



Rugeley Town Council

Minutes of the Finance and Management Committee held in the Council Chamber
at 7.30pm Wednesday 24th January 2024

COUNCILLORS: A Cooney D Foceac
D Gaye I Hodgson (Chair)
R Hughes G Kirkham

ALSO PRESENT: S Buxton – Town Clerk
M Matthews – Responsible Finance Officer

Ref	Minute	Action
103	Apologies Cllr Hart – prior engagement Agreed to accept the apologies of Cllr Hart	
104 104.1 104.2 104.3	Declaration of Personal & Prejudicial interest in any item on the agenda Cllr Hodgson informed the meeting that his partner pays the rent on behalf of a group that meets in the Theatre and his business has provided uniform for other local bands Cllr Gaye declared a prejudicial interest in the Chetwynd Charity Cllr Cooney declared she uses Connect Midlands herself	
105 105.1	To receive any requests for dispensation None	
106 106.1	Chair to close meeting for public session There were no members of the public present	
107 107.1	Chair to reopen the council meeting Not applicable	
108 108.1	Minutes To approve the Minutes of Finance and Management Committee held on Wednesday 20 th December 2023 <i>Proposed: Cllr Cooney; Seconded: Cllr Kirkham</i> Agreed that the minutes of the meeting held on 20 th December 2023 be signed as a true and correct record	

Signed:
Date:

109 109.1	Matters Arising None	
110 110.1	Payments Cllrs to consider approval of the payments received to 20 th December 2023 <i>Proposed: Cllr Cooney; Seconded: Cllr Hodgson</i> Agreed that the list of payments for 20 th December 2023 be approved	
111 111.1	Income and Expenditure Reports Cllrs were in receipt of the detailed income and expenditure reports for December 2023 <i>Proposed: Cllr Cooney; Seconded: Cllr Hodgson</i> Agreed to accept the income and expenditure reports for December 2023	
112 112.1	Bank Reconciliations Cllrs were in receipt of the bank reconciliations for December 2023 <i>Proposed: Cllr Kirkham; Seconded: Cllr Cooney</i> Agreed that the bank reconciliations for December 2023 be accepted	
113 113.1 113.2	Finance Report Cllrs were in receipt of the finance report from the RFO Internal Auditor – a new auditor is required due to retirement of the current one. It was felt that to invite Paul Russell to the next meeting would be appropriate. <i>Proposed: Cllr Hodgson; Seconded: Cllr Cooney</i> Agreed to invite Paul Russell to attend the next meeting to discuss his approach to audit Website – Netwise was recommended for the town council site <i>Proposed: Cllr Hodgson; Seconded: Cllr Hughes</i> Agreed that the new town council website would be provided by Netwise Wix was recommended for the theatre website and M Matthews had offered to build it <i>Proposed: Cllr Cooney; Seconded: Cllr Kirkham</i> Agreed that the theatre website would be built on Wix, by M Matthews and that she would be paid for her time when the site was up and running successfully	
114 114.1	Electricity Two electricians had previously given verbal reports on the integrity of the electricity supply and third one had now quoted, for a visual inspection of all the electrical equipment and main switch testing. They will also do load test on all the main consumer units at a cost of £480. A written report is still required <i>Proposed : Cllr Kirkham; Seconded: Cllr Cooney</i> Agreed that a written report be requested from the third electrician	
115	Air Conditioning This item should have gone to full council	
116	Budget Councillors were in receipt of the budget reports and noted that both the Rose Committee and CEC had discussed and recommended their elements of the budget. The budget was recommended for adoption <i>Proposed: Cllr Cooney; Seconded: Cllr Gaye</i> Agreed that the budget be recommended for adoption by the full council	

	There were four votes and favour and two abstentions	
117 117.1	Small Grant Applications – 2023-2024 To consider the applications. The committee normally has more information about the applicants and would like to consider it at the next meeting <i>Proposed: Cllr Cooney; Seconded: Cllr Hughes</i> Agreed to carry the small grant applications to the March meeting	
118 118.1 118.2 118.3	Items to be considered at the next meeting <ul style="list-style-type: none"> - Payments to family members - Electricity - Review of budget preparation 	
119 119.1	Date of Next Meeting The next meeting of the Finance and Management Committee will be Wednesday 21 st February 2024	
120	Exclusion of the Public The chair moved that the public be excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2	

The meeting closed at 9.15pm