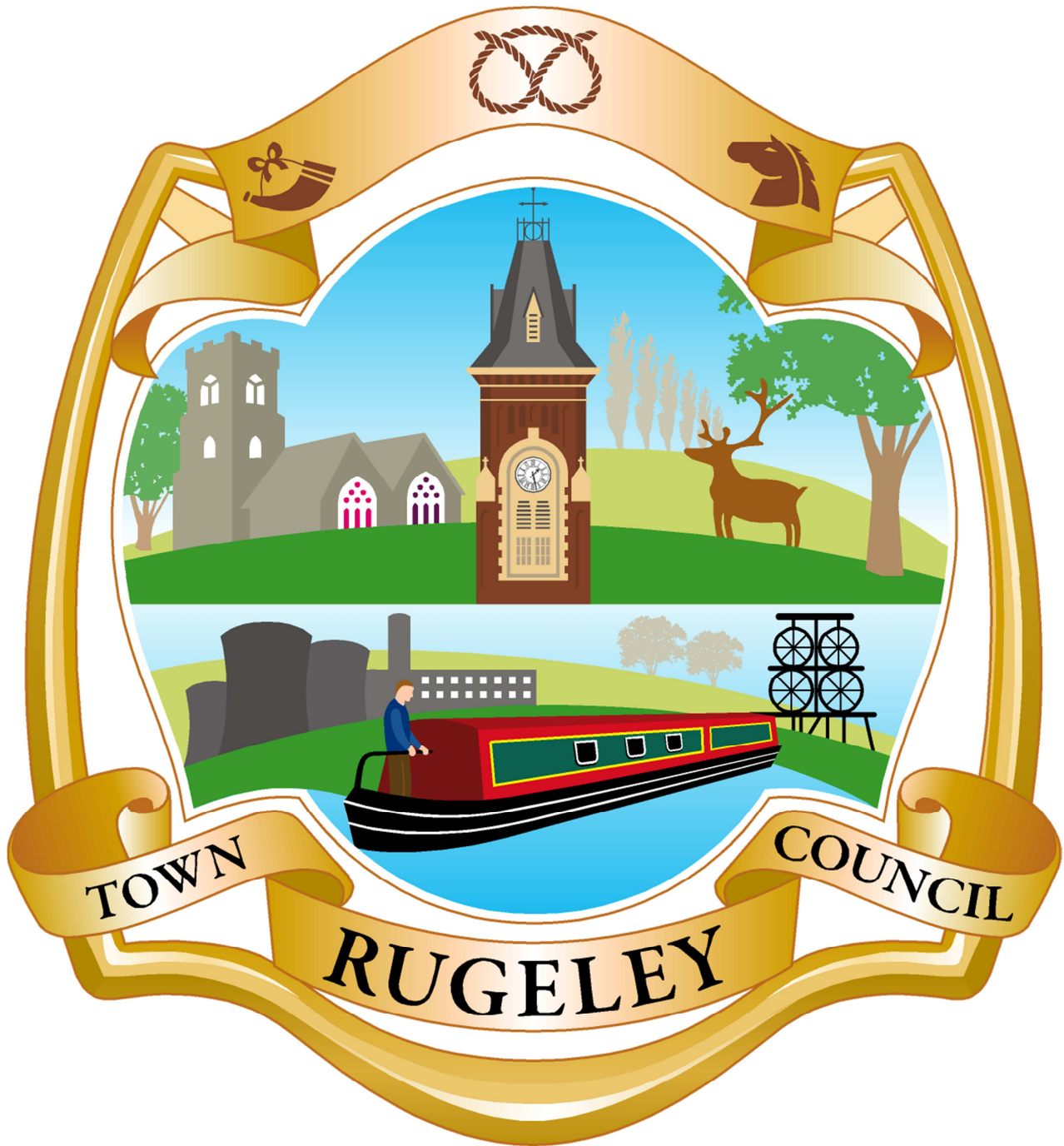


Rugeley Town Council

Annual Report

2017/2018



Introduction

Rugeley Town Council covers the wards of Etchinghill, Western Springs (south), Western Springs (north) and Hagley. The Council has 19 members who are elected every 4 years. The next Council election is 2019. The Council employs a Town Clerk and an Assistant Town Clerk. In addition, the Council employs a Theatre Manager, Caretaker and a Cleaner who are employed to deal with the Rose Theatre for the Council.

