



Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber
at 7.30pm Wednesday 17th November 2021.

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

ALSO PRESENT: H Goodreid – Town Clerk
Cllr C. Green
Cllr K Tait-Green

Min No	Item	Action
80 80.1	Apologies Apologies were received from Cllr Szklarczyk.	
81 81.1	Declarations of Interest None were declared.	
82 82.1	To receive any requests for dispensation None were received	
83 83.1	Chair to close meeting for public session No members of the public were in attendance.	
84	Chair reopened the Meeting	
85 85.1	Minutes It was proposed that the minutes of the meeting held 20 th October 2021 be accepted and signed. <i>Proposed: Cllr Dipple; Seconded: Cllr Martin</i> The minutes were accepted as a true and correct record.	
86 86.1	Matters Arising It was noted that the income from the Staffs Pension Scheme associated with the fraud case has now been received.	

<p>87 87.1</p>	<p>Payments It was proposed that all payments recorded to 17th November 2021 and on the creditors list be approved. <i>Proposed: Cllr Cooney; Seconded: Cllr Dipple</i> The payments were approved and signed and are attached to the minutes.</p> <p>87.2 Cllrs requested that for all the income relating to Artisan Market and Christmas Market - the name of the stall holder be put alongside the income.</p>	<p>Payments to be attached to the minutes.</p> <p>RFO to look at formatting of sheet for future meetings.</p>
<p>88 88.1</p>	<p>Income and Expenditure Report The Income and Expenditure reports for October 2021 were proposed for approval. <i>Proposed: Cllr Martin; Seconded: Cllr Gaye</i> It was agreed to approve the income and expenditure reports for October 2021.</p>	
<p>89 89.1</p>	<p>Bank Reconciliations It was proposed that the Bank Reconciliations for September 2021 and October 2021 be approved. <i>Proposed: Cllr Cooney; Seconded: Cllr Hodgson</i> It was agreed approve the two Bank Reconciliations.</p>	
<p>90 90.1</p> <p>90.2</p> <p>90.3</p>	<p>Budget Cllrs discussed the broad elements of the budget. It was noted that the rate of inflation is circa 4% which would impact either on the precept or on reserves. In addition, it was noted that the Council had healthy reserves which could be used to absorb increased costs and project development activities.</p> <p>Cllrs felt that when the budget does get presented for consideration to Full Council, the £84,600 grant funding which needed to be repaid, gets removed from the accounts so Cllrs are not misled by the amount in the bank accounts.</p> <p>It was noted that we have come to the end of the Christmas lights contract – Cllrs would need to consider if they would like to see further investment in future Christmas light displays as this would increase costs.</p>	
<p>91 91.1</p>	<p>Staff Training It was proposed that the funding be sought to pay for the RFO to undertake professional development by undertaking the Financial Introduction to Local Council Administration (FILCA) course. <i>Proposed: Cllr Hodgson; Seconded: Cllr Hughes</i> It was agreed that the FILCA training be paid for the RFO</p>	
<p>92 92.1</p>	<p>Sponsorship Policy It was agreed to recommend to Full Council that the Sponsorship Policy be adopted. <i>Proposed: Cllr Grant; Seconded: Cllr Hodgson</i></p>	

Signed:

Finance and Management Committee

	It was agreed to recommend to Full Council that the Sponsorship Policy be adopted.	
93 93.1	Exclusion of the public The public was excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2.	
94 94.1	Staffing Matters Cllrs considered a request from Rose Committee for an additional member of staff in the Theatre. It was proposed to recommend to Full Council that the maintenance work be allocated on a casual contract using funds from the maintenance budget. The works would include annual maintenance / inspection checks, minor repairs, and routine building maintenance work. <i>Proposed: Cllr Cooney; Seconded: Cllr Hughes</i> It was agreed to put this forward to Full Council in December 2021	
95 95.1	Date of Next Meeting The date of the next meeting is Wednesday 15 th December 2021.	

There being no further matters the meeting concluded at 8:30pm

Signed:

Finance and Management Committee

Date: 15th December 2021

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