

Clerk's Report to Rugeley Town Council Community Engagement Committee



17th January 2024

Community Infrastructure Levy (CIL)

CCDC receives CIL from developments within their area. It is also referred to as neighbourhood funds. CIL Regulations 59A-59E (2010, as amended) require that 15% of the funds collected for the area in question are transferred to the relevant council – i.e. Rugeley Town Council in our case. If we had an adopted Neighbourhood Plan, we receive 25% of the receipts.

Since 1 April to 30th September 2023, the council has received £12,275.65 in CIL receipts from developments with the area of RTC, of which we received £1,890.83 (15%).

The receipts come from the following developments:-

Holly Lodge Close – Erection of 3 bed dormer bungalow
Rutland Avenue – Erection of 2 bed detached bungalow
Bower Lane – Erection of 1 bungalow to the side of a property

This neighbourhood money can be spent on infrastructure projects e.g. play area or anything else that helps support the developments occurring in the town. E.g. affordable housing provision.

By 31st December 2023 the council has to submit an annual report to CCDC outline CIL receipts received and how the money has or will be spent, and any money recovered by CCDC if it is spent inappropriately or not spent within 5 years.

NB – Holly Lodge Close development is from 2019

Town Crier – Draft Agreement

I have put together the agreement below by reference to other Town Council Town Crier arrangements.

RUGELEY TOWN COUNCIL

Town Crier – Volunteer Agreement

Rugeley Town Council has decided to appoint a Town Crier as part of its commitment to promoting the town. The appointment will be a voluntary post as part of Rugeley Town Council.

The Town Crier's main activities are to promote the Town Council events and occasions. The Crier will also be available to help promote other groups' activities and events within the town.

This agreement is not a contract of employment, is binding in honour only and may be cancelled at any time at the discretion of either party. That said, this agreement sits in parallel and is considered alongside the Terms of Reference for the post below

1. Objective

The Town Crier is a voluntary position undertaken by choice and is unpaid and the Town Crier is not invited to carry out work to replace paid staff.

2. Rights and responsibilities of volunteers

- 2.1 The Town Clerk is responsible for ensuring that the Town Crier is clear about his/her rights and responsibilities and that the relationship between paid staff the Town Crier is mutually supportive.
- 2.2 Rugeley Town Council recognises that the Town Crier will have the right to:-
 - know what is expected of him/her
 - Understand agree to the description of the role of Town Crier
 - Be shown appreciation for the work they do
 - Work in a safe and risk free environment in line with Health and Safety
 - Be free from discrimination, in line with the council policies
 - Be covered under the Council's insurance policy whilst undertaking duties on behalf of the council
 - Where possible be consulted on decisions that will affect the work they are doing

3. Expectations of Rugeley Town Council

- 3.1 The Town Crier represents Rugeley and its residents and is expected to maintain a high standard of appropriate behaviour and courtesy at all times.
- 3.2 Rugeley Town Council expects that the Town Crier will:-

- Carry out the duties in a way that honours the traditions and heritage of the Town Crier role
 - Ensure that the cries carried out are in good taste and in the spirit of the role
 - Be reliable
 - Be honest
 - Treat all people equally
 - Attend training sessions as and when agreed
 - Meet time and duty commitments
 - Respect confidentiality
- 3.3 The Council has the right **to cancel this agreement** if the Town Crier fails to meet the expectations outlined in 3.2 above or brings Rugeley and/or its Town Council into disrepute

4. Town Crier Role

4.1 Purpose of the role

To carry out the duties to promote the town of Rugeley and all manner of positive activities carried out in their name and to bring credit to the town in all that the Town Crier does

4.2 Responsible to

Director of Community Engagement on a day to day basis with overall responsibility held by the Town Clerk

4.3 Level of Commitment

Throughout the year, the Town Crier is expected to support town council and town events and perform cries throughout the year promoting various events being held within the town. The amount of time to be devoted will be whatever is **considered mutually appropriate** to create a credible role as Town Crier

4.4 Duties involved

- To promote Rugeley locally and further afield if deemed appropriate and beneficial to the Town
- To support local organisations, charities and groups where they wish you to do so by your attendance at functions and activities
- To open events and new businesses if requested to do so
- To give talks if able to do so on the role of the Town Crier

