



# Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber  
at 7.30pm Wednesday 28<sup>th</sup> June 2023.

COUNCILLORS: D Foceac D Gaye  
I Hodgson (Vice Chair) R Hughes  
N Stanley (Chair)

ALSO PRESENT: K Roberts – Responsible Financial Officer  
Cllr P Ansell

Min No	Item	Action
<b>18</b>	<b>Election of Chair and Vice Chair</b>	
18.1	It was proposed that Cllr Stanley be elected as Chair of the F and M Committee. <i>Proposed: Cllr Hughes; Seconded: Cllr Hodgson</i> <b>The Motion was agreed</b>	
18.2	It was proposed that Cllr Hodgson be elected as Vice Chair of the F and M Committee. <i>Proposed: Cllr Hughes; Seconded: Cllr Stanley</i> <b>The Motion was agreed</b>	
<b>19</b>	<b>Apologies</b>	
19.1	Apologies were received from Cllrs Cooney and Pyke.	
<b>20</b>	<b>Declarations of Interest</b>	
20.1	None	
<b>21</b>	<b>To receive any requests for dispensation</b>	
21.1	None	
<b>22</b>	<b>Chair to close meeting for public session</b>	
22.1	No members of the public were in attendance.	
<b>23</b>	<b>Chair reopened the Meeting</b>	
<b>24</b>	<b>Minutes</b>	
24.1	The minutes of the Finance and Management Committee held on	

	19 <sup>th</sup> April 2023 were approved. <i>Proposed: Cllr Gaye; Secoded: Cllr Hodgson</i> <b>The minutes were accepted as a true and correct record.</b>	
<b>25</b> 25.1	<b>Matters Arising</b> <b>Annual Governance and Accountability Report</b> The AGAR had been published. The exercise of public rights started on 23 <sup>rd</sup> June and ends on 3 <sup>rd</sup> August.	
25.2	<b>Arrangements for paying bills / salaries</b> The new Clerk starts on 21 <sup>st</sup> August. H Goodreid was entering payments onto the banking system and would enter August payments.	
<b>26</b> 26.1	<b>Payments</b> It was agreed to look at the payment relating to a charge for scaffolding hire.	
26.2	It was proposed that all payments recorded to 28 <sup>th</sup> June 2023 and on the creditors list be approved. <i>Proposed: Cllr Hodgson; Secoded; Cllr Hughes</i> <b>The payments were approved and signed and are attached to the minutes.</b>	Reports attached to the minutes.
<b>27</b> 27.1	<b>Income and Expenditure Report</b> The Income and Expenditure reports for April and May 2023 were proposed for approval. <i>Proposed: Cllr Gaye; Secoded: Cllr Hodgson</i> <b>It was agreed to approve the income and expenditure reports for April and May 2023.</b>	Reports attached to the minutes.
<b>28</b> 28.1	<b>Bank Reconciliations</b> It was noted that the bank reconciliation statements produced from the finance software now had spaces for two signatories. It was agreed to check the procedure in the Financial Regulations.	RFO to check the Financial Regulations
28.2	It was proposed that the Bank Reconciliations for April and May 2023 be approved. <i>Proposed: Cllr Stanley; Secoded: Cllr Hughes</i> <b>It was agreed to approve the Bank Reconciliations for April and May 2023.</b>	Reports attached to the minutes.
<b>29</b> 29.1	<b>Bank Signatories</b> Currently two Councillors can authorise BACS payments from the Lloyds Bank account. It was proposed to recommend to Full Council that existing Lloyds Bank signatories be set up to authorise BACS transfers and that the Unity Trust account and CCLA each have five to sign. <i>Proposed: Cllr Stanley; Secoded: Cllr Hughes</i> <b>The Motion was agreed.</b>	To be placed on September Full Council agenda
<b>30</b> 30.1	<b>Date of Next Meeting</b> The date of the next meeting is Wednesday 19 <sup>th</sup> July 2023.	

Signed: 

Finance and Management Committee

Date: 19/7/23

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31	<b>The Chair had notified the Committee Cllrs in advance of the meeting and with at least 3 clear days notice, that the following item would also be discussed as an addendum to the meeting.</b>	
32 32.1	<b>Exclusion of the Public</b> The public were excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 section 2.	
33 33.1	<b>Staffing Matters</b> It was proposed to recommend to Full Council that the Administrative Officer be paid an acting up allowance for taking on additional responsibility between the last clerk leaving and the new clerk starting. <i>Proposed: Cllr Hodgson; Seconded: Cllr Gaye</i> <b>The Motion was agreed.</b>	To be placed on July Full Council agenda

There being no further matters the meeting concluded at 8:35pm

Signed:



Finance and Management Committee

Date:

