

Signed: [REDACTED]



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 70.1	Apologies Apologies were received from Cllrs Clark, Lyons and Sparkes	
72 72.1	Introduction to new councillors 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, Hodgson and Miller declared an interest in the car parking and business survey	
74 74.1	To receive requests for any dispensation The following requests for dispensations:- Cllr Cooney – car parking and business survey Cllr Green – car parking and business survey Cllr Hart – car parking and business survey Cllr Hodgson – 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	<p>Chair closed the meeting for public session</p> <p>A member of the public had visited the Town Council offices re: a number of items which he raised at this meeting:-</p> <ul style="list-style-type: none"> - 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 77.1	<p>To consider approving, signing and matters arising not on the agenda from the following council meetings:-</p> <p>Full council – 5th July 2023</p> <p>A spelling mistake was correct in minute 61.2 <i>Proposed: Cllr Hart; Seconded: Cllr Green</i> The minutes were agreed with no one against</p> <p>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.</p> <p>No matters arising</p>	
77.2	<p>Extra Ordinary Full Council – 5th July 2023</p> <p><i>Proposed: Cllr Hart; Seconded: Cllr Green</i> The minutes were approved</p> <p>No matters arising</p>	
77.3	<p>Extra Ordinary Full Council – 19th July 2023</p> <p>Cllr Gibson asked to be added to the attendees <i>Proposed: Cllr Hodgson; Seconded Cllr Hart</i> Cllr Cooney said she was down as proposer and seconder on 6.2. It was amended to Cllr Green as seconder <i>Proposed: Cllr Hodgson; Seconded Cllr Hart</i> The minutes were approved</p> <p>No matters arising</p>	
77.4	<p>Extra Ordinary Full Council – 26th July 2023</p> <p><i>Proposed: Cllr Pyke; Seconded: Cllr Foceac</i> The minutes were approved</p> <p>No matters arising</p>	

Signed: 

Full Council Meeting

Date: 4/10/23

<p>78 78.1 78.2 78.3 78.4</p>	<p>To note the minutes from the following committee meetings:- Rose Committee – 28th June 2023 Community Engagement Committee – 28th June 2023 Planning Committee – 28th June 2023 Finance and Management Committee – 28th June 2023</p> <p>These were noted</p>	
<p>79 79.1</p>	<p>Review of committee membership Cllr Kirkham asked to join the Finance and Management Committee <i>Proposed: Cllr Cooney; Seconded: Cllr Hughes</i> Cllr Ansell asked to join the Rose Committee <i>Proposed Cllr Green; Seconded Cllr Gibson</i> Cllr Lees volunteered to go on the Planning Committee <i>Proposed Cllr Cooney; Seconded Cllr Hart</i></p> <p>All of the above appointments to committees were agreed</p>	
<p>80 80.1</p>	<p>Recommendations from Finance and Management Committee Review of signatories on Council accounts Lloyds Account – electronic authorisation – to add Cllr Kirkham <i>Proposed: Cllr Hodgson; Seconded: Cllr Cooney</i></p> <p>The motion was passed</p>	
<p>81 81.1</p>	<p>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 <i>Proposed: Cllr Green; Seconded: Cllr Gaye</i></p> <p>The motion was passed</p>	
<p>82 82.1</p>	<p>Chair and Vice Chair Report Nothing to report</p>	
<p>83 83.1 83.2 83.3</p>	<p>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.</p> <p>Most councillors have RTC emails, and she wished to confirm if anyone else wanted one. Cllrs Kirkham and Lees requested town council emails</p> <p>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</p>	<p>All councillors</p> <p>Clerk for October meeting</p> <p>Clerk for October meeting</p>

Signed: 

Full Council Meeting

Date: 4/10/23

	<p>receive paper copies in order to minimise printing and postage costs. Cllrs Ansell, Barkas, Cooney, Davey, Foceac, Gaye, Hart, Miller and Stanley all requested paper copies.</p>	
<p>84 84.1</p>	<p>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 <i>Proposed: Cllr Cooney; Seconded: Cllr Hughes</i></p> <p>The motion was passed</p>	<p>Clerk as dates arise</p>
<p>85 85.2</p>	<p>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</p> <p>A welcome to councillors should include the following:-</p> <ul style="list-style-type: none"> - 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 <p><i>Proposed: Cllr Kirkham; Seconded: Cllr Foceac</i></p> <p>The motion was passed, with 7 for and 6 against</p>	<p>Clerk on appointment of new councillors</p>
<p>86 86.1</p>	<p>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</p>	
<p>86.2</p>	<p>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.</p>	
<p>86.3</p>	<p>The clerk circulated the energy consumption details comparing this year with the previous year</p>	

Signed: 

Full Council Meeting

Date: 4 / 10 / 23

	<p>The chair reported that heating costs had been particularly high in January due to the use of space heaters when the theatre heating broke down.</p> <p>The following checks are required with Western Power – the distributor:-</p> <ul style="list-style-type: none"> - 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 <p><i>Proposed: Cllr Kirkham; Seconded: Cllr Davey</i></p> <p>The motion was carried</p>	Clerk to report to October mtg
87 87.1	<p>Financial Transparency and expenditure</p> <p>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.</p> <p>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.</p> <p>If Councillors have questions on specific transactions, they should direct them to the Clerk as the Proper Officer.</p>	
88 88.1	<p>Business survey results and action plan</p> <p>The Clerk reported that we had only had around 6 responses, including one tonight. This is an item for the Community Engagement Committee</p>	
89 89.1	<p>Car Parking</p> <p>Cllr Miller left the meeting.</p> <p>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</p> <p>To invite Josh Newbury from CCDC to a future meeting</p> <p><i>Proposed: Cllr Stanley; Seconded: Cllr Cooney</i></p> <p>The motion was passed</p> <p>Cllr Miller returned to the meeting</p>	Clerk for future mtg
90	<p>Date of next meeting</p> <p>Wednesday 4th October 2023 at 7.30pm</p>	

Signed: 

Full Council Meeting

Date: 4/10/23

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

Signed: 

Date: 4/10/23