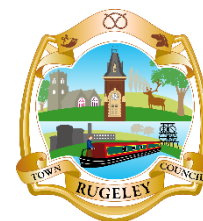


RUGELEY TOWN COUNCIL

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 11th September 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

160	Apologies To receive any apologies (through the Clerk in accordance with Standing Orders)	
161	Declaration of personal & prejudicial interest in any item on the agenda Members should notify Monitoring officer within 28 days if not already declared.	
162	To receive any requests for dispensation	
163	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	
164	Chair to re-open the council meeting	
165	To consider approving and signing the minutes of the following meetings: <ul style="list-style-type: none"> - Full Council 10th July - Finance and Management 17th July Proposal to confirm and accept minutes as true and accurate records	All Attached
166	Matters arising	
167	Chair and Vice Chair reports	
Rose Theatre		
168	Rose Chair Report	

169.1	<p>Mixing Desk The Rose Theatre don't currently have a working mixing desk and are loaning one off a casual worker. The plan would not get like for like as the current model does more than needed and is over complicated.</p> <p>Proposal to allocate up to £2000 from Renovations and Renewals Ear Marked Reserve to buy one.</p>	Quotes to follow
169.2	<p>Rig Lighting Apart from the mixing desk, the equipment to control the lighting rig does not belong to Rose Theatre. To bring this inhouse needs a laptop and dongle. The council offices currently have a spare laptop that could be wiped and given to the theatre to cut costs to just buying the dongle ChamSys MagicQ Magic DMX Full Dongle) which will cost £135</p> <p>Proposal to use £135 of the remaining £400 of Tech Room Budget to purchase lighting dongle</p>	
Community Engagement		
170	Community Chair Report	
171	<p>Remembrance Day The clerk had a productive meeting and subsequent calls with Royal British Legend. This year is about working in 50/50 partnership and next year once we have learnt the ropes, RBL will be taking a step back and only be there to help communicate with personnel.</p> <p>The road closures letters have already been sent out and authorities notified. Last year there was an issue with the sound not reaching all the crowd, Cllr Millar to open discussions with The Vine who supply equipment on how we rectify this.</p>	
172	<p>Light Switch On Meeting with Clerk, Lucy, Cllr Miller, Cllr Hart, William from WJ Fairground and David from Brewery Street was successful in starting plans for light switch on. A map was drawn up to devise where everything will be going. Entertainment is going to be spread out this year, Santa at Brewery Street Arcade, areas for Neurodiverse community, sensory area for younger individuals and also every side street having their own attraction/ music. To look at a 2 sided leaflet to go out, one side with a map of what's happening where, other to give running order of events. Full posters to be in shop windows stating you are here, whether they are a child safe toilet venue etc. Discussions on competition for school children to design Santa's train/ sleigh and on the night a children hunt that takes them into independents.</p> <p>Proposals</p> <ol style="list-style-type: none"> 1. To allocate the budget for Christmas event to the community group to spend as long as it is agreed by at least 3 councillors and within the remit that is on the map. 2. To agree to competition for Santas sleigh to be organised by Lucy 3. The proposal of 1st draft map and plans mentioned above be agreed 	Map attached
173	<p>Community Session The council agreed previously to hold another community session.</p>	

