

Neil KS



# Rugeley Town Council

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

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

ALSO PRESENT: H Goodreid – Town Clerk

| Min No              | Item  | Action                                    |
|---------------------|---|---|
| <b>105</b><br>105.1 | <b>Apologies</b><br>All Councillors were in attendance.   |   |
| <b>106</b><br>106.1 | <b>Declarations of Interest</b><br>None   |   |
| <b>107</b><br>107.1 | <b>Chair to close meeting for public session</b><br>No members of the public were in attendance.  |   |
| <b>108</b>          | <b>Chair reopened the Meeting.</b>  |   |
| <b>109</b><br>109.1 | <b>Minutes and matters arising</b><br>It was proposed that the minutes of the meeting held 17 <sup>th</sup> February 2021 be accepted and signed.<br><i>Proposed: Cllr R Dipple; Seconded: Cllr G Grant</i><br><b>The minutes were accepted as a true and correct record.</b>   |   |
| 109.2               | Town Clerk attended the elections briefing for the elections on 6 <sup>th</sup> May 2021. Costs have not yet been identified as we still do not know if the town council seat will be contested.  |   |
| 109.3               | Town Clerk had met with the police re pedestrianisation and will report back to full council.   | Town Clerk to report back to Full Council |
| <b>110</b><br>110.1 | <b>Payments</b><br>It was proposed that all payments recorded to 17 <sup>th</sup> March 2021 and on the creditors list be approved.<br><i>Proposed: Cllr R Dipple; Seconded; Cllr A Cooney</i><br><b>The payments were approved and signed and are attached to the minutes.</b> |   |

|  |  |  |
|--|--|--|
| <p><b>111</b><br/>111.1<br/><br/>111.2<br/><br/>111.3</p>                | <p><b>Bank Reconciliations</b><br/>Each of the February bank reconciliations for the separate accounts and the 3 petty cash accounts were considered and proposed for approval.<br/><br/>A question was raised about the need for additional bank accounts for the council in order to comply with the FCSC. The Town Clerk and Cllr Stanley had drafted an investment policy for the council and this would come before F and M Committee in April / May.<br/><br/><i>Proposed; Cllr A Cooney; Seconded; Cllr A Szklarczyk</i><br/><b>It was agreed that the bank reconciliations be approved as a true record.</b></p>   | <p>Investment Policy was to come before F and M in April / May</p>     |
| <p><b>112</b><br/>112.1</p>  | <p><b>Income and Expenditure Report</b><br/>The Income and Expenditure reports were proposed for approval. Cllrs noted the additional income from various sources which were identified on the payments sheet which is attached to these minutes. It was noted that areas of potential overspend would be covered in the virements.<br/><i>Proposed: Cllr B Dipple; Seconded: Cllr A Cooney</i><br/><b>It was agreed to approve the income and expenditure reports.</b></p>  |  |
| <p><b>113</b><br/>113.1<br/><br/>113.2</p>                               | <p><b>Virements</b><br/>Cllrs had received the lists of virements required to balance expenditure budgets before the end of the financial year. It was proposed that the virements for February and March 2021 be agreed.<br/><i>Proposed: Cllr A Cooney; Seconded: Cllr C Panter-Hood</i><br/><b>It was agreed that the virements for February and March 2021 be approved.</b><br/><br/>Cllrs received a comprehensive list of all virements for February and March 2021 which would be reported to Full Council in April 2021.<br/><i>Proposed: Cllr A Cooney; Seconded: Cllr I Hodgson</i><br/><b>It was agreed that all the virements proposed would be presented to Full Council in April 2021 to note.</b></p>   |  |
| <p><b>114</b><br/>114.1<br/><br/>114.2<br/><br/>114.3<br/><br/>114.4</p> | <p><b>Terms of Reference</b><br/>Cllrs considered the terms of reference for all committees which had not been updated since 2017. There were areas where the TOR were not in agreement with the Standing Orders and/or Financial Regulations. Areas of conflict were:</p> <ul style="list-style-type: none"> <li>• When were the Chairs of Committees elected – would this be done by Full Council or by the Committee? Standing Orders said Full Council would appoint at the Annual Meeting, but the TOR said Chairs appointed by the committees.</li> <li>• Town Clerk/Asst Town Clerk have authority to spend up to £500 from promotion budget – this was at odds with the Financial Regs that says the authority to spend is for emergencies and also, we no longer have an Assistant Town Clerk – need to accommodate the Development Manager role.</li> </ul> <p>It was proposed that all Terms of Reference be revisited by Full Council subsequent to the May Annual Meeting.<br/><i>Proposed; Cllr D Gaye; Seconded: Cllr R Dipple</i><br/><b>It was agreed that Terms of Refences for Committees be revised and submitted for approval to Full Council in June 2021.</b></p> | <p>Town Clerk to draft revised Terms of Reference for Full Council</p> |

