



Rugeley Town Council

Minutes of Full Council Meeting held at the Rugeley Town Council Office
7.30pm Wednesday 5th June 2024

PRESENT:

Councillors:-	G Kirkham (Chair)	P Ansell	W Clark
	D Foceac	D Gaye	K Hart
	R Hughes	J Hyden	D Jones
	J Leadbeater	R Lewis	C Martin
	A Miller	J Parkes	

In attendance:- M Matthews – Interim Clerk
P Harrison – Mentor to Clerk
3 members of the public

Min No	Item	Action
97	Apologies Apologies were received from Cllrs Hyden and Lees Agreed that the apologies be accepted	
98	Welcome new councillors Cllrs Leadbeater, Martin and Jones welcomed	
99	Declaration of personal & prejudicial interest in any item on the agenda None	
100	To receive any requests for dispensation None	
101	Chair to close the meeting for public session No public in attendance	
102	Chair to re-open the council meeting Member of public asked about speeding on Bower Lane, is anything is being addressed? Cllr Parkes answered there is community speed watch training on 29 th June, once completed then the road will be looked at. Could local groups get the Theatre for free? Cllr Kirkham said the Theatre is currently under review, however we couldn't give it for free as got to cover staff costs, heating etc.	

Signed:

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	<p>Have Rugeley been given £500,000 pounds? Cllr Kirkham replied that we didn't know about the money but making enquiries into it which include setting up a meeting with the head of District Council.</p>	
103	<p>To consider approving and signing the minutes of meetings:-</p> <p><i>Proposed: Cllr Clark Seconded: Cllr Gaye</i> Agreed that the minutes of the meeting held on 1st May for the Annual Council meeting be signed as true and correct record.</p> <p><i>Proposed: Cllr Hart Seconded: Cllr Kirkham</i> Agreed that the minutes of the meeting held on 1st May for the Full Council meeting be signed as true and correct record.</p> <p><i>Proposed: Cllr Kirkham Seconded: Cllr Gaye</i> Agreed that the minutes of the meeting held on 8th May for the Extraordinary Full Council meeting be signed as true and correct record.</p> <p><i>Proposed: Cllr Hart Seconded: Cllr Ansell</i> Agreed that the minutes of the meeting held on 16th May for the Parish Assembly meeting be signed as true and correct record.</p>	
104	<p>Matters arising</p> <p>Annual Meeting</p> <ul style="list-style-type: none"> No councillors have emailed regarding representing outside bodies, councillors asked to re look and email Clerk if would like to represent any. <p>Full Council 1st May</p> <ul style="list-style-type: none"> Co-options were advertised and now be filled MM was to update councillor induction pack with updated terms of reference, MM to update further once revised version comes out in July Clerk hasn't had chance to update bank signatories but will as next priority As there is no update on electricity it will go onto a future meeting. Ex Cllr Lyons didn't manage to send list but work in house will be done to create a new up to date list Councillors reminded to submit comments on standing orders Artisan drop in session has been cancelled due to Purdah and will return after elections <p>Extraordinary Full Council – 8th May None</p>	<p>Councillors to contact Clerk by 27/6/24</p> <p>Clerk to update induction pack by 31/07/2024</p>

Signed:

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	<p>Annual Parish Meeting</p> <ul style="list-style-type: none"> • Tickets have been raised for both drain covers and road sign on Greenfields Drive and member of public who raised concerns has been emailed an update. • Community list hasn't been started yet due to pressing events, but is a priority task going forwards. • Members of the public to email if they would like a neighbourhood plan, if we get enough response we will go ahead and organise. • Clerk investigated where Commonwealth Games money went to. She found that it was located as grants for businesses to go for and all has now been used. Clerk has now put Rugeley Town Council on that mailing list so we don't miss the next opportunity for funding. • Clerk has raised a ticket for the cycle track in Sheep Fair. 	
105	<p>To note the minutes of the following committee meetings</p> <ul style="list-style-type: none"> • Rose Committee – 8th May 2024 • Community Engagement Committee – 8th May 2024 • Finance and Management Committee – 15th May 2024 <p>Noted</p>	
106	<p>Chair and Vice Chair reports</p> <p>None</p>	
107	<p>Clerks Report</p>	
107.1	<p>TLC Connectors Information regarding TLC Connectors given out</p>	
107.2	<p>CCDC Funding Information regarding funding given out and councillors volunteered to help with the proposals and budgets.</p> <ol style="list-style-type: none"> a) Bike Storage – Cllr Leadbeater b) Band Stand – Town Crier Adrian c) Community Hub – Cllr Hart d) Heritage – Cllr Kirkham 	<p>Proposals given at Extraordinary meeting on 13/6/24</p> <p>Update at next full council</p>
107.3	<p>Mindfulness Garden Most of the upkeep is done by Cllrs Miller and Clarke but they need more support. Agreed that Cllr Parkes contacts Rugeley in Bloom, Cllr Jones contacts Horticulture Society and Cllr Leadbeater contacts Rotary Chair.</p>	
107.4	<p>Artisan Market <i>Proposed: Cllr Kirkham Seconded: Cllr Hart</i> Agreed that Artisan market to move to 4th Saturday of the month on a trial basis.</p>	
107.5	<p>Internal Audit and AGAR</p>	

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<p>107.6</p> <p>107.7</p> <p>107.8</p> <p>107.9</p>	<p>Cllrs discussed internal audit and noted the changes to prevent issues repeating in the future.</p> <p><i>Proposed: Cllr Kirkham Seconded: Cllr Gaye</i> Agreed to approve the Annual Governance Statement.</p> <p><i>Proposed: Cllr Kirkham Seconded: Cllr Gaye</i> Agreed to approve the accounting statements.</p> <p><i>Proposed: Cllr Kirkham Seconded: Cllr Gaye</i> Agreed accept AGAR documents, commence exercise of rights on 6/5/24 and to submit to external auditors.</p> <p>Banking Banking is the next priority for the Clerk for both signatories and protecting money over £85,000.</p> <p>Clerks Annual Leave <i>Proposed: Cllr Hart Seconded: Cllr Kirkham</i> Agreed to move next Full Council meeting to 10th July</p> <p><i>Proposed: Cllr Kirkham Seconded: Cllr Miller</i> Agreed move working parties to 17th July</p> <p><i>Proposed: Cllr Gaye Seconded: Cllr Hart</i> Agreed to keep Finance and Management on 19th July and Peter Harrison to be minute taker.</p> <p>HR Organisation All staff and members have received a letter advising on Council HR and Governance Support are visiting offices to start the organisational review 12th June.</p> <p>Away Day Away day confirmed and will take place on 7th July.</p>	
<p>108</p>	<p>Charter Fair Cllr Hart reported that preparations are almost complete, with ample attractions and roughly 25 stalls. Cllr Hart and Mel Matthews are the coordinators for the day if anyone has any questions or concerns.</p>	
<p>109</p>	<p>Rose Theatre Operational Review Cllr Miller reported that it is still ongoing but due to being £10,000 loss before operating it does need an in-depth review. The review will be looking at cellar, inventory, equipment required and grants.</p> <p><i>Proposed: Cllr Miller Seconded: Cllr Hart</i></p>	

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	Agreed to approach the Theatre Trust for support, guidance and access to grants.	
110	Items for Future Meetings <ul style="list-style-type: none"> • Listed buildings • Internal auditor visit – councillors to raise if they would like auditor to attend with Clerk. • Review of policy list and timetable – July • Electricity 	Cllrs to contact Clerk if require auditor to attend
111	Date of next meeting <i>Proposed: Cllr Foceac Secoded: Cllr Clark</i> Agreed that future full council meetings will be held at 7pm. The next meeting of the Town Council will be on Wednesday 10th July 2024 at 7pm	
112	Exclusion of the Public The public to 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 9.10pm		

Signed:

Date: