



# Rugeley Town Council

Minutes of Full Council Meeting held at the Rugeley Town Council Office  
7.30pm Wednesday 3<sup>rd</sup> April 2024

**PRESENT:**

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

**In attendance:-** S Buxton - Town Clerk  
M Matthews – RFO  
Mr P Russell – internal audit candidate (part)  
Mr T Harrison – Creative Car Parks (part)  
2 members of the public

Min No	Item	Action
<b>1</b>	<b>Apologies</b> Apologies were received from Cllrs Focac, Gibson, Lees and Lyons <b>Agreed</b> that the apologies be accepted	
<b>2</b>	<b>Declaration of personal &amp; prejudicial interest in any item on the agenda</b> None	
<b>3</b>	<b>To receive any requests for dispensations</b> None	
<b>4</b>	<b>Internal Auditor</b> Presentation by Paul Russell on his background and approach to internal audit <i>Proposed: Cllr Hart; Seconded: Cllr Kirkham</i> <b>Agreed</b> that Mr Russell be appointed as Internal Auditor for Rugeley Town Council	

Mr Russell left the meeting

<b>5</b>	<b>Cannock Chase District Council – Listed Buildings</b>	
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Signed:

Date:

	Lucy Macdonald and Sushi Birdi had not arrived	
<b>6</b>	<p><b>Rose Theatre Car Park Management</b>                  Presentation by Tim Harrison from Creative Car Parks on a management scheme for the Rose Theatre car park                  A copy of the terms and conditions is required and then it will be discussed at the next Rose Committee meeting</p>	

Mr Harrison left the meeting

<b>7</b>	<p><b>Chair to close the meeting for public session</b>                  A member of public raised the following points:-                  - Had the council acknowledged the death of Cllr Davey                  - What had been the process for approving the solar panels installation and payment                  -</p>	
<b>8</b>	<p><b>Chair to reopen meeting</b>                  The meeting was re-opened</p>	
<b>9</b>	<p><b>Change in the order of business</b>                  Following the resignation of Cllr Stanley, the council needed to elect a chair  <i>Proposed: Cllr Kirkham; Seconded: Cllr Gaye</i>  <b>Agreed the item 249 Election of Chair be taken as the next item of business</b></p>	
<b>10</b>	<p><b>Election of chair</b>  <i>Proposed: Cllr Hart; Seconded: Cllr Kirkham</i>  <b>Agreed</b> that Cllr Gaye be elected Chair of the Council</p>	
<b>11</b>	<p><b>To consider approving and signing the minutes of the Full Council – 6<sup>th</sup> March 2024</b>  <i>Proposed: Cllr Hart; Seconded: Cllr Pyke</i>  <b>Agreed</b> that the minutes of the meeting held on 6<sup>th</sup> March 2024 be signed as a true and correct record</p>	
<b>12</b>	<p><b>Matters arising</b>                  None</p>	
<b>13</b>	<p><b>To note the minutes from the following committee meetings:-</b></p>	
13.1	Rose Committee – 14 <sup>th</sup> February 2024	
13.2	Community Engagement Committee – 14 <sup>th</sup> February 2024	
	Planning Committee – 21 <sup>st</sup> February 2024 - none	
13.3	Finance and Management Committee – 21 <sup>st</sup> February 2024	
	<b>Noted</b> the minutes of the above meetings	

Signed:

Date:

14	<p><b>Finance</b>  <b>Electricity</b> – it has been confirmed that the meter is taking off our self generated supply from total usage before our bills are raised. The savings are limited because the new electric contract is significantly higher and this is now being looked into and other options considered  <b>Solar panels – Enquiry from Member of the Public</b> - Energy Box are awaiting a report on the monitoring they have done this last week, and invite any councillors who want to, to visit and been shown the solar panels machinery.</p>	Clerk to reply with available info
15	<p><b>Chair and Vice Chair reports</b>  Nothing to report</p>	
16	<p><b>Annual Parish Assembly and Community Event – 16/5/24</b>  To be finalised at the next Community and Engagement Event</p>	
17	<p><b>St George’s Day</b>  <i>Proposed: Cllr Clark; Seconded: Cllr Ansell</i>  <b>Agreed</b> that the Town Crier be approached to see if he is available that day to make a proclamation</p>	
18	<p><b>D Day – 80<sup>th</sup> Anniversary</b>  <i>Proposed: Cllr Gaye; Seconded: Cllr Hart</i>  Agreed that the Community and Engagement will finalise the arrangements for D Day at their next meeting</p>	
19	<p><b>Charter Fair</b>  Reminder of the date – 8/9<sup>th</sup> June and the need for volunteers  Everyone welcome at the next meeting – 8<sup>th</sup> April at 7.00pm</p>	
20	<p><b>Pedestrianisation and vehicular access</b>  <i>Proposed: Cllr Kirkham; Seconded: Cllr Clark</i>  <b>Agreed</b> that Pedestrianisation and vehicular access be deferred to a future agenda</p>	
21	<p><b>Car parking</b>  <i>Proposed: Cllr Kirkham; Seconded: Cllr Clark</i>  <b>Agreed</b> that Car parking be deferred to a future agenda</p>	
22	<p><b>Boardwalk</b>  Cllr Lyons has a meeting regarding the Boardwalk this week  <i>Proposed: Cllr Kirkham; Seconded: Cllr Clark</i>  <b>Agreed</b> that the Boardwalk be deferred to a future agenda</p>	
23	<p><b>Dog waste facilities and owner responsibilities</b>  <i>Proposed: Cllr Kirkham; Seconded: Cllr Clark</i>  <b>Agreed</b> that Dog waste facilities and owner responsibilities be deferred to a future agenda</p>	

Signed:

Date:

<p><b>24</b></p>	<p><b>Recording of meetings</b>  <i>Proposed: Cllr Kirkham; Seconded: Cllr Clark</i>  <b>Agreed</b> that Recording of meetings be deferred to a future agenda</p>	
<p><b>25</b></p>	<p><b>Items for future meetings:-</b></p> <ul style="list-style-type: none"> <li>- Appointment of committees – May</li> <li>- Annual Governance and Accountability Return – May</li> <li>- Council Policies – reminder to members to observe and review dates – May</li> <li>- New councillor induction - May</li> <li>- Standing orders - May</li> <li>- Artisan Market – Cllr Drop in June</li> <li>- Motions from Annual Assembly - June</li> <li>- Rose Theatres Business Plan for Hospitality – June</li> <li>- Rose Theatre Operational Review - June</li> <li>- Email monitoring</li> <li>- Pedestrianisation and vehicular access</li> <li>- Car parking</li> <li>- Boardwalk – May</li> <li>- Dog waste facilities and owner responsibilities</li> </ul>	
<p><b>26</b></p>	<p><b>Date of next meeting</b>  The next meeting of the town council will be on Wednesday 8<sup>th</sup> May 2024</p>	
<p><b>27</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 8.50 pm

Signed:

Date: