

**ADDITIONAL PAYMENTS MADE - February 2022**

WATER PLUS LTD	DD	27.85	-	27.85	Waste Water Bill
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**EXPENDITURE - March 2022****ITEM 4 (i) Payments made in accordance with Council Resolution (Full Council Meeting held on 7th April 2021)**

SALARIES	BACS	11,104.03	-	11,104.03	RTC/Rose Theatre Salaries
HM REVENUE & CUSTOMS	BACS	3,255.73	-	3,255.73	PAYE/NI
STAFFORDSHIRE PENSION FUND	BACS	4,357.74	-	4,357.74	Pension Contributions
LLOYDS BANK	CHG	54.66	-	54.66	Monthly Fees and Charges
OPUS ENERGY	DD	2,111.30	351.88	1,759.42	Monthly Electricity Bill
MAINSTREAM DIGITAL LTD	DD	279.92	46.65	233.27	Coil Charges & Q Line Rental
COOPERS WASTE MANAGEMENT SERVICES	DD	146.78	24.46	122.32	Waste Collection
HOLKER NETWORK SOLUTIONS LTD	DD	414.00	69.00	345.00	Monthly IT Support & Backup
PHS GROUP	DD	305.69	50.95	254.74	Annual Sanitary Disposal Service
DIRECT COPIERS LTD	DD	245.70	40.95	204.75	Quarterly Photocopier Service Agreement
LBS ACCOUNTANTS	BACS	106.80	17.80	89.00	Monthly Payroll Admin Fees
SIMPLY SHRED LTD	BACS	60.00	10.00	50.00	Confidential Document Shredding
K WOOD	BACS	25.00	-	25.00	Window Cleaning
VISION ICT LTD	BACS	270.00	45.00	225.00	TC Website Hosting & Support

**ITEM 4 (ii)****RTC**

Recreation Ground Provision Charity	BACS	500.00	-	500.00	Small Grant Award
Cannock Chase SHED	BACS	500.00	-	500.00	Small Grant Award
Katharine House Hospice	BACS	500.00	-	500.00	Small Grant Award
Chetwynd's Charity	BACS	500.00	-	500.00	Small Grant Award
Lea Hall Brass Band	BACS	500.00	-	500.00	Small Grant Award
Support Staffordshire	BACS	500.00	-	500.00	Small Grant Award
Amazon	BACS	8.99	1.50	7.49	Computer Monitor Cable
Rainbow Faces Ltd	BACS	1,002.00	167.00	835.00	Rugeley's Big Celebration Entertainment
Bybrook Furniture & Event Hire Ltd	BACS	1,315.44	219.24	1,096.20	Rugeley's Big Celebration Tables & Chairs
Belfast Metal Design	BACS	915.00	-	915.00	Diamond Jubilee Bench
Warwickshire & W Mids Association of Local Cnls	BACS	12.00	2.00	10.00	WALC Annual Conference 2021
The Stall Hire Company	BACS	625.00	-	625.00	Artisan Market Stall Hire
Wisegrove Ltd T/a ActIn Time	BACS	180.00	30.00	150.00	Time Recorder Service Agreement
NALC	BACS	103.42	17.24	86.18	Cllr Neighbourhood Planning Pollicis Courses
Connect Midlands Ltd	BACS	448.46	-	448.46	Lighting and Switch Repairs
NHMF - Memorial	BACS	3,821.84	-	3,821.84	National Lottery Grant Underspend
Petty Cash	771	52.45	0.51	51.94	Imprest for RTC Petty Cash

**ROSE THEATRE**

AWT Training	BACS	325.00	-	325.00	First Aid Training
Kirsten Jesson Art	BACS	6,751.45	-	6,751.45	Energy Arts Project Artwork
Filmbank Distribution Ltd	BACS	199.20	33.20	166.00	Pop Up Cinema Film Rental
L R O'Connor	BACS	1,140.00	-	1,140.00	Reimbursement of Show Ticket Sales
CPC	BACS	388.15	64.69	323.46	CD & MP3 Player
Petty Cash	772	144.49	19.77	124.72	Imprest for RT Petty Cash
Petty Cash	773	49.94	-	49.94	Imprest for Coffee Bar Petty Cash

<b>Total Expenditure</b>		<b>43,220.18</b>	<b>1,211.84</b>	<b>42,008.34</b>	
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Signed \_\_\_\_\_

Chairman of Finance &amp; Management

Signed \_\_\_\_\_

Town Clerk

**INCOME - February 2022**

	<b>Ref</b>	<b>£ (Gross)</b>	<b>£ (VAT)</b>	<b>£ (Net)</b>	<b>Description</b>
01/02/2022 Mindy's Projects	BACS	35.00	5.83	29.17	Feb Artisan Market Stall Hire
02/10/2021 Santander	INT	12.56	-	12.56	Savings Account Interest
02/02/2022 Stupendonuts	BACS	35.00	5.83	29.17	Feb Artisan Market Stall Hire
03/02/2022 Paying in Slip	500185	30.00	-	30.00	July 2022 Show Deposit
04/02/2022 National Lottery Community Fund	BACS	10,000.00	-	10,000.00	The Big Celebration Grant
08/02/2022 Rose Theatre Income	BACS	30.00	-	30.00	April 2022 Show Deposit
08/02/2022 Shell & Ruth Crafts	BACS	35.00	5.83	29.17	March Artisan Market Stall Hire
09/02/2022 Rose Theatre Income	BACS	66.60	2.60	64.00	Room Hire & Refreshments
14/02/2022 Rose Theatre Income	BACS	208.75	-	208.75	Theatre Hire
16/02/2022 HMRC	BACS	289.05	-	289.05	Coronavirus Statutory Sick Pay Scheme
16/02/2022 Sweet Ann Design	BACS	35.00	5.83	29.17	March Artisan Market Stall Hire
16/02/2022 Rose Theatre Income	BACS	30.00	-	30.00	Sep 2022 Party Deposit
22/02/2022 Karen Jane Handmade	BACS	35.00	5.83	29.17	March Artisan Market Stall Hire
22/02/2022 Paying in Slip	500186	90.00	-	90.00	Show & Wedding Reception Deposits
23/02/2022 Rose Theatre Income	BACS	93.40	1.40	92.00	Room Hire & Refreshments
23/02/2022 Kura Ilera	BACS	35.00	5.83	29.17	March Artisan Market Stall Hire
24/02/2022 Rose Theatre Income	BACS	30.00	-	30.00	October 2022 Show Deposit
25/02/2022 Rose Theatre Income	BACS	136.00	-	136.00	Room Hire
28/02/2022 Rose Theatre Income	BACS	51.00	-	51.00	Room Hire
28/02/2022 Rose Theatre Income	BACS	51.00	-	51.00	Room Hire
28/02/2022 Rose Theatre Income	BACS	51.00	-	51.00	Room Hire
28/02/2022 Rose Theatre Income	BACS	51.00	-	51.00	Room Hire
<b>Total Income</b>		<b>11,430.36</b>	<b>38.98</b>	<b>11,391.38</b>	

**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank 80428963	28/02/2022	1	363,153.24
Unity Trust Bank 20424336	28/02/2022	30	84,891.10
			<u>448,044.34</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			448,044.34
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			448,044.34
		<b>Balance per Cash Book is :-</b>	<b>448,044.34</b>
		<b>Difference is :-</b>	<b>0.00</b>



Rugeley Town Council  
Administration Office  
Rugeley Town Council  
Rugeley  
Staffordshire  
WS15 2AA

Your Account

Sort Code 30-99-83  
Account Number 80428963

BUSINESS EXTRA

01 February 2022 to 28 February 2022

Money In	£11,417.80	Balance on 01 February 2022	£465,104.29
Money Out	£113,527.19	Balance on 28 February 2022	£363,153.24

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Feb 22	COOPERS WASTE MAN COO1578895	DD		158.34	465,104.29
01 Feb 22	HAMMOND M&J MINDYS PROJECTS	FPI	35.00		465,139.29
02 Feb 22	STUPENDONUTS LIMIT STUPENDONUTS LIMIT	FPI	35.00		465,174.29
03 Feb 22	ARTS COUNCIL ENGLA 500000000884240140 20036	FPO		84,600.00	380,574.29
03 Feb 22	COMPANY OF HORSEME 200000000880295478 RUGELEY	FPO		576.00	379,998.29
03 Feb 22	500185	DEP	30.00		380,028.29
04 Feb 22	MAIN GRANTS	BGC	10,000.00		390,028.29
08 Feb 22	LIGHTWOOD JM 10359 RE ROSES THT	FPI	30.00		390,058.29
08 Feb 22	M MIDGLEY MICHELLE ARTISAN M	FPI	35.00		390,093.29
09 Feb 22	SCC COUNTY FUND STAFFSCC 10338	BGC	66.60		390,159.89
11 Feb 22	MCBC UK LIMITED 0003050818	DD		309.47	389,850.42
11 Feb 22	ENCORE TECHNOLOGIE 200000000884142816 WTRFU	FPO		410.00	389,440.42
14 Feb 22	MAINSTREAM DIGITAL AA21624143	DD		203.49	389,236.93
14 Feb 22	E RUGELEY MUSICAL RMT 10360 100000000886005589	FPI	208.75		389,445.68
16 Feb 22	HMRC - SSP GRANT 586PR00156427	BGC	289.05		389,734.73
16 Feb 22	ANI CLE SER T/AS STALL 05.03ANELIYA	FPI	35.00		389,769.73

