



Rugeley Town Council

Minutes of Full Council Meeting held at the Rugeley Town Council Offices
7.30pm Wednesday 10th January 2024

PRESENT:


Councillors:-	W Clark	M Davey
	D Gaye (Chair)	K Hart
	G Kirkham	J Lees
	A Miller	P Sparkes

In attendance:-
S Buxton - Town Clerk
M Matthews – Finance Officer
4 members of the public

Min No	Item	Action
152.0	Election of Chair <i>Proposed: Cllr Miller; Seconded: Clark</i> Agreed that Cllr Gaye be elected chair for this meeting	
153.0 153.1	To receive any apologies Apologies were received from Cllrs Ansell, Barkas, Cooney, Focac, Gibson, Green, Hodgson, Hughes, Lyons, Pyke, Stanley Agreed that all the apologies be from Cllrs Ansell, Barkas, Cooney, Focac, Gibson, Green, Hodgson, Hughes, Lyons, Pyke, Stanley be accepted	
154 154.1	Declaration of personal & prejudicial interest in any item on the agenda None	
155 155.1	To receive any requests for dispensation None	
156 156.1	Audit Discussion with Sandie Morris on internal audit Unfortunately there has been a misunderstanding over the date. <i>Proposed: Cllr Hart; Seconded: Cllr Miller</i>	Attached

Signed:

Date:


10.2.24

156.2	<p>Agreed that Sandie Morris be invited to the next full council meeting</p> <p>AGAR – annual governance return, the consideration of this had been overlooked due to the change in personel</p> <p><i>Proposed Cllr Sparkes; Seconded: Cllr Hart</i></p> <p>Agreed that the AGAR for 2022/23 be accepted</p>	
157 157.1	<p>Chair to close meeting for public session</p> <p>A resident read out a statement regarding the full council meeting on 6th December 2023, concerning comments made by Cllr Clark regarding Special Sergeant Kevin Lee, which she felt were inappropriate and she requested an apology be at this meeting from Cllr Clark. Cllr Clark apologised that she was offended.</p>	CSG
157.2	<p>A second resident asked questions re: no. of wards, voters, councillors. He had previously handed the clerk a note of his questions and she would be replying under the Freedom of Information Act</p>	
157.3	<p>What does the councillors do as there are problems with a drain on Bower Lane, and two councillors have told him it is nothing to do with them. Cllr Gaye this has been reported to South Staffs Water</p>	
158	<p>Chair to reopen meeting</p> <p>The chair re-opened the meeting</p>	
159 159.1	<p>To consider approving and signing the meeting held on 6th December 2023</p> <p>Minute 139 – Cllr Kirkham requested that the third sentence be amended to read "An email had been sent to the to discuss staff costs", so as to remove the duplication and the word derogatory</p> <p><i>Proposed Cllr Kirkham; Seconded: Cllr Lees</i></p> <p>The minutes were then considered for approval</p> <p><i>Proposed Cllr Hart; Seconded: Cllr Kirkham</i></p> <p>Agreed that the minutes of the meeting held on 6th December 2023 be signed as a true and correct record</p>	CSG
160	<p>Matters arising</p>	
161 161.1 161.2 161.3 161.4	<p>To note the minutes from the following committee meetings:-</p> <p>Rose Committee – 13th December 2023</p> <p>Community Engagement Committee – 13th December 2023</p> <p>Planning Committee – 20th December 2023</p> <p>Finance and Management Committee – 20th December 2023</p>	
162 162.1	<p>Budget 2024/25</p> <p>Councillors were in receipt of the preliminary budget report for 2024/25, before it goes to committees.</p>	

Signed: 


