



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 8.00pm Wednesday 21<sup>st</sup> July 2021.

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

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

Min No	Item	Action
<b>41</b> 41.1	<b>Apologies</b> All Councillors were in attendance.	
<b>42</b> 42.1	<b>Declarations of Interest</b> None	
<b>43</b> 43.1	<b>Chair to close meeting for public session</b> No members of the public were in attendance.	
<b>44</b>	<b>Chair reopened the Meeting.</b>	
<b>45</b> 45.1	<b>Minutes</b> 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 16 <sup>th</sup> June 2021 be accepted and signed. <i>Proposed: Cllr G Grant; Seconded: Cllr A Szklarczyk</i> <b>The minutes were accepted as a true and correct record.</b>	
45.2	<b>Matters Arising</b> 22.1 It was noted that the cost of the election had yet to be received from CCDC.	
<b>46</b> 46.1	<b>Payments</b> It was proposed that all payments recorded to 21 <sup>st</sup> July 2021 and on the creditors list be approved. <i>Proposed: Cllr G Grant; Seconded; Cllr A Cooney</i> <b>The payments were approved and signed and are attached to the minutes.</b>	Payments to be attached to the minutes.

<p><b>47</b> 47.1</p>	<p><b>Bank Reconciliations</b> Each of the June 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 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>48</b> 48.1</p>	<p><b>Income and Expenditure Report</b> The Income and Expenditure reports were proposed for approval. <i>Proposed: Cllr B Dipple; Seconded: Cllr D Gaye</i> <b>It was agreed to approve the income and expenditure reports.</b></p>	
<p><b>49</b> 49.1  49.2  49.3  49.4</p>	<p><b>Virements</b> Councillors considered the following movement of funds from general reserves and Ear marked Reserves to cover approved expenditure:</p> <p><i>Town Council</i></p> <ul style="list-style-type: none"> <li>• Increase staff costs to cover the Admin Officers salary</li> <li>• Increase Admin budget to cover office equipment for Admin Officer post</li> <li>• Increase Premises and Maintenance budget to cover reconfiguring of office space.</li> </ul> <p><i>Rose Theatre</i></p> <ul style="list-style-type: none"> <li>• Increase income to reflect £143 to be drawn down from Heritage Grant</li> <li>• Increase Energy Arts project to reflect income of grant funding</li> <li>• Increase Job Retention Scheme to reflect furlough income</li> <li>• Increase Arts Council Expenditure to reflect ongoing spend on Energy Arts project.</li> <li>• Decrease Mktg and promotion budget to reflect actual proportional spend on Heritage Grant</li> <li>• Decrease Drive in Cinema to reflect actual spend on Heritage Grant</li> </ul> <p><i>Community Engagement</i></p> <ul style="list-style-type: none"> <li>• Increase Community initiatives to reflect National Lottery expenditure grant</li> </ul> <p>It was proposed that these movements of funds be approved. <i>Proposed; Cllr G Grant; Seconded: Cllr A Cooney</i> <b>It was agreed that the above movements of funds to cover already approved expenditure, be approved.</b></p>	
<p><b>50</b> 50.1</p>	<p><b>Banking and Investment Policy</b> Cllrs received a document of suggested amendments to the Banking and Investment Policy further to the presentation by Kelly Watson of CCLA at the last Full Council meeting.</p>	

Signed:

Date: 15<sup>th</sup> September 2021

Page 2 of 4

<p>50.2</p> <p>50.3</p> <p>50.4</p>	<p>Cllrs considered that of the two funds spoken about, there was little support for the Local Authorities Property Fund (long term investment) – this would tie up the council’s money for 5+ years and investment in property caused concerns.</p> <p>Cllrs did feel that investing in the Public Sector Deposit Fund (short term investment) would yield greater interest than the three accounts currently being used.</p> <p>It was proposed that the Banking and Investment Strategy comes back to Finance and Management Committee in September prior to being taken to Full Council in October 2021.</p>	<p>To be put on September agenda for consideration</p>
<p><b>51</b></p> <p>51.1</p> <p>51.2</p>	<p><b>Maintenance Expenses</b></p> <p>Cllrs had been made aware of problems with the air conditioning unit in the Rose Theatre. One quote for the work had been received already and Cllrs were asked to consider a second quote from M&amp;E Maintenance for two elements of work – to access and upgrade the electrical unit, to produce new wiring diagrams of the electrical unit; to replace faulty elements of the air conditioning unit. The cost of these works was £2,386 + VAT.</p> <p>It was proposed that these works be approved with the funding to come from the Councils Ear Marked Reserves for Renovation and Renewals as it was important to get the works carried out and Rose Committee did not sit again until September. <i>Proposed; Cllr I Hodgson; Seconded: Cllr A Cooney</i></p> <p><b>It was agreed to accept the quote for £2,386 + VAT from M&amp;E Maintenance for works to the air conditioning unit in the theatre.</b></p>	
<p><b>52</b></p> <p>52.1</p> <p>52.2</p> <p>52.3</p>	<p><b>Internal Auditor</b></p> <p>Following July Full Council, F and M Committee had been delegated authority to appoint an Internal Auditor for the Council. Two quotes had been received and it was agreed to accept the quote from Black Rose Solutions for 2021/2022. <i>Proposed; Cllr A Cooney; Seconded: Cllr C Martin</i></p> <p><b>It was agreed to appoint Black Rose Solutions as the internal Auditor for 2021/2022</b></p> <p>It was proposed to offer the Internal Auditor contract on a 1-year basis only at this moment in time. <i>Proposed: Cllr C Martin; Seconded; Cllr R Hughes.</i></p> <p><b>It was agreed that the auditor be appointed for one year only.</b></p> <p>Councillors were advised that over the past 12 months, a number of cheques / invoices were missing signatures with the problems in getting Councillors to attend in person as a result of the Covid restrictions. It was proposed that Cllrs Stanley and Martin will go</p>	

Signed:

	<p>through the papers for the 2020/2021 / 2021/2022 years and check all expenditure had been signed off according to regulations.  <i>Proposed; Cllr A Cooney; Seconded; Cllr B Dipple</i>  <b>It was agreed that Cllrs Stanley and Martin will work with the RFO to ensure that all financial transactions had been signed off correctly in 2020/2021 and 2021/2022.</b></p>	
<p><b>53</b> 53.1</p>	<p><b>Date of Next Meeting</b> The date of the next meeting is Wednesday 15<sup>th</sup> September 2021.</p>	

There being no further matters the meeting concluded at 8:47pm

Draft

Signed:

Date: 15<sup>th</sup> September 2021