	Proposal to confirm date of community session on 8 th or 15 th January	
174	<p>Transport Working Group</p> <p>The transport working group met and discussed the issue with the 63 not always going around the Peartree estate, Cllr Hart to report. A community transport scheme was discussed where dialogue needs to be opened with county council. Alternatives were also discussed of trying to set up a meeting with Chase Rider to expand routes to areas not supported currently, Cllr Hart to arrange. To speak to Cherishers if they have a volunteer group and if they would help, Cllr Parkes to open discussions. Finally, to investigate disability help and get information circulate, Mel to look into if previous taxi discount card for disabled still is running.</p>	
Finance		
175	<p>Electricity</p> <p>Working party to give report on electric usage, tariff options and solar energy sell back</p> <p>Proposal that working party bring to next full council quotes for selling back to the grid and any progress regarding tariff options.</p>	
176	<p>Hand Driers</p> <p>Last year we spent £477 on paper hand towels and so far spent £82 this year, if we were to put a hand drier in each toilet for both council side and theatre this would be at a cost of £263.95 for eco low noise ones. Furthermore with children, sometimes the bathrooms look untidy where paper towels are on the floor, not in bins provided and toilets have been blocked with them.</p> <p>Proposal to purchase hand dryers to improve cost</p>	
177	<p>Petty Cash</p> <p>Following on from discussions at last full council meeting, the Clerk and the Theatre Manager discussed the excessive float amount. The Theatre Manager is worried that when you have 2 weeks of shows in that they will struggle with floats and the bank must have 5 days' notice to obtain change. I have had the float reduced to £200 for each till with the remainder staying in the safe. The agreement if council agree, the float to stay in the safe for a trail period until end of October once the Theatre gets busier, if the excess float hasn't been touched it will be returned to the bank account.</p> <p>Proposal to decrease float further to £100 and if by October this has been successful, the excess £450 to be put into the bank.</p>	
178.1	<p>Banking</p> <p>All changes to the banks have now been made however we need to relook on signatures and usage as we struggling to make payments in a timely fashion and we are not covered financially for all our money, we are getting charged for dormant accounts and not getting interest where we could be.</p>	
178.2	<p>CCLA - This is our investment account with currently £292,720.13 with interest each month being in the ball park £1250.00 and hasn't been changed since 2022. This account should I believe house all ear marked reserves and 75% of our general reserves due delayed transfers. According to our accounts right now that would be £341,650.93. We are not protected to £85,000 with this account</p>	

<p>179.3</p>	<p>but that is the same with other investment accounts and many councils use CCLA. Proposal for Council to transfer an additional £48930.80 to CCLA account. This account to be reviewed the month before each precept payment.</p> <p>Unity Bank - This was used for any income on our community projects like markets and car boots. These have either stopped or now outsourced so we don't receive income, so it is a dormant account with charges of £18 per quarter for no transactions. When speaking at the last SLCC branch meeting, we discussed at lengths different banks and the consensus was that Unity Bank are the only bank that actually understands councils. When dealing with all the banks these are far the best to deal with. Their only downside is their savings accounts are not as good as Lloyds. Therefore, to protect our money and have confidence in our working bank, I would suggest we do our day to day banking with Unity and have a easy access savings account with Lloyds. Please see below what we get charged by Lloyds to how much we would be charged if changing to Unity:</p> <table border="1" data-bbox="352 862 1241 1227"> <thead> <tr> <th>Transaction</th> <th>Lloyds</th> <th>Unity Trust</th> </tr> </thead> <tbody> <tr> <td>Monthly Fee</td> <td>£8.50</td> <td>£6</td> </tr> <tr> <td>Cash Payments</td> <td>£1.50 per £100</td> <td>60p per £100 if go over £1500 in a month</td> </tr> <tr> <td>Cheques</td> <td>£1.00 per cheque</td> <td>60p each if go over 15 in a month</td> </tr> <tr> <td>Bacs batches</td> <td>15p</td> <td>14p</td> </tr> <tr> <td>Faster Payments</td> <td>20p</td> <td>15p</td> </tr> <tr> <td>Typically month</td> <td>£60.07</td> <td>£36.47</td> </tr> </tbody> </table>	Transaction	Lloyds	Unity Trust	Monthly Fee	£8.50	£6	Cash Payments	£1.50 per £100	60p per £100 if go over £1500 in a month	Cheques	£1.00 per cheque	60p each if go over 15 in a month	Bacs batches	15p	14p	Faster Payments	20p	15p	Typically month	£60.07	£36.47	
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<p>178.4</p>	<p>Lloyds - The instant access savings account with Lloyds is at 1.00% APR. I would suggest if we put our remaining balance minus £7500 to cover our bills to the savings account, then allow the Clerk to transfer the money required for payments and payroll each month, we would be able to capitalise on interest but also still have plenty in the account to cover direct debits each month.</p> <p>Proposal to move our day-to-day banking to Unity Trust Bank and open a savings account with Lloyds where the clerk will transfer our remaining funds or any income to the savings account. Each month the clerk will be allowed to transfer the money required for monthly payments and payroll.</p>																						
<p>178.5</p>	<p>Signatories on the accounts Lloyds – GK, DG, PA, DF Unity Trust – WC, KH CCLA – KH, DF Proposal to make each account have 8 signatories</p>																						
<p>179</p>	<p>Bank Reconciliation Proposal to confirm and accept bank reconciliation for August</p>	<p>See attached</p>																					
<p>180</p>	<p>Income and Expenditure</p>	<p>See attached</p>																					

	Proposal to confirm and accept income and expenditure for August	
181	Payments for August and September Cllrs received by email August payments and replied to say they were happy; therefore, payments went ahead. Proposal to confirm payments for August were accepted and to accept and process payments for September.	See attached August with September to follow
182	Budget for Council Proposal Clerk to update budget and present at next full council with presentation of costings. Cllrs to confirm ideal precept amount	See attached
Council		
183	Co-Option Vacancies We still have 2 vacancies, one for Western Springs North and one for Etching Hill with one application. Proposal for Town Clerk to put advert out on Facebook, notice boards and website with a deadline of 25 th September to be voted on at next Full Council. Lucy to get in touch with people who ticked yes to councillor question to see if they are still interested.	
184	Water Fountain – Cllr David Gaye Implementation of drinking water fountain for free in Elmore Park. There is a company that install drinking water fountains for free on behalf of councils and our obligation would be to report any issues. Proposal to have a water fountain installed in Elmore Park	
185	Clerks Report	
185.1	To Do List Over August break officers have been working really hard to get up to date after being short staffed and getting more organised in the office. The to do list had 102 items on it plus day to day enquiries, emails and unexpected obstacles, there are now only 26 items left with some nearly complete. Mel and Lucy will continue to work on these in the background to make sure everything is up to date and in order as soon as possible.	
185.2	Waste Savvy Clerk to share outcomes of meeting at the meeting	
186	Survey Results Cllrs to discuss results from survey	To Follow
187.1	Cannock District Council Funding We need to allocate the rest of the funding asap. If the money isn't allocated by end of December it will be offered to all other councils on first come basis. Therefore, I think it would be wise knowing that money was available last year from unspent pot, that we work out what we want to allocate the rest of our money to then vote on some projects if more funding becomes available. Cannock will only allocate if you can provide signed minutes of the vote. Therefore, if we already have voted as soon as the email comes out, I can email the minutes straight away and secure the funding for Rugeley. We have currently spent £9000, however I feel we should revise the budget for the community hub as this can now only be spent on furnishing the room, signage to the offices and the entrance. It can't include grants for communities to use the room like previously thought.	

	<p>Proposal To reduce community hub budget from £6000 to £2000.</p> <p>This leaves us with £27,436.29, with the following ideas:</p>	
187.2	<ul style="list-style-type: none"> • Empty Shop Displays – to make the town more attractive, to put Rugeley heritage information on window decals which also bring more footfall into town as an interest point <p>Proposal to allocate £5000 to get window decal displays for empty town shops</p>	
187.3	<ul style="list-style-type: none"> • Equipment for remembrance events. 4x The Lamp Light of Peace, £55 each which councils are being urged to buy to signify emerging from the darkness of war. 4 would mean we could have a rising star from cadets on each corner of the Cenotaph. Could also be used for other events like JE day next year. <p>Proposal to allocate £220 to buy 4 x lanterns</p>	
187.4	<ul style="list-style-type: none"> • Town Centre Museum – we are constantly being told that there are historic artifacts in people’s attics that we are allowed to display if we have somewhere, to pay for a unit and security in town to display <p>Proposal to allocate £7000 if more funding becomes available to rent a shop and insurance artefacts</p>	
187.5	<ul style="list-style-type: none"> • Maintenance Contractor – pay a contractor for 6 months to receive and complete jobs around the town centre and wards such as: weeding, sign cleaning, painting metal works <p>Proposal to allocate £4716 for a part time maintenance contractor for a period of 6 months</p>	
187.6	<ul style="list-style-type: none"> • Trails App – Ross-on-Wye have successfully launched a trails app in February 2024 to promote heritage and tourism which was funded through this same funding which had 255 downloads in the first month and getting more each month. <p>Proposal to allocate £7000 to purchasing an app if more funding becomes available in December</p>	
187.7	<ul style="list-style-type: none"> • Renovation of Rose Theatre bar area – the recent survey has detailed that residents would like the bar to be open during events for public to attend and open during the day for coffees etc. To provide a box office area, new table and chairs, update bar and new flooring. <p>Proposal to allocate £10,000 to the renovation of the Rose Theatre bar area.</p>	
187.8	<ul style="list-style-type: none"> • Teenage Market – recently on TV there was a market that has been rolled out to various locations where teenagers sell hand made items, coffees etc and has worked really well. Two boys on one stall have a chi coffee pod that they sell much cheaper than going to Costa or Starbucks and you can purchase pods to make at home. Another girl makes bracelets for concerts coming up so was making I love TS 	

<p>187.9</p> <p>187.10</p>	<p>bracelets. Finally, one teenager has now been so successful they moved into a shop.</p> <p>Proposal to allocate £4000 to teenage market if more funding becomes available in December</p> <ul style="list-style-type: none"> • Newspaper – as the record isn't reaching residents, discussions around a newspaper have happened and may aid getting more knowledge or the Rose Theatre and Council as survey show not enough people know about us. We also have from someone who worked for Rugeley Times. <p>Proposal to allocate £2500 to setting up a monthly newsletter and run for 4 months.</p> <ul style="list-style-type: none"> • Cinema – the survey suggested a cinema more often and even black and white films. To purchase items in order to put on cinema while we gain attention and reputation, so we are not losing money. This could include popcorn machine, Filmbank purchases for a 6-month period and advertising costs. <p>Proposal to allocate £5000 to the set up and running of cinema</p>	
Cannock Chase District Council		
188	Chair to open meeting to present District Councillors to update on Rugeley area	
189	Car Parking Rugeley Council would like to look at usage statistics so we can see where we may be able to cut car parking costs on Cannock Districts car parks.	
190	Boundaries District at last elections changed the boundaries, this now doesn't coincide with local council boundaries. We would like a review to bring boundaries in line and decrease the amount of councillor seats.	
191	Stile Cop Cemetery We have recently received a lengthy email regarding the upkeep of Stile Cop Cemetery, which highly concerned the council and have passed the concerns to district.	
192	Mindfulness Garden Next to the mindfulness garden is 2 district owned flower beds which get watered. The council want to open discussions about watering the mindfulness garden even if we have to contribute to the watering costs.	
193	Hagley Field Rugeley now has no suitable venue for large scale events without disrupting residential areas. Access from the Leisure Centre into Hagley Field will alleviate the problem to the delight & appreciation of Rugeley residents.	
194	Pedestrianised Town Centre Town centre traffic in the Rugeley pedestrianised area is a continual long term ongoing safety issue with random delivery vehicles passing through at all times of the day. Police are too scarce to enforce, only deliveries to Bookies, Banks &	

	Chemists should be allowed and only deliveries should be allowed between certain hours, e.g. not between 0930 & 1630 hrs. Suggestion for one way access between allowed hours combined with ANPR cameras with possible exemption list of permitted vehicles enabled linked to fixed penalty notice system as per private car parks?	
195	Hagley Caves These Caves could well be developed and opened as a tourist attraction in Rugeley	
Staffordshire County Council		
196	Chair to open meeting to County Councillors to update on Rugeley area	
197	Horse Fair Island The island that was overgrown with weeds has now been weeded.	
198	Overgrown Trees Trees in the town centre are on the building line, obscuring the view of CCTV and now low that members of the public can't walk under.	
199	County Strategy The Clerk recently sat on the seminar for the new Staffordshire County Council Strategy, which was a quick 10-minute presentation followed by Clerks putting forward the local problems residents face. The strategy has been formed after completing a resident survey where 2,106 were returned. It was very much every area had the same issues, we raised: <ul style="list-style-type: none"> • Transport for the high community that work out of area and issues around drink driving now the service doesn't run as late • General upkeep such as tree cutting and weeding • That all tiers of councillors are only looking into their job description not the whole picture, e.g. County not cutting trees as they are healthy, but it blocks CCTV which comes under district. • The reporting system is difficult to navigate and not everyone has the technology to use system. • There should be a contact line for clerks to get support as we are now getting more residents coming to us for support uploading issues. They are now going to take away our comments and robust their strategy where possible before releasing to the public. The presentation didn't really tell us much other than their new aims, which were very broad and what we already expect them to be doing as a county council. When this was questioned, they did say there would be more detail and targets in the final plan.	
200	Items for Future Meetings <ul style="list-style-type: none"> • Listed buildings – Lucy MacDonald booked for October Full Council • Review of policy list and timetable • Water • Asset list • Rates list for Rose Theatre 	

201	Date of next meeting The next meeting of the Town Council will be on Wednesday 3 rd October 2024 at 7.00pm	
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.		
202	To receive any requests for dispensations	
	To consider approving and signing the confidential minutes of the following council meetings: <ul style="list-style-type: none"> - Full Council 10th July - Finance and Management 17th July - Full Council 17th July - Full Council 24th July 	All Attached
203	Matters arising	
204	Meetings	
205	Staff	
206	Phase 2 of Organisational Review	