

Neil K S



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 8.00pm Wednesday 16<sup>th</sup> June 2021.

COUNCILLORS: D. Gaye G. Grant  
I. Hodgson (Vice Chair) R. Hughes  
Ha. C Panter-Hood ~~MARTIN~~ N. Stanley (Chair)

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

Min No	Item	Action
<b>29</b>	<b>Apologies</b>	
29.1	Apologies were received from Cllrs Cooney, Dipple and Szklarczyk.	
<b>30</b>	<b>Declarations of Interest</b>	
30.1	None	
<b>31</b>	<b>Chair to close meeting for public session</b>	
31.1	No members of the public were in attendance.	
<b>32</b>	<b>Chair reopened the Meeting.</b>	
<b>33</b>	<b>Minutes</b>	
33.1	A correction was made on the minutes to attendees – Cllr C Martin attended not Cllr C Panter-Hood. It was proposed that the minutes of the meeting held 26 <sup>th</sup> May 2021 be accepted and signed. <i>Proposed: Cllr G Grant; Seconded: Cllr D Gaye</i> <b>The minutes were accepted as a true and correct record.</b>	
33.2	<b>Matters Arising</b>	
22.1	It was noted that the cost of the election had yet to be received from CCDC.	
26.1	It was noted that the advert for the Administrative Officer was currently live and the closing date was the 25 <sup>th</sup> June 2021.	
<b>34</b>	<b>Payments</b>	
34.1	It was proposed that all payments recorded to 16 <sup>th</sup> June 2021 and on the creditors list be approved. <i>Proposed: Cllr N Stanley; Seconded; Cllr I Hodgson</i> <b>The payments were approved and signed and are attached to the minutes.</b>	Payments to be attached to the minutes.

<p><b>35</b> 35.1</p>	<p><b>Bank Reconciliations</b> Each of the May bank reconciliations for the separate accounts and the 3 petty cash accounts were considered and proposed for approval. <i>Proposed: Cllr D Gaye; Seconded: Cllr I Hodgson</i> <b>It was agreed that the bank reconciliations be approved as a true record.</b></p>	<p>Bank Reconciliations to be attached to the minutes.</p>
<p><b>36</b> 36.1</p>	<p><b>Income and Expenditure Report</b> The Income and Expenditure reports were proposed for approval. <i>Proposed: Cllr C Martin; Seconded: Cllr I Hodgson</i> <b>It was agreed to approve the income and expenditure reports.</b></p>	
<p><b>37</b> 37.1  37.2</p>	<p><b>Annual Governance and Accountability Report</b> Cllrs noted that the figures identified that the debt from the fraud was included and assumed that all monies would be returned to the Council. Whilst some funds were to be returned to the Council, the full amount was unlikely to be returned. This is recorded in accord with instructions from the External Auditors.  It was agreed to recommend to the Extraordinary Full Council Meeting on 23<sup>rd</sup> June 2021 that the AGAR for 2020/2021 be approved. <i>Proposed: Cllr C Martin; Seconded Cllr I Hodgson</i> <b>It was agreed to recommend to the Extraordinary Full Council meeting on 23<sup>rd</sup> June that the AGAR for 2020/2021 be approved.</b></p>	<p>Recommendation to Full Council to approve the AGAR for 2020/2021</p>
<p><b>38</b> 38.1  38.2</p>	<p><b>Risk Assessment</b> The Councils Risk Assessment should be updated each year. Owing to issues with Covid, it had not been updated since November 2019 and this was brought to our attention by the Internal Auditor. It should be noted that whilst the Risk Assessment had not been updated, the Standing Orders and Financial Regs and individual risk assessments had been continually updated to accommodate changes occurring because of the pandemic.  It was proposed that the suggested changes to the Risk Assessment be taken to the next Full Council meeting for consideration. <i>Proposed: Cllr D Gaye; Seconded: Cllr G Grant</i> <b>It was agreed to recommend the amended Risk Assessment to Julys Full Council meeting for approval.</b></p>	<p>Risk Assessment to be taken to July Full Council</p>
<p><b>39</b> 39.1</p>	<p><b>Banking and Investment Policy</b> This had been approved in March 2020 and met the need at the time of approval. Cllrs considered that this was no longer adequate for purpose as does not offer suggestions for investing of money so that we have no more than £85,000 in any one account.</p>	

Signed:


Date: 21<sup>st</sup> July 2021

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39.2	Following discussion, it was agreed to seek further advice from National Association of Local Councils (NALC) and their partners – CCLA – who are fund managers for the public sector and get them to talk to Full Council meeting on 7 <sup>th</sup> July 2021 (if agenda times allows).	
39.3	Finance and Management Committee will then consider any changes to the Banking and Investment at their meeting on 21 <sup>st</sup> July 2021.	
39.4	Revised Banking and Investment Policy will then be presented to an Extraordinary Full Council Meeting on 28 <sup>th</sup> July 2021. <i>Proposed: Cllr I Hodgson; Seconded: Cllr R Hughes</i> <b>It was agreed to invite representatives from NALC/CCLA to Full Council on 7<sup>th</sup> July 2021 if agenda allows, or to extraordinary meeting of Full Council on 28<sup>th</sup> July 2021 if agenda does not allow.</b>	NALC/CCLA to be invited to Full Council on 7 <sup>th</sup> July (or 28 <sup>th</sup> July if agenda does not allow.)
40 40.1	<b>Date of Next Meeting</b> The date of the next meeting is Wednesday 21 <sup>st</sup> July 2021.	

There being no further matters the meeting concluded at 8:44pm

Signed:



Date: 21<sup>st</sup> July 2021