



Rugeley Town Council

Minutes of Full Council Meeting held at the Rugeley Town Council Offices 7.30pm Wednesday 6th September 2023

PRESENT:

Councillors:

P Ansell C Barkas
A Cooney M Davey
D Foceac D Gaye

I Gibson C Green (Vice Chair)

K Hart I Hodgson
R Hughes G Kirkham
J Lees A Miller

I Pyke N Stanley (Chair)

Also Present:

S Buxton - Town Clerk

A Mantle - Administrative Officer

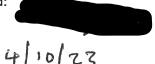
2 members of the public

Min No	Item	Action
70	Apologies	
70.1	Apologies were received from Cllrs Clark, Lyons and Sparkes	
72	Introduction to new councillors	
72.1	The chair welcomed Cllrs Gibson, Kirkham and Lees as this was their first full council meeting	
73 73.1	Declaration of Personal & Prejudicial interest in any item on the agenda Cllrs Cooney, Green, Hart, Hodson and Miller declared an interest in the car parking and business survey	
74	To receive requests for any dispensation	
74.1	The following requests for dispensations:-	5#2
	Cllr Cooney – car parking and business survey	
	Cllr Green – car parking and business survey	
	Cllr Hart – car parking and business survey	
	Clir Hodson – car parking and business survey	
	Agreed to grant these dispensations	

	Cllr Miller notified the council he should have applied for a dispensation prior to the meeting and was advised he need to complete this before the meeting	
75 75.1	Chair closed the meeting for public session A member of the public had visited the Town Council offices re: a number of items which he raised at this meeting:- - Island by Wetherspoons has now been tidied - Availability of RTC paperwork and information about the council for non internet users, e.g. calendar of meetings and agendas - Status of minutes as accurate official record	Clerk for October meeting
76	Chair re-opened the meeting	
77	To consider approving, signing and matters arising not on the	
77.1	agenda from the following council meetings:- Full council — 5 th July 2023 A spelling mistake was correct in minute 61.2 Proposed: Cllr Hart; Seconded: Cllr Green The minutes were agreed with no one against Cllrs Davey and Kirkham asked to see the report from the Independent Energy Advisor. This had only been a verbal report. Cllrs Kirkham, Gibson and Miller queried why actions on the minutes did not include the name of the person who was actioning and the date for completion.	
	No matters arising	
77.2	Extra Ordinary Full Council – 5 th July 2023 Proposed: Cllr Hart; Seconded: Cllr Green The minutes were approved	
	No matters arising	
77.3	Extra Ordinary Full Council — 19 th July 2023 Cllr Gibson asked to be added to the attendees Proposed: Cllr Hodgson; Seconded Cllr Hart Cllr Cooney said she was down as proposer and seconder on 6.2. It was amended to Cllr Green as seconder Proposed: Cllr Hodgson; Seconded Cllr Hart The minutes were approved	
	No matters arising	
77.4	Extra Ordinary Full Council – 26 th July 2023 Proposed: Cllr Pyke; Seconded: Cllr Foceac The minutes were approved	
	No matters arising	

Signed:

Date:



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78.1 78.2 78.3 78.4	To note the minutes from the following committee meetings:- Rose Committee – 28 th June 2023 Community Engagement Committee – 28 th June 2023 Planning Committee – 28 th June 2023 Finance and Management Committee – 28 th June 2023 These were noted	
79 79.1	Review of committee membership Cllr Kirkham asked to join the Finance and Management Committee Proposed: Cllr Cooney; Seconded: Cllr Hughes Cllr Ansell asked to join the Rose Committee Proposed Cllr Green; Seconded Cllr Gibson Cllr Lees volunteered to go on the Planning Committee Proposed Cllr Cooney; Seconded Cllr Hart All of the above appointments to committees were agreed	
80 80.1	Recommendations from Finance and Management Committee Review of signatories on Council accounts Lloyds Account – electronic authorisation – to add Cllr Kirkham Proposed: Cllr Hodgson; Seconded: Cllr Cooney	
	The motion was passed	
81 81.1	Virements The following virements from ear marked reserves to meet the costs of the repairs to the Landor Suite flat roof, solar panels, LED lighting, theatre heating breakdown and additional maintenance are required:- Solar panels and batteries £70,000.00 New flat roof for Landor suite £65,000.00 Renovations and renewals £32,227.40 Cllr Kirkham queried the LED costs didn't match the minutes. This is because the Theatre and Office LED costs have been combined Proposed: Cllr Green; Seconded: Cllr Gaye	
	The motion was passed	
82 82.1	Chair and Vice Chair Report Nothing to report	
83 83.1	Council Administration The clerk wished to tidy up a few administrative details:- All councillors are asked to phone the office to make an appointment before visiting.	All councillors
83.2	Most councillors have RTC emails, and she wished to confirm if anyone else wanted one. Cllrs Kirkham and Lees requested town council emails	Clerk for October meeting
83.3	At the moment all councillors are sent paper copies of the agenda and papers as well as by email. She wished to clarify who still wanted to	Clerk for October meeting

