



# Rugeley Town Council

Minutes of the Finance and Management Committee held at the Rugeley Town Council Offices,  
Taylor's Lane, Rugeley, at 7.30pm Wednesday 19 February 2020.

COUNCILLORS: A Cooney R. Dipple  
D. Gaye G. Grant  
I. Hodgson (Vice Chair) R. Hughes  
D Lucas C Panter-Hood  
N. Stanley (Chair)

ALSO PRESENT: H Goodreid – Town Clerk

Min No	Item	Action
<b>89</b> 89.1	<b>Apologies</b> All Councillors were in attendance.	
<b>90</b> 90.1	<b>Declarations of Interest</b> None	
<b>91</b> 91.1  91.2	<b>Minutes and matters arising</b> It was proposed that the minutes of the meeting held 22 <sup>nd</sup> January 2020 be accepted and signed. <i>Proposed: Cllr R Dipple; Seconded: Cllr D Lucas</i> <b>The minutes were accepted as a true and correct record.</b>  <b>There were no Matters Arising</b>	
<b>92</b> 92.1	<b>Payments</b> It was proposed that all payments recorded to 19 <sup>th</sup> February 2020 and on the creditors list be approved. <i>Proposed: Cllr C Panter-Hood; Seconded; Cllr I Hodgson</i> <b>The payments were approved and signed and are attached to the minutes.</b>	
<b>93</b> 93.1  93.2	<b>Income and Expenditure Report and Bank Reconciliations</b> The income and expenditure sheets were considered for month 10 – January 2020. It was noted that where there were elements of overspend, a virement would need to be sought from March Full Council meeting. <i>Proposed: Cllr A Cooney; Seconded: Cllr G Grant</i> <b>It was agreed to approve the income and expenditure reports. It was agreed to recommend to request virements to cover projected overspend at March Full Council meeting.</b>  <b>Bank Reconciliations</b> Each of the bank reconciliations for the separate accounts and the	Town Clerk to place item on Full Council agenda

	<p>3 petty cash accounts were considered and proposed for approval.  <i>Proposed; Cllr D Lucas; Seconded; Cllr C Panter-Hood</i>  <b>It was agreed that the bank reconciliations be approved as a true record.</b></p>	
<p><b>94</b> 94.1</p> <p>94.2</p>	<p><b>Banking and Investment Strategy</b>  Cllrs considered the draft Banking and Investment Strategy which had been drafted. The development of this strategy had been recommended by the Internal Auditor as the accounts currently held were operating outside the recommendations from the Financial Services Compensation Scheme. The town council needed security and also needed liquidity. It was clear that at certain times of the year e.g. when the Precept was received, the bank accounts held more than the recommended amounts. The Clerk was asked to look at the accuracy of the last statement re bonds and amend accordingly. Clerk was also asked to look at alternative deposit accounts which were FSCS compliant.</p> <p>It was proposed that a recommendation be made to Full Council to approve the Banking and Investment Strategy with an additional recommendation that the Town Council open an additional current account with Unity Trust Bank.  <i>Proposed; Cllr I Hodgson; Seconded; Cllr D Gaye</i>  <b>It was agreed that the Banking and Investment Policy be recommended for approval to Full Council. It was agreed to recommend to Full Council that an additional current account with Unity Trust Bank be opened.</b></p>	<p>Town Clerk to look at deposit accounts and amend wording of policy re Bonds.</p> <p>Town Clerk to place items on Full Council agenda for approval.</p>
<p><b>95</b> 95.1</p> <p>95.2</p>	<p><b>Social Media and IT Policy</b>  Cllrs considered the current policy and agreed that the essence of the policy came in the wording of para 1.1: <i>The policy relates to Councillors and Staff whilst acting for/on behalf of the Council and/or in their official capacity.</i> It was agreed that as long as the individual has not said that their remarks are made in their capacity as a Town Councillor, then they are not bound by the policy.</p> <p>It was proposed that no changes be recommended to the policy.  <i>Proposed; Cllr A Cooney; Seconded; Cllr C Panter-Hood</i>  <b>It was agreed to recommend to Full Council that no changes to the Social Media and IT policy be made.</b></p>	<p>Town Clerk to place items on Full Council agenda for approval.</p>
<p><b>96</b> 96.1</p>	<p><b>Responsible Financial Officer</b>  Following the appointment of the RFO for the Town Council, Cllrs considered the Statement of the Particulars for the role. It was proposed that the Statement of Particulars be approved for the Responsible Financial Officer.  <i>Proposed; Cllr C Panter-Hood; Seconded; Cllr R Dipple</i>  <b>It was agreed to approve the Statement of Particulars for the RFO.</b></p>	<p>Town Clerk to issue the Statement of Particulars.</p>
<p><b>97</b> 97.1</p>	<p><b>Policy Timetable</b>  Cllrs received a sheet identifying all the policies currently adopted and the dates that they were approved / revised. It was agreed that the following policies be reviewed early 2020/2021:</p>	

Signed:

Date:

<p>97.2</p> <p>97.3</p>	<ul style="list-style-type: none"> <li>• Complaints Procedures</li> <li>• Disciplinary and Grievance Procedure</li> <li>• Training Policy</li> </ul> <p>It was agreed that the following policies be reviewed late 2020/2021:</p> <ul style="list-style-type: none"> <li>• Equal Opportunities Policy</li> <li>• Community Engagement Policy</li> <li>• Gender Equality Policy</li> <li>• Maternity, Paternity and Adoption Policy</li> </ul> <p>All other policies would be reviewed in 2021/2022.</p>	<p>Town Clerk to timetable the policy reviews</p>
<p><b>98</b></p> <p>98.1</p>	<p><b>Exclusion of the Public</b></p> <p>There being no members of public in attendance, the meeting continued.</p>	
<p><b>99</b></p> <p>99.1</p>	<p><b>Staffing Matters</b></p> <p>The council had been approached to give a reference for a former member of staff. Cllrs agreed with the decision of the Chair and the Chair of F &amp; M in the response made on this matter. It was proposed to retrospectively agree to the course of action taken.</p> <p><i>Proposed; Cllr N Stanley; Seconded: Cllr R Dipple</i></p> <p><b>The course of action taken was agreed by Councillors.</b></p>	
<p><b>100</b></p> <p>100.1</p>	<p><b>Date of Next Meeting</b></p> <p>The date of the next meeting is Wednesday 18<sup>th</sup> March 2020 at 7.30pm.</p>	

There being no further matters the meeting concluded at 9.05pm

Signed:

Date: