

RUGELEY TOWN COUNCIL

Town Clerk: Mrs Melanie Matthews
E: clerk@rugeleytowncouncil.gov.uk



Councillors are summoned to a **Full Council Meeting** of Rugeley Town Council which will be held at the Council Chamber, Rugeley at **7.00pm on Wednesday 2nd October 2024**, when the following business will be transacted.

The press and public are invited to attend the meeting.

Melanie Matthews

Melanie Matthews
Town Clerk and Responsible Finance Officer

AGENDA

207	Apologies To receive any apologies (through the Clerk in accordance with Standing Orders)	
208	Declaration of personal & prejudicial interest or requests for dispensation on any item on the agenda Members should notify Monitoring officer within 28 days if not already declared.	
209	Chair to close the meeting for public session Members of the public are invited to address the Council on any issue over which it has a power	
210	Chair to re-open the council meeting	
211	Minutes Proposal to confirm and accept minutes of Full Council on 11 th September as true and accurate record.	Attached
212	Matters arising The mixing desk price has increased since last viewing and now is £2040.83 plus VAT. Council allocated £2000 at last meeting Proposal to add additional amount of £40.83 to purchase the mixing desk required.	
213	Full Council Chair and Vice Chair reports	
Cannock Chase District Council		
214	Listed Buildings Lucy MacDonald and Sushil Birdi, Cannock Chase Council Enforcement Officer to brief council and answer questions	
215	Chair to open meeting to attending District Councillors to update on Rugeley area	

Staffordshire County Council																												
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Rose Theatre																												
214	Rose Chair Report Next working party 9 th October 2024 at 7pm																											
Community Engagement																												
215	Community Chair Report Next working party 9 th October 2024 at 7.30pm																											
216	<p>Itemised Christmas Budget Following on from last meeting, an itemised budget has been drawn up for the Christmas Lights Event:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>First Aiders</td> <td>£600</td> </tr> <tr> <td>Security</td> <td>£1250</td> </tr> <tr> <td>Road Closure</td> <td>£400</td> </tr> <tr> <td>Trees</td> <td>£750</td> </tr> <tr> <td>Bands</td> <td>£1700</td> </tr> <tr> <td>PA and Staging</td> <td>£1300</td> </tr> <tr> <td>Fireworks</td> <td>£2500</td> </tr> <tr> <td>Attractions</td> <td>£300</td> </tr> <tr> <td>Santa Presents</td> <td>£500</td> </tr> <tr> <td>Sensory</td> <td>£1000</td> </tr> <tr> <td>Awards/ rosettes</td> <td>£100</td> </tr> <tr> <td>Total</td> <td>£10,400</td> </tr> </tbody> </table> <p>Proposal to confirm the itemised budget for Christmas so bookings can be made.</p>	Item	Cost	First Aiders	£600	Security	£1250	Road Closure	£400	Trees	£750	Bands	£1700	PA and Staging	£1300	Fireworks	£2500	Attractions	£300	Santa Presents	£500	Sensory	£1000	Awards/ rosettes	£100	Total	£10,400	
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216	Bank Reconciliation Proposal to confirm and accept bank reconciliation for August	See attached																										
217	Income and Expenditure Proposal to confirm and accept income and expenditure for August	See attached																										
218	Payments Proposal to accept and process payments for October.	See attached																										
219	Budget for Council Proposal to accept budget and precept increase of 2.16% which is under RPI 3%. Clerk to send Cannock District Council our precept request.	See attached																										
Planning																												
220	<p>Planning Application within the last month</p> <p>Proposed Development: Conversion of an existing 3 bed dwelling into 2 x 1 bed self contained flats Location: 6 St Edwards Green, Rugeley, Staffordshire, WS15 1LW</p> <p>Proposed Development: Creation of 12 dwellings on existing car park - AMENDED PLANS & ADDITIONAL INFORMATION. Location: Church Of Ss Joseph And Etheldreda, Car Park, Lichfield Street, Rugeley, Staffordshire, WS15 2EH</p>																											

	<p>Proposed Development: Creation of 12 dwellings on existing car park - AMENDED FLOOD RISK INFORMATION Location: Church Of Ss Joseph And Etheldreda, Car Park, Lichfield Street, Rugeley, Staffordshire, WS15 2EH</p> <p>Proposed Development: Retrospective application for the erection of a sun house Location: 100 Green Lane, Rugeley, WS15 2RP</p> <p>Proposed Development: Retrospective application for the removal of part of front garden to create two additional parking spaces Location: 3 Plovers Rise, Rugeley, Staffordshire WS15 2PL</p> <p>Proposed Development: Erection of a ground floor rear extension Location: 13 Hillway Close, Rugeley, Staffordshire WS15 2RQ</p>																
General Business																	
221	<p>Electricity Action plan to be discussed at meeting</p>																
222	<p>Policies Councillors now have had time to read and comment on our new policy cohort. Proposal to accept all new policies which will supersede all previous policies.</p>	See attached															
223	<p>Photocopy We currently lease our photocopy and have a separate contract where we are charged on usage on top of ink and paper. Our photocopy recently broke down and on calling the contractor, they couldn't get out for another 2 days. Therefore, we solved it ourselves instead. Also, we have had problems getting ink before it runs out as their system isn't accurate saying when we are running low. Last year the 2 contracts cost us £1749.87. Our contract finishes March 2025, we could either wait until our contract finishes or buy a photocopy outright to save on the usage charges from now. Please see below costs of buying outright (Laser is for higher volumes and inkjet is for better quality)</p> <table border="1" data-bbox="354 1469 1238 1980"> <thead> <tr> <th colspan="3" data-bbox="354 1469 1238 1507">Laser Printers</th> </tr> <tr> <th data-bbox="354 1507 603 1545">Company</th> <th data-bbox="603 1507 900 1545">Machine / Cost</th> <th data-bbox="900 1507 1238 1545">Print Costs</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 1545 603 1688">Currys</td> <td data-bbox="603 1545 900 1688">HP Colour Laser Jet CP5225DN £965.93 (excl. VAT)</td> <td data-bbox="900 1545 1238 1688">Black Ink: £161.16 Colour: £306.24 each Mono: 0.2p per copy Colour: 0.4p per copy</td> </tr> <tr> <td data-bbox="354 1688 603 1832">Printerland & Amazon</td> <td data-bbox="603 1688 900 1832">Xerox Versalink C7120DN A3 £1,352.73 (excl. VAT)</td> <td data-bbox="900 1688 1238 1832">Black Ink: £189.56 Colour: £200 each Mono: 0.5p per copy Colour: 3.8p per copy</td> </tr> <tr> <td data-bbox="354 1832 603 1980">Printerland.co.uk</td> <td data-bbox="603 1832 900 1980">Xerox Versalink C7020DN A3 Multifunction £1,399.00 (excl. VAT)</td> <td data-bbox="900 1832 1238 1980">Black Ink: £190 Colour: £200 each Mono: 0.6p per copy Colour: 4.5p per copy</td> </tr> </tbody> </table>	Laser Printers			Company	Machine / Cost	Print Costs	Currys	HP Colour Laser Jet CP5225DN £965.93 (excl. VAT)	Black Ink: £161.16 Colour: £306.24 each Mono: 0.2p per copy Colour: 0.4p per copy	Printerland & Amazon	Xerox Versalink C7120DN A3 £1,352.73 (excl. VAT)	Black Ink: £189.56 Colour: £200 each Mono: 0.5p per copy Colour: 3.8p per copy	Printerland.co.uk	Xerox Versalink C7020DN A3 Multifunction £1,399.00 (excl. VAT)	Black Ink: £190 Colour: £200 each Mono: 0.6p per copy Colour: 4.5p per copy	
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Currys	Brother MFC-J6957DW A3 Colour Multifunction £487.81 (excl. VAT)	Black Ink: £54.10 Colour: £52.61 each Mono: 0.1p per copy Colour: 0.1p per copy															
Currys	HP OfficeJet Pro 9730e all in one £227.59 (excl. VAT)	Black Ink: £37.49 Colour: £19.99 each Mono: 0.2p per copy Colour: 0.2p per copy															
Printerland.co.uk	Epson EcoTank Pro ET-16680 A3 £1,009.99 (excl. VAT)	Black Ink: £23.28 Colour: £18.50 each Costs per copy: Mono: 0.2p per copy Colour: 1p per copy															
Viking Direct	Brother MFC-J5955DW Colour Inkjet A3 Printer £243.00 (excl. VAT)	Black Ink: £75.90 Colour: £32.40 each Mono: 1.2 per copy Colour: 6p per copy															
<p>Proposal to put in notice for current contracts and buy HP Colour Laser Jet CP5225DN</p>																	
224	<p>Payroll Payroll is still being a major issue, who we outsource to don't get payslips right and we are constantly chasing the details to make payments on time either when they are given 5 clear working days.</p> <table border="1"> <thead> <tr> <th style="background-color: #d9ead3;">Company/Service Provider</th> <th style="background-color: #d9ead3;">Description</th> <th style="background-color: #d9ead3;">Cost (approx.) based on 10 – 15 employees</th> </tr> </thead> <tbody> <tr> <td>Unico3 (current Payroll service provider)</td> <td>Full Payroll Service (outsourced)</td> <td>£85 - £95 per month / £1,020 - £1,140 per year (based on current employees)</td> </tr> <tr> <td>Willows Accountancy</td> <td>Full Payroll Service (outsourced)</td> <td>£106 - £156 per month / £1,272 - £1,872 + £5 for new starter set up/leaver P45</td> </tr> <tr> <td>Brightpay</td> <td>Online Payroll Software (inhouse)</td> <td>£19.91 per month / £239 per year (up to 25 employees)</td> </tr> <tr> <td>12 Cloud Payroll UK</td> <td>Online Payroll Software (inhouse)</td> <td>£25 per month / £300 per year (up to 15 employees)</td> </tr> </tbody> </table>		Company/Service Provider	Description	Cost (approx.) based on 10 – 15 employees	Unico3 (current Payroll service provider)	Full Payroll Service (outsourced)	£85 - £95 per month / £1,020 - £1,140 per year (based on current employees)	Willows Accountancy	Full Payroll Service (outsourced)	£106 - £156 per month / £1,272 - £1,872 + £5 for new starter set up/leaver P45	Brightpay	Online Payroll Software (inhouse)	£19.91 per month / £239 per year (up to 25 employees)	12 Cloud Payroll UK	Online Payroll Software (inhouse)	£25 per month / £300 per year (up to 15 employees)
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	Proposal to change to using Brightpay, which will bring payroll in house.	
225	<p>External Audit Please see attached completion of audit. We got 2 qualification points which the new Clerk already noted and addressed at the start of the audit. This is regarding reviewing standing orders, risk assessments and financial regulations every year.</p> <p>Proposal to accept the external audit.</p>	See attached
226	<p>Items for Future Meetings</p> <ul style="list-style-type: none"> • Review of policy list and timetable • Water • Asset list • Rates list for Rose Theatre • Banking 	
227	<p>Date of next meeting The next meeting of the Town Council will be on Wednesday 6th November 2024 at 7.00pm</p>	
<p>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.</p>		