

Signed: [REDACTED]



# Rugeley Town Council

Minutes of Full Council Meeting held at the Rugeley Town Council Offices  
7.30pm Wednesday 5<sup>th</sup> July 2023.

**PRESENT:**

Councillors:

|                   |                      |
|-------------------|----------------------|
| P Ansell          | C Barkas             |
| W Clark           | A Cooney             |
| M Davey           | D Foceac             |
| D Gaye            | C Green (Vice Chair) |
| K Hart            | I Hodgson            |
| R Hughes          | O Lyons              |
| A Miller          | I Pyke               |
| N Stanley (Chair) |                      |

Also Present: H Goodreid (Town Clerk)  
5 members of public

| Min No            | Item   | Action |
|-------------------|--|--------|
| <b>51</b><br>51.1 | <b>Apologies</b><br>Apologies were received from Cllr Sparkes.   |        |
| <b>52</b><br>52.1 | <b>Declaration of Personal &amp; Prejudicial interest</b><br>Cllrs Green, Hodgson, Cooney and Miller all declared retrospective interest in the June Full Council meeting for discussions involving the town centre as they are all local traders.   |        |
| <b>53</b><br>53.1 | <b>To receive requests for any dispensation</b><br>Cllr Davey requested to remain seated during discussions – this was agreed.   |        |
| <b>54</b><br>54.1 | <b>Chair to close meeting for public session</b><br>A member of public enquired as to progress on the Boardwalk. The Boardwalk is completely under the jurisdiction of Cannock Chase District Council. It was understood that a report had been done on the boardwalk and schedule of work drawn up and gone to tender but the cheapest quote received was c£200k. With the change in leadership at CCDC it was unclear when the subject would be discussed by the District. |        |

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| 54.2                               | <p>A member of public submitted a paper with questions around the agreed roofing works / solar panels for the theatre:</p> <ul style="list-style-type: none"> <li>• Can the council please explain why they are so determined to spend £100's of £000's of pounds of public funds on buildings it does not own without any independent validation of the projected savings?</li> <li>• Can council explain why no discussion has taken place with the CCDC landlords about them covering the significant cost of the roof repairs as these go far beyond normal tenant expectations of wear and tear replacements?</li> <li>• Why nothing can be found in any meeting minutes about the Rose Theatre lease needing to be revised and why the revision is necessary?</li> </ul> |                                |
| 55                                 | <b>Chair to reopen the council meeting</b>   |                                |
| 56<br>56.1<br>56.2                 | <p><b>To consider approving and signing Full Council minutes from 14<sup>th</sup> June 2023</b></p> <p>It was proposed to accept the minutes of the Annual Town Council Meeting held on 14<sup>th</sup> June 2023.<br/><i>Proposed: Cllr Cooney; Seconded: Cllr Lyons</i><br/><b>The minutes were agreed.</b></p> <p>It was proposed to accept the minutes (up to item 49 as this would be discussed at the end of the meeting without members of public in attendance and this was a confidential item) of the Full Council Meeting held on 14<sup>th</sup> June 2023.<br/><i>Proposed: Cllr Hart; Seconded: Cllr Green</i><br/><b>The minutes were agreed*</b></p> <p>*See end of minutes for confirmation.</p>  |                                |
| 57<br>57.1                         | <p><b>Actions Arising</b></p> <p>Matters had been dealt with or were on the agenda.</p>  |                                |
| 58<br>58.1<br>58.2<br>58.3<br>58.4 | <p><b>To note the minutes from the following Committee meetings</b></p> <p>Rose Committee on 12<sup>th</sup> April 2023<br/>Community Engagement Committee on 12<sup>th</sup> April 2023<br/>Planning Committee on 19<sup>th</sup> April 2023<br/>Finance and Management Committee on 19<sup>th</sup> April 2023.</p> <p>These were noted.</p>   |                                |
| 59<br>59.1                         | <p><b>Co-option</b></p> <p>A vote was taken, and it was agreed to appoint Ian Gibson as Co-opted Councillor to serve until May 2027.</p>   |                                |
| 60<br>60.1                         | <p><b>Councillor Vacancies</b></p> <p>Cllrs were advised that both Christine Martin and Dave Lucas had resigned from the Council. It was proposed to issue the vacancy notices.</p>  | Clerk to place vacancy notices |

Signed: 

