



Neil K...

Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber
at 8.00pm Wednesday 26th May 2021.

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

ALSO PRESENT: H Goodreid – Town Clerk
K Roberts – Responsible Financial Officer

Min No	Item	Action
14	Election of Chair	
14.1	It was proposed that Cllr Stanley be elected as Chair of F&M Committee. <i>Proposed; Cllr Grant; Seconded: Cllr Cooney</i> It was agreed that Cllr Stanley be elected as Chair of F&M Committee for 2021/2022	
14.2	Election of Vice Chair It was proposed that Cllr Hodgson be elected as Vice Chair of the Committee <i>Proposed; Cllr Cooney; Seconded: Cllr Hughes</i> It was proposed that Cllr Martin be elected as Vice Chair of the Committee <i>Proposed; Cllr Gaye; Seconded: Cllr Szklarczyk</i> A vote was taken and Cllr Hodgson received the majority. Cllr Hodgson was elected as Vice Chair to F&M committee for 2021/2022	
15	Apologies	
15.1	All Councillors were in attendance.	
16	Declarations of Interest	
16.1	None	
17	Chair to close meeting for public session	
17.1	No members of the public were in attendance.	
18	Chair reopened the Meeting.	

19	Minutes	
19.1	It was proposed that the minutes of the meeting held 28 th April 2021 be accepted and signed. <i>Proposed: Cllr A Szklarczyk; Seconded: Cllr R Dipple</i> The minutes were accepted as a true and correct record.	
19.2	Matters Arising There were no matters arising	
20	Payments	
20.1	It was proposed that all payments recorded to 26 th May 2021 and on the creditors list be approved. <i>Proposed: Cllr A Cooney; Seconded: Cllr A Szklarczyk</i> The payments were approved and signed and are attached to the minutes.	
21	Bank Reconciliations	
21.1	Each of the April 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 D Gaye</i> It was agreed that the bank reconciliations be approved as a true record.	
22	Income and Expenditure Report	
22.1	It was noted that the council had yet to receive the bill for the recent election. There were concerns about the anticipated bill as CCDC had taken the decision to send out the postal votes for Town Councillor position on Hagley Ward in a separate envelope causing increased costs and confusion for residents. It was agreed that the bill be considered by a future F and M Committee as a separate item when it was received.	
22.2	It was noted that the income received from furloughing the theatre staff would be recorded as an extra line under 201 – Theatre salaries.	
22.3	The Income and Expenditure reports were proposed for approval. <i>Proposed: Cllr R Dipple; Seconded: Cllr A Szklarczyk</i> It was agreed to approve the income and expenditure reports.	
23	Annual Budget	
23.1	The annual budget sheet was noted.	
24	End of Year Financial Documents	
24.1	Councillors noted the draft AGAR documents. The issue arose about the possible need for an additional bank account. This would come to June Full Council for consideration.	

Signed:

Date: 16th June 2021

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24.2	It was noted that the Internal Auditor would be invited to the Extraordinary Full Council meeting on 23 rd June where the AGAR would be considered.	
25 25.1	Code of Conduct It was noted that there was a need to update the Code of Conduct, but this would not be recommended to Full Council for approval until Cannock Chase District Council had approved their version of the Code of Conduct. <i>Proposed: Cllr A Cooney; Seconded: Cllr A Szklarczyk</i> It was agreed to put the Code of Conduct to Full Council only when CCDC had approved it.	Code of Conduct to come to Full Council only when CCDC had approved it.
26 26.1	Administration Officer A paper was presented to Cllrs recommending the creation of a new post in the Town Council for an Administrative Officer. Cllrs Hodgson and Cooney and the Town Clerk had met to investigate potential Apprenticeship scheme, but this was seen as untenable in this instance.	Recommendation to Full Council that an Administrative Officer position be created and staffing panel be created to oversee advertising and interviewing.
26.2	Cllrs requested that a list of the events planned for the year be given to all councillors. Cllrs were informed that the drive for the creation of this post had come from the need to complete the workload generated by Rose Committee and Community Engagement Committee. Workload was not created by the officers or any individual councillor.	
26.3	Cllr Gaye questioned who was driving forward the work – Cllrs or staff? It was made clear that neither the staff on their own nor councillors on their own can take decisions. Work was being generated because of Full Council and Committee decisions which was impacting on the staff time. It was proposed to recommend to Full Council that an Administrative Officer position be created for 30 hours per week, 9.30am – 3.30pm. <i>Proposed: Cllr R Dipple; Seconded: Cllr I Hodgson</i> It was agreed to recommend to Full Council that an Administrative Officer position be created.	
26.4	It was proposed to recommend to Full Council that should it be approved, the Administrative Officer position be funding in Year 1 from the Local Restrictions payment received from CCDC and from balances. Funding for subsequent years would come from main funds. <i>Proposed: Cllr A Cooney; Seconded: Cllr R Dipple</i> It was agreed to recommend to Full Council that the costs for the position come from the Local Restrictions payment and from reserves.	
27 27.1	Furloughing of Staff It was proposed to recommend to Full Council that the flexible furlough scheme for theatre staff continue at least until July.	

Signed:


Date: 16th June 2021

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	<i>Proposed: A Cooney; Seconded: Cllr A Szklarczyk</i> It was agreed to recommend to full council that the flexible furlough for the theatre staff continue for June and be reviewed in July.	
28 28.1	Date of Next Meeting The date of the next meeting is Wednesday 16 th June 2021.	

There being no further matters the meeting concluded at 8:45pm

Signed: 

Date: 16th June 2021

INCOME - April 2021	Ref	£ (Gross)	£ (VAT)	£ (Net)	Description
02/04/2021 Savings Account Interest	INT	8.64	-	8.64	Interest on Credit Balance
07/04/2021 HM Courts & Tribunals Service	BGC	1,730.00	-	1,730.00	Proceeds of Crime Horsebox Sale
15/04/2021 Cannock Chase District Council	BGC	154,162.64	-	154,162.64	Precept Part 1 of 2 + Compensation
22/04/2021 BACS	BGC	306.00	-	306.00	Room Hire
30/04/2021 BACS	BGC	102.00	-	102.00	Room Hire
Total Income		156,309.28	-	156,309.28	

ADDITIONAL PAYMENTS MADE - APRIL 2021

GRENKE LEASING LTD	DD	19.09	3.18	15.91	Photocopier Use 16-31 March 2021
GRENKE LEASING LTD	DD	120.00	20.00	100.00	Documentation Fee
GRENKE LEASING LTD	DD	84.55	14.09	70.46	Equipment Protection to 31/12/2021
Total Additional Expenditure - April 2021		223.64	37.27	186.37	

EXPENDITURE - May 2021

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

SALARIES	BACS	8,018.78	-	8,018.78	RTC/Rose Salaries
HM REVENUE & CUSTOMS	BACS	2,209.42	-	2,209.42	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	25.36	-	25.36	Monthly Fees and Charges
CANNOCK CHASE COUNCIL	DD	1,148.00	-	1,148.00	Rates
OPUS ENERGY	DD	1,552.36	258.73	1,293.63	Monthly Electricity Bill
MAINSTREAM DIGITAL LTD	DD	293.56	48.93	244.63	Phones Calls, Line Rental & Maintenance
COOPERS RECYCLING LTD	DD	157.20	26.20	131.00	Waste Collection
HOLKER NETWORK SOLUTIONS LTD	DD	384.60	64.10	320.50	Monthly IT Support & Backup
K WOOD	BACS	25.00	-	25.00	Window Cleaning
RENTOKIL	BACS	115.72	19.29	96.43	Pest Control

ITEM 4 ii)

RTC

Department for Work and Pensions	BACS	22.03	-	22.03	Direct Earnings Attachment Notice
Staffordshire Parish Councils' Association	BACS	30.00	-	30.00	Councillor Code of Conduct Course
FabPub Ltd	BACS	5,046.00	841.00	4,205.00	50% of Costs for 3D Cooling Towers
Peak Cashflow Ltd (Goodguard Services Ltd)	BACS	96.00	16.00	80.00	Alarm Activation Call Out
SLCC	BACS	36.00	6.00	30.00	Town Clerk Training Course
Npower	BACS	2,276.60	379.43	1,897.17	Electricity for Christmas Illuminations 2020
Cllr N Mahon	BACS	6.50	1.08	5.42	Hand Sanitizer Dispenser Batteries
Expenses H Goodreid	BACS	155.49	23.98	131.51	Reimbursement of Zoom Subscription
Expenses S Bird	BACS	55.80	5.16	50.64	Reimbursement of Postage & Stationery
RTC Petty Cash	749	50.93	5.24	45.69	Imprest for Petty Cash