The Full Council meets at 7.30pm on the first Wednesday of every month except August. Meetings are open to the public who may raise questions and concerns in the public part of the meeting. In addition to Full Council meetings, we hold the following committees:

- Rose Committee: meets on the second Wednesday of every month (except August and December) to deal with all matters relating to the operation, management and care of the Rose Theatre;
- Community Engagement Committee: meets on the second Wednesday of the month (except August and December) to consider the main town council run events in the town (eg Charter Fair) and project development and operation for the town council;
- Planning Committee: meets on the 3rd Wednesday of every month (except August) to consider local planning applications;
- Finance and Management Committee: meets on the 3rd Wednesday of every month (except August) to deal with management and operation of the town council itself.

All agendas and minutes for these meetings can be found on the Town Council website: http://www.rugeleytowncouncil.gov.uk/Council_Meetings_11331.aspx and a detail breakdown of the work of the committees can be found on the website: <http://www.rugeleytowncouncil.gov.uk/UserFiles/Files/Minutes/43947-S22C-618060712280.pdf>

Elected Position of Councillors on the Town Council

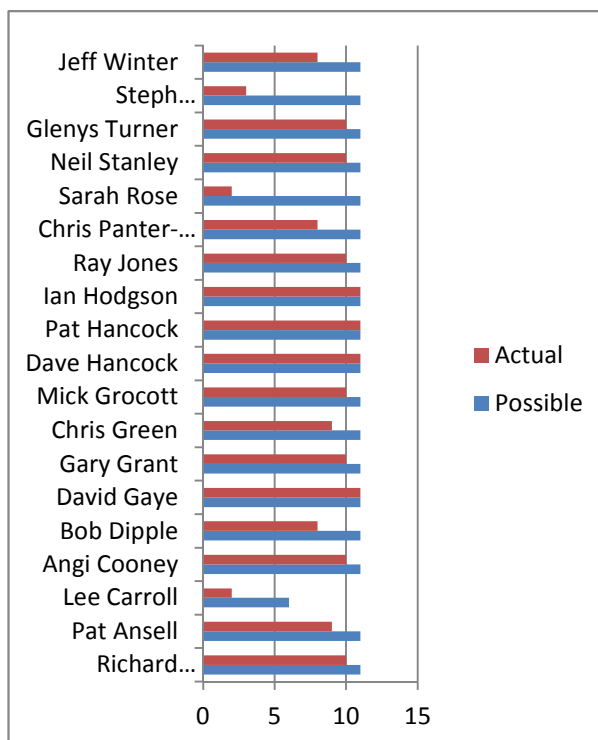
During the year we had two vacancies created by the resignation of Steph Whitehouse, Sarah Rose. These vacancies were both filled through co-option. The vacancies were advertised on the Town Council website, the notice boards and through Cannock Chase District Council. Posters were then published requesting applications for the vacancies and presentations were made to Full Council by each candidate prior to a decision being made.

Councillors as of 31 March 2018

Councillor	Ward	Elected/Co-opted	Address	Phone
Richard Alexander	Etchinghill	Elected	44 Hagley Road	07745 155300
Pat Ansell	Western Springs (south)	Elected	6 Uplands Close	07811 592282
Lee Carroll	Western Springs (north)	Co-opted	2 Avonlea Gardens	07936 114964
Angi Cooney	Etching Hill	Elected	The Willows London Rd	07866 610894
Bob Dipple	Hagley	Elected	33 Somerset Avenue	07973 632484
David Gaye	Etching Hill	Elected	34 Cambrian Lane	07866 750139

Gary Grant	Etching Hill	Elected	15 Watson Close	07734 803822
Chris Green	Western Springs (north)	Co-opted	86 New Road	07817 081821
Mick Grocott	Western Springs (north)	Elected	7 Upton Place	07779 179347
Dave Hancock	Hagley	Co-opted	21 Grindcobbe Close	07710 868748
Pat Hancock	Hagley	Elected	21 Grindcobbe Close	07808 254496
Ian Hodgson	Western Springs (south)	Elected	86 New Road	07778 280816
Ray Jones	Etching Hill	Elected	11 Rutherglen Close	
Chris Panter-Hood	Western Springs (north)	Elected	2 The Dell, Rawnsley	
Sarah Rose	Etching Hill	Co-opted	29 Fernwood Drive	07983 535509
Neil Stanley	Hagley	Elected	13 Deacon Way	07896 216095
Glenys Turner	Western Springs (north)	Elected	Blithbury Road	07967 310139
Steph Whitehouse	Etching Hill	Elected	54 The Beeches	07816 444000
Jeff Winter	Hagley	Elected	90 The Beeches	07887 633941