Signed:


Date: 28<sup>th</sup> April 2021

|                             |  |  |
|-----------------------------|--|--|
| <p><b>115</b><br/>115.1</p> | <p><b>Photocopier</b><br/>The contract with the current photocopier provider was coming to an end and revised costings had been received. The new contract would be at a reduced cost of over £320 per year.<br/><i>Proposed: Cllr R Dipple; Seconded: Cllr D Gaye</i><br/><b>It was agreed to go with the new contract at a saving of over £320 per year.</b></p> |  |
| <p><b>116</b><br/>116.1</p> | <p><b>Furlough Scheme</b><br/>We had still not been advised as to the grant application to cover Theatre staff salaries for the start of 2021/2022. Cllrs agreed to continue to wait for that to be known and staff would be furloughed from 1<sup>st</sup> April 2021 if no grant was available.</p>  |  |
| <p><b>117</b><br/>117.1</p> | <p><b>Date of Next Meeting</b><br/>The date of the next meeting is Wednesday 21<sup>st</sup> April 2021. This would again be held virtually unless the lock down restrictions are lifted to allow for a public meeting.</p>  |  |

There being no further matters the meeting concluded at 8:35pm

Signed:



Date: 28<sup>th</sup> April 2021

**INCOME - February 2021**

|                             | <u>Ref</u> | <u>£ (Gross)</u> | <u>£ (VAT)</u> | <u>£ (Net)</u>   | <u>Description</u>                                  |
|-----------------------------|------------|------------------|----------------|------------------|---|
| 02/02/2021 Santander        | INT        | 8.64             | -              | 8.64             | Savings Account Interest                            |
| 04/02/2021 Cannock Chase DC | BACS       | 13,428.57        | -              | 13,428.57        | Local Restrictions Support Grant & Lockdown Payment |
| 22/02/2021 Paying in Slip   | 500160     | 23.88            | -              | 23.88            | Refund of Overpayment                               |
| <b>Total Income</b>         |            | <b>13,461.09</b> | <b>-</b>       | <b>13,461.09</b> |   |

**ADDITIONAL PAYMENTS MADE**

|   |  |          |         |          |                       |
|---|--|----------|---------|----------|-----------------------|
| 04/03/2021 Creative Video Productions Ltd |  | 8,006.76 | 1334.46 | 6,672.30 | Film Making Equipment |
|---|--|----------|---------|----------|-----------------------|

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

|                                   |      |          |        |          |   |
|-----------------------------------|------|----------|--------|----------|---|
| SALARIES                          | BACS | 7,882.22 | -      | 7,882.22 | RTC/Rose Salaries                       |
| HM REVENUE & CUSTOMS              | BACS | 2,196.22 | -      | 2,196.22 | PAYE/NI                                 |
| STAFFORDSHIRE PENSION FUND        | BACS | 3,161.28 | -      | 3,161.28 | Pension Contributions                   |
| LBS ACCOUNTANTS                   |      | 56.40 ✓  | 9.40   | 47.00    | Monthly Payroll Admin Fees              |
| LLOYDS BANK                       | CHG  | 20.92    | -      | 20.92    | Monthly Fees and Charges                |
| OPUS ENERGY                       | DD   | 1,833.24 | 305.54 | 1,527.70 | Monthly Electricity Bill                |
| MAINSTREAM DIGITAL LTD            | DD   | 271.20   | 45.20  | 226.00   | Phones - Quarterly MSD Care Maintenance |
| COOPERS WASTE MANAGEMENT SERVICES | DD   | 119.67   | 19.95  | 99.72    | Waste Collection                        |
| HOLKER NETWORK SOLUTIONS LTD      | DD   | 336.60   | 56.10  | 280.50   | Monthly IT Support & Backup             |
| K WOOD                            |      | 25.00 ✓  | -      | 25.00    | Window Cleaning                         |

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

|  |      |          |       |        |                                    |
|--|------|----------|-------|--------|------------------------------------|
| Unity Trust Bank                           | CHG  | 18.00    | -     | 18.00  | Quarterly Commission Charge        |
| Department for Work and Pensions           | BACS | 145.56 ✓ | -     | 145.56 | Direct Earnings Attachment Notice  |
| Staffordshire Parish Councils' Association | BACS | 105.00 ✓ | -     | 105.00 | Cllr Training Courses              |
| Vision ICT Ltd                             | BACS | 78.00 ✓  | 13.00 | 65.00  | Biennial Domain Renewal Fee        |
| Vision ICT Ltd                             | BACS | 270.00 ✓ | 45.00 | 225.00 | Annual Website Hosting & Support   |
| Wisegrove Ltd T/a ActIn Time               | BACS | 180.00 ✓ | 30.00 | 150.00 | Time Recorder Service Agreement    |
| Expenses H Goodreid                        | BACS | 347.87 ✓ | 45.99 | 301.88 | Reimbursement of Postage & Speaker |

**ROSE THEATRE**

|                      |      |         |   |       |                                       |
|----------------------|------|---------|---|-------|---------------------------------------|
| Butterfly Fellowship | BACS | 30.00 ✓ | - | 30.00 | Refund of Deposit for Cancelled Event |
| Songbirds in Harmony | BACS | 30.00 ✓ | - | 30.00 | Refund of Deposit for Cancelled Event |

**Total Expenditure**

|                  |                 |                  |
|------------------|-----------------|------------------|
| <b>25,113.94</b> | <b>1,904.64</b> | <b>23,209.30</b> |
|------------------|-----------------|------------------|

Signed



Chairman of Finance &amp; Management

Signed



Town Clerk

Bank Reconciliation Statement as at 31/03/2021  
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                      | 01/04/2021            | 1                                  | 229,866.22        |
| Unity Trust Bank 20424336                 | 31/03/2021            | 15                                 | 84,927.10         |
|   |                       |                                    | <u>314,793.32</u> |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                   |
|   |                       | 0.00                               |                   |
|   |                       |                                    | <u>0.00</u>       |
|   |                       |                                    | 314,793.32        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                   |
|   |                       | 0.00                               |                   |
|   |                       |                                    | <u>0.00</u>       |
|   |                       |                                    | 314,793.32        |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>314,793.32</b> |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>       |

*enks*  
*enks*

**Bank Reconciliation Statement as at 07/04/2021  
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                  | 02/04/2021            | 1                                  | 84,804.21        |
|   |                       |                                    | 84,804.21        |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                  |
|   |                       | 0.00                               |                  |
|   |                       |                                    | 0.00             |
|   |                       |                                    | 84,804.21        |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                  |
|   |                       | 0.00                               |                  |
|   |                       |                                    | 0.00             |
|   |                       |                                    | 84,804.21        |
|   |                       | <b>Balance per Cash Book is :-</b> | <b>84,804.21</b> |
|   |                       | <b>Difference is :-</b>            | <b>0.00</b>      |

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**Bank Reconciliation Statement as at 31/03/2021  
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                 | 31/03/2021            | 1                                  | 100.00          |
|   |                       |                                    | <u>100.00</u>   |
| <u>Unpresented Cheques (Minus)</u>        |                       | <u>Amount</u>                      |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <u>0.00</u>     |
|   |                       |                                    | 100.00          |
| <u>Receipts not Banked/Cleared (Plus)</u> |                       |                                    |                 |
|   |                       | 0.00                               |                 |
|   |                       |                                    | <u>0.00</u>     |
|   |                       |                                    | 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 31/03/2021  
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                 | 31/03/2021            | 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>     |



**Bank Reconciliation Statement as at 31/03/2021  
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                   | 31/03/2021            | 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>     |