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**BUSINESS EXTRA**

**Sort Code** 30-99-83  
**Account Number** 80428963

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
16 Feb 22	ROE JASON PARTY DEPOSIT FP22047O13086752 070806	FPI	30.00		389,799.73
17 Feb 22	SOUTH WEST WATER B 300000000894190051 RUGELEY	FPO		245.00	389,554.73
17 Feb 22	SIMPLY SHRED LIMIT 100000000887544371 RUGELEY	FPO		60.00	389,494.73
17 Feb 22	K WOOD 500000000890835386 RUGELEY COUNCIL 070436	FPO		25.00	389,469.73
17 Feb 22	RENTOKIL INITIAL U 500000000890835403	FPO		123.70	389,346.03
17 Feb 22	WATER PLUS LTD 300000000894190664	FPO		162.91	389,183.12
17 Feb 22	AMAZON PAYMENT UK 100000000887544410 RUGELEY	FPO		254.55	388,928.57
17 Feb 22	MIDLAND SIGNS & GR 100000000887544416 RUGELEY	FPO		210.60	388,717.97
17 Feb 22	THE BENHILL PRESS 100000000887544422 RUGELEY	FPO		711.00	388,006.97
17 Feb 22	SLCC 300000000894190692 KATEROBERTS48457 608301	FPO		215.00	387,791.97
17 Feb 22	RUPERT MOLE 300000000894190701 RUGELEY	FPO		35.00	387,756.97
17 Feb 22	TINA YATES 400000000895585235 RUGELEY	FPO		35.00	387,721.97
17 Feb 22	LEAFLET DISTRIBUTI 400000000895585260 RUGELEY	FPO		320.00	387,401.97
17 Feb 22	ACELINE PLANT LTD 100000000887544463 RUGELEY	FPO		57.60	387,344.37
17 Feb 22	ZURICH TOWN AND PA 600000000890575166 3645756	FPO		3,898.27	383,446.10
17 Feb 22	HILARY GOODREID 300000000894190740	FPO		105.00	383,341.10
17 Feb 22	MS S BIRD 300000000894190748	FPO		20.21	383,320.89
17 Feb 22	CANNOCK CHASE COUN 400000000895585296 ANNUAL	FPO		180.00	383,140.89
17 Feb 22	NIAMH MAHON 100000000887544501	FPO		104.49	383,036.40
17 Feb 22	CONNECT MIDLANDS L 100000000887544508 TOWN	FPO		347.83	382,688.57
17 Feb 22	SECURICAN LTD 500000000890835517 RUGELEY	FPO		225.66	382,462.91
17 Feb 22	CPC 600000000890575216 2623689 400250 10 17FEB22	FPO		325.02	382,137.89

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**BUSINESS EXTRA**

Sort Code 30-99-83  
Account Number 80428963

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
17 Feb 22	CHANCEL PRIMARY SC 300000000894190784 RUGELEY	FPO		1,090.00	381,047.89
17 Feb 22	SAFELINCS LTD 600000000890575230 RUGELEY	FPO		256.43	380,791.46
17 Feb 22	HILARY GOODREID 100000000887552665	FPO			
17 Feb 22	KATE ROBERTS 300000000894198792 SALARY	FPO			
17 Feb 22	MS S BIRD 600000000890583264	FPO			
17 Feb 22	MRS A MANTLE 600000000890583271 SALARY	FPO			
17 Feb 22	MS LAURIE JOHNSON 200000000886901709 SALARY	FPO			
17 Feb 22	MR MARTIN PARTON 300000000894198822	FPO			
17 Feb 22	GEMMA SQUIRE 600000000890583296	FPO			
17 Feb 22	MR J WYLIE 600000000890583299 RUGELEY	FPO			
17 Feb 22	MISS L HARRIS 300000000894198847 RUGELEY	FPO			
17 Feb 22	MRS K DECKX 300000000894198855 RUGELEY	FPO			371,107.50
17 Feb 22	HMRC PAYE/NIC CUMB 400000000895593463	FPO		2,151.97	368,955.53
17 Feb 22	LGPS PENSION FUND 200000000886901764 RUGELEY	FPO		3,629.04	365,326.49
18 Feb 22	OPUS ENERGY LTD 1043282	DD		2,212.96	363,113.53
21 Feb 22	SERVICE CHARGES REF : 360891937	PAY		50.36	363,063.17
22 Feb 22	COOPER KJ KARENJANEHANDMADEM	FPI	35.00		363,098.17
22 Feb 22	000770	PAY		93.28	363,004.89
22 Feb 22	500186	DEP	60.00		363,064.89
22 Feb 22	500186	DEP	30.00		363,094.89
23 Feb 22	SCC COUNTY FUND STAFFSCC	BGC	93.40		363,188.29
23 Feb 22	KURA ILERA KURA ILERA MARCH 38065136053635000N	FPI	35.00		363,223.29

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**BUSINESS EXTRA**

**Sort Code** 30-99-83  
**Account Number** 80428963

**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
24 Feb 22	NICOLA MORRIS 10365 YBBPI1203469307343 050357	FPI	30.00		363,253.29
25 Feb 22	WEIGHT WATCHERS UK UN	BGC	136.00		363,389.29
28 Feb 22	WATER PLUS 0983028141	DD		27.85	363,361.44
28 Feb 22	GOCARDLESS HOLKERIT- 7MYZFRV94	DD		412.20	362,949.24
28 Feb 22	SHIRLEY RK 10353 35151007449064000N 544102	FPI	51.00		363,000.24
28 Feb 22	SHIRLEY RK 10358 43151041968924000N 544102	FPI	51.00		363,051.24
28 Feb 22	SHIRLEY RK 10362 63151119859369000N 544102	FPI	51.00		363,102.24
28 Feb 22	SHIRLEY RK 10368 44151200332226000N 544102	FPI	51.00		<b>363,153.24</b> <i>Q</i>

**Transaction types**

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



# Statement of your account



BANK WITH US BANK ON US.

03058311 | 04121  
 Mrs Hilary Goodreid  
 Rugeley Town Council  
 Rugeley Rose Theatre  
 Taylors Lane  
 Rugeley  
 WS15 2AA

PO Box 7193, Planetary Road, Willenhall WV1 9DG

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For foreign payments -

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit [www.FSCS.org.uk](http://www.FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [www.unity.co.uk/fscs](http://www.unity.co.uk/fscs)

### Contact us

Tel: 0345 140 1000

Email: [us@unity.co.uk](mailto:us@unity.co.uk)

Web: [www.unity.co.uk](http://www.unity.co.uk)

Name of account: Rugeley Town Council

Date: 28 February 2022

Statement 030 (page 1 of 1)

Account number: 20424336

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
31 JAN 22	Balance brought forward			84,891.10 *
	Balance carried forward			84,891.10 * <i>ce</i>

You can ask us to send you details of our rates and how we work them out.  
 Abbreviations: \* credit balance DR overdrawn S sub total (intermediate balance)

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**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 2 - Deposit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander A/c - 41375520	02/03/2022	1	84,902.13 @
			<u>84,902.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,902.13
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			84,902.13
		<b>Balance per Cash Book is :-</b>	<b>84,902.13</b>
		<b>Difference is :-</b>	<b>0.00</b>

RECEIVED - 9 MAR 2022



# BUSINESS SAVINGS STATEMENT

B

RUGELEY TOWN COUNCIL  
RUGELEY ROSE THEATRE TAYLORS LANE  
RUGELEY  
WS15 2AA

03291 054112 0198 E 34600

346



For all Business Banking enquiries please call **0800 731 6666**

To help us maintain and improve our customer service we may monitor or record your calls.

For the hard of hearing and/or speech impaired, Text Relay service available 18001 0800 731 6666



Online Banking service and information available at [www.santander.co.uk](http://www.santander.co.uk)



Santander, Customer Service Centre, Bootle, Merseyside, L30 4GB

## Your account summary for 3rd Feb 2022 to 2nd Mar 2022

Account name <b>RUGELEY TOWN COUNCIL</b>	
Account number: 41375520 Sort Code: 09 06 66 Statement number: 03/2022	
BIC: ABBYGB2LXXX IBAN: GB57 ABBY 0906 6641 3755 20	
Balance brought forward from previous Statement	<b>£84,902.13</b>
Total money in:	£11.72
Total money out:	£0.00
<b>Your balance at close of business 2nd Mar 2022</b>	<b>£84,913.85</b>

### Interest and refunds paid this period

Date	Why we are paying you	Amount
2nd Mar	Interest on your credit balance	£11.72

## Your current interest rate is 0.23% annual gross (variable) paid monthly.

Rate correct as at 2 March 2022.

Balance tiers	Gross rate
£1+	0.23%

The gross rate is the interest rate we pay where no income tax has been deducted.

A variable rate can go up or down e.g. in response to industry and market conditions.



## News and information

### Changes to telephone numbers

By 30 June 2022, we'll have moved some of our freephone telephone numbers to basic rate numbers (where local charges will apply).

For some key services, we're keeping freephone numbers. This includes numbers to report your card lost or stolen, report fraud, contact our financial support and complaints teams as well as sign to video.

### Keeping your money safe

Make sure we always have the right telephone number so we can help protect you. If you use your card online you'll notice more frequent verification checks, so you'll need to make sure your mobile number is up to date.

For more details, search for 'strong customer authentication' at [santander.co.uk](http://santander.co.uk)

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**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 3 - Petty Cash - TC**

<u>Bank Statement Account Name(s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Town Council	28/02/2022	1	100.00
			<hr/> 100.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			100.00
<u>Receipts not Banked/Cleared (Plus):</u>			
		0.00	
			<hr/> 0.00
			100.00
		<b>Balance per Cash Book is :-</b>	<b>100.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Receipts for Month 11

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	100.00					100.00	
	Banked: 17/02/2022	93.28						
000770	Current Bank A/c	93.28			200		93.28	RTC Petty Cash Imprest Top up
<b>Total Receipts for Month</b>		<b>93.28</b>	<b>0.00</b>	<b>0.00</b>			<b>93.28</b>	
<b>Cashbook Totals</b>		<b>193.28</b>	<b>0.00</b>	<b>0.00</b>			<b>193.28</b>	

## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
17/02/2022	Town Council Petty Cash	CASHSHEET	93.28		2.14	4081	107	40.50	Postage for Council Meetings
						4081	107	10.64	Stationery & Supplies
						4070	107	40.00	Flowers for Cllr Turner
<b>Total Payments for Month</b>			<b>93.28</b>	<b>0.00</b>	<b>2.14</b>			<b>91.14</b>	
<b>Balance Carried Fwd</b>			<b>100.00</b>	<b>0.00</b>					
<b>Cashbook Totals</b>			<b>193.28</b>	<b>0.00</b>	<b>2.14</b>			<b>191.14</b>	

**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 4 - Petty Cash - RT**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Rose Theatre	28/02/2022	1	200.00
			<u>200.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		<b>Balance per Cash Book is :-</b>	<b>200.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 28/02/2022  
for Cashbook 5 - Petty Cash - Coffee Bar**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Coffee Bar	28/02/2022	1	50.00
			50.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			50.00
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			0.00
			50.00
		<b>Balance per Cash Book is :-</b>	<b>50.00</b>
		<b>Difference is :-</b>	<b>0.00</b>





## Detailed Income &amp; Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>TOWN COUNCIL</b>							
<b>101 Income - TC</b>							
1076 Precept	303,634	303,634	303,634	0			100.0%
1080 Grants / Donations Received	0	2,346	2,346	0			100.0%
1090 Bank Interest	151	85	102	17			83.7%
1595 CIL Funds	1,341	7,430	7,430	0			100.0%
Income - TC :- Income	<b>305,126</b>	<b>313,495</b>	<b>313,512</b>	<b>17</b>			<b>100.0%</b>
<b>Net Income</b>	<b>305,126</b>	<b>313,495</b>	<b>313,512</b>	<b>17</b>			
6001 less Transfer to EMR	1,341	7,430					
<b>Movement to/(from) Gen Reserve</b>	<b>303,785</b>	<b>306,065</b>					
<b>103 Staff Costs - TC</b>							
1075 Coronavirus Sick Pay Scheme	0	159	0	(159)			0.0%
Staff Costs - TC :- Income	<b>0</b>	<b>159</b>	<b>0</b>	<b>(159)</b>			
4000 Salaries	41,090	55,604	63,193	7,589	7,589	7,589	88.0%
4001 PAYE/NI	12,351	15,032	17,833	2,801	2,801	2,801	84.3%
4010 Pension	16,327	21,933	25,295	3,362	3,362	3,362	86.7%
Staff Costs - TC :- Indirect Expenditure	<b>69,769</b>	<b>92,569</b>	<b>106,321</b>	<b>13,752</b>	<b>0</b>	<b>13,752</b>	<b>87.1%</b>
<b>Net Income over Expenditure</b>	<b>(69,769)</b>	<b>(92,410)</b>	<b>(106,321)</b>	<b>(13,911)</b>			
<b>107 Administration - TC</b>							
4020 Staff Training, Health&Safety	440	452	600	148	148	148	75.4%
4021 Councillor Training	475	417	600	183	183	183	69.6%
4025 Mileage	0	26	200	174	174	174	12.8%
4070 Chairman's Allowance	473	386	500	114	114	114	77.1%
4080 Stationery & Supplies	633	563	1,197	634	634	634	47.0%
4081 Postage Costs	723	145	875	730	730	730	16.6%
4082 Shredding Service	226	367	550	183	183	183	66.7%
4090 Printer & Photocopy Costs	1,581	1,476	1,900	424	424	424	77.7%
4095 Telephone & Broadband	1,632	923	1,300	377	377	377	71.0%
4100 Miscellaneous	0	40	50	10	10	10	80.0%
4101 Payroll Administration	568	828	909	81	81	81	91.1%
4102 Newsletter	0	1,031	2,000	969	969	969	51.5%
4120 IT & Website	3,466	4,092	4,500	408	408	408	90.9%
4125 RBS Software	1,252	673	1,541	868	868	868	43.7%
4130 External Audit	760	200	1,030	830	830	830	19.4%
4131 Internal Audit	319	7	500	493	493	493	1.4%