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<p>163 163.1</p>	<p>Pedestrianisation and vehicular access Cllr Kirkham had spoken to District Councillor Peter Kruskonjic and he asked to defer further discussion until he had additional information</p>	<p>Feb mtg</p>
<p>164 164.1 164.2</p>	<p>Review of bank account signatories/approvers Some of the accounts have retired councillors still listed and the clerk sought clarification of the mandates for each account</p> <p><u>Lloyds – current account (main account)</u> Council to consider and approve the following:- Bank mandate for Lloyds Bank account to be amended accordingly to allow the following:-</p> <ul style="list-style-type: none"> - Cllrs C Green and D Gaye – full power signatory and full internet banking access (can't split) - Cllrs P Ansell and A Cooney – cheques only - Cllrs N Stanley and G Kirkham – online authorisers only - S Buxton and M Matthews – online create and view only <p><i>Proposed: Cllr Hart; Seconded: Cllr Sparkes</i> Agreed that the Lloyds Bank mandate should be as follows:-</p> <ul style="list-style-type: none"> - Cllrs C Green and D Gaye – full power signatory and full internet banking access (can't split) - Cllrs P Ansell and A Cooney – cheques only - Cllrs N Stanley and G Kirkham – online authorisers only - S Buxton and M Matthews – online create and view only <p><u>Lloyds – current account for LDD</u> Council to ratify the proposal from Finance and Management to make Cllrs Hart and Hughes and S Buxton the new signatories on the LDD account <i>Proposed Cllr Kirkham; Seconded: Cllr Lees</i> Agreed that the LDD bank mandate should have Cllrs Hart and Hughes and S Buxton as the new signatories</p> <p><u>CCLA account</u> Council to consider and approve the following:- Bank mandate for CCLA account to be amended accordingly to the following:-</p> <ul style="list-style-type: none"> - Correspondent and online – S Buxton - Signatories – C Green, I Hodgson, N Stanley, S Buxton, M Matthews - Online access – to be added for all by correspondent <p><i>Proposed: Cllr Sparkes; Seconded: Cllr Clark</i> Agreed that the CCLA mandate should be</p> <ul style="list-style-type: none"> - Correspondent and online – S Buxton - Signatories – C Green, I Hodgson, N Stanley, S Buxton, M Matthews - Online access – to be added for all by correspondent <p>Unity Trust</p>	

Signed: 

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	<p>Council to consider and approve the following:- Bank mandate for Unity Trust account to be amended accordingly to the following:-</p> <ul style="list-style-type: none"> - Correspondent – S Buxton - Signatories/online – A Cooney, C Green, N Stanley, M Matthews, S Buxton, AN Other - Online view only – A Mantle <p><i>Proposed: Cllr Sparkes; Seconded: Cllr Lees</i> Agreed that the Unity Trust Mandate be amended as follows:-</p> <ul style="list-style-type: none"> - Correspondent – S Buxton - Signatories/online – A Cooney, C Green, N Stanley, M Matthews, S Buxton, AN Other - Online view only – A Mantle <p>This is one less councillor than previously, but it was felt that this was not a problem <i>Proposed: Cllr Sparkes; Seconded: Hart</i> Agreed that three signatories on the LDD account was sufficient <u>Approval of invoices and checking of bank statements</u> Council to consider and approve the following:- Two councillors be designated to check the bank statements to the invoices on a monthly basis Cllr Kirkham - <i>Proposed: Cllr Hart; Seconded: Cllr Miller</i> <i>Cllr Lees – Proposed: Cllr Miller; Seconded: Cllr Hart</i> Agreed that Cllrs Kirkham and Lees be designated to check the bank statements to invoices on a monthly basis</p>	
<p>165</p>	<p>Review of committee membership There is vacancy on the Rose Committee <i>Proposed: Cllr Sparkes; Seconded: Cllr Hart</i> Agreed that Cllr Miller be appointed to the Rose Committee</p>	
<p>166</p>	<p>Board Walk This is to be deferred to the next meeting <i>Proposed: Cllr Hart; Seconded: Cllr Gaye</i> Agreed to defer discussion on the boardwalk until the February meeting</p>	<p>Feb mtg</p>
<p>167</p>	<p>Chair and Vice Chair Reports None</p>	
<p>168</p>	<p>Training Councillors were in receipt of the clerk’s report and the training for M Matthews – FiLCA; S Buxton – Practitioners’ Conference, Appraisal Training and Community Engagement Training <i>Proposed: Cllr Kirkham; Seconded: Cllr Hart</i> Agreed that the following training be agreed:- M Matthews – FiLCA and S Buxton - Practitioners’ Conference, Appraisal Training and Community Engagement Training</p>	

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169	Recording of Meetings To be deferred to the next meeting	
170	Parish Meeting This has to be held between 1 st March and 1 st June each year It was considered whether this should be more interactive, possibly a workshop	
171	Items for future meetings:- Electricity – F&M Elmore Toilets – Community and Engagement Chairs from Rose and CEC Committees to Feb mtg re: ideas for next year, along with the Theatre Director and Manager	
172 172.1	Date of next meeting The next meeting of the town council will be on Wednesday 7 th February 2024 Agreed that the next full meeting of the council will be held on Wednesday 7 th February 2024	
173	Exclusion of the Public The chair 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	

The meeting closed at 8.55pm

Signed: 

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