. Town Clerk to speak with Cllr Lyons who had recently met with the Chief Inspector about this matter. The findings of these discussions would be taken to Full Council in March 2021.</p>	<p>Town Clerk to update council as soon as costs are known</p> <p>Town Clerk to discuss issues with CCDC and Cllr Lyons and report back to Full Council in March 2021</p>
<p><b>103</b> 103.1  103.2</p>	<p><b>Virements</b> Councillors had received details of the virements required to balance accounts in February 2021. Full Council had delegated authority to make this virements in February and March 2021.</p> <p>The following budgets were agreed to be used to cover overspend where it had occurred:</p>	

Signed: 

Date: 17<sup>th</sup> March 2021

Finance and Management Committee 17th February 2021			
Item 103 - Visements			
Existing Project overspend in the following budgets:			
	Current Over/Underspend	% Spent	YE Forecast Over/Underspend
<b>TOWN COUNCIL</b>			
4020 Staff Training	-£63	117%	-£63
4090 Printer and Photocopy Costs	-£581	158%	-£847
4120 IT & Website	£96	37%	-£552
4250 Membership & Subscriptions	-£155	112%	-£321
4275 Intruder & Fire Alarms	-£663	141%	-£1,824
	-£1,366		-£3,607
			change in contract has led to one off costs
4200 Insurance	£3,112	54%	£3,112
4160 Capital Expenditure	£2,272	33%	£2,272
	£5,394		£5,394
			possible host budget
			possible host budget
<b>ROSE THEATRE</b>			
4000 Salaries	£6,675	85%	-£959
4050 Casual Wages (& Tech Retainer)	£75	85%	-£10
4010 Pension	£1,708	30%	-£1,214
4050 Printer and Photocopy Costs	-£92	0%	-£92
4055 Telephone & Broadband	£77	93%	-£250
4120 IT & Website	£0	39%	-£17
4275 Intruder & Fire Alarms	£536	67%	-£525
4575 Catering & Refreshments	-£48	0%	-£48
	£9,039		-£3,095
			one more bill to be passed at F and M
			change in contract has led to one off costs
4001 PAYE/NI	£3,491	78%	£1,775
4020 Staff Training	£500	0%	£500
4080 Stationery & Supplies	£287	66%	£170
4062 Shredding Service	£114	46%	£63
4100 Misc Supplies	£0	0%	£30
4240 Rates	£1,339	62%	£557
	£5,731		£3,095
			possible host budget
			possible host budget
			possible host budget
			possible host budget
			possible host budget
			possible host budget
<b>COMMUNITY ENGAGEMENT</b>			
4050 Remembrance Events	-£17	102%	-£17
4052 Community Projects	-£173	101%	-£173
4195 Shop Window Competition	-£63	0%	-£113
	-£273.00		-£303
			no budget had been identified for this year but spend occurred
4026 Flugeley Development Projects	£5,505.00	0%	£4,005
			possible host budget
<p><i>Proposed: Cllr G Grant; Seconded: Cllr R Dipple</i></p> <p><b>It was agreed that the above budgets would be used to cover areas of known overspend as identified in February. These would be taken to Full Council in March 2021.</b></p>			
<b>104</b>	<b>Date of Next Meeting</b>		
104.1	The date of the next meeting is Wednesday 17 <sup>th</sup> March 2021. This would again be held virtually unless the lock down restrictions are lifted to allow for a public meeting.		

There being no further matters the meeting concluded at 8:20pm

Signed: 

Date: 17<sup>th</sup> March 2021

**INCOME - January 2021**

	<b>Ref</b>	<b>£ (Gross)</b>	<b>£ (VAT)</b>	<b>£ (Net)</b>	<b>Description</b>
02/01/2021 Santander	INT	8.64	-	8.64	Savings Account Interest
06/01/21 HM Courts & Tribunals Service	BACS	8,121.52	-	8,121.52	Proceeds of Crime Property Equity
26/01/21 HMRC	BACS	2,010.40	-	2,010.40	Oct - Dec 2020 VAT Claim
<b>Total Income</b>		<b>10,140.56</b>	<b>-</b>	<b>10,140.56</b>	

**ADDITIONAL PAYMENTS MADE**

05/02/2021 SRS Decorators		6,500.00	0.00	6,500.00	Refurbishment of Backstage Toilets
<i>Payments as follows were made for Grant Applications agreed 20/01/2021</i>					
22/01/2021 Cannock Chase Shed	BACS	500.00	0.00	500.00	Small Grant Award
22/01/2021 Support Staffordshire	BACS	400.00	0.00	400.00	Small Grant Award
22/01/2021 Chetwynd's Charity	BACS	550.00	0.00	550.00	Small Grant Award
02/02/2021 Katherine House Hospice	BACS	550.00	0.00	550.00	Small Grant Award

**EXPENDITURE - February 2021****ITEM 4 (i)** Payments made in accordance with Council Resolution (Full Council Meeting held on 4th March 2020)