19/7/23

<b>INCOME - May 2023</b>	<b>Ref</b>	<b>£ (Gross)</b>	<b>£ (VAT)</b>	<b>£ (Net)</b>	<b>Description</b>
Thespian Arts Theatre C.I.C.	BACS	1,962.50	50.00	1,912.50	Room, Tech, Head Mics & Stage Extension Hire
Staffordshire County Council	BACS	71.50	2.00	69.50	Room Hire & Refreshments
S Rowley	BACS	48.00	-	48.00	Hire of the Bar Area
Chase Grammar School	BACS	76.00	-	76.00	Theatre Hire
William Jones Childrens Rides	BACS	60.00	-	60.00	King's Coronation Event Donation
Rugeley Musical Theatre Company	BACS	162.75	-	162.75	Room Hire
Tea Tent Donations	BACS	57.60	-	57.60	King's Coronation Event Donations
SumUp Payments Ltd	BACS	294.19	49.88	244.31	Bar Sales by Card less Transaction Fees
Staffordshire County Council	BACS	67.90	1.40	66.50	Room Hire & Refreshments
Staffordshire County Council	BACS	50.90	1.40	49.50	Room Hire & Refreshments
SumUp Payments Ltd	BACS	95.01	16.11	78.90	Bar Sales by Card less Transaction Fees
Staffordshire County Council	BACS	49.70	1.20	48.50	Room Hire & Refreshments
Stagecoach Performing Arts	BACS	412.00	-	412.00	Theatre, Bar & Tech Hire
Staffordshire County Council	BACS	82.40	2.40	80.00	Room Hire & Refreshments
Cannock Chase District Council	BACS	304.00	-	304.00	Landor Suite Hire
South Staffs College	BACS	964.00	25.00	939.00	Theatre & Stage Extension Hire
SumUp Payments Ltd	BACS	30.33	5.14	25.19	Bar Sales by Card less Transaction Fees
S Whiteman	BACS	195.00	-	195.00	Landor Suite & Bar Hire
Weightwatchers	BACS	136.00	-	136.00	Room Hire
NHS Midlands Partnership Foundation	BACS	476.00	-	476.00	Room Hire
<b>Lloyds Bank Account</b>		<b>5,595.78</b>	<b>154.53</b>	<b>5,441.25</b>	
Chase & Bromley Aromas	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
R Walker - Maggie Fudges	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
A Shaw - Enzo's Eats & Treats	BACS	105.00	17.49	87.51	Artisan Market Pitch Hire
Sea of Roses	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Chase & Bromley Aromas	BACS	70.00	11.66	58.34	Artisan Market Stall Hire
H Kamran - The Curry Man	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
D Parsons - The Charmed Coven	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Jane Hooper UK	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
R J Wood - Sister by heART	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
E L Aston - Cleverly Crafted	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
Vicky Julian - A Little Bit of Vintage Bow Chic	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
A J Harley - The Grazing Box	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
S Rollason - The Bodyshop at Home	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
FA & R Goodwin - Athena Designs	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
E Maguire - Red House Ceramics	BACS	35.00	5.83	29.17	Artisan Market Stall Hire
<b>Unity Trust Account</b>		<b>630.00</b>	<b>104.94</b>	<b>525.06</b>	
The Public Sector Deposit Fund	BACS	889.22	-	889.22	Dividend Reinvested
<b>CCLA Investment Management Ltd</b>		<b>889.22</b>	<b>-</b>	<b>889.22</b>	
<b>TOTAL INCOME</b>		<b>7,115.00</b>	<b>259.47</b>	<b>6,855.53</b>	

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<b>TOTAL INCOME</b>		<b>7,115.00</b>	<b>259.47</b>	<b>6,855.53</b>	

<b>ADDITIONAL PAYMENTS MADE - May 2023</b>	<b>Ref</b>	<b>£ (Gross)</b>	<b>£ (VAT)</b>	<b>£ (Net)</b>	<b>Description</b>
LLOYDS BANK	CHG	41.00	-	41.00	Monthly Fees and Charges
MAINSTREAM DIGITAL LTD	DD	194.53	32.43	162.10	Telephone & Broadband Bills
WATER PLUS LTD	DD	47.21	-	47.21	Waste Water Bill
Engie Power Ltd	DD	2,365.92	394.32	1,971.60	Monthly Electricity Bill
<b>Total Additional Expenditure</b>		<b>2,648.66</b>	<b>426.75</b>	<b>2,221.91</b>	

#### **PAYMENTS MADE BY DEBIT CARD - May & JUNE 2023**

06/05/2023 Savers Health & Beauty Ltd	Dr Card	0.85	-	0.85	Wipes for the Tea Tent
06/05/2023 Iceland	Dr Card	2.00	-	2.00	Sugar
06/05/2023 Iceland	Dr Card	3.10	-	3.10	Milk
06/05/2023 Iceland	Dr Card	7.60	-	7.60	Milk & Coffee
06/05/2023 Shell Filling Station	Dr Card	19.20	3.20	16.00	Diesel for Generators
09/05/2023 Tesco Filling Station	Dr Card	32.19	5.37	26.82	Diesel for Waymax Van
15/05/2023 Tesco Stores	Dr Card	6.50	1.08	5.42	Waymax thank you gift
13/06/2023 Cannock Chase District Council	Dr Card	94.50	-	94.50	x3 Strade Trading Licences
<b>Total Expenditure paid by Debit Card</b>		<b>165.94</b>	<b>9.65</b>	<b>156.29</b>	

