



# Rugeley Town Council

Minutes of the Finance and Management Committee held online  
at 7.30pm Wednesday 15 July 2020.

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

ALSO PRESENT: H Goodreid – Town Clerk  
R Roberts – Responsible Financial Officer  
Alan Toplis – Internal Auditor for the Council  
Cllr N Mahon

Min No	Item	Action
<b>21</b> 21.1	<b>Apologies</b> All councillors were in attendance	
<b>22</b> 22.1	<b>Declarations of Interest</b> None were declared	
<b>23</b> 23.1	<b>Election of Chair and Vice Chair</b> It was proposed that Cllr Stanley be elected as Chair of Finance and Management Committee for 2020/2021 <i>Proposed: Cllr Hodgson; Seconded: Cllr Cooney</i> <b>There being no other nominations, it was agreed that Cllr Stanley be elected as Chair of F and M for 2020/2021</b>	
23.2	It was proposed that Cllr Hodgson be elected as Vice Chair of Finance and Management Committee for 2020/2021 <i>Proposed: Cllr Dipple; Seconded: Cllr Cooney</i> <b>There being no other nominations, it was agreed that Cllr Hodgson be elected as Vice Chair of F and M for 2020/2021</b>	
<b>24</b> 24.1	<b>Minutes and matters arising</b> It was proposed that the minutes of the meeting held 17 <sup>th</sup> June 2020 be accepted and signed. A typo was noted at 11.2 and Cllr Stanley made a correction to the final copy. <i>Proposed: Cllr R Dipple; Seconded: Cllr G Grant</i> <b>The minutes were accepted as a true and correct record.</b>	
24.2	<b>There were no Matters Arising</b>	

<p><b>25</b> 25.1  25.2  25.3</p>	<p><b>Payments</b> Question was raised about the money to the annual fire alarm system with two different companies. Town Clerk advised that the contracts are being looked at to rationalise the support.  Question raised re the money for Green Lane play area. It was noted that Jan 2020 Full Council approval had been given for £2,000 from TESCO, £28,300 RTC Community Reserves and £9,700 from CIL. In addition in June 2020 Full Council, a further £1,633.10 was approved from CIL (£644.57) and Community Projects (£988.53) for additional tarmac work.  It was proposed that all payments recorded to 15<sup>th</sup> July 2020 and on the creditors list be approved. <i>Proposed: Cllr R Dipple; Seconded; Cllr D Gaye</i> <b>The payments were approved and signed and are attached to the minutes.</b></p>	
<p><b>26</b> 26.1  26.2</p>	<p><b>Income and Expenditure Report and Bank Reconciliations</b> The income and expenditure sheets were considered for June 2020. Question was asked re why the bins continued to be collected during lockdown. It was noted that although the offices and theatre were closed to the public, staff were still working and decorating rooms etc had created waste that needed to be collected. <i>Proposed: Cllr A Cooney; Seconded: Cllr C Panter-Hood</i> <b>It was agreed to approve the income and expenditure reports.</b>  Each of the bank reconciliations for the separate accounts and the 3 petty cash accounts were considered and proposed for approval. It was noted that the resolution of Full Council to transfer funds to the Unity Trust Account and Santander Account had not been implemented for June 2020. It was noted that the Clerks name was on the Unity Trust bank statement as the address and Clerk should seek to get this changed to Town Clerk. <i>Proposed; Cllr A Cooney; Seconded; Cllr G Grant</i> <b>It was agreed that the bank reconciliations be approved as a true record.</b></p>	
<p><b>27</b> 27.1  27.2  27.3</p>	<p><b>Annual Governance and Accountability Return</b> Alan Toplis read from his report and noted that sound and robust financial systems were in place. Checks had been carried out on 25% of transactions and found correct. A copy of the report was to be sent to all councillors for the Extraordinary meeting on 29<sup>th</sup> July 2020.  Cllrs considered each page of the AGAR. It was noted that the RFO had signed the AGAR as she had prepared the document. Green Lane play area expenses were not recorded as these were from the 2020/2021 financial year.  It was proposed that the AGAR for 2019/2020 be recommended to Full Council for approval. <i>Proposed: Cllr Cooney; Seconded: Cllr Panter-Hood</i></p>	<p>Item to be considered at</p>

Signed:

Date:

	<b>It was agreed that the AGAR 2019/2020 be recommended to full council for approval.</b>	Extraordinary Meeting on 29 <sup>th</sup> July.
<b>28</b> 28.1	<b>Internal Auditor Contract</b> It was agreed that this item be discussed at item 31 on the agenda.	
<b>29</b> 29.1  29.2	<b>Review of Committee Budgets</b> Cllrs were reminded that as a council had been unable to furlough staff or apply for rate relief and the insurance claim for loss of business was still being considered. Applications for grant aid had failed as government grant funding streams had been redirected to Covid 19 support. Cllrs considered the implications for separating the Rose Theatre from the Town Council in order that funding streams and support could be sought from elsewhere. Cllr Hughes agreed to speak to CCDC re an historic paper that investigated various possible alternatives re the theatre.  Funding to support a possible new role of Development Officer was considered. The council were facing a £60,000+ loss for 2020/2021. Whilst there would be some savings from reduced utility costs, no casual staff, no Charter Fair etc this would not offset the loss. It was acknowledged that there are healthy balances, funding in Community projects etc, funding for a permanent member staff would cost the council around £35 – 40,000 per year. Consideration of this point would be deferred to item 31 on the agenda.	Cllr Hughes to report back
<b>30</b> 30.1	<b>Exclusion of the public</b> The public are asked to leave because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2.	
<b>31</b> 31.1	<b>Insurance Claim</b> Three points were discussed: <ul style="list-style-type: none"> <li>• Town Clerk to investigate the appointment of a loss adjuster to pursue the current insurance claim re the theft from the council's funds.</li> <li>• The appointment of the internal auditor for 2020/2021.</li> <li>• Development Officer for the town – the Steering group would meet and report back to the Full Council.</li> </ul> These points would be considered under Exclusion of the Public Section of the Extraordinary Full Council meeting on 29 <sup>th</sup> July 2020.	Items to be considered at the meeting on 29 <sup>th</sup> July 2020.
<b>32</b> 32.1	<b>Date of Next Meeting</b> The date of the next meeting is Wednesday 16 <sup>th</sup> September 2020 at 7.30pm. This would again be held virtually unless the lock down restrictions are lifted to allow for a public meeting.	

There being no further matters the meeting concluded at 8:40pm

Signed:

Date: