



Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber
at 7.30pm Wednesday 16th November 2022.

COUNCILLORS: R. Dipple D. Gaye
I. Pyke N. Stanley (Chair)

ALSO PRESENT: H Goodreid – Town Clerk
K Roberts – Responsible Financial Officer
S Morris – Internal Auditor - Black Rose Solutions Ltd

Min No	Item	Action
87 87.1	Apologies Apologies were received from Cllr Cooney, Grant, Hodgson, Hughes, and Martin.	
88 88.1	Declarations of Interest None	
89 89.1	To receive any requests for dispensation None were received.	
90 90.1	Chair to close meeting for public session No members of the public were in attendance.	
91	Chair reopened the Meeting	
92 92.1	Minutes The minutes of the Finance and Management Committee held on 26 th October 2022 were approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> The minutes were accepted as a true and correct record.	
93 93.1	Matters Arising All Matters had been dealt with or were on the agenda.	

<p>94 94.1</p>	<p>Payments It was proposed that all payments recorded to 16th November 2022 and on the creditors list be approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Pyke</i> The payments were approved and signed and are attached to the minutes.</p>	<p>Reports attached to the minutes.</p>
<p>95 95.1</p>	<p>Income and Expenditure Report The Income and Expenditure reports for October 2022 were proposed for approval. <i>Proposed: Cllr Pyke; Seconded: Cllr Dipple</i> It was agreed to approve the income and expenditure reports for October 2022.</p>	<p>Reports attached to the minutes.</p>
<p>96 96.1</p>	<p>Bank Reconciliations It was proposed that the Bank Reconciliations for October 2022 be approved. <i>Proposed: Cllr Gaye; Seconded: Cllr Pyke</i> It was agreed to approve the Bank Reconciliations for October 2022.</p>	<p>Reports attached to the minutes.</p>
<p>97 97.1</p>	<p>Internal Audit half year review Sandra Morris, the Councils Internal Auditor from Black Rose Solutions Ltd, attended the meeting. Sandra spoke to Cllrs about the role of the Internal Auditor and the required checks made at this halfway point through the year. Cllrs noted that the elements which were brought to the Cllrs attention for action, had already been implemented by staff.</p>	
<p>97.2</p>	<p>It was proposed to accept the interim report. <i>Proposed Cllr Gaye; Seconded: Cllr Pyke</i> The motion was agreed.</p>	
<p>98 98.1</p>	<p>National Pay Awards Cllrs received a paper setting out the terms of the pay award as agreed by the SLCC and NALC. It was proposed that these be noted and implemented. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> The motion was agreed.</p>	
<p>98.2</p>	<p>Cllrs also noted that an email had been received from Staffordshire Pensions advising that for the next 3 years, the 'Employers' contribution will be reducing 1% each of the 3 years.</p>	
<p>99 99.1</p>	<p>Solar Panels Cllrs had received a detailed report about the proposals associated with installation of solar panels on the roofs of the theatre and Town Council buildings. Cllrs considered that the best financial return for the Town Council would be to fund the new flat roof and installation of the solar panels rather than use the community funding option.</p>	

Signed:

Finance and Management Committee

Date: 21st December 2022

Page 2 of 3

99.2	<p>It was proposed to recommend to Full Council that the Town Council looks to fund a new roof for the Landor Suite and instal solar panels on the buildings.</p> <p><i>Proposed: Cllr Dipple; Seconded; Cllr Gaye</i></p> <p>It was agreed to recommend to Full Council that the roof to the Landor Suite is replaced and solar panels are installed to assist in generation of electricity for the theatre and the Town Council.</p>	To be placed on December Full Council
99.3	<p>The Town Clerk would contact CCDC to ascertain what permissions would be needed to make the installations should the scheme be approved.</p>	Town Clerk to chase.
100 100.1	<p>Exclusion of the Public</p> <p>The public were excluded from the meeting because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1060 Section 2.</p>	
101 101.1	<p>Staffing Structure</p> <p>Cllrs considered the proposals and agreed to recommend them to Full Council in December for approval.</p> <p><i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i></p> <p>The motion was agreed.</p>	To be place on December Full Council agenda
102 102.1	<p>Date of Next Meeting</p> <p>The date of the next meeting is Wednesday 21st December 2022.</p>	

There being no further matters the meeting concluded at 8:10pm

Signed:

Finance and Management Committee

Date: 21st December 2022

Page 3 of 3

EXPENDITURE - November 2022

ITEM 4 (i) Payments made in accordance with Council Resolution (Full Council Meeting held on 4th May 2022)