ROSE THEATRE

Creative Video Productions Ltd	BACS	170.39	28.40	141.99	Film Making Equipment
Securican Ltd	BACS	196.32	32.72	163.60	Faulty Alarm Unit Replacement
RG Distribution Ltd (The Branded Company)	BACS	2,545.74	424.29	2,121.45	Fringe Festival Merchandise
SE McMahon	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
SD Draisey	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
DT Anderson (Pep the Poet)	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
SM Jones	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
H Stephenson	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
AR Webster	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
MR Bankhurst	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
R Hill	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
DJ James	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
SRS Decorators	BACS	78.00	-	78.00	Wash Basin Repair in the Men's Toilets
Petty Cash	750	165.16	18.85	146.31	Imprest for RT Petty Cash

Total Expenditure		28,998.35	2,208.80	26,789.55	
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Signed



Chairman of Finance & Management

Signed



Town Clerk

**Bank Reconciliation Statement as at 30/04/2021
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	30/04/2021	1	360,744.19 <i>ce</i>
Unity Trust Bank 20424336	30/04/2021	16	84,927.10 <i>ce</i>
			<u>445,671.29</u>
Unpresented Cheques (Minus)		Amount	
29/04/2021 000746	Petty Cash - TC	99.20	
29/04/2021 000748	Petty Cash - Coffee Bar	32.02	
29/04/2021 000747	Petty Cash - RT	216.77	
			<u>347.99</u>
			445,323.30
Receipts not Banked/Cleared (Plus)			
		0.00	
			<u>0.00</u>
			445,323.30
		Balance per Cash Book is :-	445,323.30
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2021
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	03/05/2021	1	84,812.85
			<u>84,812.85</u> 6
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,812.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,812.85
		Balance per Cash Book is :-	84,812.85
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/04/2021
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	30/04/2021	1	100.00
			<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
		Balance per Cash Book is :-	100.00
		Difference is :-	0.00

Receipts for Month 1

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>
	Balance Brought Fwd :	100.00					100.00	
	Banked: 29/04/2021	99.20						
000746	Current Bank A/c	99.20			200		99.20	TC Petty Cash Top Up
Total Receipts for Month		99.20	0.00	0.00			99.20	
Cashbook Totals		199.20	0.00	0.00			199.20	

Payments for Month 1

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>
29/04/2021	TC Petty Cash	CASHSHEET	99.20		16.56	4531	251	75.86	Drive in Cinema Films
						4080	107	6.78	A4 Folder Dividers
Total Payments for Month			99.20	0.00	16.56			82.64	
Balance Carried Fwd			100.00						
Cashbook Totals			199.20	0.00	16.56			182.64	

**Bank Reconciliation Statement as at 30/04/2021
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	30/04/2021	1	200.00 <i>ce</i>
			<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
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

Receipts for Month 1

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>
	Balance Brought Fwd :	200.00					200.00	
	Banked: 29/04/2021	216.77						
000747	Current Bank A/c	216.77			200		216.77	RT Petty Cash Top Up
Total Receipts for Month		216.77	0.00	0.00			216.77	
Cashbook Totals		416.77	0.00	0.00			416.77	

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Payments for Month 1

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>
29/04/2021	Rose Theatre Petty Cash	CASHSHEET	216.77		32.63	4570	251	21.00	Premises Licence
						4080	204	33.31	Misc & Cleaning Supplies
						4210	212	129.83	Maintenace Supplies
Total Payments for Month			216.77	0.00	32.63			184.14	
Balance Carried Fwd			200.00	0.00					
Cashbook Totals			416.77	0.00	32.63			384.14	

**Bank Reconciliation Statement as at 30/04/2021
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	30/04/2021	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
		Balance per Cash Book is :-	50.00
		Difference is :-	0.00

Receipts for Month 1

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>
	Balance Brought Fwd :	50.00					50.00	
	Banked: 29/04/2021	32.02						
000748	Current Bank A/c	32.02			200		32.02	Coffee Bar Petty Cash Top Up
Total Receipts for Month		32.02	0.00	0.00			32.02	
Cashbook Totals		82.02	0.00	0.00			82.02	

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Payments for Month 1

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>
29/04/2021	Coffee Bar Petty Cash	CASHSHEET	32.02		0.42	4525	251	29.52	Refreshments
						4210	212	2.08	Wood Filler
Total Payments for Month			32.02	0.00	0.42			31.60	
Balance Carried Fwd			50.00	0.00					
Cashbook Totals			82.02	0.00	0.42			81.60	