4.5 To become a member of the Ancient and Honourable Guild of Town Criers

- All engagements, including any private work to be undertaken as Town Crier, to be subject to the approval of Rugeley Town Council and the Town Clerk to help ensure these are appropriate to uphold the dignity of the post

4.6 Personal qualities required

Strong sense of duty, together with diplomacy, courtesy and an outgoing and warm personality, which most people will readily relate to

4.7 Relevant Qualities/Experience Essential

- A clear rich voice with good volume even without amplification
- Able to meet and interact well with people individually and in groups
- Affable
- Good oral skills

- Good at organising self, reliable and punctual

Desirable

- Can show that has worked with people of all kinds without discrimination
- Able to communicate well at all levels
- Master of Ceremonies – able to take on that role with some tyle if asked

4.8 Attributes

- A team player but able to work on own initiaitive
- Positive 'can-do' attitude
- Able to stay neutral and not take sides

4.9 Skills

The Town Crier will be expected to have, and to develop, a good local knowledge with an understanding of Rugeley, its history, its culture and businesses and to promote them accordingly

5. Costume (Livery)

The Town Crier will be required to wear the traditional costume of the Town Crier when performing relevant duties. The Town Crier currently has a set of livery, but some items need to be replaced as they are old and worn. Items purchased by the Town Council will remain the property of Rugeley Town Council and must be returned at the end of the appointment. The livery should not be worn outside of Rugeley unless on an official engagement directly representing the town.

6. Guild of Town Criers

The Town Crier is encouraged to join the nationwide Ancient and Honourable Guild of Town Criers or Loyal Company of Town Criers and the annual membership fee will be reimbursed by the Town Council. Attendance at competitions, unless at their own expenses, mut be agreed in advance by the council through the Town Clerk.

Public liability insurance is also available through membership fo the Ancient and Honouralbe Guild of Town Criers & Loyal Company of Town Criers.

The Official Appointment of a Town Crier has to be brought before a full meeting of Rugeley Town Council to voted on and recorded in the council minutes

The appointment will be made annually and reviewed and renewed every year in March.

7. Commercial Activities

Invitations to perform commercial cries for local businesses in the area, such as the opening of stores etc, are both encourage and allowed subject to prior approval from the Town Clerk to ensure they are appropriate to uphold the dignity of the post.

The council has no preconceived view on the number or frequency of commercial cris that should be undertaken. The Town Crier will have full responsibility for arranging any commercial cries and for negotiating of a fee (if charge) for undertaking such engagements. **What should happen to any fees collected – presumable paid over to RTC?**

Signed on behalf of Rugeley Town Council

Signature

Position

Name in Full

Date

Signed by the Town Crier

Signature

Name in Full

Date

Function/booking form to be added

6. Cllr Hodgson:-

- Horsefair is the home to the original Charter Fair
- Last two events have been lost to inclement weather and had to be canceled
- If on tarmac – no problem with access
- Would Stokes fit on car park behind Iceland?
- Where would the accommodation trailers go?
- What would CCDC charge?
- People live in bungalows nearby
- Would public be happy losing main car park
- Has to fit
- Could the closure of Horsefair be approved?
- Old Aelfgar site and car park
- Rugby field behind the church – poor access
- Stokes want a three day event
- Cllr Sparkes would like it on Hagley Field, hire would be FOC, but there would be a damage waiver

7. Site visit suggested

- LH side of field is the driest and football pitch closes to Hart School is driest
- If wet, light vehicles can still get stuck
- S Bird will look at the price of tractile
- Contacts for P Sparkes to contact SCC/EA – to see if help
- Hagley Field is now smaller, due to the bund

8. Sponsorship

- Letters to major businesses
- Draw up a list of items to sponsor
- S Bird will draft brochure and do letters
- Inflatable 5 aside – Cllr Sparkes would sponsor
- Charter Fair Friends will sponsor bags of sweets for children – c. 500

9. Possible attractions

- Air ambulance
- Fire engine
- Charities

10. Booking Acts

- It is getting quite late to look acts
- Stage - £2,000-£2,500 with PA and lighting
- Could include a concert/movie in the evening
- Fireworks would be £10K+ - but always good
- Inflatables have gone really well in past – not too heavy
- Vintage vehicles – Sun am
- Inflatables 5 side
- Tug o War

