

<p>7 7.1</p>	<p>Bank Reconciliations Each of the March bank reconciliations for the separate accounts and the 3 petty cash accounts were considered and proposed for approval. <i>Proposed; Cllr A Cooney; Seconded; Cllr C Panter-Hood</i> It was agreed that the bank reconciliations be approved as a true record.</p>	
<p>8 8.1</p>	<p>Income and Expenditure Report The Income and Expenditure reports were proposed for approval. It was noted that the grant received of £16,572 was from CCDC for Lockdown Support grant for the theatre being closed. This money is held in general reserves. <i>Proposed: Cllr I Hodgson; Seconded: Cllr R Dipple</i> It was agreed to approve the income and expenditure reports.</p>	
<p>9 9.1</p>	<p>End of Year Adjustments Cllrs attention was brought to the Ear Marked Reserves for the Council. There were two changes 1) community projects had increased as part of the EMR was to be used for the Dvlpmt Managers salary – owing to a later start date, savings had been made 2) Anticipated that there had been an increased spend for the Drive in Cinema from the grant from Heritage Fund. <i>Proposed: Cllr A Cooney; Seconded: Cllr C Panter-Hood</i> It was agreed that the Ear Marked Reserves adjustment be approved.</p>	
<p>10 10.1 10.2</p>	<p>Annual Reports The RFO presented several reports to Cllrs that have come from the financial management system. This recorded suppliers / Purchase ledgers etc in various forms for the 2020/2021 financial year accurately described the financial situation for the council. Cllrs considered which would be best presented in the Annual Report to Full Council. It was agreed that owing to data protection, sheets that identified individuals and companies should not be published but the ones showing month on month income and spend would be informative. It was agreed that the financial system sheets which showed the bank reconciliations would now be attached to the minutes on the website.</p>	<p>Town Clerk to include financial reports in the Annual Report. Bank Recs to be attached to the minutes</p>
<p>11 11.1</p>	<p>Terms of Reference Cllrs considered the terms of reference for all committees which had not been updated since 2017. It was proposed to recommend to Full Council that Standing Orders be changed to allow for committees to elect their own Chair and Vice Chair. <i>Proposed: Cllr A Cooney; Seconded: Cllr C Panter-Hood</i> It was agreed to recommend to Full Council that Standing Orders be changed to reflect Committees electing their own Chairs / Vice Chairs.</p>	<p>Full Council to receive recommendations.</p>
<p>12 12.1</p>	<p>Staffing Proposals A paper was presented to Cllrs recommending the creation of a new post in the Town Council for an Administrative Officer. Cllrs felt that the opportunity of Apprenticeship schemes needed to be examined and also looking at the hours to be worked by the member of staff.</p>	

Signed:

Date: 26th May 2021

12.2	It was agreed that an Employment Sub Committee be set up to work with the Town Clerk on developing this. Cllrs in this group would be Cllr Hodgson and Cllr Cooney.	
13 13.1	Date of Next Meeting The date of the next meeting is Wednesday 26 th May 2021. This would again be held virtually.	

There being no further matters the meeting concluded at 9:05pm

Signed:



Date: 26th May 2021

INCOME - March 2021

	<u>Ref</u>	<u>£ (Gross)</u>	<u>£ (VAT)</u>	<u>£ (Net)</u>	<u>Description</u>
02/03/2021 Santander	INT	8.64	-	8.64	Savings Account Interest
02/03/2021 Cannock Chase District Council	BACS	3,143.00	-	3,143.00	Local Restrictions Support Grant
10/03/2021 BGC	BACS	145.50	3.00	142.50	Room Hire + Refreshments
22/03/2021 Cannock Chase District Council	BACS	25.65	-	25.65	CIL Monies
Total Income		3,322.79	3.00	3,319.79	

EXPENDITURE - April 2021**ITEM 4 (i)** Payments made in accordance with Council Resolution (Full Council Meeting held on 7th April 2021)