Councillors Attendance at Full Council Meetings 2017/2018



	Totals		% attendance
	Actual	Possible	
Cllr Alexander	19	21	90
Cllr Ansell	30	42	71
Cllr Carroll	2	11	18
Cllr Cooney	22	32	69
Cllr Dipple	34	42	81
Cllr Gaye	32	32	100
Cllr Grant	29	33	88
Cllr Green	21	31	68
Cllr Grocott	25	30	83
Cllr D Hancock	28	20	93
Cllr P Hancock	18	22	82
Cllr Hodgson	27	33	82
Cllr Jones	18	22	82
Cllr Panter-Hood	12	22	55
Cllr Rose	5	22	23
Cllr Stanley	20	22	91
Cllr Turner	12	21	57
Cllr Whitehouse	4	28	14
Cllr Winter	20	31	65

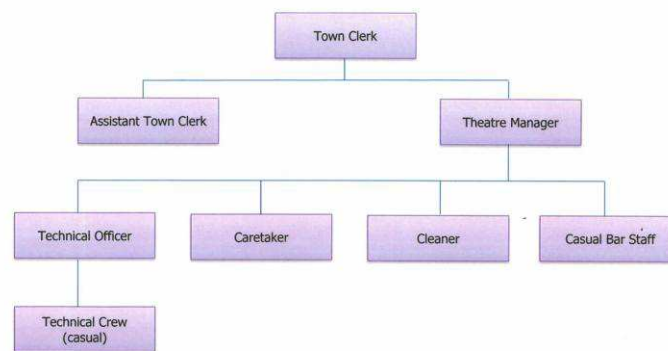
The column of 'Possible' number of meetings, are all the full council and committees where Councillors agree to attend.

Rugeley Town Council Staff and Management

In April 2017, following a detailed governance and accountability review (2015 – 2016) of the Town Council, a Locum Town Clerk was employed for a period of 6 months in order to review, develop and revise council policies, standing orders and financial regulations. In addition, a new web site was to be established and all staff contracts and job descriptions were reviewed.

In September 2017 the permanent part time (25 hours per week) post of Town Clerk was advertised and an appointment was made with the current Town Clerk starting in November 2017. The Town Clerk is also the Responsible Financial officer for the Council. The Assistant Town Clerk directly supports the Town Clerk.

Rugeley Town Council Staffing Structure



The Rose Theatre

Rugeley Town Council manages and maintains the Rose Theatre on Taylors Lane, Rugeley. The Council employs a Theatre Manager, Cleaner and a Cleaner/Caretaker to maintain the property, manage bookings, promote the facilities and run the bar. Casual staff are taken on for some of the larger events in order to help run the bar. A monthly retainer is made to a Theatre Technician.

In 2017/2018 a number of new initiatives were started in the theatre. This included:

- Establishing a seniors afternoon tea every Wednesday between 12pm – 2pm
- Hosting a Job Club every Tuesday between 10am and 12pm
- A Jobs Fair with over 40 companies participating.

In addition we the continued support from the following events:

- Weekly Weight Watchers Classes
- Weekly Slimming Club Classes
- Halloween Spooktacular
- Summer Children's show
- Christmas Pantomime
- Weekly Community Art Class
- Learning Disabilities and Difficulties group
- Foster Carers
- Rugeley Musical Theatre Company

The hire of the theatre and function rooms for regular weekly bookings saw an increase of 23% and for private events saw an increase of 2%. In addition 2017/2018 saw the complete redecoration of the bar, corridors and function room.

The overall direction and management of the Rose Theatre is done through the Rose Committee.

Charter Fair

Owing to the ongoing flood relief work at Hagley Fields, Charter Fair 2017 was again held at Green Lane playing fields. Promotion work was undertaken prior to the event to inform the immediate residents of the event. Once again the field was shared with Stokes Funfair. The start of the Charter Fair is marked with a parade which travels from the Town Council offices, through the town and onto the playing fields.

The overall direction and management of the Charter Fair is done through the Community Engagement Committee.

Fireworks

Rugeley Town Council provided a large public firework display at the Rugeley Cricket Club in November 2017. This had a record attendance and was well received.

The overall direction and management of the Fireworks is done through the Community Engagement Committee.

Christmas Lights

This annual event is run in conjunction with Rugeley Lotto Events. The Town Council pay for the Christmas lights in the town centre whilst the Lotto Events team arrange all the stalls and side shows.

The overall direction and management of the Christmas Lights is done through the Community Engagement Committee.

Local Council Award

In the autumn of 2017, the Town Council obtained the Foundation Level of the Local Council Award Scheme. This scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.



Consultations and Project Development

A part of best practice, Rugeley Town Council works closely with neighbouring authorities and other public and private bodies in order to improve the quality of life and assist in the regeneration of the town. The following key consultations and ongoing discussions have taken place over 2017/2018:

Local Plan Consultations with Cannock Chase District Council
Conservation Area Plan consultation with Cannock Chase District Council
Flood Plain Management with the Environment Agency
Possible development of play areas with Cannock Chase District Council
Jobs Club development with Talent Match
Jobs Fair development with Amanda Milling MP

In addition, funding was given to provide a defibrillator unit and cabinet which has been placed on the outside wall of the theatre. Training of staff, councillors and group volunteers was offered to learn how to use the defibrillator.

Planning

Rugeley Town Council has a Planning Committee which sits on the third Wednesday of every month. Applications are heard from Cannock Chase District Council where the land/property is in the town council boundary. The committee will also comment on applications which neighbour the town or have a direct impact on the town. In 2017/2018 there was little public interaction at these meetings. Formal responses were made to the Sheep Fair Conservation Area review.

Newsletters and Promotion

In this year the Town Council have taken out 2 editorial pieces in CityLife publication. The first was to introduce the town council to the community and to promote upcoming Charter Fair. The second editorial was to promote the Fireworks and Christmas Light Switch On. In addition, the Town Councils website has developed in an easy to use format with an associated Facebook page. The Rose Theatre also has a Facebook page and a website which was overhauled in 2017/2018.

Rugeley Town Council: www.rugeleytowncouncil.gov.uk

Rugeley Rose Theatre: www.rugeley-rose-theatre.co.uk

Internal Audit

Following a detailed governance review of 2015/2016, a lot of work went into the Annual Governance and Accountability Return for 2016/2017. There were a number of management issues to be addressed. The work was carried out by staff and the Internal Auditor and the AGAR was returned by Grant Thornton with no additional issues to find.

In November 2017 the midway internal auditor report was heard at Full Council and all matters were on track for the 2017/2018 financial year.

Policies

Through the course of 2017/2018, a lot of work went in to getting the basic policies and procedures in order, to support the town council. The following policies and procedures are now in place:

Standing Orders*
 Financial Regulations*
 Community Engagement Policy
 Complaints Procedure
 Disciplinary and Grievance Procedure
 Equal Opportunities Policy
 Gender Equality Policy
 Information Protection Policy
 Lone Worker Policy and Risk Assessment
 Maternity, Paternity and Adoption Policy
 Risk Assessment*
 Social Media and IT Policy
 Statement of Internal Control
 Training Policy

** These policies are reviewed each year in May. Other policies are updated when national or legal situations change.*

Grants

Rugeley Town Council operates two grant schemes:

- Small Grants
- Urban Orchard Grants

The Urban Orchard Grant was brought in during 2017/2018 in order to promote the growing of fruit and vegetables on underused land in and around Rugeley. The following grants were awarded in 2017/2018:

James and Giant Peach	£100.00
ROSA	£150.00
St Augustines Family Fun Day	£150.00
Royal Air Force Cadets	£572.00
Lichfield & District Live At Home Service	£500.00
Katherine House Hospice	£500.00
Inland Waterways	£260.00
Chetwynds Charity	£350.00
The Chancel School (Urban Orchard Grant)	£350.00
Friends of Etchinghill	£120.00
Total	£3,052.00

	Revenue Expenditure 2016/2017 £	Revenue Expenditure 2017/2018 £
Administration	83,900	82,800
Charter Fair	25,000	22,500
Christmas Lights	50,000	31,500
Council Office	18,700	14,750
Elections	5,000	5,000
Grant Aid	3,000	3,000
Other Services	20,100	57,600
Public Toilets	20,000	20,000
Rugeley Rose Theatre	169,180	153,450
Total Gross Expenditure	394,880	390,600
Income	71,300	65,100
Total net expenditure	323,580	325,500
Total Precept	323,747	298,208