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**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 17th September 2025,** 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**

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| **146** | **Apologies**  To receive any apologies (through the Clerk in accordance with Standing Orders) |  |
| **147** | **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. |  |
| **148** | **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 |  |
| **149** | **Chair to re-open the council meeting** |  |
| **150** | **Minutes**  **Proposal** to confirm and accept the minutes of Full Council on 16th July 2025 as true and accurate record. | **Attached** |
| **151** | **Full Council Chair and Vice Chair reports** |  |
| **152** | **Clerk Report** | **Attached** |
| **Finance** | | |
| **153** | **Bank Reconciliation**  **Proposal** to confirm and accept bank reconciliations for August and September | **Attached** |
| **154** | **Income and Expenditure**  **Proposal** to confirm and accept income and expenditure report for September  **Proposal** to confirm and accept progress to budget to date. | **Attached** |
| **155** | **Payments**  **Proposal** to accept and process payments for August and September. | **Attached** |
| **Planning** | | |
| **156** | **Planning Applications within the last month**  To note planning applications | **Attached** |
| **Health and Safety** | | |
| **157** | **Health and Safety report**  We have had no health and safety issues this month and the fire door with a broken part has now been fixed. |  |
| **Policies** | | |
| **158** | **Update Policies**  To be considered at October Meeting |  |
| **Rose Theatre Task and Finish Group** | | |
| **159** | **Chair to update**  Complete proposals attached  **Panto**  **Proposal** to agree the following ticket structure  School Performances:  ● £8.00 per General Admission Ticket  ● Full House Package: £1,575.00 for 210 tickets  (Offers schools a £105.00 saving and encourages a sell-out audience)  Scout Performance:  ● £1,575.00 for full 210-seat capacity  Public Performances:  ● £15.00 per Adult Ticket  ● £10.00 per Child Ticket  ● £45.00 per Family Ticket (2 adults + 2 children)  **POS**  **Proposal** to spend £2,200 on 3 POS systems for the bar.  **Technical Equipment**  **Proposal** to spend £350 of technical budget on equipment required as detailed in proposal  **Proposal** to confirm or make changes to members on Rose Theatre Task and Finish Group | **Attached** |
| **Community Engagement Task and Finish Group** | | |
| **160** | **Chair to update**  **Christmas Light Switch On**  **Budget**  **Proposal** to utilise budget of £12500 into the following categories:  Market Square 25ft Christmas Tree £800.00  Christmas Market £2,250.00  Attractions £3,000.00  Fireworks £1,700.00  Santa’s Grotto £1,000.00  Entertainment £1,000.00  New Annual Asset (that can be used for future events) £1,000.00  First Aid £500.00  Security £1,250.00  That Clerk and/or Engagement Officer along with approval from chair to book/ purchase accordingly to budget, especially for entertainment where we are still seeking in early talks with suppliers. That officers to proceed with sponsors and talks.  **Market**  **Proposal** to instruct Ruth from Hunny Pot Cottage Events to organise market and food venders. This will be at no charge to the council.  **Main Stage**  Attridge’s have kindly sponsored the stage again this year, they will supply and erect the stage for us. Thank you very much for your support.  We are in early talks radio stations to do a roadshow with a mix of performers, singers and bands throughout the day for an all-inclusive day.  **Choirs Stage**  JL and MS have volunteered to lead on stage to unsure smooth running. Lucy to contact schools and organise the line up timings.  **Santa’s Grotto**  Location of Grotto could either be library or Brewery Street Shopping Centre.  **Proposal** to confirm where Santa’s Grotto will be held.  If the Grotto is in library, we will need to consider Santa, however we are in early talks with a Santa if needed that only claims travel expenses.  **Volunteers**  JP is currently looking into local groups to see if we can expand our volunteer groups. JL to offer drink tokens to volunteers and Lucy will speak to food vendors for the same.  **Local Schools**  Last years Grotto competition went really well and was well supported by schools. This year the idea has been brought forward that each school in Rugeley and Brereton make 2 boards, one from Juniors and one from infants to market the event. One to be put on school fencing and the other to be put in that ward area. The boards must include the event, the date, the times, RTC’s Logo and the Schools emblem and which years were involved in the design. Lucy to look into cost of boards and how to get them printed.  **Halloween Attraction**  Odin Events Ltd emailed regarding a Pop-up Pumpkin Patch in Rugeley Town Centre.  This is an interactive event for the children of Rugeley including the pop-up pumpkin patch, photo opportunities with hay bales, pumpkins, spider webs, an organised scavenger hunt, wheelbarrows and walk-around scarecrows – completely organised by the company, no volunteers or input needed from any other resources.  **Proposal** to use £3500 from community projects EMR to put on a Halloween pumpkin patch pop up in the town centre.  **Proposal** to confirm or make changes to members on Community Engagement Task and Finish Group |  |
| **General Business** | | |
| **161** | **Local Government Reorganisation for Staffordshire**  The latest update is that cabinet is now considering a new structure of two unitarity councils of East and West Staffordshire as government said this original proposal didn’t cover whole of county due to leaving out Stoke-on-Trent and didn’t address financial challenges.  East Staffordshire - Staffordshire Moorlands, East Staffordshire, Lichfield, Tamworth and Stoke-on-Trent  West Staffordshire - Newcastle-Under-Lyme, Stafford, Cannock Chase and South Staffordshire.  This new business case needs to be submitted to government by 28th November 2025. |  |
| **162** | **Notice Board Keys**  The council maintains a number of public notice boards across the town. At present, access arrangements vary: some are controlled by individual councillors, others by local groups, and in some cases the keys are not always readily available. This creates delays, inconsistency, and the risk that notices do not fairly reflect the whole community.  Rationale for Change:   1. **Fair Representation**   Centralising key holding ensures no one individual or group controls what is displayed. This promotes equality of access and representation for all community groups, residents, and council notices.   1. **Improved Access**   Having sets of keys held in the council office, ensures that notice boards can always be updated promptly. This avoids delays when one key holder is unavailable.  **Proposal** that all keys to council-owned/managed notice boards are to be deposited with the council office. Adopts this arrangement as standard practice for all existing and future notice boards. |  |
| **163** | **Live Streaming**  While live-streaming was introduced during covid, a number of serious concerns have now emerged:   1. **Encouraging In-Person Engagement**   Live-streaming may reduce physical attendance by residents. Being present in the chamber fosters community connection, allows for informal discussion, and ensures residents hear the full context not just a clipped or edited version.   1. **Freedom and Safety of Speech**   Councillors and residents may feel reserved when they know their contributions are being broadcast live to the internet. This can reduce openness, especially on sensitive or local issues, and risks discouraging participation from less confident speakers.   1. **Risk of Misuse of Recordings**   Once footage is online, it can be clipped, edited, or circulated without context. This risks misrepresentation of individuals, reputational harm, and erosion of trust in council business.   1. **GDPR and Data Protection Risks**   Live streaming creates the possibility of accidental breaches (e.g., if personal data, names, or private information are disclosed in debate). Unlike minutes or written reports, such breaches go out instantly and cannot be prevented before public exposure.   1. **Minutes Remain the Official Record**   The statutory minutes are already the definitive and accurate record of decisions. Live-streaming can create confusion about “what counts” as the official record and risks parallel narratives.   1. **Resource & Cost**  * Maintaining live-streaming requires equipment, IT support, monitoring, and storage. Discontinuing could free resources for more direct resident engagement activities (e.g., community forums).   Transparency is not lost because meetings remain open to the public. Accessibility is preserved through published minutes and decision notices. Accountability is upheld by in-person attendance, public questions, and scrutiny via the press.  **Proposal** that the council discontinues live-streaming of council meetings. |  |
| **164** | **Date of next meeting**  The next meeting of the Town Council will be on Wednesday 1st October 2025 at 7pm. |  |
| **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. | | |
| **165** | **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. |  |
| **166** | **Minutes**  **Proposal** to confirm and accept the confidential minutes of Full Council on 16th July 2025 as true and accurate record.  **Proposal** to confirm and accept the minutes of Confidential Extraordinary Full Council on 30th July 2025 as true and accurate record. | **Attached** |
| **167** | **Caretaker Vacancy**  Chair to update  **Proposal** to offer the Caretaker – Maintenance position to the candidate with highest score |  |
| **168** | **Bar Lead**  Update from Clerk/ Chair |  |
| **169** | **Clerk Update**  Clerk/ Chair to update  The clerk has now achieved her CiLCA qualification and as per her contract is to be awarded the next spine increase in salary.  **Proposal** to increase the Clerk’s salary by one spine point for achieving CiLCA qualification and in accordance with her contract. |  |
| **End of Meeting** | | |