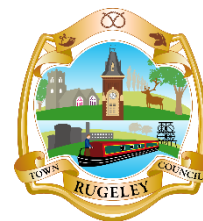


Clerk's Report to Rugeley Town Council



1st May 2024

48 Council Vacancies and Co-option

The council currently has four vacancies.

There are two vacancies for which an election has not been called, so the council needs to decide on the time scales for co-opting as per the Co-option policy attached.

I have already had two applications for these vacancies which are on file (C Martin and Dave Lucas).

Council to consider the timescale for accepting applications from persons interested in being co-opted in line with the Co-option Policy

The other two vacancies on the council are currently being advertised. The first one closes on 2nd May and the second on 16th May. After these dates the council will know if an election has been called. If no election has been called, the council will then need to consider co-option to these two vacancies.

49 Policies for Adoption

Recruitment and Selection – this was considered by the F&M committee, and they recommended this for adoption, but would be reviewed when the Town Council HR review is undertaken

Councillor Induction Policy - I have updated this as previously requested by the Council. I ran an induction session which was attended by two of our new councillors and two of our existing councillors last week. The only outstanding item is to arrange for the new councillors to visit the office for a tour and meet the staff. Perhaps this can be arranged after all vacancies on the council are filled.

Council to consider the adoption of these two policies

50 Bank Mandates for Lloyds, Unity Trust, CCLA and LDD accounts

I have been in contact with all of the above on 25th April, with mixed results

- **Lloyds account – on line access**

They now have the necessary approvals for the removal of seven people from online access and this should be processed within a few days. The people are:- G Grant; N Mahon; C Martin; C Green; H Goodreid; K Roberts or N Stanley and R Dipple. Fingers crossed

- **Lloyds account – signatories**

The following people are still able to sign as of today:- R Dipple, G Grant; C Green; N Mahon and C Martin. It's interesting to note that when David and I both spoke to the bank about getting approval for removal of the online access above, they told us only David and Pat could approve. The bank cannot explain why this differs to the number of people on the account

I have emailed our relationship manager again today, to see what's happening but have done a new mandate change form and hope this will work

- **Lloyds accounts – outstanding actions**

Daniel Foceac still to be added as a signatory – form has now been done

- **Lloyds accounts – new actions to take**

Remove Angi Cooney as a bank signatory

Remove Neil Stanley as a bank signatory and an on line access user

Remove Sue Buxton as bank signatory and on line access user

Change correspondent from S Buxton to M Matthews

Check that both Kate Roberts and Neil Stanley have been removed from on line access, as bank only took 7 off, and there are 8 names

Signatories on the account will be D Gaye; P Ansell and D Foceac whilst

online users will be D Gaye, G Kirkham, D Foceac (still waiting for his card etc – application sent with GKs but not sent out with GKs) and M

Matthews.

One or two additional signatories and the same for online access need to be considered

Council to consider and approve the removal of A Cooney, N Stanley and S Buxton as detailed above; to change the correspondent from S Buxton to M Matthews; to check that both K Roberts and N Stanley have actually been removed and consider if additional users need to be added.

- **Unity Trust**

The signatories are: C Green; G Grant; R Dipple; K Roberts; S Buxton; N Stanley, A Cooney and H Goodreid is the main contact and M Matthews has view only access.

Form has now been done to remove R Dipple; G Grant; H Goodreid; K Roberts and already agreed

- **Unity Trust – outstanding actions**

None

- **Unity Trust – new actions to take, requiring council approval**

Remove C Green, and N Stanley

Remove Angi Cooney and Sue Buxton from the account, when the above changes have been actioned, otherwise it will be impossible to operate the account

Change M Matthews to full access and correspondent

Signatories on the account will now be S Buxton, A Cooney and M Matthews, council needs to add at least three more signatories before the removal of S Buxton and A Cooney

Council to consider and approve the removal of C Green and N Stanley, the eventual removal of A Cooney and S Buxton, changes to the access of M Matthews and three additional signatories

- **CCLA**

Current signatories are:- S Buxton; M Matthews; K Roberts; I Hodgson – form now done to remove; C Green – form now done to remove and N Stanley.

Council has already agreed to add K Hart and D Foceac – form done awaiting signature from D Foceac.

Only S Buxton has online access, and has now added all of the existing users

Council to consider and approve the removal of K Roberts and N Stanley as signatories, add M Matthews as main Admin contact and correspondent and remove S Buxton as correspondent and main Admin contact.

- **LDD Account**

Current signatories are:- R Dipple; H Goodreid and N Mahon and the council has already agreed to change remove all of these and add K Hart, R Hughes and S Buxton, who would also been the correspondent. Form has been done without adding S Buxton. Online banking access has not been arranged but is required as no cheque book is held

Council needs to add M Matthews instead of S Buxton as signatory and correspondent

Council to consider and approve the replacement of S Buxton with M Matthews as both a signatory and correspondent and to grant all three signatories online banking access

51 Rose Theatre roof repairs

The Rose Committee has looked at quotations from builders for repairs to the roof over the plant room about the Landor suite. They recommended the first quote at £2,500 subject to agreement from CCDC re: lease, confirmation of guarantee and sight of the terms and conditions. This have all been concluded successfully.

Full council were given the opportunity to approve this request by emailing the clerk – **7 emails required, but only one was received**

Council action dependent on response to email from the Clerk.

Either:-

- ***Ratify decision made by councillors via email for the work to go ahead, OR***
- ***Confirm agreement to go ahead with the works at a cost of £2,500 as recommended by the Rose Committee***

52 Air Conditioning

The air conditioning has been serviced and there are some items identified as requiring attention. No alternative quotes requested for this as the company was selected for the annual maintenance at an earlier meeting and this is the continuation of the work they are already contracted for. The F&M Committee has recommended that these repairs be undertaken.

Council to consider ratifying the recommendation for the work to repair the air conditioning

54 Annual Parish Assembly and Connected Community Event

To confirm final arrangements.

It was not possible to issue invites as per the WOW excel sheet of organisations and community groups, as many of the links were broken, or several were all linked to the Community Centre and the list was huge.

Publicity has been put on the website and facebook pages.

There are invites available at this meeting and all council meetings or from the office, for anyone to take.

The agendas and papers along with a contact update form for community groups has also been prepared ready for the meeting

Council to consider any actions required for this meeting, including Chair's report, councillors manning the council table and refreshments (non alcoholic)

58 Dog waste facilities and responsible dog ownership

This has been carried forward from the March meeting, when it was raised by Cllr Barkas on behalf of a resident

Council to consider action to take

59 Artisan Market - councillor drop in sessions

A councillor has proposed that the Town Council has a stand at the monthly Artisan Market, where members of the public could visit to speak to councillors.

Council to consider implementing a Councillor drop in session at the monthly Artisan markets, starting in May