- Fair wouldn't be massive – 7 rides max
11. Next meeting
 - Need a plan
 - Hagley Park School has been handed back to SCC
 12. Length of event
 - Cars in the Park works at Lichfield because it is two days
 - Charter Fair has only been 3-4 hour event in the past
 - Hope we could at least do 10-10
 - Could it be extended into Sunday
 13. Parade
 - This is good for the town
 - Could it be a different take on a parade
 14. Finance
 - Think should be mainly covered by sponsorship
 - CEC Budget – allows for one big annual event
 - Council contingency
 15. Food and drink
 - The Vine has a travelling liquor licence
 - Alcohol discussed
 - One contractor looks after catering and does all the checks
 16. Logo
 - Is there a Charter Fair logo – S Bird will look for one and modernise
 17. Next steps
 - Report to CEC mtg – S Bird
 - Site mtg
 - Sponsorship brochure/letters
 - Next mtg – 8th Jan at 7.00pm

There being no other business the meeting was closed at 8.07pm

Notes of Charter Fair Working Party 8th January 2024

PRESENT: Councillors: D Gaye (Chair) K Hart
P Sparkes

ALSO PRESENT: S Buxton – Town Clerk
D Podmore

18. Apologies

Cllrs Barcas, Cooney and Hodgson and S Bird

19. Venue

- Hagley Field preferred site
- Stokes will not go on Hagley Field without appropriate hard standing track. He's booked Green Lane for 6-8 June 2024. After 2016, it was agreed that the surfacing would be sorted on Hagley Field, but so far this has not been done. Cllr Sparkes reported that the budget is closed and there is no funding available so it remains undone
- Could you access Hagley Field by Leisure Centre
- D Podmore estimates £20K to sort surfacing, but who would pay? Alternatively, could hire the tractile
- Community Centre is have the tarmac done, but don't know when. Concern that trucks going over it could damage tarmac if not done properly. Cllr Sparkes still have a right of access for trucks etc. Cllr Sparkes has confirmation in writing that he is not liable for any damage done to the surfacing by his traffic going in and out.
- Been waiting for four years for the surfacing to be done by SCC
- If surfacing not resolved, could you do event on Saturday at Green Land and then one at Hagley Field – sports events – on the Sunday. It's not ideal, but is a back up
- S Bird was going to look at tractile. Estimate needs to be approx. 12' x 80'
The clerk will look into tractile, speak to Hawkins at the Levels
- If on Green Lane – need to approach CEC committee for funding
- If on Green Lane, fair needs to close earlier due to close proximity of houses

20. Finance

- D Podmore asked if money had been discussed at the council, he had suggested £5K at last meeting
- Aim is to get sponsorship to cover costs

21. Sponsorship

- D Podmore has three small sponsors of about £200 - £300
- There are no big employers in Rugeley now

- Maybe worth contacting Amazon, but they did let us down at Christmas

22. Attractions

- RMT
- Punch and Judy
- Ferret racing
- Dave Podmore – sweets
- Stage – with performances
- Any local bands
- Food concessions – beer tent – Vine has a travelling licence
- Cannock Chase Radio
- Charity stall holders
- Air ambulance
- Fire Engine

23. Car Parking

- Could ask Olivia if we could use Hagley Park **Town Clerk to check**
- D Podmore, commented that 80% of those attending walk, so car parking not a huge issue
- P Sparkes has used parking at Churchfields School in the past

24. CEC Agenda

- Tractile matting to take HGVs
- Sponsors
- Booking Punch and Judy
- Contact RMT as last year
- Ferret racing – contact Cllr Barcas
- Budget – used to be £10K to £12K but with inflation more like £15K+ now. Request minimum of £5K, but £10K and £20K discussed
- Last two years have seen the Jubilee and Coronation celebration events

25. Funding ideas

- Chaserider community pot
- Landlords at Brewert Stree
-

26. Advertising

- Advertise much wider than Rugeley – e.g. Cannock, Lichfield – free event attractive
-

27. Next steps

- Booking Punch and Judy
- Contact RMT as last year
- Ferret racing – contact Cllr Barcas
- CCDC licence?
- for the town
- Could it be a different take on a parade

- Next meeting Thursday 18th January at 5.30pm

There being no other business the meeting was closed at 7.55pm

Source: Sue Buxton - Town Clerk