



# Rugeley Town Council

Minutes of Full Council Meeting held at the Rugeley Town Council offices  
7.30pm Wednesday 6<sup>th</sup> March 2024

**PRESENT:**

Councillors:-	P Ansell	C Barkas	W Clark
	D Foceac	D Gaye (Chair)	K Hart
	R Hughes	G Kirkham	A Miller

**In attendance:-** S Buxton - Town Clerk  
2 Police officers  
4 members of the public

Min No	Item	Action
204	<b>Election of Chair for this meeting</b> <i>Proposed: Cllr Hart; Seconded: Cllr Kirkham</i> <b>Agreed</b> that Cllr Gaye be appointed chair for this meeting	
205	<b>Apologies</b> Apologies were received from Cllrs Cooney, Gibson, Lees, Lyons and Pyke. <b>Agreed</b> that the apologies be accepted	
206	<b>Declaration of personal &amp; prejudicial interest in any item on the agenda</b> None	
207	<b>To receive any requests for dispensations</b> None	
208	<b>Internal Auditor</b> Presentation by Paul Russell – internal audit candidate, with an opportunity for questions and report re: charges Unfortunately, Paul Russell has not yet arrived	
209	<b>Police report</b> Chad Carrington addressed the council with details of the February police report which had been sent to the clerk for councillors. Joint	

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Date:

	patrols with SCC are to be arranged as only SCC can issue tickets for traffic contravening the pedestrian order. SCC is unable to accept photographs from the public as evidence	
<b>210</b> 210.1	<b>Chair to close meeting for public session</b> No one wished to address the council	
<b>211</b>	<b>Chair to reopen meeting</b> The meeting was re-opened	
<b>212</b>	<b>To consider approving and signing the minutes of the Full Council – 7<sup>th</sup> February 2024</b> <i>Proposed: Cllr Hart; Seconded: Cllr Hughes</i> <b>Agreed</b> that the minutes of the meeting held on 7 <sup>th</sup> February 2024 be signed as a true and correct record	
<b>213</b>	<b>Matters arising</b> None	
<b>214</b> 214.1 214.2 214.3 214.4	<b>To note the minutes from the following committee meetings:-</b> Rose Committee – 17 <sup>th</sup> January 2024 Community Engagement Committee – 17 <sup>th</sup> January 2024 Planning Committee – 24 <sup>th</sup> January 2024 Finance and Management Committee – 24 <sup>th</sup> January 2024 <b>Noted</b> the minutes of the above meetings	
<b>215</b>	<b>Election of Vice Chair to Annual Parish Council Meeting</b> <i>Proposed: Cllr Hart; Seconded: Cllr Hughes</i> <b>Agreed</b> that Cllr Gaye be elected Vice Chair for the remainder of the council year	
<b>216</b> 216.1	<b>Committees</b> <b>Review of membership following resignations</b> <i>Proposed: Cllr Kirkham; Seconded: Cllr Hughes</i> <b>Agreed</b> that Cllr Lees to join the F&M Committee <i>Proposed: Cllr Kirkham; Seconded: Cllr Hughes</i> <b>Agreed</b> that Cllr Miller to join the C&E Committee <i>Proposed: Cllr Miller; Seconded: Cllr Gaye</i> <b>Agreed</b> that Cllr Clark to join the C&E Committee <i>Proposed Cllr Kirkham; Seconded: Cllr Hughes</i> <b>Agreed</b> that Cllr Hughes to join the Planning Committee The clerk confirmed with members who wished to receive paper copies of meeting papers	
216.2	<b>Review of terms of reference</b> Councillors were in receipt of the current terms of reference. It was noted that when all committed items are paid, the council only has approximately £30,000 available for other projects.	<b>Clerk to update</b>

