


The Rose Theatre

Rack Rate & Pricing Structure

The Rose Theatre has not had a price increase for 4 years. The previous Chair of the Rose Committee was reticent to increase prices, however, we believe that this is necessary at this time, and give you the following options for discussion:

	Current	5% Increase	10% Increase	15% Increase
	(Rounded to whole number)			
	Price per hour hired			
Landor Suite	£19.00	£20	£21	£22
Landor & Bar	£32.50	£34	£36	£37
Theatre before 6pm	£19.00	£20	£21	£22
Theatre after 6pm	£25.50	£27	£28	£29
Theatre & Bar	£38.00	£40	£42	£44
Bar area & bar	£16.00	£17	£18	£19
Bar area only	£12.00	£13	£14	£15
Whole Venue	£50.00	£53	£55	£58
Block Booking	£17.00	£18	£19	£20
Charity Rate - Shows	£30.50	£32	£34	£35
Charity Rate- Room Only	£10.50	£11	£12	£13
Technical Crew	£15.00	£16	£17	£17



The Rose Theatre

Recommendation – Honour existing bookings made up until August 2024.

All new bookings will be at the agreed new rate

All bookings currently in the diary post August 2024 will be contacted and advised of the agreed new rate.

Additional cost saving exercises – we have implemented several changes to the day to day running of the theatre to ensure that we are operating as cost effectively as possible:

- Sensor lights have been installed in the backstage and front of house toilets to reduce electricity usage, and only be powered when in use.
- We have obtained a quote to have sensor lighting installed in all backstage corridors.
- We have turned off the heating timers, so that all power is only switched on when the hirer enters the building or room which they are hiring.
- We have moved several of our classes from the main theatre auditorium to either the Landor Suite or the Council Chamber to minimise the power which we are using for each hirer. The theatre requires far more power to light and heat and requires several hours to heat prior to bookings.
- Washing machine is only used when absolutely necessary.
- We only heat the room which hirers have booked for the hire period. Other areas remain unheated.
- When only staff are present in the building we do not have the heating on at all. All staff are advised to wear extra layers for warmth. Lights are only turned on in the rooms which are being worked in/cleaned/set up.

Clerk's Report to Rugeley Town Council



7th February 2024

ITEM 188.3 – CIL and Good Shepherd Church

27 October 2023

VIA EMAIL ONLY

Dear Sir/Madam,



Community Infrastructure Levy (CIL) receipts – 2023/24 October 2023 Payment - Local Neighbourhood Funds Allocation - Rugeley

We are contacting you with an update in regards to the allocation of local neighbourhood funds from the Cannock Chase Council Community Infrastructure Levy (CIL) receipts. As per the CIL Regulations 59A-59E (2010, as amended) 15% of the CIL funds collected from developments within a parish area (from developments occurring within that parish) are to be transferred to the relevant Council. In areas with an adopted Neighbourhood Plan, this increases to 25%.

Since 1 April to 30 September 2023, the Council has received £12,275.65 in CIL receipts (excluding surcharges) from developments occurring within your parish. In accordance with the Regulations, the appropriate percentage of these receipts, totaling £1,890.83 is to be transferred to your Council. The Parish Council can opt not to receive these funds. In these instances, the District Council will retain and spend the CIL receipts on the Parish Councils' behalf. If you do not wish to receive these neighbourhood funds please inform me by 3 November 2023 otherwise the funds will be transferred.

These CIL receipts are a result of the following development:

Planning Ref	Location	Development	CIL Receipt	Parish Portion
CH/19/105	4 Holly Lodge Close, Rugeley	Erection of a 3 bed dormer bungalow with associated parking	£4,607.50	£691.13
CH/23/0063	Rutland Avenue, Rugeley	Erection of 2 bed detached bungalow	£3,782.42	£616.84
CH/21/0411	Thatch Cottage, 93 Bower Lane, Rugeley	Erection of 1 x no. bungalow to the side of 93 Bower Lane with associated amenity space, off street parking and landscaping	£3,885.73	£582.86

As per CIL Regulation 59C (2010, as amended) the neighbourhood money received can be spent on infrastructure projects (e.g. a play area) or anything else that helps support the developments occurring in the parish (e.g. affordable housing provision).