Full Council Meeting

Date: 6<sup>th</sup> July 2023

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| 60.2  | <p><i>Proposed: Cllr Ansell; Seconded: Cllr Hodgson</i><br/> <b>The motion was agreed</b></p> <p>Cllrs discussed the need to consider all advertising opportunities associated with all vacancies.</p>   |  |
| <p><b>61</b><br/>61.1</p> <p>61.2</p>   | <p><b>GDPR</b></p> <p>Cllrs had received a report from Cllr Gaye concerning GDPR. Cllr Gaye referenced a report identifying the ideal that all Cllrs should have a .gov.uk secure email address for their work to protect public details. All Cllrs were offered this facility but as it was voluntary, not all took up the offer. Cllrs were reminded to be aware of secure and sensitive information when using computers that others may be able to see.</p> <p>It was proposed that information which Cllrs were party to but which was not in the public domain would be handed out in meetings and collected at the end of meetings.</p> <p><i>Proposed: Cllr Gaye; Seconded: Cllr Cooney</i><br/> <b>This motion was agreed.</b></p>  |  |
| <p><b>62</b><br/>62.1</p> <p>62.2</p> <p>62.3</p> <p>62.4</p> <p>62.5</p> <p>62.6</p> | <p><b>Electrical Consumption and Solar Panels</b></p> <p>Cllrs had received a comprehensive detailed pack of information around the electrical consumption for the theatre and town council buildings and the use of solar panels.</p> <p>Independent advice had been received at the beginning of the discussions around solar panels from a local advisory body (<i>Cannock Chase Solar and South Staffs Community Energy</i>). They had made recommendations about the number and placement of panels which could be sited to receive the maximum amount of energy.</p> <p>The Council had been receiving a government rebate on the cost of electricity, but this had stopped and the projected cost of electricity for this current year was projected at £96,000.</p> <p>Tenders had been sought for the work based on the independent advice taken and Full Council had agreed the successful contractor.</p> <p>The Town Council have the council offices and theatre on peppercorn rent and have a full repairing 121 year lease (with a break point every 10 years) with CCDC – this situation has been confirmed with the council solicitors and CCDC solicitors. We are required to maintain the building to the condition that it was when it was taken over. The repairs that are being undertaken will be to higher standard than the original structure as Bldg Regs have moved on.</p> <p>Work on amending the lease to accept the work has been held up by CCDC solicitors. An separate independent energy advisor has recently been to the building to assess the insulation situation in the roof space to reduce energy loss – the work to the roofs is predicted to reduce the energy loss by 40%. In addition, the solar panels for the theatre roof will reduce electric consumption by approx. 50%.</p> |  |

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Full Council Meeting

Date: 5<sup>th</sup> July 2023

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| 62.7      | Following further investigations, the pitched roof on the theatre is not suitable to carry the weight of the solar panels. Discussions are being held with the contractors to look at possible alternative solutions.  |   |
| 62.8      | <p>Cllrs had discussion around additional ways of reducing electricity costs:</p> <ul style="list-style-type: none"> <li>• Staff to look at changing the bulbs to LED units.</li> <li>• Requested a breakdown of where the most money is spent on electricity – i.e. lighting / heating / air conditioning etc.</li> <li>• Is there opportunity to have a smart metre installed to monitor costs?</li> </ul> | Staff to look in to these works.          |
| <b>63</b> | <b>Committee Terms of Reference</b>  |   |
| 63.1      | This item was withdrawn and would be heard at a future meeting.  | To come to a future Full Council meeting. |
| <b>64</b> | <b>Responsible Financial Officer</b>   |   |
| 64.1      | Cllrs were formally advised of the resignation of the current Responsible Financial officer with effect from 9 <sup>th</sup> August 2023. Contact has been made with SLCC to see if a locum is available for the short term until the new Town Clerk can consider the structure of the team. A report will come to a future meeting.   | To come to a future Full Council meeting. |
| <b>65</b> | <b>Chairs and Vice Chairs Report</b>   |   |
| 65.1      | No events had been attended  |   |
| <b>66</b> | <b>Date of Next Meeting</b>  |   |
| 66.1      | The date of the next meeting will be 6 <sup>th</sup> September 2023.   |   |

The following minutes are from an additional item which had been requested by the Chair of the Council on 23<sup>rd</sup> June and Cllrs had been notified directly.

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| <b>67</b> | <b>Exclusion of the Public</b>   |  |
| 67.1      | It was moved that the public be excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2  |  |
| <b>68</b> | <b>Staffing</b>  |  |
| 68.1      | Cllrs were updated on the pressure on exiting staff in the interim period with no town clerk.  |  |
| 68.2      | <p>It was proposed that the Administrative Officer be offered a salary increase of £1.98ph to reflect the increased duties and responsibilities being undertaken. There would be NI and Pension contributions on top of this rate. This increase would be backdated to 19<sup>th</sup> May 2023 and cover 13 weeks.</p> <p><i>Proposed: Cllr Hodgson; Seconded: Cllr Hart</i></p> <p><b>The motion was agreed.</b></p> |  |

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Full Council Meeting

Date: 5<sup>th</sup> July 2023

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|-------------------|---|--|
| <b>69</b><br>69.1 | <b>To consider rewording the minutes from Full Council 14<sup>th</sup> June item 49</b>   |  |
|                   | This section of the meeting was to consider item 49 from the minutes of 14 <sup>th</sup> June 2023 – <u>see item 56.2</u>   |  |
| 69.2              | It was proposed to amend Section 4 in the JD for the Development Manager to read:<br>To develop and deliver plans for supporting businesses and visitors to the centre and act as a conduit between council and businesses.<br><i>Proposed: Cllr Miller; Seconded: Cllr Lyons</i><br><b>The motion was agreed</b> |  |

The meeting finished at 8.50pm.

Signed:



Full Council Meeting

Date: 5<sup>th</sup> July 2023

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