SALARIES	BACS	15,194.62	-	15,194.62	RTC/Rose Theatre Salaries
HM REVENUE & CUSTOMS	BACS	5,181.92	-	5,181.92	PAYE/NI
STAFFORDSHIRE PENSION FUND	BACS	5,840.89	-	5,840.89	Pension Contributions
LLOYDS BANK	CHG	67.25	-	67.25	Monthly Fees and Charges
CANNOCK CHASE COUNCIL	DD	1,148.00	-	1,148.00	Rates
OPUS ENERGY	DD	1,627.78	271.30	1,356.48	Monthly Electricity Bill
MAINSTREAM DIGITAL LTD	DD	211.59	35.27	176.32	Call Charges & Q Line Rental
COOPERS WASTE MANAGEMENT SERVICES	DD	146.16	24.36	121.80	Waste Collection
HOLKER NETWORK SOLUTIONS LTD	DD	465.60	77.60	388.00	Monthly IT Support & Backup
WATER PLUS LTD	DD	35.24	-	35.24	Waste Water Bill
LBS ACCOUNTANTS	BACS	80.40	13.40	67.00	Monthly Payroll Admin Fees
SIMPLY SHRED LTD	BACS	60.00	10.00	50.00	Confidential Document Shredding
W. E. POINTON & SONS LTD	BACS	119.32	17.20	102.12	Bar Confectionery & Snack Food
RENTOKIL	BACS	123.70	20.62	103.08	Pest Control

ITEM 4 (ii)

RTC

*Payments made by Debit Card

*General Building Plastics Ltd	Dr Card	8.53	-	8.53	Pipe & Glue for Guttering Repair
*Tippers	Dr Card	31.37	5.23	26.14	Pipe for Eaton Lodge Island Christmas Tree
*Screwfix Direct Ltd	Dr Card	83.99	14.00	69.99	Replacement Toilet for Town Council Offices
*Tesco	Dr Card	200.00	-	200.00	Vouchers for Ukrainians
*Itzoo	Dr Card	143.99	24.00	119.99	Dell Optiplex PC for Advertising on a Screen
*Safeincs Ltd	Dr Card	118.79	19.80	98.99	Replacement Defibrillator Pads
*Cannock Chase District Council	Dr Card	30.00	-	30.00	Christmas Lights Event Street Licence
**Payment made by BACS 10th November 2022					
**Rainbow Faces Ltd	BACS	1,020.00	170.00	850.00	Entertainment at the Christmas Lights Event
B Anderton - Animated Magical Moments	796	485.00	-	485.00	Entertainment at the Christmas Lights Event
Etching Hill Glass & Design	797	135.00	-	135.00	Town Centre Notice Board Glass Replaced
Amazon	BACS	73.01	12.17	60.84	Cable Ties, Warm Hub DVD, Xmas Decorations & Paint
The Festive Lighting Company Ltd	BACS	58,062.09	9,677.02	48,385.07	Hire & Installation of Christmas Lights
K Lycett - Little Pumpkins Face Painting	BACS	90.00	-	90.00	Face Painting at the Christmas Lights Event
Gator Medical	BACS	360.00	-	360.00	Medical Cover at the Christmas Lights Event
Estate Signs & Print Ltd	BACS	540.00	90.00	450.00	Poppies Waterfall Banner Installation
The Stall Hire Company	BACS	530.00	-	530.00	Artisan Market Stall Hire
C Mantle	BACS	517.20	-	517.20	Maintenance, Repairs & Poppies Installation
SLCC Enterprises Ltd	BACS	36.00	6.00	30.00	Admin Assistant GDPR Qualification Fee
Odin Events	BACS	3,240.00	540.00	2,700.00	Snow Machine & Globe Hire at the Christmas Lights Event
Petty Cash	798	18.95	2.98	15.97	Imprest for RTC Petty Cash

ROSE THEATRE

**Payments made by BACS 10th November 2022

**S Fortune - Total Arts Community Theatre	BACS	58.00	-	58.00	Ticket Sales 4th & 5th Nov less Theatre Hire Costs
**R Griffin	BACS	328.00	-	328.00	Ticket Sales 2nd Nov less Theatre Hire Costs
Filmbank Distribution Ltd	BACS	199.20	33.20	166.00	Pap Up Cinema Film Rental
Connect Midlands Ltd	BACS	36.00	-	36.00	Additional Socket installed in the Bar
Sunshine Productions	BACS	4,500.00	-	4,500.00	Part 2 - 50% of Pantomime Costs
Petty Cash	799	174.21	27.84	146.37	Imprest for RT Petty Cash
Petty Cash	800	40.21	-	40.21	Imprest for Coffee Bar Petty Cash

Total Expenditure

101,362.01	11,091.99	90,270.02
-------------------	------------------	------------------

Signed _____

Chairman of Finance & Management

Signed _____

Town Clerk

INCOME - October 2022	Ref	£ (Gross)	£ (VAT)	£ (Net)	Description
03/10/2022 Nick the Fish Man	BACS	35.00	-	35.00	Artisan Market Pitch Hire
09/10/2022 Rose Theatre Income	BACS	105.00	-	105.00	Room Hire
04/10/2022 Chase & Bromley Aromas	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
04/10/2022 Chase & Bromley Aromas	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
05/10/2022 Clare's Arty Crafts	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
05/10/2022 Sea of Roses	BACS	70.00	11.66	58.34	Christmas Market Stall Hire
06/10/2022 Magpie Fudges	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
06/10/2022 Bobbits	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
06/10/2022 Simply Special Treasure & Gifts	BACS	70.00	11.66	58.34	Christmas Market Stall Hire
06/10/2022 The Crafty Hoarder	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
06/10/2022 Little Treasures	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
07/10/2022 CC Creations	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
07/10/2022 Unique Sparkles	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
10/10/2022 Rose Theatre Income	BACS	110.30	2.80	107.50	Room Hire & Refreshments
10/10/2022 Cannock Chase DC	BACS	157,751.00	-	157,751.00	Precept Part 2 of 2
10/10/2022 Rose Theatre Income	BACS	78.75	-	78.75	Room Hire
10/10/2022 SumUp Payments Ltd	BACS	370.12	62.74	307.38	Bar Sales by Card less Transaction Fee
11/10/2022 Rose Theatre Income	BACS	82.40	2.40	80.00	Room Hire & Refreshments
11/10/2022 Paying in Slip	500209	70.00	11.66	58.34	Artisan & Christmas Market Stall Hire
11/10/2022 Rose Theatre Income	500210	329.90	54.98	274.92	Cash Bar Sales
11/10/2022 The Grazing Box	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
11/10/2022 The Grazing Box	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
12/10/2022 The Body Shop	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
12/10/2022 SumUp Payments Ltd	BACS	5.51	0.93	4.58	Bar Sales by Card less Transaction Fee
13/10/2022 Leanne's Cake House	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
13/10/2022 Rose Theatre Income	BACS	76.00	-	76.00	Room Hire
13/10/2022 Rose Theatre Income	BACS	76.00	-	76.00	Room Hire
14/10/2022 Rose Theatre Income	BACS	602.75	-	602.75	Room & Tech Hire
17/10/2022 HMRC	BACS	7,247.09	-	7,247.09	April - June 2022 VAT Claim
17/10/2022 Howell House Crafts	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
17/10/2022 Enzo's Eats & Treats	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
17/10/2022 Hello Flour	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
17/10/2022 Lily Creations	BACS	70.00	11.66	58.34	Artisan & Christmas Market Stall Hire
17/10/2022 The Charmed Coven	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
17/10/2022 The Charmed Coven	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
17/10/2022 The Curry Man	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
17/10/2022 The Curry Man	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
17/10/2022 Witches Wonderland	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
17/10/2022 SumUp Payments Ltd	BACS	407.11	69.02	338.09	Bar Sales by Card less Transaction Fee
17/10/2022 The Bubbly Booth	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
18/10/2022 Rose Theatre Income	BACS	72.60	3.60	69.00	Room Hire & Refreshments
18/10/2022 Daisy's Handmade	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
18/10/2022 Daisy's Handmade	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
18/10/2022 Ross Art & Craft	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
18/10/2022 Enzo's Eats & Treats	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
18/10/2022 SumUp Payments Ltd	BACS	79.98	13.56	66.42	Bar Sales by Card less Transaction Fee
19/10/2022 TicketSource	BACS	4,506.00	-	4,506.00	Event Ticket Sales
19/10/2022 SumUp Payments Ltd	BACS	8.55	1.45	7.10	Bar Sales by Card less Transaction Fee
20/10/2022 Rose Theatre Income	BACS	76.00	-	76.00	Room Hire
20/10/2022 Rose Theatre Income	500211	334.05	55.68	278.37	Cash Bar Sales
20/10/2022 MacMillan	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
21/10/2022 Rose Theatre Income	BACS	136.00	-	136.00	Room Hire
21/10/2022 Athena Designs	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
24/10/2022 SumUp Payments Ltd	BACS	278.75	47.26	231.49	Bar Sales by Card less Transaction Fee
25/10/2022 Little Treasures	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
25/10/2022 Rupert Mole	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
25/10/2022 Pandora's Bake Box	BACS	38.00	5.83	32.17	Christmas Market Stall Hire
25/10/2022 Half Soaked Soaps	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
26/10/2022 TicketSource	BACS	2,211.00	-	2,211.00	Event Ticket Sales
26/10/2022 Cleverly Crafted	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
26/10/2022 Jane Hooper UK	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
26/10/2022 Rose Theatre Income	BACS	76.00	-	76.00	Room Hire
26/10/2022 Rose Theatre Income	BACS	340.00	-	340.00	Room Hire
26/10/2022 Cleverly Crafted	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
27/10/2022 The Body Shop	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
27/10/2022 Rose Theatre Income	500212	82.50	-	82.50	Abba Event On the Door Ticket Sales
28/10/2022 Mainstream Digital Ltd	BACS	11.15	-	11.15	Refund of Postage
28/10/2022 Rose Theatre Income	BACS	42.40	1.40	41.00	Room Hire & Refreshments
28/10/2022 A Little Bit of Vintage Bow Chic	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
31/10/2022 Rose Theatre Income	BACS	190.00	-	190.00	Room Hire
31/10/2022 Chase Woodcrafting	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
31/10/2022 Enzo's Eats & Treats	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
31/10/2022 The Military Chef	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
31/10/2022 Help a Squaddie	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
31/10/2022 The British Heart Foundation	BACS	35.00	5.83	29.17	Christmas Market Stall Hire
Total Income		177,474.91	607.32	176,867.59	