



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 7.30pm Wednesday 18<sup>th</sup> January 2023.

COUNCILLORS:       A Cooney                               R. Dipple  
                              I Hodgson (vice Chair)       G. Grant

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

Min No	Item	Action
	<b>In the absence of the Chair, the Vice Chair, Cllr Hodgson, took the meeting.</b>	
<b>115</b> 115.1	<b>Apologies</b> Apologies were received from Cllrs Gaye, Hughes, Martin, Pyke and Stanley (Chair).	
<b>116</b> 116.1	<b>Declarations of Interest</b> Cllr Hodgson's company was one of the payees on the sign list.	
<b>117</b> 117.1	<b>To receive any requests for dispensation</b> It was agreed that Cllr Hodgson could still Chair the meeting during item 122 providing he did not vote on the item.	
<b>118</b> 118.1	<b>Chair to close meeting for public session</b> No members of the public were in attendance.	
<b>119</b>	<b>Chair reopened the Meeting</b>	
<b>120</b> 120.1	<b>Minutes</b> The minutes of the Finance and Management Committee held on 21 <sup>st</sup> December 2022 were approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Grant</i> <b>The minutes were accepted as a true and correct record.</b>	
<b>121</b> 121.1	<b>Matters Arising</b> None	

126.2	<p>It was proposed to recommend to Full Council that there be a 0% increase in the precept request to CCDC. However, it would also be noted that because of the increase in tax base, there could be a rise in the precept of approx. £2,000 without affecting individual council tax bills. It was noted that funds would have to come from the councils reserves to cover any solar panel development or budget deficits.  <i>Proposed: Cllr Hodgson; Seconded; Cllr Grant</i>  <b>It was agreed to recommend to Full Council that the precept request be £317,393 which was a 0% increase from last year.</b></p>	Clerk to place on February Full Council
<b>127</b>	<b>Disciplinary and Grievance Policy</b>	
127.1	Cllrs considered the suggested amendments to this policy. The changes were around splitting the policy into two distinct sections – one for Disciplinary and one for Grievances.	
127.2	It was proposed that the following changes, in addition to the recommended changes, be proposed to Full Council:	
127.3	Page 6: insert line in para 1: The Council will take appropriate professional advice before a Gross Misconduct decision is made.	
127.4	Page 7: insert line in Formal Procedures: <i>The Council will appoint a Disciplinary Panel of Members (3 or 5 Cllrs) which will make a decision...</i>	
127.5	Page 16: Appendix 1: remove line on making vexatious complaints etc; remove reference to poor personal hygiene. <i>Proposed: Cllr Cooney; Seconded: Cllr Dipple</i> <b>It was agreed to propose these changes to February Full Council for approval.</b>	Item on Full Council agenda for February 2023
<b>128</b>	<b>Date of Next Meeting</b>	
128.1	The date of the next meeting is Wednesday 15 <sup>th</sup> February 2023.	

There being no further matters the meeting concluded at 8:07pm

Signed: 

Finance and Management Committee

Date: 15<sup>th</sup> February 2023

Page 3 of 3

**ADDITIONAL PAYMENTS MADE - January 2023**

Cannock Chase SHED	BACS	395.00	-	395.00	Small Grant Award
Recreation Ground & Allotments Provision Charity	BACS	395.00	-	395.00	Small Grant Award
Chetwynd's Charity	BACS	316.00	-	316.00	Small Grant Award
Hagley Bowls Club	BACS	498.00	-	498.00	Small Grant Award
Cannock Chase Dementia Action Alliance	BACS	395.00	-	395.00	Small Grant Award
Pro Audio Visual	BACS	842.70	140.45	702.25	Screen & Chairs for King's Coronation Event 25% Deposit
		<b>2,841.70</b>	<b>140.45</b>	<b>2,701.25</b>	

**EXPENDITURE - February 2023****ITEM 24 (i) Payments made in accordance with Council Resolution (Full Council Meeting held on 4th May 2022)**

SALARIES	BACS	11,749.70	-	11,749.70	RTC/Rose Theatre Salaries
HM REVENUE & CUSTOMS	BACS	3,036.76	-	3,036.76	PAYE/NIC
STAFFORDSHIRE PENSION FUND	BACS	4,179.60	-	4,179.60	Pension Contributions
LLOYDS BANK	CHG	56.85	-	56.85	Monthly Fees and Charges
OPUS ENERGY	DD	7,785.22	1,297.54	6,487.68	Monthly Electricity Bill
MAINSTREAM DIGITAL LTD	DD	187.08	31.19	155.89	Telephone & Broadband Bills
COOPERS WASTE MANAGEMENT SERVICES	DD	151.26	25.21	126.05	Waste Collection
HOLKER NETWORK SOLUTIONS LTD	DD	467.40	77.90	389.50	Monthly IT Support & Backup
WATER PLUS LTD	DD	124.25	-	124.25	Waste Water Bill
PHS GROUP	DD	320.94	53.49	267.45	Annual Sanitary Disposal Service
MOLSON COORS	DD	759.18	126.53	632.65	Bar Supplies
LBS ACCOUNTANTS	BACS	82.80	13.80	69.00	Monthly Payroll Admin Fees
SOURCE FOR BUSINESS (PENNON WATER SERVICES LTD)	BACS	292.99	-	292.99	Water Bill 21/07/2022 - 13/01/23
SIMPLY SHRED LTD	BACS	120.00	20.00	100.00	Confidential Document Shredding
W. E. POINTON & SONS LTD	BACS	133.50	16.46	117.04	Bar Confectionery & Snack Food
K WOOD	BACS	25.00	-	25.00	Window Cleaning
RENTOKIL	BACS	136.07	22.68	113.39	Pest Control
SLCC LTD	BACS	141.60	-	141.60	RFO Membership Pro Rata (3/5 days)
SLCC Enterprises Ltd	BACS	370.80	61.80	309.00	Job Advert January 2023

**ITEM 24 (ii)****RTC**

\*Payments made by BACS 8th February 2023

*Benhill Press	BACS	879.00	-	879.00	Printing A4 Newsletters
*Leaflet Distribution (Staffs)	BACS	328.00	-	328.00	Newsletter Delivery
*Cannock Chase Council	BACS	90.00	-	90.00	Street Licence for Artisan Markets - Mch, Apr & May
Amazon	BACS	321.33	53.59	267.74	Kings Coronation & Theatre Supplies
Fine Flowers	BACS	32.50	5.42	27.08	Flowers for Member of Staff on Long Term Sick Leave
Tinderbox Creations	BACS	470.00	-	470.00	King's Coronation Day Entertainment
Lea Hall Brass Band	BACS	225.00	-	225.00	Brass Band for the King's Coronation Day
Ruth Hall/Time for Tea	BACS	1,007.50	-	1007.50	Catering at Events 18.11.22 & 11.02.23
C Mantle	BACS	225.00	-	225.00	Maintenance Work
Expenses H Goodreid	BACS	13.05	-	13.05	Reimbursement of Mileage
Petty Cash	806	62.75	5.99	56.76	Imprest for RTC Petty Cash

**ROSE THEATRE**

Connect Midlands Ltd	BACS	25.00	-	25.00	Car Park Lights Reconnected
The Beer & Gas Man Ltd	BACS	72.00	12.00	60.00	Bar Gas Supplies
L Johnson	BACS	18.00	-	18.00	DBS Check Reimbursement
M Parton	BACS	18.00	-	18.00	DBS Check Reimbursement

**PAYMENTS MADE BY DEBIT CARD**

07/02/2023 Screwfix	Dr Card	29.99	5.00	24.99	Replacement Mixer Tap for Town Council Offices
14/02/2023 Post Office Ltd	Dr Card	206.50	-	206.50	First & Second Class Stamps

**Total Expenditure**

<b>34,144.62</b>	<b>1,828.60</b>	<b>32,316.02</b>
------------------	-----------------	------------------

Signed

Chairman of Finance &amp; Management

Signed

Town Clerk

<b>INCOME - January 2023</b>	<b>Ref</b>	<b>£ (Gross)</b>	<b>£ (VAT)</b>	<b>£ (Net)</b>	<b>Description</b>
05/01/2023 Rose Theatre Income	BACS	104.12	-	104.12	PRS Tariff - Music Royalties
06/01/2023 Rose Theatre Income	BACS	136.00	-	136.00	Room Hire
13/01/2023 Rose Theatre Income	BACS	755.00	-	755.00	Pantomime Ticket Sales
13/01/2023 Rose Theatre Income	BACS	306.00	-	306.00	Room Hire
13/01/2023 Rose Theatre Income	BACS	26.03	-	26.03	PRS Tariff - Music Royalties
13/01/2023 Rose Theatre Income	BACS	442.00	-	442.00	Room Hire
17/01/2023 Rose Theatre Income	BACS	88.50	2.00	86.50	Room Hire & Refreshments
23/01/2023 Rose Theatre Income	500225	460.56	76.76	383.80	Bar Sales
24/01/2023 Rose Theatre Income	BACS	30.00	-	30.00	Room Hire Deposit
24/01/2023 Rose Theatre Income	BACS	57.00	-	57.00	Room Hire
27/01/2023 SumUp Payments Ltd	BACS	104.41	17.70	86.71	Bar Sales less Card Transaction Fee
27/01/2023 Rose Theatre Income	BACS	362.00	-	362.00	Room & Tech Hire
30/01/2023 Rose Theatre Income	BACS	153.00	-	153.00	Room Hire
30/01/2023 Rose Theatre Income	BACS	204.00	-	204.00	Room Hire
30/01/2023 Rose Theatre Income	BACS	30.00	-	30.00	Room Hire Deposit
30/01/2023 Rose Theatre Income	BACS	4.00	-	4.00	Refreshments
30/01/2023 SumUp Payments Ltd	BACS	397.52	67.39	330.13	Bar Sales less Card Transaction Fee
31/01/2023 HMRC	BACS	12,087.21	-	12,087.21	Oct - Dec 2022 VAT Claim
31/01/2023 Rose Theatre Income	BACS	1,879.00	-	1,879.00	Pantomime Ticket Sales
31/01/2023 Hello Flour	BACS	70.00	11.66	58.34	Artisan Market Stall Hire
31/01/2023 SumUp Payments Ltd	BACS	287.00	48.66	238.34	Bar Sales less Card Transaction Fee
31/01/2023 Jane Hooper	BACS	70.00	11.66	58.34	Artisan Market Stall Hire
<b>Total Income</b>		<b>18,053.35</b>	<b>235.83</b>	<b>17,817.52</b>	