Signed:

Date: 4/10/23

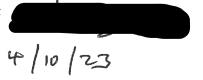
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	receive paper copies in order to minimise printing and postage costs. Clirs Ansell, Barkas, Cooney, Davey, Foceac, Gaye, Hart, Miller and Stanley all requested paper copies.	
84 84.1	Training The clerk had requested training through the SPCA/NALC to refresh her skills and the administrative officer has decided to delay the start of her CiLCA qualification. The new finance officer has not used Rialtus before like the clerk and both will need some training. They can either do online training at £230 per person for half a day, or in person training for multiple people at £250 per half day. The full day training covers all aspects of Rialtus up to month end. The clerk to undertake the SPCA/NALC identified and a days training for the clerk and finance office with Rialtus to be arranged Proposed: Cllr Cooney; Seconded: Cllr Hughes The motion was passed	Clerk as dates arise
85 85.2	Induction of New Councillors Cllr Kirkham raised the issued of the induction of new councillors The chair reminded councillors, that if they have questions, these should be directed to the clerk as the Proper Officer A welcome to councillors should include the following:- - Welcome email from the clerk - Welcome at the first full council meeting - Details of all Policies and Procedures - Details of training available, paid for by council - If possible, informal identification of a mentor - Informal social interaction where members willing Proposed: Cllr Kirkham; Seconded: Cllr Foceac The motion was passed, with 7 for and 6 against	Clerk on appointment of new councillors
86 86.1	Energy Members had received a report regarding the consideration of installation of solar panels. The chair reported that we are expecting a significant reduction in cost when the solar panels and battery project is all completed. It was reported that the LEDs in the office have been completed and the ones in the theatre will be completed next week	
86.2	The issue is identifying exactly where RTC electricity is being used in view of the cost of it to the council. It is hoped that when we have the results of the monitoring set up on the app, that we will have the information on what is used where and how much readily available.	
86.3	The clerk circulated the energy consumption details comparing this year with the previous year	

Signed:

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	The chair reported that heating costs had been particularly high in January due to the use of space heaters when the theatre heating broke	
1	down.	
	 The following checks are required with Western Power – the distributor:- Checking the meter is working correctly Checking that no accidental sharing of our meter or unauthorised/illegal cabling is in situ Identify the cost of having smart meters fitted to the Council offices and Theatre and an assurance that we will still retain our favourable night rate 	Clerk to report to October mtg
	Proposed: Cllr Kirkham; Seconded: Cllr Davey	
	The motion was carried	
87 87.1	Financial Transparency and expenditure Cllr Miller highlighted a number of items of expenditure that he felt needed further clarification. There was an invoice for roofing, that cost £7,600 without details of the work.	
	He also questioned various items purchased for Ukrainian refugees that had come to live in Rugeley. The Chair explained that the Council had agreed a budget equating to £50 per person. For a few individuals/families that figure was exceeded, whilst for others less was spent. The overall budget was not exceeded.	
	If Councillors have questions on specific transactions, they should direct them to the Clerk as the Proper Officer.	
88 88.1	Business survey results and action plan The Clerk reported that we had only had around 6 responses, including one tonight. This is an item for the Community Engagement Committee	
89 89.1	Car Parking Cllr Miller left the meeting.	
	Members were in receipt of a report on previous car parking discussions. It was noted that Hednesford has an arrangement with CCDC for free parking. The details of this could be found through a FOI request by a member of the public To invite Josh Newbury from CCDC to a future meeting Proposed: Cllr Stanley; Seconded: Cllr Cooney	Clerk for future mtg
	The motion was passed	
	Cllr Miller returned to the meeting	
90	Date of next meeting Wednesday 4 th October 2023 at 7.30pm	

Signed: New K 5Date: 4/10/23

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There being no other business, the Chair closed the meeting at 9.22pm

Signed: New 2 5-Date: 4/10/23

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