Annual Financial Report

In accordance with CIL Regulation 62A (2010, as amended) the Town/Parish Council is required to submit an annual report to the District Council (by the 31st December following the reporting financial year) outlining the total CIL receipts received; how much of the money received has been spent and on what items it has been spent; and how much money has been 'banked' for future spend. If applicable, the report will also have to publish details of monies recovered by the District Council. This is applicable in instances of where CIL money has been 'inappropriately' spent and/or not been spent within five years of receipt.

Civic Centre, PO Box 28 Beecroft Road, Cannock, Staffordshire WS11 1BG
Tel: 01543 462621 | fax: 01543 462317 | www.cannockchasedc.gov.uk



Search for 'Cannock Chase Life' @CannockChaseDC

If you require any further information or have any queries regarding the appropriate spending of CIL neighbourhood monies and/or the reporting requirements then please contact Julie Purle (Planning Obligations (CIL/S106) Officer).



Yours faithfully,

Julie Purle
Planning Obligations (CIL/S106) Officer

Email from Laura Walker – 21/1/24

Hi Melanie

Just to update you, we have managed to gain some funding to carry out the Gas inspection and are able to pay for the electricity inspection which means we are able to reopen on 5th February 2025!

We already have 2 regular groups signed up to rent the hall and multiple children's party bookings so it's great to see the community getting involved and using this space.

We still have lots to do at the Church, we are fundraising to redecorate inside the church and modernise it. We have plans to extend the car park and tar mac part of the field next to it.

Most importantly this year marks 65 years since the church was built so are hoping to have a huge birthday celebration and invite a Bishop to carry out a special service in May.

It would be fantastic if the Council could get behind us and offer any support. We would love to meet with some of the councillors and discuss plans to help the town going forward.

Was there any developments on the last meeting in terms of being able to receive funding?

Kind regards

Laura Walker

Email to Laura Walker – 10/1/24

Hello Laura

Thanks for your update. I have passed this onto the relevant people to see what we can do. Once I hear anything I will let you know, my gut feeling is that until we can see the report findings they won't be able to help. The next meeting where this to be discussed is 17th January just so your aware.

Kind regards

Melanie Matthews

Email from Laura Walker – 9/1/24

Hello Melanie

Thank you for your email. There has been a lot of developments since our first communication. So we have raised £1000 which is enough money to pay for the Quinquennial inspection which has happened. We are just waiting for the report. We also have to pay for a Gas inspection and Electrical Inspection. These have both been quoted at £320 each. We do not have enough money to cover both of these inspections as the Quinquennial report has cost £660.

As the 2 inspections would allow the church to open would this be something the council would be willing to fund?

Without these 2 inspections we are going to struggle to reopen unless we can secure funding from elsewhere.

Let me know your thoughts.

Kind regards
Laura Walker

Email to Laura Walker – 3/1/24

Hi Laura

Hope you had a nice Christmas break.

Sorry for the delay in getting back to you. It did get presented at community meeting in December. There were a couple of queries one being if we can officially support a church which we have since sort advice that we can and also the councillors wanted to wait until the full report of works required was completed, which I believe is soon? They just want to see from the report if money spent on the project will enable you to stay open and money won't get wasted.

Hope that makes sense but please forward any queries that you may have.

Kind regards

Melanie Matthews

Email from Laura Walker – 2/1/24

Hi Melanie

I am emailing to ask whether you managed to get any funding aid for our group supporting the Church of the Good Shepherds? I know you said that you were putting it to the meeting in December but we just wondered if you had an update as we have a committee meeting this week and would be helpful if we can budget with aid.

If not then thank you for trying, we appreciate any help and support at the moment.

Happy new year to you.

Kind regards
Laura Walker

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ITEM 188.4 - – To consider quotes for air conditioning

Email from Cllr Barkas to all councillors – 17/1/24

To keep you all in the loop and for "transparency sake". From the three companies that were originally invited to quote for HVAC servicing work I had messaged them for the feasibility/ legality of reducing the frequency of servicing to reduce council and Rose Theatre expenditure. I had a HVAC engineer/ colleague from work read the quotes and confirmed the legality side of frequency of servicing for the gas quantity over the Council and Rose buildings. The gas quantity indicated in the quotes would require 6 monthly servicing/ inspection to be aligned with legislation if testing/ servicing is carried out for Rose and council combined.

I invited the companies that originally quoted for work to requote for the servicing/ inspection work and if there was a way to carry out the work 12 monthly and not at the frequency that they originally quoted for (I have been advised 12 monthly is sufficient for servicing due to the duration HVAC units are likely run and the conditions/ environment that they operate in). 12 monthly servicing should be in scope of the regulations should the Rose and council buildings be treated as individual buildings.

Of the three that originally quoted two replied, both I had to spell it out to them that it could be done, one of the two that replied I believe hadn't done their due diligence when quoting/ had a site visit to note the gas volume of the HVAC units and the other got there eventually and suggested if we split the servicing to Council offices and Rose theatre each respective buildings HVAC systems would fall below the gas volume amount for 6 monthly inspection/ servicing thus allowing 12 monthly inspection.

I had forwarded all correspondence to Sue (again for transparency purposes).

The two companies that requoted was; "Staffordshire aircon" and "Complete Cooling services"

Staffordshire aircon quoted £650+vat
Complete cooling services quoted £1196+vat

"Arco building services" never replied to my email to requote, but their quotes were split across the Rose building and council building and 4 services per year....

Rose theatre £3900+vat
Council Building £1100+vat

Quote from Staffordshire aircon (24/11/23)

Please find your revised quote below and thank you for considering our services.

Planned preventive service & maintenance to all heat pump air conditioning at the Rugeley Rose Theatre and offices.

Air conditioning systems to include -

4 x single splits systems.

A VRV system with 4 x ceiling mounted Fcu's, 15 x high wall mounted Fcu's and a triple VRV condenser mounted at ground level externally.

Work to include on each visit to all indoor and outdoor units-

- *Indoor and outdoor Fascia chemical clean.
- *Filter clean.
- *Indoor and outdoor coil disinfectant chemical clean.
- *Fan and fan motor check.
- *Condensate drain and pump clean / check.
- *Electrical connection check.
- *Temperature check on heating and cooling.
- *Louvre operation check.
- *Controller settings check.
- *Remote control filter sign reset.
- *Pipework condition check.
- *F-Gas refrigerant leak check.

For all of the above, our price per annual visit is £650.00 plus vat.

Price includes chemical cleaning solutions, F Gas leak check, travel and labour.

This includes 1 full day's work.

Work to be carried out from Monday to Friday between 8am to 4pm.

RAMS will be emailed prior to each visit if required.

A service / fault report will be emailed after each visit.

For transparency, our price for initial call outs are £65.00 per hour for labour and travel only.

Repairs will be quoted for as a price which will include labour, travel, mileage and parts / materials etc.

If you are satisfied with the above, please let me know at your earliest convenience so we can get

you scheduled for the above work.

Thank you again and please don't hesitate to contact me if you have any further queries or questions.

Quote from Complete Cooling (23/11/23)

Hi Chris

Many Thanks for your email and understand the need to save costs.

We have been to site and carried out a visual inspection of the systems on site, however, we have not taken down the details of the refrigerant in each condensing unit, which dictates how often a visit is required.

If we were asked to carry out the air conditioning maintenance, on the first visit we would collate an asset register of the equipment on site which would include the type of refrigerant in each system and how much refrigerant. From this information we can advise which systems require 6 monthly inspections and which would suffice on an annual inspection, in line with current f-gas regulation. I've attached an information leaflet on F-Gas regulations.

Also, not wanting to add to your costs, but I have checked the Government's Energy Performance Register and neither buildings hold a current TM44 energy performance certificate. I have attached an information leaflet for reference, but you would need 2 separate inspections, one for each building, which I can provide a quote for. This is separate to a maintenance/service visit.

Any further queries, please do not hesitate to contact me.

Karen Hill

Office Manager

Email to Complete Cooling – 23/11/23

Afternoon Karen

I hope you're well.

I'm sorry I don't know much about the AC units over the Rose Theatre and Rugeley Council office buildings, nor can I trace down the F gas register.

In your quote you state "We ensure you are compliant with current legislation current legal requirements regarding your systems" and that "We recommend 2 visits per annum, but we can do 1 annual visit, if that is what you require"

I have been asked to lead the service of the AC systems and from what I understand AC units that contain under a certain quantity of refrigerant can be serviced/ check once a year, over that quantity 6 monthly, so it's not what I require but more what is required to stay legal.

As you may appreciate councils can come under scrutiny given spending of public money, I am looking to reduce costs where possible, have you had a site visit which you have based your quotes on? Without me going and checking quantities myself in each system I am unable to say which systems require 6 monthly and which if any we can carry out 12 monthly inspections. My aim if possible, is to carry out 12 monthly servicing/ inspection on some of the units if the regulations on gas quantity permit.

Regards

Chris

Email from Complete Cooling – 23/11/23

Afternoon Chris

Further to your email with regards to the above quote, please see attached a revised quote as requested, which I hope I have interpreted correctly.

Any queries please let me know.

Many Thanks

Karen Hill



Theatre

ARCO Building Services
 Arco Building Services Limited
 Rugeley
 Staffordshire

Quote - QU-0631

Date: 26/09/2023

Tel: +44-800 084 2726

Fax:

Email: matt.goode@arcobuildingservices.com

Web: www.arcobuildingservices.com

Company Reg: 8466429

VAT No: 159384080

Rugeley Rose Community Hall & Theatre
 Rugeley Rose Community Hall & Theatre
 Rugeley Rose Community Hall & Theatre
 Rugeley Town Council
 Taylors Lane
 Rugeley
 GB
 WS15 2AA

Site / Delivery Address
 Elaine Tovey
 Rugeley Rose Community Hall & Theatre
 Rugeley Rose Community Hall & Theatre
 Rugeley Town Council
 Taylors Lane
 Rugeley
 WS15 2AA

Description: Contact is based on 4 visits per year. 2 major and 2 minor. Visits to be spaced out 3 months apart. 1 No FGas check is required to applicable systems once per year. Please see costs below

#	Product	Description	Qty	Unit Price	VAT(%)	Net Amount
1	1	Major AC Service	18	£65.00	20	£1,170.00
2	2	Minor AC Service	18	£35.00	20	£630.00
3	3	Major AC Service	18	£65.00	20	£1,170.00
4	4	Minor AC Service	18	£35.00	20	£630.00
5	5	Legal FGAS Compliance	3	£100.00	20	£300.00

Terms: This quote is guaranteed for 30 days, after this all prices may be subject to change

Sub Total (exc. VAT) £3,900.00
 VAT £780.00

Total (inc. VAT) £4,680.00

We would like to thank you for the opportunity to quote for this - ARCO Building Services





Council office's

ARCO Building Services
Arco Building Services Limited
Rugeley
Staffordshire

Quote - QU-0640

Date: 27/09/2023

Rugeley Town Council
Laurie Johnson
Taylors Lane
Rugeley
GB
WS15 2AA

Tel: +44-800 084 2726
Fax:
Email: matt.goode@arcobuildingservices.com
Web: www.arcobuildingservices.com
Company Reg: 8468429
VAT No: 159384080

Site / Delivery Address
Laurie Johnson
Rugeley Town Council
Taylors Lane
Rugeley
WS15 2AA

Description: Contact is based on 4 visits per year. 2 major and 2 minor. Visits to be spaced out 3 months apart. 1 No FGas check is required to applicable systems once per year. Please see costs below

#	Product	Description	Qty	Unit Price	VAT(%)	Net Amount
1	1	Major AC Service	5	£65.00	20	£325.00
2	2	Minor AC Service	5	£35.00	20	£175.00
3	3	Major AC Service	5	£65.00	20	£325.00
4	4	Minor AC Service	5	£35.00	20	£175.00
5	5	Legal FGAS Compliance	1	£100.00	20	£100.00

Terms: This quote is guaranteed for 30 days, after this all prices may be subject to change

Sub Total (exc. VAT) £1,100.00
VAT £220.00
Total (inc. VAT) £1,320.00

We would like to thank you for the opportunity to quote for this - ARCO Building Services

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ITEM 190.1 - Planning Committee

The Planning Committee did not meet in either December 2023 or January 2024 as the meetings were not quorate.

The agendas for both meetings are detailed below for the full council to act on.

December 2023 Agenda

PLANNING COMMITTEE

Town Clerk: Mrs Sue Buxton CiLCA
E: clerk@rugeleytowncouncil.gov.uk



Councillors are summoned to a meeting of **Planning Committee** which will be held at the Council Chamber, Rugeley at **7.00pm on Wednesday 20th December 2023** at which the following business will be transacted.

The press and public are welcome to attend.

Sue Buxton

Mrs S Buxton
Town Clerk

AGENDA

63	Apologies To receive any apologies (through the Clerk in accordance with Standing Orders)	
64	Declaration of Personal & Prejudicial interest in any item on the agenda <i>(Note members should notify Monitoring officer within 28 days if not already declared)</i>	
65	To receive any requests for dispensation.	

66	Chair to close meeting for public session. Members of the public are invited to address the Council on any issue over which it has a power. Public wishing to speak must make their intent known to the Clerk BEFORE the day of the meeting	
67	Chair to reopen the council meeting.	
68 68.1	Minutes To approve the Minutes of Planning Committee held on Wednesday 15 th November 2023.	Attached
69 69.1	Actions Arising Cllrs to consider updates on matters arising from the previous minutes where they are not on the agenda	
70 70.1 70.2	Chairman's Announcement <u>Planning Decision – Cannock Chase DC</u> – members will receive via email <u>Planning Decision – Staffordshire County Council</u> - members will receive via email	
71 A B	Planning Applications <u>CH/23/0401 26 Hardie Avenue, Rugeley, Staffordshire WS15 1NU</u> Erection of 8x 3-bed semi-detached houses and 1x 3-bed detached house on land between Ashleigh Road and Hardie Avenue Rugeley WS15 1NU <u>CH/23/0402 Lakeside Smallholding, Hagley Drive, Rugeley, WS15 2AN</u> Proposed atrium space on front elevation, Conversion of outbuildings into utility and office space, Kitchen extension, Minor changes to garage and storage spaces, Landscaping changes in garden and solar panels on main house (resubmission of CH/23/0044) <u>CH/23/0407 68 Sandy Lane, Rugeley, Staffordshire WS15 2LF</u> Resubmission of CH/19/178 for proposed conversion into 2no. maisonettes with two storey rear extension.	
72 72.1	Date of Next meeting Planning Committee will next meet on Wednesday 24 th January 2024.	

November 2023 Minutes



Minutes of the Planning Committee of Rugeley Town Council held in the Council Chamber

Rugeley Town Council

at 7.00pm Wednesday 15th November 2023.

Councillors: D. Gaye (Chair) I Gibson
K Hart (Vice Chair) J Lees
P Sparkes

ALSO PRESENT: S Buxton – Town Clerk

Min No	Item	Action
53 53.1	Apologies None	
54 54.1	Declaration of Personal & Prejudicial interest None	
55 55.1	To receive any requests for dispensation None	
56 56.1	Chair closed the meeting for public session. No members of public had submitted questions.	
57	Chair reopened the meeting	
58 58.1	Minutes <i>Proposed: Cllr Gaye; Seconded: Cllr Hart</i> Agreed that the minutes of the meeting will be signed as a true and correct record	
59 59.1	Actions Arising Comments on planning applications will be added as necessary in future.	
60 60.1 60.2	Chairman's Announcement <u>Planning Decisions – Cannock Chase District Council</u> Applications and decision notices had been forwarded to Cllrs Planning Decisions – Staffordshire County Council No applications or decision notices had been received.	

61	Planning Applications	
A	CH/23/0348 The Timber Yard, Power Station Road, Rugeley, Staffordshire, WS15 2HS No comments to add	
62 62.1	Date of Next Meeting The date of the next meeting will be Wednesday 20 th December 2023	

There being no further matters the meeting concluded at 7.06pm

January 2024 Agenda

PLANNING COMMITTEE

Town Clerk: Mrs Sue Buxton CiLCA
E: clerk@rugeleytowncouncil.gov.uk



Councillors are summoned to a meeting of **Planning Committee** which will be held at the Council Chamber, Rugeley at **7.00pm on Wednesday 24th January 2024** at which the following business will be transacted.

The press and public are welcome to attend.

Sue Buxton

Mrs S Buxton
Town Clerk

AGENDA

73	Apologies To receive any apologies (through the Clerk in accordance with Standing Orders).	
74	Declaration of Personal & Prejudicial interest in any item on the agenda <i>(Note members should notify Monitoring officer within 28 days if not already declared)</i>	
75	To receive any requests for dispensation.	

76	Chair to close meeting for public session. Members of the public are invited to address the Council on any issue over which it has a power. Public wishing to speak must make their intent known to the Clerk BEFORE the day of the meeting.	
77	Chair to reopen the council meeting.	
78 78.1	Minutes To approve the Minutes of Planning Committee held on Wednesday 15 th November and 20 th December 2023.	Attached
79 79.1	Actions Arising Cllrs to consider updates on matters arising from the previous minutes where they are not on the agenda.	
80 80.1 80.2	Chairman's Announcement <u>Planning Decision – Cannock Chase DC</u> – members will receive via email <u>Planning Decision – Staffordshire County Council</u> - members will receive via email	
81 A B C	Planning Applications <u>CH/23/0381 110 Church Lane, Etchinghill, Rugeley, WS15 1TJ</u> Rear porch extension and first floor dormer. <u>CH/24/0003 49 & 49B, Horse Fair, Rugeley, Staffordshire, WS15 2EJ</u> Removal and replacement of shopfronts. <u>CH/24/017 3, Brook Square, Rugeley, WS15 2DT</u> Advertisement application to replace 2no. non-illuminated projecting signs, replace 2no. non-illuminated fascia signs with 2 no. non-illuminated curved fascia signs, replace 2no. non-illuminated fascia signs with 2no. internally illuminated fascia signs, replace 1no. non-illuminated ATM surround, installation of vinyl decal signage to windows and replacement of statutory signage.	
82	Community Infrastructure Levy	
83 82.1	Date of Next meeting Planning Committee will next meet on Wednesday 21 st February 2024.	