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2022

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4135 Advertising	220	0	100	100		100	0.0%
4150 Bank Charges	342	533	770	237		237	69.2%
4160 Capital Expenditure	1,207	1,121	1,912	791		791	58.6%
4170 Election Charges	0	0	700	700		700	0.0%
4200 Insurance	3,640	7,676	3,850	(3,826)		(3,826)	199.4%
4250 Membership & Subscriptions	1,621	1,492	1,908	416		416	78.2%
4515 Professional & Legal Fees	0	0	508	508		508	0.0%
Administration - TC :- Indirect Expenditure	<b>19,577</b>	<b>22,447</b>	<b>28,000</b>	<b>5,553</b>	<b>0</b>	<b>5,553</b>	<b>80.2%</b>
<b>Net Expenditure</b>	<b>(19,577)</b>	<b>(22,447)</b>	<b>(28,000)</b>	<b>(5,553)</b>			
<b>114 Premises &amp; Maintenance - TC</b>							
4210 Repairs & Maintenance	521	357	2,073	1,716		1,716	17.2%
4215 Intruder & Fire Alarms	2,098	735	930	195		195	79.1%
4240 Rates	2,869	2,869	2,900	31		31	98.9%
4260 Utilities	3,773	3,049	4,597	1,548		1,548	66.3%
Premises & Maintenance - TC :- Indirect Expenditure	<b>9,262</b>	<b>7,010</b>	<b>10,500</b>	<b>3,490</b>	<b>0</b>	<b>3,490</b>	<b>66.8%</b>
<b>Net Expenditure</b>	<b>(9,262)</b>	<b>(7,010)</b>	<b>(10,500)</b>	<b>(3,490)</b>			
<b>121 Other Costs - TC</b>							
4180 Grants	2,000	0	4,000	4,000		4,000	0.0%
4181 Car Parking Subsidy	0	0	30,000	30,000		30,000	0.0%
4185 Neighbourhood Plan Costs	0	210	85	(125)		(125)	247.1%
Other Costs - TC :- Indirect Expenditure	<b>2,000</b>	<b>210</b>	<b>34,085</b>	<b>33,875</b>	<b>0</b>	<b>33,875</b>	<b>0.6%</b>
<b>Net Expenditure</b>	<b>(2,000)</b>	<b>(210)</b>	<b>(34,085)</b>	<b>(33,875)</b>			
<b>TOWN COUNCIL :- Income</b>							
	<b>305,126</b>	<b>313,654</b>	<b>313,512</b>	<b>(142)</b>			<b>100.0%</b>
<b>Expenditure</b>							
	<b>100,608</b>	<b>122,236</b>	<b>178,906</b>	<b>56,670</b>	<b>0</b>	<b>56,670</b>	<b>68.3%</b>
<b>Net Income over Expenditure</b>	<b>204,518</b>	<b>191,418</b>	<b>134,606</b>	<b>(56,812)</b>			
less Transfer to EMR	<b>1,341</b>	<b>7,430</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>203,177</b>	<b>183,988</b>					

**COMMUNITY ENGAGEMENT****130 Community Engagement**

1080 Grants / Donations Received	600	999	1,000	1			99.9%
1095 Rugeley's Big Celebration	0	10,000	0	(10,000)			0.0%
1110 Christmas Market Income	0	537	1,700	1,163			31.6%

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2022

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## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1115 Artisan Market Income	0	1,760	2,700	940			65.2%
Community Engagement :- Income	<b>600</b>	<b>13,296</b>	<b>5,400</b>	<b>(7,896)</b>			<b>246.2%</b>
4026 The Big Celebration	0	410	0	(410)		(410)	0.0%
4030 Charter Fair	593	0	0	0		0	0.0%
4050 Remembrance Events	1,117	1,454	1,500	46		46	96.9%
4052 Community Projects	41,806	0	0	0		0	0.0%
4060 Christmas Lights Costs	34,043	32,832	39,000	6,168		6,168	84.2%
4061 Christmas Events	0	4,300	8,500	4,200		4,200	50.6%
4065 Artisan Market Costs	0	1,374	2,300	926		926	59.8%
4190 Donations	5,500	0	0	0		0	0.0%
4195 Shop Window Competition	83	0	0	0		0	0.0%
4196 Community Initiatives	0	330	10,200	9,870		9,870	3.2%
Community Engagement :- Indirect Expenditure	<b>83,141</b>	<b>40,700</b>	<b>61,500</b>	<b>20,800</b>	<b>0</b>	<b>20,800</b>	<b>66.2%</b>
<b>Net Income over Expenditure</b>	<b>(82,541)</b>	<b>(27,404)</b>	<b>(56,100)</b>	<b>(28,696)</b>			
6000 plus Transfer from EMR	51,459	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(31,082)</b>	<b>(27,404)</b>					
<b>COMMUNITY ENGAGEMENT :- Income</b>	<b>600</b>	<b>13,296</b>	<b>5,400</b>	<b>(7,896)</b>			<b>246.2%</b>
Expenditure	<b>83,141</b>	<b>40,700</b>	<b>61,500</b>	<b>20,800</b>	<b>0</b>	<b>20,800</b>	<b>66.2%</b>
<b>Net Income over Expenditure</b>	<b>(82,541)</b>	<b>(27,404)</b>	<b>(56,100)</b>	<b>(28,696)</b>			
plus Transfer from EMR	<b>51,459</b>	<b>0</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(31,082)</b>	<b>(27,404)</b>					
<b>ROSE THEATRE</b>							
<b>201 Income - RT</b>							
1080 Grants / Donations Received	16,572	261	0	(261)			0.0%
1130 National Lottery Heritage Fund	84,600	0	143	143			0.0%
1140 Arts Council Grant	0	16,450	23,500	7,050			70.0%
1500 Bar Sales	0	6,502	8,332	1,830			78.0%
1505 Coffee Bar Sales	60	165	800	635			20.6%
1515 Pantomime	(5)	10,189	11,412	1,223			89.3%
1530 Commercial Hire	6,802	16,645	17,459	814			95.3%
1540 Private Hire	0	771	440	(331)			175.2%
1550 Tech Hire	0	1,920	3,100	1,180			61.9%
1551 Stage Extension/Mic	0	750	0	(750)			0.0%
1555 Ticket Sales	0	0	480	480			0.0%
1560 Fringe Festival Fundraising	0	188	188	(0)			100.2%
Income - RT :- Income	<b>108,029</b>	<b>53,841</b>	<b>65,854</b>	<b>12,013</b>			<b>81.8%</b>
<b>Net Income</b>	<b>108,029</b>	<b>53,841</b>	<b>65,854</b>	<b>12,013</b>			
6001 less Transfer to EMR	24,833	0					

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2022

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Movement to/(from) Gen Reserve</b>	<b>83,196</b>	<b>53,841</b>					
<b>203 Staff Costs - RT</b>							
1075 Coronavirus Sick Pay Scheme	0	130	0	(130)			0.0%
1085 Job Retention Scheme Grant	0	10,426	10,426	0			100.0%
Staff Costs - RT :- Income	<b>0</b>	<b>10,556</b>	<b>10,426</b>	<b>(130)</b>			<b>101.2%</b>
4000 Salaries	45,808	42,020	45,558	3,538	3,538	3,538	92.2%
4001 PAYE/NI	10,261	10,140	11,731	1,591	1,591	1,591	86.4%
4005 Casual Wages & Retainer	510	4,536	6,237	1,701	1,701	1,701	72.7%
4010 Pension	17,515	16,055	17,917	1,862	1,862	1,862	89.6%
Staff Costs - RT :- Indirect Expenditure	<b>74,094</b>	<b>72,751</b>	<b>81,443</b>	<b>8,692</b>	<b>0</b>	<b>8,692</b>	<b>89.3%</b>
<b>Net Income over Expenditure</b>	<b>(74,094)</b>	<b>(62,196)</b>	<b>(71,017)</b>	<b>(8,821)</b>			
<b>204 Administration - RT</b>							
4020 Staff Training, Health&Safety	0	129	510	381		381	25.3%
4080 Stationery & Supplies	603	869	1,649	780		780	52.7%
4081 Postage Costs	0	0	40	40		40	0.0%
4082 Shredding Service	113	183	200	17		17	91.7%
4090 Printer & Photocopy Costs	82	31	100	69		69	31.0%
4095 Telephone & Broadband	1,273	957	1,300	343		343	73.6%
4101 Payroll Administration	0	75	80	5		5	93.8%
4120 IT & Website	122	182	240	58		58	75.8%
4135 Advertising	0	60	300	240		240	20.1%
4217 Window Cleaning	225	250	300	50		50	83.3%
Administration - RT :- Indirect Expenditure	<b>2,419</b>	<b>2,736</b>	<b>4,719</b>	<b>1,983</b>	<b>0</b>	<b>1,983</b>	<b>58.0%</b>
<b>Net Expenditure</b>	<b>(2,419)</b>	<b>(2,736)</b>	<b>(4,719)</b>	<b>(1,983)</b>			
<b>212 Premises &amp; Maintenance - RT</b>							
4210 Repairs & Maintenance	7,589	8,999	8,830	(169)		(169)	101.9%
4215 Intruder & Fire Alarms	2,100	1,067	950	(117)		(117)	112.3%
4216 Waste Collection	1,153	1,530	1,800	270		270	85.0%
4240 Rates	8,608	8,608	8,650	42		42	99.5%
4260 Utilities	11,318	9,146	11,500	2,354		2,354	79.5%
Premises & Maintenance - RT :- Indirect Expenditure	<b>30,768</b>	<b>29,350</b>	<b>31,730</b>	<b>2,380</b>	<b>0</b>	<b>2,380</b>	<b>92.5%</b>
<b>Net Expenditure</b>	<b>(30,768)</b>	<b>(29,350)</b>	<b>(31,730)</b>	<b>(2,380)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2022

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>251 Other Costs - RT</b>							
4510 Performance Mktg & Equipment	6,672	413	1,000	587		587	41.3%
4520 Bar Purchases	1,029	3,790	2,492	(1,298)		(1,298)	152.1%
4525 Catering & Refreshments	48	259	300	41		41	86.2%
4530 SumUp Transaction Fee	0	57	0	(57)		(57)	0.0%
4531 Pop up / Drive in Cinema	5,969	7,552	7,492	(60)		(60)	100.8%
4535 Pantomime	0	9,027	10,200	1,173		1,173	88.5%
4540 Stocktaker	100	0	210	210		210	0.0%
4545 Tech Room	0	0	327	327		327	0.0%
4570 Marriage, Music, Premises Licence	180	1,701	1,463	(238)		(238)	116.3%
4580 Rugeley Fringe Festival	4,525	8,152	9,475	1,323		1,323	86.0%
4585 Arts Cnl Grant Expenditure	0	17,009	23,500	6,491		6,491	72.4%
Other Costs - RT :- Indirect Expenditure	<b>18,523</b>	<b>47,961</b>	<b>56,459</b>	<b>8,498</b>	<b>0</b>	<b>8,498</b>	<b>84.9%</b>
<b>Net Expenditure</b>	<b>(18,523)</b>	<b>(47,961)</b>	<b>(56,459)</b>	<b>(8,498)</b>			
<b>ROSE THEATRE :- Income</b>	<b>108,029</b>	<b>64,397</b>	<b>76,280</b>	<b>11,883</b>			<b>84.4%</b>
Expenditure	125,804	152,799	174,351	21,552	0	21,552	87.6%
<b>Net Income over Expenditure</b>	<b>(17,775)</b>	<b>(88,402)</b>	<b>(98,071)</b>	<b>(9,669)</b>			
less Transfer to EMR	24,833	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(42,608)</b>	<b>(88,402)</b>					
<b>Grand Totals:- Income</b>	<b>413,755</b>	<b>391,347</b>	<b>395,192</b>	<b>3,845</b>			<b>99.0%</b>
Expenditure	309,553	315,735	414,757	99,022	0	99,022	76.1%
<b>Net Income over Expenditure</b>	<b>104,202</b>	<b>75,612</b>	<b>(19,565)</b>	<b>(95,177)</b>			
plus Transfer from EMR	51,459	0					
less Transfer to EMR	26,174	7,430					
<b>Movement to/(from) Gen Reserve</b>	<b>129,487</b>	<b>68,182</b>					





## **Item 138**

### **Pay Awards**

Rugeley Town Council have been advised of the outcome of the 2021/2022 National Salary Award by NALC. The new rates of pay are applicable from 1<sup>st</sup> April 2021. Employers have been encouraged to pay the increase of 1.75% to employees as soon as possible.

They state that:

- Pay agreement has been reached on rates of pay applicable from 1 April 2021
- Employers are encouraged to implement this pay award as swiftly as possible

## **Item 142 Appraisals**

### **Background**

Item 19c of the Standing Orders states that:

The chairman of the Finance and Management Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the employees. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Finance and Management Committee.

### **For Consideration**

Cllrs are asked to consider recommending the amendment of the Standing Orders to reflect that the Chair of the Council should undertake the appraisal of the Town Clerk with the Town Clerk to appraise all other staff. The appraisals would then be reported to Finance and Management committee for approval by resolution.

## **Item 143**

### **Debtor**

#### **Background**

At the February F and M Committee, an item was considered about how we write off the RM debt to the council. Questions were asked as to whether the whole debt should be written off (less the amount recovered), or the debt – less the amount recovered – less the amount identified by the courts that we could realistically recover (circa £17k).

As requested, the RFO has been in contact with the External Auditors for the Council (Mazars) who advise that:

*It is ultimately up to the Council to decide how much to write-off.*

*If the council decides that the extra £17K is not recoverable because the former officer has insufficient funds left then it would be appropriate to write that off. The letter doesn't commit to recovering this sum. The debtor at 31/3/22 should relate to amounts owed to the Council for which there is still a reasonable expectation of recovery.*

*The decision should be minuted and preferably based on independent evidence rather than a representation by the former employee or their legal representatives. The Council will need to be mindful that electors may wish to challenge the decision and seek assurance that everything possible was done to recover the money. If the Council is confident it can demonstrate that it has taken reasonable steps to recover the money then a write-off should be justifiable.*

#### **Recommendation**

Cllrs are asked to consider a recommendation to Full Council for how they feel that the debt should be reflected in the accounts.

## **Item 144**

### **Ukrainian Support**

#### **Background**

Hawkins Logistics in Rugeley are providing a free lorry and organising logistics to get supplies to those fleeing the Ukraine and those still within Ukrainian borders.

A request has going out locally for non-clothing items:

Power bank charges

Lights and torches

Hats/scarves/gloves

Socks and underwear

First aid kits

Bandages

Toiletries, sanitary towels,

Nappies, wipes

Baby food

Sleeping bags

Camp beds/airbeds

Tinned and dry food and bottled water

The collections will take place on the 18<sup>th</sup> and 19<sup>th</sup> March 2022 at Lea Hall Club, Sandy Lane.

#### **For Consideration**

CLRs are asked to consider using the £1,000 underspend from the Small Grant Award budget to purchase these materials locally and send them on this consignment.