

Signed: [REDACTED]



Rugeley Town Council

Minutes of Full Council Meeting held at the Rugeley Town Council Offices
7.30pm Wednesday 1st June 2022.

PRESENT:

Councillors:

P Ansell	A Cooney
R Dipple	D Gaye
G Grant	C Green
I Gunner	I Hodgson
R Hughes	O Lyons
C Martin	C Panter-Hood
I Pyke	N Stanley
K Tait-Green	G Turner

Also Present: H Goodreid (Town Clerk)

Min No	Item	Action
31 31.1	Apologies Apologies were received from Cllr Mahon.	
32 32.1	Declaration of Personal & Prejudicial interest None	
33 33.1	To receive requests for any dispensation None	
34 34.1	Chair to close meeting for public session No members of public were in attendance at the meeting.	
35	Chair to reopen the council meeting	
36 36.1	Paul Atkins CCDC – Commonwealth Games Paul is the project manager for CCDC for the Commonwealth Games. Paul advised the meeting of the work being undertaken on the overall arrangements.	
36.2	The mountain biking will take place on Cannock Chase on 3 rd August. The organisers are looking to consult with businesses and households around the area to deal with any possible issues during this event.	

36.3	<p>The Queens Baton Relay will be passing through the town centre approximately 3.50pm on Saturday 23rd July. CCDC will be responsible for all the street closures and publicity surrounding the event. The Town Council will be unveiling the Mindfulness Garden that day so there will be kids activities etc in town that afternoon as well. Inspiring Healthy lifestyles are working with a local artist and local school children to create a large art installation which will be placed outside the library and in Market Square for the event as well.</p>	
37	<p>To consider approving and signing council minutes</p>	
37.1	<p>It was proposed to accept the minutes of the Annual Council Meeting held on 4th May. <i>Proposed: Cllr Green; Secoded: Cllr Ansell</i> The minutes were agreed.</p>	<p>The minutes will be placed on the website</p>
37.2	<p>It was proposed to accept the minutes of the Full Council Meeting held on 4th May. <i>Proposed: Cllr Cooney; Secoded: Cllr Panter-Hood</i> The minutes were agreed.</p>	<p>The minutes will be placed on the website</p>
38	<p>Actions Arising</p>	
38.1	<p>All actions had either been completed or were on the agenda for this meeting.</p>	
39	<p>To note the minutes from the following council meetings:</p>	
39.1	<p>Rose Committee 13 April 2022</p>	
39.2	<p>Community Engagement Committee 13 April 2022</p>	
39.3	<p>Planning Committee 20 April 2022</p>	
39.4	<p>Finance and Management Committee 20 April 2022</p>	
	<p>These were noted.</p>	
40	<p>Annual Governance and Accountability Return</p>	
40.1	<p><u>To note the report from the Internal Auditor</u> Cllrs noted the report from the Internal Auditor and also noted that she would be attending the meeting of Full Council on 6th July to answer questions from Councillors.</p>	
40.2	<p><u>To Approve the Annual Governance Statement</u> It was proposed to approve the Annual Governance Statement on the 2020/2021 AGAR. <i>Proposed; Cllr Hodgson; Secoded: Cllr Dipple</i> The motion was agreed</p>	
40.3	<p><u>To Approve the Accounting Statements</u> It was proposed to approve the Accounting Statements on the 2020/2021 AGAR. <i>Proposed; Cllr Dipple; Secoded: Cllr Gaye</i> The motion was agreed</p>	<p>The RFO would now submit the documents to Mazars and place the Public Notice on the boards on 9th June 2022</p>

Signed: 

Full Council Meeting

Date: 6th July 2022

Page 2 of 5

41	Recommendations from Finance and Management Committee	
41.1	<p>It was proposed that £10,000 be moved from Ear Marked Reserves for Community Projects to the Christmas lights Budget to cover the cost of the newly agreed contract and the increased cost of electricity. <i>Proposed: Cllr Dipple; Seconded: Cllr Hodgson</i> The motion was agreed</p>	
41.2	<p>It was proposed that £5,000 be moved from Ear Marked Reserves for Community Projects to the Big Celebration Budget to allow for a budget for Christmas events associated with the switch on event. <i>Proposed: Cllr Cooney; Seconded: Cllr Ansell</i> The motion was agreed</p>	
41.3	<p>It was proposed that £6,416 be used from Ear Marked Reserves for Renovations and Renewals to cover the cost of the works to replace the roof between the theatre and the Town Council offices. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> The motion was agreed</p>	
41.4	<p>It was proposed that: Lloyds Banks account only be used for day-to-day expenditure Unity Trust account is used only for Markets expenditure Santander Account is closed CCLA savings account be opened to hold remaining monies. <i>Proposed: Cllr Hodgson; Seconded: Cllr Dipple</i> The motion was agreed</p>	RFO to change bank accounts
41.5	<p>It was proposed that the Town Council apply for a Debit Card on the Lloyds Bank account to stop the staff using their own credit cards for purchases. <i>Proposed: Cllr Stanley; Seconded: Cllr Ansell</i> The motion was agreed</p>	RFO to apply for Debit Card
41.6	<p>It was noted that F and M Committee will need to look at the financial procedures to ensure that the systems were in place to allow for exchange of monies between accounts and to ensure there was a system in place for use of the Debit Card.</p>	Clerk to place on F and M Agenda for June/July
42	Beacon Lighting and Queens Jubilee	
42.1	<p>The Rugeley Branch of the British Legion would be leading the Beacon Lighting event on Thursday 2nd June in Market Square and the timetable will be as follows:</p> <ul style="list-style-type: none"> • 2pm – Jayne Pallister to act as Town Crier and read the proclamation • 9.15pm – Piper to play Diu Reginaire • 9.40pm – Bugler to play • 9.45pm – Choirs to sing Life with Grace and Beacon to be lit by John Parkes 	
42.2	<p>The Big Celebration Jubilee Event was to be held in town between 10am and 9pm on Saturday 4th June and will include:</p>	

Signed:



Full Council Meeting

Date: 6th July 2022

	<p>10am – 5pm – Artisan Market in Brook Square and Lower Brook Street</p> <p>10am – 4pm – street parties around the centre of town for over 600 local residents – groups have already booked their space.</p> <p>10am – 4pm – Free tea tent with hot and cold drinks, jubilee cakes and treat for those turning up in fancy dress</p> <p>10am – 4pm – Free inflatable fun in Elmore Park and ice cream van</p> <p>12pm – 9pm – live streaming of jubilee celebrations and the party in the Palace on the Big Screen in Market Square</p> <p>12pm – 4pm – variety of bands and attractions performing on the stage in Market Square</p> <p>6pm – 9pm – Live Band, Candy and the Sound, to perform on the stage in Market Square</p>	
42.3	Thanks went to the staff for their organisation of this event.	
43	Ukrainian Update	
43.1	Cllrs received an update from Cllr Stanley on the families/individuals moving in to the Rugeley area and being hosted by local residents. There are currently 20 residents in Rugeley living with host families.	
43.2	<p>Cllrs considered the possibility of funding membership to the Rugeley Leisure Centre for the Ukrainian families. It was understood that CCDC would be considering this at Cabinet so it was proposed that the decision on this be deferred until July Full Council.</p> <p><i>Proposed; Cllr R Dipple; Seconded: Cllr C Martin</i></p> <p>The motion was agreed</p>	Cllrs to consider proposal at July Full Council
44	Newsletter	
44.1	<p>It was proposed that the current budget for the newsletter be increased to £5,000 for 2022/2023 to cover increased production costs.</p> <p><i>Proposed: Cllr Cooney; Seconded: Cllr Panter-Hood</i></p> <p>The motion was agreed</p>	
45	Chairs and Vice Chairs Report	
45.1	<p>Cllr Stanley had been working with the Ukrainian families in town and meeting with them on Mondays.</p> <p>Cllr Green had attended the Mayor of Lichfield's civic event on 29th May.</p>	
46	Complaints Committee	
46.1	Cllr Pyke, who was the Chair of the Complaints Committee, spoke briefly on the details of the findings of the complaints Committee:	
46.2	<ul style="list-style-type: none"> • In light of the complaint made to the council, the policy and procedures around co-option was to be reviewed by Cllrs. 	
46.3	<ul style="list-style-type: none"> • Procedures around ensuring that the town council offices are fully accessible has already been addressed to ensure that visitors needs are addressed. 	
46.4	<ul style="list-style-type: none"> • It was acknowledged that the Council should have made a decision on the evening of the 6th April whether to appoint or not appoint the candidate as the meeting was quorate. 	

Signed:



Full Council Meeting

Date: 6th July 2022

Page 4 of 5

46.5	<ul style="list-style-type: none"> The Council apologised for any upset caused to Mr Turrell as a result of a lack of clarity on the evenings proceedings on the 6th April. 	
46.6	<ul style="list-style-type: none"> Complaints Committee as advised by Staffordshire Parish Council Association are unable to consider appointing a co-opted councillor – this must be done by Full Council. <p>The Council noted the decisions of the Complaints Committee</p>	
47	Exclusion of the Public	
47.1	The public were excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2.	
48	Complaints Committee Deliberation	
48.1	As advised by Staffordshire Parish Councils Association, Cllr Hodgson, Ansell and Dipple left the meeting.	
48.2	Cllrs consider the findings of the Complaints Committee and the changes that needed to be made to procedures and policies to ensure that the same situation would not happen again.	
48.3	<p>It was proposed that the candidate for co-option be asked to accept the appointment to Co-opted Councillor.</p> <p><i>Proposed: Cllr Martin; Seconded: Cllr Green</i></p> <p>The motion was defeated and therefore the candidate will not be co-opted.</p>	
49	Date of Next Meeting	
49.1	It was noted that the date of the next meeting would be 6 th July 2022.	

The meeting finished at 8.55pm.

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Full Council Meeting

Date: 6th July 2022

Page 5 of 5