

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 20th November 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

237	Apologies To receive any apologies (through the Clerk in accordance with Standing Orders)	
238	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.	
239	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	
240	Chair to re-open the council meeting	
241	Minutes Proposal to confirm and accept minutes of Full Council on 2 nd October as true and accurate record.	Attached
242	Matters arising Clerk to discuss training and budget	
243	Full Council Chair and Vice Chair reports	
External organizations or professionals		
244	County Council and Highways Chair to open meeting to representatives attending to update on Rugeley area – maximum 5 minutes. Topic of Interest – Exploring solutions to reduce road accidents and improve traffic control on Horse Fair and in surrounding residential areas, as well as addressing the decline in trade within the town centre.	
245	Town Crier Town Crier to give report – maximum 5 minutes.	
246	The Hive Clerk to give report	

247	Police Report	Attached
Rose Theatre		
248	Rose Chair Report	
248.1	Proposal to have designated smoke area with canopy in alley leading to lean to. Smoke box to be moved to this area. Staff will now only be allowed to smoke in this area along with patrons.	
248.2	Proposal to cancel Coors contract, have bottles in the interim while investigation into local microbreweries happens.	
248.3	Proposal to spend up to £50 on membership to Arts Council	
248.4	Proposal for Cllr Mahon to take over responsibility of Rose Theatre platforms, including Website and Facebook.	
Community Engagement		
249	Community Chair Report	
Finance		
250	Bank Reconciliation Proposal to confirm and accept bank reconciliation for September and October	Attached
251	Income and Expenditure Proposal to confirm and accept income and expenditure report for October	Attached
252	Payments Proposal to accept and process payments for November.	Attached
Planning		
253	Planning Applications within the last month	Attached
Task and Finish Groups		
254	<p>Transition to Task and Finish Groups Following HR Review</p> <p>Following the recent HR review, it was agreed that moving from committees and work groups to task and finish groups would be beneficial. Both the Community and Rose Work Groups have faced challenges in meeting timelines due to their extensive workloads, further highlighting the need for this transition.</p> <p>With a look at dividing the Community and Rose Work Groups into smaller, specialised task and finish groups, each focused on a specific area. This approach will allow us to accomplish more over time and ensure no critical tasks are overlooked.</p> <p>Each task and finish group will:</p> <ul style="list-style-type: none"> • Begin by electing a lead responsible for organising agenda topics, facilitating discussions, and maintaining focus during meetings. • Consist of five councillors and meet on an ad hoc basis as needed to achieve their specific objectives. • Operate without direct spending authority, submitting all proposals for changes or expenditures to Full Council for approval. <p>This structure will enhance productivity while ensuring that Full Council retains oversight and final approval on all decisions and spending.</p>	

254.1	<p>Proposal to transition the current Utilities Working Group into a Task and Finish Group, with a designated end date of 31st March 2025. The group's responsibilities may include:</p> <ul style="list-style-type: none"> • Reviewing all utilities contracts to ensure they meet current needs and are cost-effective. • Identifying opportunities to optimise utility usage and reduce consumption. • Consulting with external experts for specialised knowledge. • Exploring grants and other funding sources aimed at enhancing energy efficiency and supporting carbon reduction, with a focus on sustainable and greener practices. 	
254.2	<p>Proposal to establish a Charter Fair Task and Finish Group. Commencing on 1st December and concluding on 19th June. The group's responsibilities may include:</p> <ul style="list-style-type: none"> • Structuring the event budget into specific categories. • Determining potential revenue sources. • Submitting a comprehensive budget and revenue plan to Full Council for approval prior to any spending or bookings being made. • Organising site management logistics. • Coordinating volunteer recruitment and roles. • Provide a debrief to Full Council after the event, including an evaluation of the event's success and areas for improvement. 	
254.3	<p>Proposal to establish Rose Theatre Bar and Catering Task and Finish Group to focus on improving operations and profitability in the bar and catering areas. Commencing on 1st January and concluding on 31st March 2025. The group's responsibilities may include and will be in conjunction with Operations Manager:</p> <ul style="list-style-type: none"> • Develop efficient stock-taking processes. • Investigate and select optimal suppliers to ensure quality and cost-effectiveness. • Explore alternative card payment solutions that do not rely on Wi-Fi to improve transaction reliability. • Enhance the overall look and feel of the bar and seating area. • Plan a welcoming reception area to encourage bar sales. • Review current bar prices and evaluate profit margins to ensure they are appropriately set. • Transition to commercial grade cleaning supplies, moving away from household products for better efficiency and compliance. 	
254.4	<p>Proposal to establish Rose Theatre Bookings Task and Finish Group to enhance the theatre's booking operations, attract diverse shows, and improve venue utilisation. Commencing on 1st January and concluding on 31st March 2025. The group's responsibilities may include and will be in conjunction with Operations Manager:</p> <ul style="list-style-type: none"> • Establish and understand the profitability of events. • Develop a more robust and comprehensive bookings contract. 	

