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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 15th October 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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| **170** | **Apologies**  To receive any apologies (through the Clerk in accordance with Standing Orders) |  |
| **171** | **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. |  |
| **172** | **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 |  |
| **173** | **Chair to re-open the council meeting** |  |
| **174** | **Minutes**  **Proposal** to confirm and accept the minutes of Full Council on 17th September 2025 as true and accurate record. | **Attached** |
| **175** | **Full Council Chair and Vice Chair reports** |  |
| **176** | **Clerk Report** |  |
| **Finance** | | |
| **177** | **Bank Reconciliation**  **Proposal** to confirm and accept bank reconciliations for August and September | **Attached** |
| **178** | **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** |
| **179** | **Payments**  **Proposal** to accept and process payments for August and September. | **Attached** |
| **180** | **Budget**  Please see first draft of budget. Council to also consider to review and update the Rugeley Neighbourhood area under Regulation 5 of the Neighbourhood Planning Regulations 2012 designated on the 9th June 2012, to consider budget proposal for consultancy of said Plan and scope of delivery.  **Proposal** to consider an Ear Marked Reserve for consultation for a neighbourhood plan.  **Proposal** to provisional accept the budget with precept of £ which is an increase from last year of %. This is provisional while we await this year’s tax band D figures.  **Proposal** for looking at sites available for additional notices boards to be brought and installed. | **Attached** |
| **Planning** | | |
| **181** | **Planning Applications within the last month**  To note planning applications | **Attached** |
| **Health and Safety** | | |
| **182** | **Health and Safety report**  Unfortunately, we have had one incident this month where a child’s finger got caught in a fire door while playing backstage. Jordan who dealt with the incident was later praised by the child’s parents for the quick response and professionalism. The child has been checked on and is doing well a hospital visit was required due to the injuries. This has been formally logged accordingly. |  |
| **Policies** | | |
| **183** | **Update Policies**  To be considered at November Meeting |  |
| **Rose Theatre Task and Finish Group** | | |
| **184** | **Group Members**  **Proposal** to confirm or make changes to members on Rose Theatre Task and Finish Group |  |
| **Community Engagement Task and Finish Group** | | |
| **185** | **Group Members**  **Proposal** to confirm or make changes to members on Community Engagement Task and Finish Group |  |
| **General Business** | | |
| **186** | **Grants**  **Proposal** to open this years grants applications with an end date to apply of 15th November |  |
| **187** | **Local Government Reorganisation**  **Proposal** so reorganisation is put forward by councillors not officers only. |  |
| **188** | **Energy Project – Power Station Tunnels**  In 2023 the council received a grant to progress a number of different artwork tunnels, some have these have come back in the offices and some are still where they were for the display route that was created. Webbs have kindly donated the tunnel they had additionally created to the new Rugeley through school. John Taylor Mat have been in contact to either borrow or have donated the tunnels to display on their site.  **Proposal** to donate tunnels to Rugeley John Taylor School and for the year 7 students to design and complete the outstanding blank tunnel. |  |
| **189** | **Advertising**  The Rugeley Advertiser has been in touch to offer a free no obligation full page in the next edition. If this was a success we could then pay in future which would be £60 per full page per edition.  **Proposal** for the free month off to be utilised to advertise half a council event and half panto with a QR code so we can capture reader numbers. |  |
| **190** | **Historic Reports**  Council to consider Chair, Vice Chair, and Clerk’s activity/update reports be tabled as written reports and circulated with the agenda at least three days before the council meeting. This would give councillors time to read and digest the information in advance, while still allowing questions to be raised at the meeting.  **Proposal** for all reports including those that don’t pose proposals like Clerk, Chair and Vice Chair reports to be prepared and distributed with agenda paperwork with three clear days notice. |  |
| **191** | **Date of next meeting**  The next meeting of the Town Council will be on Wednesday 5th November 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. | | |
| **192** | **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. |  |
| **193** | **Minutes**  **Proposal** to confirm and accept the confidential minutes of Full Council on 17th September 2025 as true and accurate record. | **Attached** |
| **194** | **Office Support**  **Proposal** to consider and decide staff hours |  |
| **195** | **Bar Casual Staff**  **Proposal** to interview and hire up to 4 more bank staff for bar area following the recruitment and selection policy. |  |
| **196** | **Clerk Update**  Clerk/ Chair to update |  |
| **197** | **Croner Update**  Chair to update |  |
| **End of Meeting** | | |