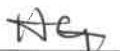
SALARIES	BACS	7,895.65	-	7,895.65	RTC/Rose Salaries
HM REVENUE & CUSTOMS	BACS	2,208.82	-	2,208.82	PAYE/NI
STAFFORDSHIRE PENSION FUND	BACS	3,180.99	-	3,180.99	Pension Contributions
LBS ACCOUNTANTS	BACS	56.40	9.40	47.00	Monthly Payroll Admin Fees
LLOYDS BANK	CHG	30.52	-	30.52	Monthly Fees and Charges
CANNOCK CHASE COUNCIL	DD	1,145.00	-	1,145.00	Rates
OPUS ENERGY	DD	1,716.28	286.05	1,430.23	Monthly Electricity Bill
MAINSTREAM DIGITAL LTD	DD	6.96	1.16	5.80	Monthly Call Charges
COOPERS RECYCLING LTD	DD	373.75	62.29	311.46	Waste Collection and Skip Hire
HOLKER NETWORK SOLUTIONS LTD	DD	336.60	56.10	280.50	Monthly IT Support & Backup
DIRECT COPIERS LTD	DD	245.70	40.95	204.75	Quarterly Photocopier Service Agmt
GRENKE LEASING LTD	DD	114.55	19.09	95.46	Quarterly Photocopier Lease Rental
K WOOD	BACS	25.00	-	25.00	Window Cleaning
VISION ICT	BACS	186.00	31.00	155.00	SSL Certificate & Website Changes
STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION	BACS	1,028.00	-	1,028.00	SPCA & NALC Annual Subscription
ITEM 4 (ii)					
RTC					
Department for Work and Pensions	BACS	145.76	-	145.76	Direct Earnings Attachment Notice
NALC	BACS	155.13	25.86	129.27	Planning & Power Training Courses
Zurich Insurance Plc	BACS	3,777.32	-	3,777.32	Annual Insurance Premium
Securican Ltd	BACS	128.58	21.43	107.15	Alarm Detector Replacement
Expenses H Goodreid	BACS	397.99	52.94	345.05	Postage, Flowers & Art Exhibition Costs
Expenses H Goodreid	BACS	129.00	-	129.00	Reimbursement of Eye Test & Glasses for DSE
Petty Cash	746	99.20	16.56	82.64	Imprest for RTC Petty Cash
ROSE THEATRE					
AA Cooling	BACS	960.00	160.00	800.00	Air Conditioning Annual Service
SRS Decorators	BACS	389.00	-	389.00	Refurbishment of Men's Toilets
SD Building & Roofing	BACS	970.00	-	970.00	Damaged Wall Repaired
L Johnson	BACS	11.73	-	11.73	Reimbursement of Refreshments Costs
C Rae	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
Petty Cash	747	216.77	32.63	184.14	Imprest for RT Petty Cash
Petty Cash	748	32.02	0.42	31.60	Imprest for Coffee Bar Petty Cash
Total Expenditure		26,062.72	815.88	25,246.84	

Signed



Chairman of Finance & Management

Signed



Town Clerk

**Bank Reconciliation Statement as at 31/01/2021
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	01/02/2021	1	284,829.17
Unity Trust Bank 20424336	31/01/2021	12	84,945.10
			<u>369,774.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			369,774.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			369,774.27
		Balance per Cash Book is :-	369,774.27
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/01/2021
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	84,787.76
			<u>84,787.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,787.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,787.76
		Balance per Cash Book is :-	84,787.76
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/01/2021
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	31/01/2021	1	100.00
			<u>100.00</u> <i>ce</i>
<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
		Balance per Cash Book is :-	100.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/01/2021
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	31/01/2021	1	50.00
			<u>50.00</u> <i>ce</i>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			50.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			50.00
		Balance per Cash Book is :-	50.00
		Difference is :-	0.00