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**RUGELEY TOWN COUNCIL**

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

**MINUTES**

Minutes of Full Council Meeting held at

Rugeley Town Council Chamber at **7pm on Wednesday 17th September 2025**.

**COUNCILLORS PRESENT:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cllr P Ansell | P | Cllr K Hart | P | Cllr P Morrell | A |
| Cllr M Sheppard | P | Cllr D Jones | P | Cllr J Parkes | P |
| Cllr W Clark | P | Cllr G Kirkham | P | Cllr J Wilson | A |
| Cllr D Foceac | P | Cllr J Leadbeater - Chair | P |  |  |
| Cllr D Galaska | A | Cllr C Meeson | P |  |  |
| Cllr D Gaye | L | Cllr A Miller | P |  |  |

**In attendance:-** M Matthews – Town Clerk and RFO

C Somogy, B Somogy and A Stringer – Co-option candidates

Victor Kelly - SPCA

10 Members of public

|  |  |  |
| --- | --- | --- |
| **Meeting started at 7.05pm due to previous meeting over running** | | |
| **146** | **Apologies**  Noted apologies for Cllr Galaska and for Cllr Gaye being late |  |
| **147** | **Declaration of personal & prejudicial interest or requests for dispensation on any item on the agenda**  Cllrs Leadbeater, Meeson, Hart and Miller regarding Christmas Lights  Cllr Hart regarding organising Santa |  |
| **148** | **Chair to close the meeting for public session**  A member of the public raised concern regarding a police phone call they had received. The Council confirmed they had no knowledge of this matter.  A member of the public asked about the welfare of rabbits in Elmore Park. It was noted that the issue had been reviewed, but as the animals were being fed and no action was taken. This was confirmed to be a matter for Cannock Chase District Council.  A resident expressed concern about how the Council had been operating in recent months and reminded councillors to distinguish between personal activity and work undertaken on behalf of the Council.  Concern was also raised that members of the public should be permitted to film meetings, provided it is not done in an intimidating or abusive manner. Another resident commented that without video recording, context of proceedings could be lost.  The Town Crier addressed the meeting, noting recent media coverage of the Council. They stated that while some negative publicity had been seen, much positive feedback was also being received. The Town Crier on their behalf congratulated and thanked the Clerk for their work and expressed support. |  |
| **149** | **Chair to re-open the council meeting**  Reopened and introduced Victor Kelly |  |
| **150** | **Minutes**  **Agreed** to confirm and accept the minutes of Full Council on 16th July 2025 as true and accurate record with amendments.  Cllr Gaye entered meeting |  |
| **151** | **Full Council Chair and Vice Chair reports**  **Chair’s Report** The Chair reported that most of their time had been spent dealing with emails, meeting with District and County Councillors, and visiting the Town Council offices to check that staff and operations were working effectively. The Chair noted contact with residents, including assisting an elderly disabled resident who required support. Together with the Vice Chair, brambles were cut back to allow access for mobility scooter users. Thanks were given to a member of the public who had de-weeded the island on Horse Fair; the Chair and Vice Chair subsequently cleared the debris. The Chair also attended the VJ Day celebrations, which received very positive feedback.  **Vice Chair’s Report** The Vice Chair endorsed the Chair’s report and confirmed their attendance at the activities mentioned. In addition, the Vice Chair reported attending Wilson Keys Court to discuss parking issues on Millington Street. |  |
| **152** | **Clerk Report**  Clerks report was noted |  |
| **Finance** | | |
| **153** | **Bank Reconciliation**  **Agreed** to confirm and accept bank reconciliations for July  **Deferred** to confirm and accept bank reconciliations for August as report not ready |  |
| **154** | **Income and Expenditure**  **Deferred** to confirm and accept income and expenditure report for September due to report not ready  **Deferred** to confirm and accept progress to budget to date due to report not ready. |  |
| **155** | **Payments**  **Agreed with named vote as per Cllr Kirkham request** to accept and process payments for August and September.  For: Cllrs Hart, Leadbeater, Ansel, Jones, Sheppard, Meeson  Against: Cllrs Kirkham, Gaye, Miller, Clark  Abstain: Cllr Foceac |  |
| **Planning** | | |
| **156** | **Planning Applications within the last month**  Noted |  |
| **Health and Safety** | | |
| **157** | **Health and Safety report**  Noted no health and safety issues. |  |
| **Policies** | | |
| **158** | **Update Policies**  To be considered at October Meeting |  |
| **Rose Theatre Task and Finish Group** | | |
| **159** | **Chair to update**  Complete proposals attached  **Panto**  **Agreed** 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**  **Deferred** to spend £2,200 on 3 POS systems for the bar. Until why do we need 3 POS systems is answered.  **Technical Equipment**  **Deferred** to spend £350 of technical budget on equipment required as detailed in proposal until it get answered as to how many we own now.  **Deferred** to confirm or make changes to members on Rose Theatre Task and Finish Group until new councillors start. |  |
| **Community Engagement Task and Finish Group** | | |
| **160** | **Chair to update**  **Agreed** to utilise budget of £12500 into the following categories:  Market Square 25ft Christmas Tree £800.00  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 £3,500.00  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.  **Agreed** to instruct Ruth from Hunny Pot Cottage Events to organise market and food venders. This will be at no charge to the council.  Cllr Hart removed himself from the meeting  **Agreed** to confirm where Santa’s Grotto will be held in the library.  Cllr Hart returned to meeting  **Agreed** to use £3500 from community projects EMR to put on a Halloween pumpkin patch pop up in the town centre.  **Deferred** to confirm or make changes to members on Community Engagement Task and Finish Group until new councillors start. |  |
| **General Business** | | |
| **161** | **Local Government Reorganisation for Staffordshire**  Noted |  |
| **162** | **Notice Board Keys**  Due to new information presented, the proposals got removed as no longer applicable. |  |
| **163** | **Live Streaming**  **Agreed with named vote as per Cllr Gaye’s request** that the council discontinues live-streaming of council meetings.  For: Cllrs Ansell, Jones, Sheppard  Against: Cllrs Leadbeater, Hart, Parkes, Foceac, Kirkham, Gaye, Clark, Meeson, Miller |  |
| **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. | | |
| **Councillors, please see next page for confidential minutes.** | | |
| **165** | **Declaration of personal & prejudicial interest or requests for dispensation on any item on the agenda**  Cllr Leadbeater – Item 167 |  |
| **166** | **Minutes**  **Agreed** to confirm and accept the confidential minutes of Full Council on 16th July 2025 as true and accurate record.  **Agreed** to confirm and accept the minutes of Confidential Extraordinary Full Council on 30th July 2025 as true and accurate record. |  |
| **167** | **Caretaker Vacancy**  Chair to update  **Agreed** to offer the Caretaker – Maintenance position to the candidate with highest score Micheal Brazier |  |
| **168** | **Bar Lead**  Bar Lead position given to Trevor Castle after receiving the highest scores |  |
| **169** | **Clerk Update**  Clerk updated council on sick leave and phased return  **Agreed** to increase the Clerk’s salary by one spine point for achieving CiLCA qualification and in accordance with her contract. |  |
| **End of Meeting at 9pm** | | |