	<ul style="list-style-type: none"> • Source a wider variety of shows and events, giving residents access to more entertainment options that they can book. • Explore music, comedy acts, and other performances that can be held within bar to increase foot traffic. • Plan and schedule cinema film nights, coordinating targeted marketing to boost attendance. • Review and improve the overall marketing strategy to better promote events and venue availability. • Create a new cost structure for venue hire, exploring both ticket-split options and fixed-fee room hire. • Assess existing equipment and produce a report identifying maintenance needs and items requiring replacement. • Implement a system for regular maintenance and servicing of equipment to extend its lifespan and ensure operational reliability. 	
<p>254.5</p>	<p>Proposal to establish a Community Conference Task and Finish Group to plan and organise a successful community conference. Commencing on now and concluding on 15th January 2025. The group's responsibilities may include:</p> <ul style="list-style-type: none"> • Plan the overall organisation of the community conference, including logistics, schedule, and content. • Develop a marketing strategy to promote the event and increase attendance. • Utilize and improve the current community group list to invite relevant local groups and stakeholders to the conference. • Aid in the creation of a comprehensive network for future community conferences, fostering ongoing engagement and collaboration. • Assisting the organise and coordinate volunteers for the event, including roles for set-up, front-of-house duties, and take-down. • Provide a debrief to Full Council after the event, including an evaluation of the event's success and areas for improvement. 	
<p>254.6</p>	<p>Proposal to establish a Light Switch-On Task and Finish Group to complete the ongoing planning and organisation of the light switch-on event. Commencing now and concluding on 19th December 2024. The group's responsibilities may include:</p> <ul style="list-style-type: none"> • Finalise and complete the work already started for the light switch-on event. • Organise and coordinate volunteers for the event, ensuring sufficient support and recruiting additional volunteers as needed. • Provide a debrief to Full Council after the event, including an evaluation of the event's success and areas for improvement. 	
<p>254.7</p>	<p>Proposal to transition the current Transport Work Group into a Task and Finish Group. It will focus on driving forward transport improvements and securing the necessary resources to support them. Commencing on now and concluding on 31st January 2025.</p>	

	<p>The group's responsibilities may include:</p> <ul style="list-style-type: none"> • Develop a strategy for future transport plans, outlining key goals and initiatives. • Organise relevant meetings with bus companies and the County Council to explore potential projects and identify opportunities for collaboration. • Investigate funding options and develop a plan to secure financial support for proposed transport initiatives. 	
255	Utilities Work Group update	
General Business		
256	<p>Car Park Drain</p> <p>Due to a blocked drain causing a persistent water accumulation in our car park, coupled with several non-functional floodlights and the unpredictable nature of bulb failures, the urgency of the situation became clear, especially with the darker evenings and upcoming shows. Additionally, a complaint was received regarding someone having to empty water from their shoes due to the depth of the standing water, which couldn't be seen after one show. An email was circulated to seek an urgent vote for approval of up to £250 for repairs. The issue has now been addressed, and a report will be submitted to the Clerk with recommendations on how to prevent this from happening in the future.</p>	
257	<p>Policies</p> <p>Council policies are essential documents, and it is important that all councillors read and understand them to ensure they are fully aware of their content. Additionally, these policies must be regularly reviewed. The following list of policies has been created to avoid the need for reviewing all policies at once. Once councillors have read the policies, they are required to sign the document in the office to acknowledge that they have read and understood them. This process is also necessary for audit purposes.</p> <p>Clerk to update Councillors are new sexual harassment rulings.</p> <p>Proposal to accept all new policies which will supersede all previous policies.</p>	Attached
258	<p>Items for Future Meetings</p> <ul style="list-style-type: none"> • Asset list • Banking 	
259	<p>Date of next meeting</p> <p>The next meeting of the Town Council will be on Wednesday 18th December 2024 at 7.00pm</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.		
260	To receive any requests for dispensations	
261	<p>Minutes</p> <p>Proposal to confirm and accept confidential minutes of Full Council on 2nd October as true and accurate record.</p>	Attached
262	Matters arising	
263	Staffing Committee Update	
End of Meeting		