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	<p>Two amendments to the Committee Terms of Reference were discussed.  <i>Proposed: Cllr Kirkham; Seconded: Cllr Miller</i>  <b>Agreed</b> that the first paragraph under the 5. Community Engagement Committee, be amended to read:-                      "To oversee the development and delivery of projects, promotions, events and activities to the benefit of the community within the parish of Rugeley that have been presented to and agreed by Full Council".  <b>Agreed</b> that the second paragraph under 6. Rose Theatre Committee, be amended to read:-                      "To oversee the development and delivery of projects, promotions, events and activities to the benefit of the community, within the Rose Theatre, that have been present to and agreed by Full Council".</p>	
<p><b>217</b> 217.1</p>	<p><b>Finance</b>  <b>Bank account signatories</b> – recommendations from F&amp;M  <i>Proposed: Cllr Kirkham; Seconded: Cllr Hughes</i>  <b>Agreed</b> that Chris Green be removed from the Lloyds mandate and Cllr Foceac be added to the Lloyds mandate to sign cheques and act as a full power mandate  <i>Proposed: Cllr Hughes; Seconded: Cllr Gaye</i>  <b>Agreed</b> that Chris Green and Ian Hodgson be removed from the CCLA mandate and Cllrs Foceac and Hart are both added to the CCLA mandate as cheque signatory and online user  <i>Proposed; Cllr Gaye; Seconded: Cllr Hughes</i>  <b>Agreed</b> that Chris Green be removed from the Unity Trust mandate and Cllr Hart be added to the Unity Trust mandate as a cheque signatory and online user</p>	<p><b>Clerk to action</b></p> <p><b>Clerk to action</b></p> <p><b>Clerk to action</b></p>
217.2	<p><b>Electricity and Solar Panels</b> – these were discussed at length  <i>Proposed: Cllr Kirkham; Seconded: Cllr Hughes</i>  <b>Agreed</b> that a working party of Cllrs Hart, Kirkham and Miller should meet with the clerk to try to resolve the issues with electricity and solar panels  <i>Proposed: C Cllr Foceac; Seconded: Cllr Hughes</i></p>	
217.3	<p><b>UKSP Fund - Pizza Oven/Coffee Machine and Cocktail Machine</b> – these were discussed in detail  <i>Proposed: Cllr Kirkham; Seconded: Cllr Barkas</i>  <b>Agreed</b> that all further works on the installation of the pizza oven be suspended pending the provision by the Rose Committee of a full business case, including installation, costs, training, wastage</p>	<p><b>Clerk to arrange with Rose Committee</b></p>
<b>218</b>	<p><b>Councillor Emails</b>                      The clerk had clarified earlier that the emails of Cllrs Clark and Miller were not working and she would raise a ticket for this</p>	<p><b>Clerk to action</b></p>
<b>219</b>	<p><b>Training</b></p>	

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219.1	<b>Councillor training</b> – Be a better councillor Cllrs Foceac, Gaye, Hart and Kirkham all requested to attend the Be a Better Councillor training	<b>Clerk to action</b>
219.2	<b>Report on Practitioners Conference for Clerks</b> – councillors were in receipt of the clerk’s report	<b>Clerk to action</b>
219.3	<b>New Councillor Induction</b> – draft induction package Cllrs Gaye, Hart, Kirkham and Miller volunteered to attend a practice run of the new package by the clerk	
219.4	<b>Data Protection Training</b> – the clerk is booked onto this training	
<b>220</b>	<b>Pedestrianisation and vehicular access</b> Cllr Kirkham reported on the current situation which seems to have no solution at the moment. He is waiting to hear from SCC re: CCTV monitoring. <i>Proposed: Cllr Kirham; Seconded: Cllr Miller</i> <b>Agreed</b> to contact CCDC and ask them the status of the CCTV in Rugeley	
<b>221</b>	<b>Car parking</b> Cllr Kirkham reported that there is no update. He has contacted Cllr Newbury twice but had no reply re a meeting of the working party. Confirmed the working party would be Cllrs Kirkham and Pyke and Cllr Hughes would replace Paul Sparkese	
<b>222</b>	<b>Boardwalk</b> Cllr Lyons reported that the proposals have been sent to CCDC cabinet	
<b>223</b>	<b>Dog waste facilities and owner responsibilities</b> This has been raised by a member of the public. Cllr Barkas has spoken to the Environment Agency who will put up extra signage and CCDC will patrol hot spots	
<b>223</b>	<b>Annual Parish Meeting and Community Conference</b> <i>Proposed: Cllr Kirkham; Seconded: Cllr Hart</i> <b>Agreed</b> that this could be linked to the grant applications in future and a working party could look at this. <i>Proposed: Cllr Kirkham; Seconded: Cllr Gaye</i> <b>Agreed</b> that this should be considered by the Community Engagement Committee for this year	
<b>225</b>	<b>Recording of Meetings</b> To be deferred to the next meeting	
<b>226</b>	<b>Town Crier</b> <i>Proposed: Cllr Kirkham; Seconded: Cllr Hart</i> <b>Agreed</b> that the agreement for the Town Crier be approved for signing by the Town Crier and the Town Clerk	

Signed:

Date:

<p><b>227</b></p>	<p><b>Items for future meetings:-</b></p> <ul style="list-style-type: none"> <li>- Upkeep of listed buildings with CCDC – April</li> <li>- Internal auditor</li> <li>- Email monitoring</li> <li>- Dog waste facilities and owner responsibilities</li> <li>- Standing orders</li> <li>- Recording of meetings policy - enforcement</li> <li>- Rose Theatre operational costs</li> <li>- Rose Theatre strategy</li> <li>- Report on UKSP funding – Pizza oven</li> </ul>	
<p><b>228</b></p>	<p><b>Date of next meeting</b> The next meeting of the town council will be on Wednesday 3<sup>rd</sup> April 2024</p>	
<p><b>229</b></p>	<p><b>Exclusion of the Public</b> To move 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</p>	

The meeting closed at 9.17pm

Signed:

Date: