



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 7.30pm Wednesday 15<sup>th</sup> February 2023.

**COUNCILLORS:** A Cooney R. Dipple  
D Gaye G Grant  
I Hodgson (Vice Chair) I Pyke  
N Stanley (Chair)

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

Min No	Item	Action
<b>129</b> 129.1	<b>Apologies</b> Apologies were received from Cllrs Hughes and Martin.	
<b>130</b> 130.1	<b>Declarations of Interest</b> Cllr Dipple is friends with Fine Flowers who were on the payments list.	
<b>131</b> 131.1	<b>To receive any requests for dispensation</b> None	
<b>132</b> 132.1	<b>Chair to close meeting for public session</b> No members of the public were in attendance.	
<b>133</b>	<b>Chair reopened the Meeting</b>	
<b>134</b> 134.1	<b>Minutes</b> The minutes of the Finance and Management Committee held on 18 <sup>th</sup> January 2023 were approved. <i>Proposed: Cllr Grant; Seconded: Cllr Cooney</i> <b>The minutes were accepted as a true and correct record.</b>	
<b>135</b> 135.1	<b>Matters Arising</b> None	

<b>136</b> 136.1	<b>Payments</b> It was proposed that all payments recorded to 15 <sup>th</sup> February 2023 and on the creditors list be approved. <i>Proposed: Cllr Hodgson; Seconded: Cllr Dipple</i> <b>The payments were approved and signed and are attached to the minutes.</b>	Reports attached to the minutes.
<b>137</b> 137.1	<b>Income and Expenditure Report</b> The Income and Expenditure reports for January 2023 were proposed for approval. <i>Proposed: Cllr Cooney; Seconded: Cllr Dipple</i> <b>It was agreed to approve the income and expenditure reports for December 2022.</b>	Reports attached to the minutes.
<b>138</b> 138.1	<b>Bank Reconciliations</b> It was proposed that the Bank Reconciliations for January 2023 be approved. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> <b>It was agreed to approve the Bank Reconciliations for January 2023.</b>	Reports attached to the minutes.
<b>139</b> 139.1	<b>Debit Card</b> Cllrs considered the spend limits to be placed on the debit card. It was proposed that this should be £500 as this was the limit of emergency spending for the Town Clerk. <i>Proposed: Cllr Hodgson; Seconded: Cllr Cooney</i> <b>The motion was agreed</b>	RFO to amend the spend limits on the debit card.
<b>140</b> 140.1	<b>Insurance</b> Councillors considered the quote from Zurich and the response from BHIB Insurance. It was proposed to accept the Zurich quote for 3 years which will cost £3,943.50 per year and end 31 March 2026. <i>Proposed: Cllr Cooney; Seconded: Cllr Gaye</i> <b>The motion was agreed.</b>	RFO to process
<b>141</b> 141.1	<b>Date of Next Meeting</b> The date of the next meeting is Wednesday 15 <sup>th</sup> March 2023.	

There being no further matters the meeting concluded at 7:40pm

Signed: 

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

Finance and Management Committee

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**EXPENDITURE - March 2023**

	<u>Ref</u>	<u>£ (Gross)</u>	<u>£ (VAT)</u>	<u>£ (Net)</u>	<u>Description</u>
<b>ITEM 24 (i)</b> Payments made in accordance with Council Resolution (Full Council Meeting held on 1st March 2023)					
SALARIES	BACS	11,025.64	-	11,025.64	RTC/Rose Theatre Salaries
HM REVENUE & CUSTOMS	BACS	2,854.76	-	2,854.76	PAYE/NIC
STAFFORDSHIRE PENSION FUND	BACS	4,179.60	-	4,179.60	Pension Contributions
LLOYDS BANK	CHG	54.91	-	54.91	Monthly Fees and Charges
UNITY TRUST BANK	CHG	18.00	-	18.00	Quarterly Fees and Charges
OPUS ENERGY	DD	4,789.09	823.18	3,965.91	Monthly Electricity Bill
MAINSTREAM DIGITAL LTD	DD	127.24	21.21	106.03	Call Charges & Q Line Rental
COOPERS WASTE MANAGEMENT SERVICES	DD	167.16	27.86	139.30	Waste Collection
COOPERS WASTE MANAGEMENT SERVICES	DD	172.00	28.67	143.33	4-Yard Skip Hire
HOLKER NETWORK SOLUTIONS LTD	DD	467.40	77.90	389.50	Monthly IT Support & Backup
WATER PLUS LTD	DD	40.75	-	40.75	Waste Water Bill
MOLSON COORS	DD	1,173.73	195.63	978.10	Bar Supplies
DIRECT COPIERS LTD	DD	245.70	40.95	204.75	Quarterly Photocopier Service Agreement
LBS ACCOUNTANTS	BACS	82.80	13.80	69.00	Monthly Payroll Admin Fees
K WOOD	BACS	25.00	-	25.00	Window Cleaning
VISION ICT LTD	BACS	348.00	58.00	290.00	TC Website Hosting & Support & Biennial Domain Renewal Fee
FILMBANK DISTRIBUTION LTD	BACS	199.20	33.20	166.00	Pop Up Cinema Film Hire
SECURICAN	BACS	1,242.12	207.02	1,035.10	Annual Fire & Intruder Alarm Service Contract
ACTIN TIME LTD	BACS	180.00	30.00	150.00	Annual Time Recorder Service Agreement
STAFFORDSHIRE PARISH COUNCIL'S ASSOCIATION	BACS	1,331.06	-	1,331.06	NALC & SPCA Annual Subscription
<b>ITEM 24 (ii)</b>					
<b>RTC</b>					
Inspiring Healthy Lifestyles	BACS	2,760.00	-	2,760.00	Membership Fees for Ukrainians
The Stall Hire Company	BACS	455.00	-	455.00	Artisan Market Stall Hire
Zurich Municipal	BACS	3,943.50	-	3,943.50	Annual Insurance Policy
<b>ROSE THEATRE</b>					
Amazon	BACS	15.93	2.66	13.27	Pop Up Cinema DVDs
Natural Air (UK) Ltd	BACS	5,097.37	849.56	4,247.81	Air Conditioning Repairs
Lichfield Drain Solutions Ltd	BACS	102.00	17.00	85.00	Jetting to Clear Urinals Drains
Petty Cash	807	188.07	22.99	165.08	Imprest for RT Petty Cash
Petty Cash	808	49.36	-	49.36	Imprest for Coffee Bar Petty Cash
<b>Total Expenditure</b>		<b>41,335.39</b>	<b>2,449.63</b>	<b>38,885.76</b>	

Signed

Chairman of Finance & Management

Signed

Town Clerk

**INCOME - February 2023**

	<u>Ref</u>	<u>£ (Gross)</u>	<u>£ (VAT)</u>	<u>£ (Net)</u>	<u>Description</u>
02/02/2023 SumUp Payments Ltd	BACS	9.59	1.62	7.97	Bar Sales less Card Transaction Fee
06/02/2023 Rose Theatre Income	BACS	157.50	-	157.50	Room Hire
06/02/2023 Rose Theatre Income	BACS	2,028.25	50.00	1,978.25	Room, Tech, Mics & Stage Extension Hire
06/02/2023 Rose Theatre Income	500226	392.15	65.36	326.79	Bar Sales
06/02/2023 SumUp Payments Ltd	BACS	210.73	35.72	175.01	Bar Sales less Card Transaction Fee
09/02/2023 Rose Theatre Income	BACS	144.10	10.60	133.50	Room & Projector Hire & Refreshments
10/02/2023 Rose Theatre Income	BACS	40.80	6.80	34.00	Room Hire & Refreshments
13/02/2023 SumUp Payments Ltd	BACS	211.56	35.87	175.69	Bar Sales less Card Transaction Fee
15/02/2023 Rose Theatre Income	500228	30.00	-	30.00	Show Deposit
15/02/2023 Rose Theatre Income	BACS	0.80	0.80	-	VAT on Refreshments
15/02/2023 Rose Theatre Income	BACS	57.00	-	57.00	Room Hire
15/02/2023 Rose Theatre Income	500227	535.05	57.51	477.54	Room Hire & Bar Sales
16/02/2023 Rose Theatre Income	BACS	25.00	-	25.00	Pop up Cinema Ticket Sales
16/02/2023 SumUp Payments Ltd	BACS	13.23	2.24	10.99	Bar Sales less Card Transaction Fee
20/02/2023 Rose Theatre Income	BACS	113.80	4.80	109.00	Room Hire & Refreshments
20/02/2023 Rose Theatre Income	BACS	247.50	8.33	239.17	Room, Technician, Projector & Screen Hire
20/02/2023 Rose Theatre Income	BACS	30.00	-	30.00	Room Hire Deposit
21/02/2023 Rose Theatre Income	BACS	30.00	-	30.00	Room Hire Deposit
23/02/2023 Rose Theatre Income	BACS	92.00	4.00	88.00	Room Hire & Refreshments
27/02/2023 Rose Theatre Income	BACS	103.00	3.00	100.00	Room Hire & Refreshments
27/02/2023 Rose Theatre Income	BACS	120.75	-	120.75	Room Hire
27/02/2023 SumUp Payments Ltd	BACS	532.55	90.28	442.27	Bar Sales less Card Transaction Fee
28/02/2023 Rose Theatre Income	BACS	75.20	1.20	74.00	Room Hire & Refreshments
28/02/2023 SumUp Payments Ltd	BACS	1,870.71	317.15	1,553.56	Bar Sales less Card Transaction Fee
<b>Lloyds Bank Account</b>		<b>7,071.27</b>	<b>695.28</b>	<b>6,375.99</b>	
06/02/2023 Magpie Fudges	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
13/02/2023 Chase and Bromley Aromas	BACS	70.00	11.66	58.34	Artisan Market Stall Hire
15/02/2023 Sea of Roses	BACS	70.00	11.66	58.34	Artisan Market Stall Hire
17/02/2023 Rupert Mole	BACS	20.00	-	20.00	Artisan Market Pitch Hire
20/02/2023 The Grazing Box	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
20/02/2023 Dotty Dogs Deli	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
20/02/2023 The Charmed Coven	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
21/02/2023 The Curry Man	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
21/02/2023 Athena Designs	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
21/02/2023 Vida Jewellery	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
27/02/2023 Mel's Crafts	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
28/02/2023 Cleverly Crafted	BACS	30.00	5.00	25.00	Artisan Market Stall Hire
28/02/2023 A Little Bit of Vintage Bow Chic	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
<b>Unity Trust Account</b>		<b>505.00</b>	<b>80.79</b>	<b>424.21</b>	
01/02/2023 The Public Sector Deposit Fund	BACS	390.11	-	390.11	Dividend Reinvested
<b>CCLA Investment Management Ltd</b>		<b>390.11</b>	<b>-</b>	<b>390.11</b>	
<b>TOTAL INCOME</b>		<b>7,966.38</b>	<b>776.07</b>	<b>7,190.31</b>	