SALARIES	BACS	7,981.44	-	7,981.44	RTC/Rose Salaries
HM REVENUE & CUSTOMS	BACS	2,097.02	-	2,097.02	PAYE/NI
STAFFORDSHIRE PENSION FUND	BACS	3,161.28	-	3,161.28	Pension Contributions
LBS ACCOUNTANTS	BACS	56.40	9.40	47.00	Monthly Payroll Admin Fees
LLOYDS BANK	CHG	17.42	-	17.42	Monthly Fees and Charges
OPUS ENERGY	DD	2,085.36	347.56	1,737.80	Monthly Electricity Bill
MAINSTREAM DIGITAL LTD	DD	728.40	121.41	606.99	Monthly Telephone & Broadband Bill
COOPERS WASTE MANAGEMENT SERVICES	DD	116.81	19.47	97.34	Waste Collection
HOLKER NETWORK SOLUTIONS LTD	DD	336.60	56.10	280.50	Monthly IT Support & Backup
SIMPLY SHRED LTD	BACS	60.00	10.00	50.00	Monthly Confidential Document Shredding
K WOOD	BACS	25.00	-	25.00	Window Cleaning
SOUTH STAFFS WATER	BACS	98.57	-	98.57	Water Bill 28/07/2020-06/01/2021

**ITEM 4 (ii)****RTC**

Vision ICT Ltd	BACS	102.00	17.00	85.00	Website Accessibility Statement
The Festive Lighting Company Ltd	BACS	9,745.31	1,624.22	8,121.09	Hire & Installation of Christmas Lights
SLCC	BACS	166.00	-	166.00	RFO Annual Membership
Department for Work and Pensions	BACS	145.54	-	145.54	Direct Earnings Attachment Notice
Securican Ltd	BACS	2,784.77	464.13	2,320.64	Intruder & Fire Alarm Installation & Monitoring
Staffordshire Parish Councils' Association	BACS	50.00	-	50.00	Be a Better Cllr Training Course
PHS Group	BACS	295.68	49.28	246.40	Annual Sanitary Disposal Service
Office Depot	BACS	17.81	2.97	14.84	A3 Copy Paper
Expenses H Goodreid	BACS	58.57	3.75	54.82	Reimbursement of Postage & Stationery Expenses
Expenses K Roberts	BACS	205.37	34.23	171.14	Reimbursement of Post Box & Phone Expenses

**ROSE THEATRE**

Birch Hosting	BACS	6.99	0.00	6.99	Website Domain Renewal
Pro Audio Visual	BACS	6,967.20	1,161.20	5,806.00	Drive In Cinema Package & Technicians
Rentokil	BACS	115.72	19.29	96.43	Pest Control
Petty Cash	745	101.33	16.89	84.44	Imprest for RT Petty Cash

**Total Expenditure**

<b>37,526.59</b>	<b>3,956.90</b>	<b>33,569.69</b>
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Signed



Chairman of Finance &amp; Management

17/2/21

Signed



Town Clerk

**Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank 80428963	28/02/2021	1	253,099.96 <i>CE WKS</i>
Unity Trust Bank 20424336	28/02/2021	13	84,945.10 <i>CE WKS</i>
			<u>338,045.06</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
18/02/2021 000745 Petty Cash - RT		101.33	
			<u>101.33</u>
			<u>337,943.73</u>
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			<u>337,943.73</u>
		<b>Balance per Cash Book is :-</b>	<b>337,943.73</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 02/02/2021  
for Cashbook 2 - Deposit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander A/c - 41375520	02/02/2021	1	84,796.40 <i>ce NRS</i>
			<u>84,796.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,796.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,796.40
		<b>Balance per Cash Book is :-</b>	<b>84,796.40</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 3 - Petty Cash - TC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Town Council	28/02/2021	1	100.00 <i>e</i>
			<hr/> 100.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			100.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			100.00
		<b>Balance per Cash Book is :-</b>	<b>100.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 4 - Petty Cash - RT**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Rose Theatre	28/02/2021	1	200.00
			<u>200.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		<b>Balance per Cash Book is :-</b>	<b>200.00</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Receipts for Month 11

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	<b>Balance Brought Fwd :</b>	<b>200.00</b>					<b>200.00</b>	
	Banked: 18/02/2021	101.33						
000745	Current Bank A/c	101.33			200		101.33	RT Petty Cash Top Up - Imprest
<b>Total Receipts for Month</b>		<b>101.33</b>	<b>0.00</b>	<b>0.00</b>			<b>101.33</b>	
<b>Cashbook Totals</b>		<b>301.33</b>	<b>0.00</b>	<b>0.00</b>			<b>301.33</b>	

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## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
18/02/2021	Home Bargains/Wilko	CASHSHEET	101.33		16.89	4080	204	40.27	Cleaning Supplies
						4210	212	44.17	Painting Supplies
<b>Total Payments for Month</b>			101.33	0.00	16.89			84.44	
<b>Balance Carried Fwd</b>			200.00						
<b>Cashbook Totals</b>			301.33	0.00	16.89			284.44	

**Bank Reconciliation Statement as at 28/02/2021  
for Cashbook 5 - Petty Cash - Coffee Bar**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Coffee Bar	28/02/2021	1	50.00
			50.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			50.00
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			50.00
		<b>Balance per Cash Book is :-</b>	<b>50.00</b>
		<b>Difference is :-</b>	<b>0.00</b>