December 2023 Minutes



Rugeley Town Council

Minutes of the Planning Committee of Rugeley Town Council held in the Council Chamber
at 7.00pm Wednesday 20th December 2023

Councillors: D. Gaye (Chair) K Hart (Vice Chair)

ALSO PRESENT: S Buxton – Town Clerk

Min No	Item	Action
53 53.1	Apologies Clr Gibson	
54 54.1	Closure of the meeting As the meeting was not quorate, the chair closed the meeting and no business was transacted	

Council to:-

- **review business of planning committee that was not dealt with and decide if any action needs to be taken**
- **consider approving the minutes of the meetings of 15th November and 13th December 2023**

ITEM 190.2 – Timing and date of Planning Committees

The December and January meetings of the Planning Committee have not taken place. Does the council wish to re-consider the date and time of the meetings of this committee?

Council to consider date and time of the meetings of the Planning Committee



ITEM 193 - Training

Now we are using our new finance system SCRIBE – we will soon have access to their free training courses for councillors and staff.

Councillor Training

Victor Kelly from the SPCA, advised me to encourage all councillors to consider training.

The current training available from the SPCA is as follows, however, at the moment they are not running most of these courses. The cost of these start at £30 for a two hour session.

- **Councillor Fundamentals - on line or in-person**
- **Be a Better Councillor**
- **Explore Chairmanship Skills**
- **Clerks 1-1 Induction**
- **Clerks - The Knowledge**
- **CiLCA Portfolio - Certificate in Local Council Administration**
- **Planning - Making Effective Representations**
- **Budgets and Precepts - not currently available**
- **Finance for Councillors**
- **The Role of the Internal Auditor**
- **Parish Bookkeeping - Basic Skills - available on demand - please contact the Training Officer**
- **Year End Audit and transparency for councils below £25,000**
- **VAT for unregistered councils**
- **Good Employment Practice - not currently available**
- **How to generate funding and write more successful bids**
- **Developing effective communications and media strategies**

- **Contracts, Specs and Procurement**
- **Data Protection Essentials and Refresher for Councillors**
- **Data Protection Workshop for Councils**
- **Understanding Code of Conduct**
- **Charitable Trusts and Parish/Town Councils**
- **Using Facebook to enhance your Councils Communication**
- **Freedom of Information Essentials for Local Councils**
- **Social Media Skills For Councillors**
- **Creating accessible council documents and content**
- **Embracing equality, diversity and inclusion in your council**
- **On Your Marks Clerks - Elections Training**

Be a Better Councillor is running on 26th March and 30th April. It is a two session course, 6.30pm to 9.30pm online. It costs £75 per person for the two sessions. This is one of the courses recommended by Victor and I believe it would be very helpful for as many councillors as possible to attend.

Course Content:

This two part course will explore the rules and best practice for Councillors of Town and Parish Councils

Session one,

We open with establishing the core components and their relationship within a Council, namely; Council, Councillor, Chairman, Clerk and RFO. The law and powers.

Next, The decision making process - agenda, meetings, minutes. Delegated functions committees and annual meetings.

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Session two,

Questions arising from day 1, moving on to making a strategic plan. What to consider- process, delivery, monitoring and review. Setting a budget in order to raise the Precept.

Governance, the three pillars - Internal Control, Independent Audit, External Audit, Equipping the staff and Councillors for their role. Working with the community.

Engagement to gain ideas and feedback. Testing ideas delivering services with confidence.

Councillors to decide if they wish to attend the Be a Better Councillor training so clerk can book places.

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ITEM 194 – Annual Parish Meeting

The town council is required to call a Parish Meeting.

This has to be done once a year and take place between 1st March and 1st June.

The meeting is for the electors registered in Rugeley and the chair of the town council. If he is present, the chair must preside, if he does not attend, the vice chair would preside. If neither the chair or vice chair attend, the meeting elects someone from those attending to preside.

The notice of the time, place and business to be transacted must be published 7 clear days before the meeting

A quorum for the meeting is two

These are the available dates in the theatre to hold the Annual Parish Meeting between 1st March and 1st June.

- Thursday 21 March
- Thursday 4 April
- Thursday 11 April
- Thursday 18th April
- Wednesday 24th April
- Thursday 9 May

Councillors to agreed date for Annual Parish Meeting

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ITEM 195 – Recording of Meetings

The public and press has a right to record meetings as long as the recording does not in anyway interrupt the running of the council meeting. Additionally, it is

considered polite for anyone intending to record a meeting to notify the clerk prior to or when arriving at the meeting.

The public and press do not have the right to record confidential meetings.

Please find below a draft policy for the council to consider on the recording of council meetings

	RUGELEY TOWN COUNCIL	
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RECORDING OF PUBLIC MEETINGS

Date created January 2024	Date adopted	Date last reviewed	Next review date
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1. Introduction

Rugeley Town Council is committed to being open and transparent in the way it conducts its decision making. The town council live stream all their council meetings on its Facebook page – Rugeley Town Council meetings.

The Openness of Local Bodies Regulations 2014 allows any person attending a public local government meeting to report proceedings by:

- Taking photographs
- Filming
- Audio-recording
- Using social media such as blogging, tweeting etc.

The aim of this guidance is to help any members of the press and public who wish to film, audio record, take photographs, and use social media such as blogging, to report the proceedings of all council meetings that are open to the public.

When recording the camera or audio equipment should remain in one fixed position throughout. No flash photography or additional lighting is permitted or movement that would disrupt the meeting and any equipment must be in silent mode.

Note:

At the beginning of each meeting, the chair will make an announcement that the meeting may be filmed or recorded and will ask if anyone objects to this. Meeting agendas will also carry this message:

Recording, including filming, audio-recording, taking photographs and using other social media platforms is permitted at council meetings which are open to the public – however, anyone wishing to do so must speak to the Town Clerk or a member of staff prior to the meeting.

2. Do people need to ask permission to record council meetings?

There is no requirement to ask permission to record a council meeting, however, the council requests any person wishing to carry out this activity to let staff know prior to the meeting as a matter of common courtesy

Can anyone ask not to be recorded?

Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, council meetings make it clear that recording can take place – if

anyone speaking at the meeting does not wish to be recorded they must let the chair of the meeting know.

Any children present at the meeting are not to be filmed unless their parents/guardians have given their consent.

3. Can people use social media platforms or blog a council meeting?

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. It is not permitted for oral commentary to be provided during a meeting as this would be disruptive to the good order of the meeting.

4. Can people use social media platforms or blog a council meeting?

The majority of the council's meetings are open to members of the public.

However, meetings cannot be recorded when it is agreed to formally exclude the press and public from the meeting due to the confidential nature of the business to be discussed.

People will be asked to leave a meeting if they act in a disruptive manner. Examples include:

- Moving to areas outside the designated area for the public
- Excessive noise in recording or setting up or re-siting equipment during the meeting
- Intrusive lighting and use of flash photography
- Asking for people to repeat statements for the purposes of the recording.

5. Are there any limits about recording a meeting or what people can say in a tweet or recording?

Without undermining the broader transparency of the meeting, the council request that the recording must be overt (i.e. clearly visible to anyone at the meeting), non-disruptive, that the public are not filmed and that people respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed.

More generally the law of the land applies – including the law of libel and defamation, the Human Rights Act, the Data Protection Act and the law on public order offences (see

the Crown Prosecution Service guidance on social media). For example please be aware that photographing a Ward of Court is usually regarded as an actionable Contempt of Court. Freedom of speech within the law should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others.

The council asks those recording proceedings not to edit the recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being filmed/recorded. Any misrepresentation of a recording, photographic or audio put in the public domain may necessitate the council in taking action to have it removed. Any recording photographic or audio put in the public domain with inappropriate text may necessitate the council in taken action to have it removed.

6. Can people leave recording equipment in a public meeting room and record without being present?

No, recording equipment cannot be left unattended. If someone wishes to see a recording and is unable to attend, they can watch the meeting on the council facebook page for meetings.

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Source: Sue Buxton -Town Clerk

2/2/2024