



Rugeley Town Council

Minutes of a meeting of the Finance and Management Committee held at Town Council Offices, Rugeley Rose Theatre and Community Hall, Taylors Lane, Rugeley, at 8.00pm Wednesday 15 March 2017.

PRESENT: Councillors Mrs P. Ansell (Vice-Chair)
Mrs A. Cooney
R. Dipple
G. Grant
M. Grocott
I. Hodgson
Mrs C. Panter-Hood
N. Stanley

ALSO PRESENT: Mrs R S Mason – Assistant Town Clerk

Before the meeting started it was proposed that Councillor I. Hodgson stand in as Chair for this meeting due to his knowledge of the Items. This was resolved with a unanimous vote.

1. **APOLOGIES**

Apologies were noted from Councillors R. Alexander and R. Jones.

2. **DECLARATIONS OF INTEREST**

Councillor I. Hodgson declared a Personal and Pecuniary Interest in Item 4 Payments due to one payment being for Blueprint designs.

3. **MINUTES**

3.a The minutes of the Finance and Management Committee held on 15 February 2017 were approved as a correct record.

RESOLVED: That

[1] the Minutes be adopted by Full Council. Proposed by Councillor I. Hodgson and seconded by Councillor Mrs P. Ansell

Vote: Unanimous

4.a **PAYMENT MADE IN MONTH MARCH 2017**

i) A list of invoices for authorisation of payment was given to members.

RESOLVED: That

Minutes of the Finance and Management Committee 15.03.2017 – Approved at Committee

- [1] The payments be accepted and was proposed by Councillor M. Grocott and seconded by Councillor Mrs A. Cooney.

Vote: Unanimous

4.b SALARIES

Salaries paid to the staff for the month of MARCH 2017.

APPROVED:

BACS 107	Mrs R.S. Mason
BACS 108	Mrs L. Goode
BACS 109	Miss G. Squire
BACS 110	Mr M. Parton
BACS 111	Mr J. Wylie
CHQ 103732	Mrs C. Dillow

Casual Staff

BACS 112	Mr L. Goode
BACS 113	Mr S. Howden
BACS 114	Ms N. Middleton

4.c HM REVENUE AND CUSTOMS

PAYE/ NI in respect of March 2017 Salary Payments

APPROVED: BACS 115 - £1532.50 to be paid to HM Revenue & Customs.

4.d STAFFORDSHIRE COUNTY COUNCIL

Pensions in respect of March 2017 Salary Payments

APPROVED: Cheque No. 103717 - £1646.69 to be paid to Staffordshire County Council.

4.e SOUTH STAFFORDSHIRE COUNCIL

Salaries (Rugeley Rose)

APPROVED: Cheque No. 103718 - £57.09 to be paid to South Staffordshire Council.

4.f SIMPLY SHRED LIMITED

Invoice No. 27883 – Administration

APPROVED: Cheque No. 103719 - £71.40 to be paid to Simply Shred Ltd.

4.g MAINSTREAM DIGITAL LIMITED

Invoice No's. 790431/793021/793007/793006 – Administration/ Administration (Rugeley Rose)

APPROVED: Cheque No. 103720 - £286.80 to be paid to Mainstream Digital Ltd.

4.h JCDECAUX UK LIMITED

Invoice No. SF/I075408 – Charter Fair 2017

APPROVED: Cheque No. 103721 - £86.40 to be paid to JC Decaux UK Ltd.

4.i TOPLIS ASSOCIATES

Invoice No. 942– Management Audit

APPROVED: Cheque No. 103723 - £707.42 to be paid to Toplis Associates.



4.j BENHILL PRESS LIMITED

Invoice No. 11338 – Charter Fair 2017

APPROVED: Cheque No. 103724 - £72.00 paid to Benhill Press Ltd

4.k STAFFORDSHIRE PARISH COUNCILS ASSOCIATION

Invoice No. 17/139 – Subs & Donations

APPROVED: Cheque No. 103725 - £998.00 to be paid to Staffordshire Parish Councils Association.

4.l PARKSIDE MANAGEMENT SOLUTIONS

Invoice No. PMS7/17 – Staff Training

APPROVED: Cheque No. 103726 - £400.00 to be paid to Parkside Management Services.