#### **EXPENDITURE - June 2023**

##### **Payments made in accordance with Council Resolution (Full Council Meeting held on 1st March 2023)**

SALARIES	BACS	9,656.79	-	9,656.79	RTC/Rose Theatre Salaries
HM REVENUE & CUSTOMS	BACS	2,015.19	-	2,015.19	PAYE/NIC
STAFFORDSHIRE PENSION FUND	BACS	3,223.96	-	3,223.96	Pension Contributions
LLOYDS BANK	CHG	71.44	-	71.44	Monthly Fees and Charges
UNITY TRUST BANK	CHG	18.00	-	18.00	Quarterly Fees and Charges
CANNOCK CHASE COUNCIL	DD	786.00	-	786.00	Non-Domestic Rates Bill
COOPERS WASTE MANAGEMENT SERVICES	DD	180.83	30.14	150.69	Waste Collection
DIRECT COPIERS LTD	DD	245.70	40.95	204.75	Quarterly Photocopier Service Agreement
HOLKER NETWORK SOLUTIONS LTD	DD	481.07	80.18	400.89	Monthly IT Support & Backup
MAINSTREAM DIGITAL LTD	DD	129.81	21.64	108.17	Call Charges & Q Line Rental
MOLSON COORS	DD	729.90	121.64	608.26	Bar Supplies
WATER PLUS LTD	DD	48.67	-	48.67	Waste Water Bill
BIRCH HOSTING LTD	BACS	66.29	-	66.29	Theatre Website Hosting & Annual Maintenance
CONNECT MIDLANDS LTD	BACS	520.00	-	520.00	Rose Theatre Electrical Inspection & Test
SIMPLY SHRED LTD	BACS	60.00	10.00	50.00	Confidential Document Shredding
SLCC ENTERPRISES LTD	BACS	72.00	12.00	60.00	Planning Summit Fee
THE BEER AND GAS MAN LTD	BACS	18.00	3.00	15.00	Bar Gas Supplies
W. E. POINTON & SONS LTD	BACS	399.42	51.23	348.19	Bar Confectionery & Snack Food

#### **RTC**

\*Payments made 2nd June 2023

*STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION	BACS	48.13	0.94	47.19	Good Councillor's Guides
*Amazon	BACS	41.73	5.96	35.77	Cable Ties, Laminating Pouches & Balloon Pump
*C Mantle	BACS	135.00	-	135.00	King's Coronation Event Work
*K Lycett - Little Pumpkins Face Painting	BACS	60.00	-	60.00	King's Coronation Event Face Painting
*Expenses H Goodreid	BACS	167.88	23.98	143.90	Event Refreshments & Annual Zoom Contract
Engie Power Ltd	DD	4,445.06	740.84	3,704.22	Monthly Electricity Bill
Amazon	BACS	223.69	37.29	186.40	Pop Up Cinema Films, Stationery & Supplies
The Stall Hire Company	BACS	505.00	-	505.00	Artisan Market Stall Hire
Clr N Stanley	816	500.00	-	500.00	Chairman's Allowance
Expenses H Goodreid	BACS	10.80	-	10.80	Mileage Reimbursed
Expenses S Bird	BACS	33.44	-	33.44	Mileage Reimbursed
Petty Cash	817	32.00	5.32	26.68	Imprest for RTC Petty Cash

#### **ROSE THEATRE**

\*Payments made 15th June 2023

*Arco Building Services Ltd	BACS	7,498.70	-	7,498.70	50% Deposit for Air Conditioning Repairs
*RS Miller Roofing Ltd	BACS	22,420.80	-	22,420.80	Roof Repair Materials, 8 wks Scaffolding & Portaloo Hire
Mrs N Morris - MoMo Academy of Drama	BACS	2,373.00	-	2,373.00	Reimbursement of Event Ticket Sales less Hire Invoice
Filmbank Distribution Ltd	BACS	208.80	34.80	174.00	Pop Up Cinema Film Rental
Galleon Supplies Ltd	BACS	48.60	8.10	40.50	Paper Hand Towels
D L Park Plumbing Services	BACS	950.00	-	950.00	Urinals Waste Pipe System Repairs
Petty Cash	818	82.47	7.59	74.88	Imprest for RT Petty Cash
Petty Cash	819	15.50	-	15.50	Imprest for Coffee Bar Petty Cash

Total Expenditure

58,523.67	1,235.60	57,288.07
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Signed   
Chairman of Finance & Management

Signed   
Town Clerk