

<p>47 47.1</p>	<p>Bank Reconciliations 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> It was agreed that the bank reconciliations be approved as a true record.</p>	<p>Bank Reconciliations to be attached to the minutes.</p>
<p>48 48.1</p>	<p>Income and Expenditure Report The Income and Expenditure reports were proposed for approval. <i>Proposed: Cllr B Dipple; Seconded: Cllr D Gaye</i> It was agreed to approve the income and expenditure reports.</p>	
<p>49 49.1 49.2 49.3 49.4</p>	<p>Virements 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"> • Increase staff costs to cover the Admin Officers salary • Increase Admin budget to cover office equipment for Admin Officer post • Increase Premises and Maintenance budget to cover reconfiguring of office space. <p><i>Rose Theatre</i></p> <ul style="list-style-type: none"> • Increase income to reflect £143 to be drawn down from Heritage Grant • Increase Energy Arts project to reflect income of grant funding • Increase Job Retention Scheme to reflect furlough income • Increase Arts Council Expenditure to reflect ongoing spend on Energy Arts project. • Decrease Mktg and promotion budget to reflect actual proportional spend on Heritage Grant • Decrease Drive in Cinema to reflect actual spend on Heritage Grant <p><i>Community Engagement</i></p> <ul style="list-style-type: none"> • Increase Community initiatives to reflect National Lottery expenditure grant <p>It was proposed that these movements of funds be approved. <i>Proposed; Cllr G Grant; Seconded: Cllr A Cooney</i> It was agreed that the above movements of funds to cover already approved expenditure, be approved.</p>	
<p>50 50.1</p>	<p>Banking and Investment Policy 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: **Neil Stanley**Date: 15th September 2021

Page 2 of 4

50.2	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.	To be put on September agenda for consideration
50.3	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.	
50.4	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.	
51	Maintenance Expenses	
51.1	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&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.	
51.2	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> It was agreed to accept the quote for £2,386 + VAT from M&E Maintenance for works to the air conditioning unit in the theatre.	
52	Internal Auditor	
52.1	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> It was agreed to appoint Black Rose Solutions as the internal Auditor for 2021/2022	
52.2	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> It was agreed that the auditor be appointed for one year only.	
52.3	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	

Signed: **Neil Stanley**Date: 15th September 2021

Page 3 of 4

	<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> 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.</p>	
<p>53 53.1</p>	<p>Date of Next Meeting The date of the next meeting is Wednesday 15th September 2021.</p>	

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

Signed: ***Neil Stanley***

Date: 15th September 2021

Page 4 of 4

INCOME - June 2021	Ref	£ (Gross)	£ (VAT)	£ (Net)	Description
02/06/2021 Santander	INT	8.64	-	8.64	Interest on Credit Balance
02/06/2021 BGC	BACS	63.00	-	63.00	Room Hire
04/06/2021 BGC	BACS	59.50	-	59.50	Room Hire
07/06/2021 BGC	BACS	30.00	-	30.00	Room Hire Deposit
11/06/2021 BGC	BACS	51.00	-	51.00	Room Hire
11/06/2021 BGC	BACS	34.00	-	34.00	Room Hire
11/06/2021 BGC	BACS	306.00	-	306.00	Room Hire
11/06/2021 BGC	BACS	30.00	-	30.00	Tech Hire
14/06/2021 BGC	BACS	75.60	-	75.60	Room Hire
15/06/2021 Rugeley Artisan Market Stall 31.05.21	500162	109.14	6.67	102.47	Fringe Festival Sales & Donations
18/06/2021 BGC	BACS	136.00	-	136.00	Room Hire
18/06/2021 ADT	BACS	1,158.36	-	1,158.36	Alarm Contract Refund Feb-Sep 2021
18/06/2021 BGC	BACS	81.00	-	81.00	Theatre & Tech Hire
21/06/2021 HMRC JRS Grant	BACS	2,917.61	-	2,917.61	Job Retention Scheme Grant - May 2021
23/06/2021 Arts Council Grant	BACS	84,600.00	-	84,600.00	Grant to be repaid as received in error
24/06/2021 Paying in Slip	500163	37.00	1.17	35.83	Fringe Festival Sales & Room Hire
25/06/2020 BGC	BACS	57.00	-	57.00	Room Hire
28/06/2020 BGC	BACS	131.25	-	131.25	Room Hire
30/06/2020 BGC	BACS	51.00	-	51.00	Room Hire
30/06/2020 BGC	BACS	51.00	-	51.00	Room Hire
30/06/2020 BGC	BACS	51.00	-	51.00	Room Hire
Total Income		90,038.10	7.84	90,030.26	