4.m PETTY CASH

Invoice Ref – Imprest

APPROVED: Cheque No. 103727 - £100.00 to be paid Cash.

4.n K. WOOD WINDOWS LIMITED

Invoice No. 2170 – Maintenance (Rugeley Rose)

APPROVED: Cheque No. 202146 - £25.00 to be paid to K. Wood Window Cleaners Ltd.

4.o BLUEPRINT DESIGNS

Invoice No. 11- – Maintenance (Rugeley Rose)

APPROVED: Cheque No. 202147 - £47.98 to be paid to Blueprint Designs.

4.p CONNECT MIDLANDS LIMITED

Invoice No. 100917 – Maintenance (Rugeley Rose)/Maintenance

APPROVED: Cheque No. 202148 - £160.00 to be paid to Connect Midlands Ltd.

4.q LYRECO UK LIMITED

Invoice No. 6280235421 – Capital (Rugeley Rose)/Administration/Maintenance

APPROVED: Cheque No. 202149 - £283.19 to be paid to Lyreco UK Ltd.

4.r NEWHEY AND EYRE

Invoice No. 431985479 – Maintenance (Rugeley Rose)

APPROVED: Cheque No. 202150 - £57.76 to be paid to Newey and Eyre.

4.s MAINSTREAM DIGITAL LIMITED

Invoice No. 7903020 - Administration (Rugeley Rose)

APPROVED: Cheque No. 202151- £111.60 to be paid to Mainstream Digital Ltd.

4.t BT BUSINESS

Invoice No. Q0623Y – Administration (Rugeley Rose)

APPROVED: Cheque No. 202152 - £142.60 to be paid to BT Payment Services Ltd.

4.u INSTPRINT

Invoice No. 8032017 – Administration (Rugeley Rose)

APPROVED: Cheque No. 202153 - £120.60 to be paid to Instaprint.

4.v PETTY CASH

Invoice Ref. Petty Cash

APPROVED: Cheque No. 202154 – £59.53 to be paid Cash.

4.w COFFEE BAR PETTY CASH

Invoice Ref. Petty Cash

APPROVED: Cheque No. 202154 - £49.77 to be paid Cash.

4.x DECORATING MONIES

Invoice Ref Decorating Monies

APPROVED: Cheque No. 202155 - £250.00 to be paid Cash.

4.y HM REVENUE AND CUSTOMS

PAYE/ NI in respect of March 2017 Salary Payment to Clerk

APPROVED: Cheque No. 103733 - £168.66 to be paid to HM Revenue & Customs.

4.z COMMUNITY ENGAGEMENT SUPPORT SERVICES

Invoice Ref. Grant Aid 2016-17

APPROVED: Cheque No. 103728 - £300.00 to be paid to Community Engagement Support Services.

4.aa CHETWYNDS CHARITY

Invoice Ref. Grant Aid 2016-17

APPROVED: Cheque No. 103729 - £250.00 to be paid to Chetwynds Charity.

4.ab FRIENDS OF ETCHING HILL

Invoice Ref. Grant Aid 2016-17

APPROVED: Cheque No. 103730 - £60.00 to be paid to Friends of Etching Hill.

4.ac INLAND WATERWAYS

Invoice Ref. Grant Aid 2016-17

APPROVED: Cheque No. 103731 - £240.00 to be paid to Inland Waterways.

5. **END OF YEAR PROCEDURE 2016/17**

Councillor M. Grocott declared a Personal interest in Item 5a in regards to Hagley Park Academy

- 5.a Members were each provided with a list of write offs /bad debts. A discussion took place and Councillor Mrs A. Cooney that the clerical errors that have been entered are written off and forceful action taken against the outstanding invoices. This was seconded by Councillor R. Dipple with the amendment that Councillor Mrs A. Cooney assists with writing the letter

RECOMMENDED: That

Clerical errors that have been entered are written off and forceful action taken against the outstanding invoices with the assistance of Councillor Mrs A. Cooney.

Vote: Unanimous

Councillor Mrs A. Cooney declared a Personal and Pecuniary interest in Item 5b a left the room

- 5.b Members were each provided with a list of unbanked cheques. Councillor M. Grocott proposed that the cheques are written back to the bank and the cheque to Councillor Mrs A. Cooney is rewritten. This was seconded by Councillor G. Grant and it was

RECOMMENDED: That

The cheques are written back to the bank and the cheque to Councillor Mrs A. Cooney is rewritten.

Vote: Unanimous

Councillor Mrs A. Cooney re-entered the room

- 5.c The Committee each received a list of earmarked reserves. Councillor N. Stanley explained that the £40000 for Council projects is not out of reserves but from General Balances. Councillor Mrs A. Cooney proposed that the earmarked reserves be accepted with the removal of the £40000 for Council projects. This was seconded by Councillor Mr R. Dipple and it was

RECOMMENDED: That

The earmarked reserves be accepted with the removal of the £40000 for Council projects.

Vote: Unanimous

- 5.d The Committee all received a copy of the proposed Audit Programme for 2016/17. It was proposed by Councillor M. Grocott that the Audit Programme be accepted. This was seconded by Councillor Mrs A. Cooney and it was

RECOMMENDED: That

The Audit Programme be accepted.

Vote: Unanimous

6. STAFF HEALTH AND SAFETY EMPLOYEE HANDBOOK

The Committee received the Staff Health and Safety Employee handbook that had been issued. Councillor R. Dipple proposed that the Staff Health and Safety Employee handbook document is accepted as an ongoing document with amendments to be made by a suitable person. This proposal was seconded by Councillor Mrs C. Panter-Hood and it was

RECOMMENDED: That

The Staff Health and Safety Employee handbook document is accepted as an ongoing document with amendments to be made by a suitable person.

Vote: Unanimous

7. PAY AWARD

- Councillor I. Hodgson proposed that the agreed pay scales from NALC for 2017/18 in line with the NJC be applied from 01 April 2017. This was seconded by Councillor Mrs C. Panter-Hood and it was

RECOMMENDED: That

The agreed pay scales from NALC for 2017/18 in line with the NJC be applied from 01 April 2017.

Vote: Unanimous

- The Chair explained that the Assistant Town Clerk was due to move up to her final pay scale point as of the minutes of the Finance and Management meeting held on Wednesday 16 November 2016. The Chair stated that the Assistant Town Clerk was happy to remain on her current salary point until the Job evaluation was done as per the Management Report. Councillor Mrs P. Ansell proposed that the Assistant Town Clerk stay on her existing pay scale point until the job evaluation was done. Councillor Mrs A. Cooney seconded the proposal and it was

RECOMMENDED: That

The Assistant Town Clerk stay on her existing pay scale point until the job evaluation was done.

8. DATE OF THE NEXT MEETING

Date of the next meeting is Wednesday 19 April 2017.

9. EXCLUSION OF THE PUBLIC

Councillor I. Hodgson proposed that due to the likely disclosure of exempt information as defined in LGA 1972 Schedule 12A paras 1, 2, 3 & 4 members of the public were asked to leave the room.

RESOLVED: That,

The Public be excluded.

10. STAFFING MATTERS

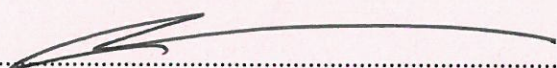
- 10.a Staffing Absences were noted
- 10.b The Committee were informed that the Caretaker had hurt himself on the tables and the accident book had been filled out.
- 10.c The Committee were informed that a technical author had been employed.
- 10.d The Committee were informed the Investigating Officer had a meeting with the Chairman and had started the investigation in to Staff matters.
- 10.e The Assistant Town Clerk explained that as there was no contract available it was believed that the Clerk would be on half pay after four months of medical leave. This had been worked out and the Committee received a copy of the workings. It was proposed by Councillor R. Dipple that the

Clerk be paid as per the workings at half pay and a letter explaining the fact and the workings be sent to her. This was seconded by Councillor N. Stanley and it was

RECOMMENDED: That

The Clerk be paid as per the workings at half pay and a letter explaining the fact and the workings be sent to her

There being no further business the meeting concluded at 9.10pm.

Signed 

Date 