ADDITIONAL PAYMENTS MADE - June 2021

DIRECT COPIERS LTD - May Invoice	DD	245.70	40.95	204.75	Photocopier Svs Agmt - March & May Paid
Buy and Drop (UK) Ltd (Mow Direct)	BACS	199.00	33.17	165.83	Replacement Lawn Mower
Midland Signs & Graphics	BACS	523.80	87.30	436.50	Food & Film Festival Banners
David J Miller Insurance Brokers Ltd	BACS	446.88	-	446.88	Food & Film Festival Insurance
Oakwood Security	BACS	3,346.00	557.66	2,788.34	Food & Film Festival Event Supervisors
Citylife in Lichfield Ltd	BACS	360.00	60.00	300.00	Full Page Advert
Excloosive	BACS	900.00	150.00	750.00	Food & Film Festival Portaloos
5 Bird Expenses	BACS	64.37	10.73	53.64	Food & Film Festival Wristbands
Brave New Beast	BACS	5,250.00	875.00	4,375.00	Fringe Festival Videographers
Pro Audio Visual	BACS	3,028.20	504.70	2,523.50	Film Festival Package & Technicians
Benhill Press	BACS	43.00	-	43.00	Food & Film Festival Flyers
P Grainger	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
D Bourne	BACS	100.00	-	100.00	Fringe Festival Performance Expenses
Total Additional Expenditure - June 2021		14,606.95	2,319.51	12,287.44	

EXPENDITURE - July 2021

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

SALARIES	BACS	8,126.01	-	8,126.01	RTC/Rose Salaries
HM REVENUE & CUSTOMS	BACS	2,124.22	-	2,124.22	PAYE/NI
STAFFORDSHIRE PENSION FUND	BACS	3,180.99	-	3,180.99	Pension Contributions
LBS ACCOUNTANTS	BACS	86.40	14.40	72.00	Monthly Payroll Admin Fees
LLOYDS BANK	CHG	32.76	-	32.76	Monthly Fees and Charges
CANNOCK CHASE COUNCIL	DD	1,148.00	-	1,148.00	Rates
OPUS ENERGY	DD	625.73	104.29	521.44	Monthly Electricity Bill
MAINSTREAM DIGITAL LTD	DD	58.60	9.76	48.84	Phones - Call Charges & Quarterly Rental
COOPERS WASTE MANAGEMENT SERVICES	DD	103.75	17.29	86.46	Waste Collection
HOLKER NETWORK SOLUTIONS LTD	DD	398.40	66.40	332.00	Monthly IT Support & Backup
SIMPLY SHRED LTD	BACS	60.00	10.00	50.00	Confidential Document Shredding
GRENKE LEASING LTD	DD	114.55	19.09	95.46	Quarterly Photocopier Lease Rental
K WOOD	BACS	25.00	-	25.00	Window Cleaning

ITEM 4 (ii)

RTC

Staffordshire Parish Councils' Association	BACS	25.00	-	25.00	Councillor Online Training
SLCC Enterprises Ltd	BACS	120.00	20.00	100.00	Town Clerk - Virtual National Conference
NALC	BACS	51.71	8.62	43.09	CLr Training Course
Rialtas Business Solutions Ltd	BACS	807.60	134.60	673.00	Annual Software Agreement
Goodguard Services Ltd	BACS	48.00	8.00	40.00	Fire Alarm Activation Call Out
Furniture@Work Ltd	BACS	337.20	56.20	281.00	Admin Officer's Desk
Expenses H Goodreid	BACS	60.04	4.00	56.04	Postage, Event Notice & Water Bottles
Petty Cash	752	96.91	8.84	88.07	Imprest for RTC Petty Cash

ROSE THEATRE

Birch Hosting Ltd	BACS	114.89	-	114.89	Annual Website Maintenance
Securican	BACS	84.00	14.00	70.00	Intruder Alarm Activation Call Out
M&E Maintenance Solutions Ltd	BACS	420.00	70.00	350.00	Air Conditioning Survey
Citron Hygiene	BACS	108.58	18.10	90.48	Paper Hand Towels & Soap
Petty Cash	753	124.85	20.81	104.04	Imprest for RT Petty Cash
Petty Cash	754	27.06	-	27.06	Imprest for Coffee Bar Petty Cash

Total Expenditure - July 2021

18,510.25	604.40	17,905.85
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