

Signed: *Neville*

Minutes Full Council 2 June 2021



Rugeley Town Council

Minutes of Rugeley Town Council Full Council held at the Mansefield House
7.30pm Wednesday 2nd June 2021.

PRESENT:

Councillors:

P Ansell (Vice Chair)	A Cooney
R Dipple	D Gaye
G Grant	C Green
I Gunner	I Hodgson
R Hughes	O Lyons
N Mahon (Chair)	C Martin
Mrs C Panter-Hood	I Pyke
N Stanley	Ms A Szklarczyk
K Tait-Green	Mrs G Turner

Also Present: H Goodreid (Town Clerk)

Min No	Item	Action
20 20.1	Apologies Apologies were received from Cllr Williams.	
21 21.1	Declaration of Personal and Prejudicial Interests None	
22 22.1	To receive any requests for dispensation None.	
23 23.1	Chair to close the meeting for the public session. There were no members of public in attendance at the meeting and no questions had been presented to the Town Clerk.	
24 24.1	Chair to reopen the meeting. There being no members of public, the Chair reopened the meeting.	

<p>25 25.1</p> <p>25.2</p> <p>25.3</p>	<p>To consider approving and signing the following council minutes Full Council Meeting on 7th April 2021 It was proposed that the minutes of the Full Council Meeting be approved. <i>Proposed: Cllr G Grant; Seconded: Cllr C Green</i> It was agreed that the minutes of the Full Council meeting be approved.</p> <p>Annual Parish Council Meeting on 5th May 2021 It was proposed that the minutes of the Annual Parish Council meeting be approved. <i>Proposed: Cllr C Green; Seconded: Cllr A Cooney</i> It was agreed that the minutes of the Annual Parish Council be approved.</p> <p>Annual Town Council Meeting on 12th May 2021 It was proposed that the minutes of the Annual Town Council meeting be approved. <i>Proposed: Cllr O Lyons; Seconded: Cllr G Grant</i> It was agreed that the minutes of the Annual Town Council be approved.</p>	
<p>26 26.1</p>	<p>Actions Arising All actions had been taken except for the Urban Greening Scheme which was still being rewritten.</p>	<p>Town Clerk to rewrite the scheme details</p>
<p>27 27.1 27.2 27.3 27.4</p>	<p>To note the minutes from the following committee meetings: Rose Committee 10th March and 21st April 2021 Community Engagement Committee 10th March and 21st April 2021 Planning Committee 17th March and 28th April 2021 Finance and Management Committee 17th March and 28th April 2021</p> <p>The minutes were noted.</p>	
<p>28 28.1</p>	<p>Recommendations from Rose Committee held 19th May 2021 Cllr Stanley advised Council that Rose Committee had a maintenance budget which could be used to cover the expenditure of the work to the piece of land under the Landor suite.</p>	
<p>29 29.1 29.2</p>	<p>Administrative Officer Cllr Gaye asked for a recorded vote on this item.</p> <p>Councillors consider the creation and employment of an Administrative Officer for the Town Council. The need for the post had arisen from increased workload in the Town Council following successful bidding for grant funds and an increased developed programme of works requiring administrative support. Cllrs received a detailed paper identifying cost implications, a job description, and a job specification for the position. As instructed by Full Council, The Town Clerk, Cllr Hodgson and Cllr Cooney had met to consider possible apprenticeship scheme, but this was not considered viable given the size of the team.</p>	

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29.3	<p>It was proposed that the Town Council create the position of an Administrative Officer. The funding for this post would, in 2021/2022, come from the Local Restrictions and Lockdown Payments received in February 2021 with the remainder coming from balances. In future years, funding for this would be found from the main budget. <i>Proposed: Cllr R Dipple; Seconded: Cllr A Cooney</i> Following a vote of 17 FOR and 1 AGAINST it was agreed to create the post of Administrative Officer for the Town Council.</p>	
29.4	<p>It was proposed that a staffing panel be set up to agree the advert, shortlist, interview and appoint to the position. The panel would comprise the Town Clerk, Cllr Mahon and Cllr Pyke. <i>Proposed: Cllr C Martin; Seconded: Cllr N Stanley</i> Following a vote of 17 FOR and 1 AGAINST it was agreed that a staffing panel of the Town Clerk, Cllr Mahon and Cllr Pyke to oversee the advert, interview and appointment to this position.</p>	Town Clerk to set up a meeting of the Staffing Panel to progress this position.
<p>30 30.1</p>	<p>Free Parking Scheme This item was to be deferred to the July Full Council meeting.</p>	For July Full Council agenda
<p>31 31.1 31.2 31.3 31.4 31.5</p>	<p>Financial Regulations and Bank Mandates Cllrs considered various amendments to the Financial Regulations to bring them in line with Standing Orders and the Terms of Reference for Standing Committees. The following changes were made:</p> <p>31.2 1.14: The council must consider delegating authority to spend to appropriate Standing Committees <i>Proposed: Cllr N Stanley; Seconded; Cllr P Ansell</i> It was agreed that this change be made.</p> <p>31.3 2.2: Delete the words.. 'for the two accounts.' <i>Proposed: Cllr N Stanley; Seconded: Cllr C Green</i> It was agreed that this change be made.</p> <p>31.4 5.8: Deletion of this entire paragraph as this was covered elsewhere. <i>Proposed: Cllr N Stanley; Seconded Cllr A Cooney</i> It was agreed that this change be made.</p> <p>31.5 6.13: Add the words...The RFO shall also be given basic administrative access to online banking on order that they can access bank statements. <i>Proposed: Cllr C Green; Seconded: Cllr N Stanley</i> It was agreed that this change be made.</p>	Town Clerk to update the Financial regulations and place on the website.
<p>32 32.1</p>	<p>Rugeley Post Office Rugeley Town Council had received correspondence from several residents who were concerned at the erratic opening hours of Rugeley post office. It was proposed that the Town Clerk write a letter expressing our concerns to the post office. <i>Proposed: Cllr C Martin; Seconded: Cllr I Hodgson</i> It was agreed that the Town Clerk write to the Post Office expressing concerns at erratic opening times.</p>	Town Clerk to write to the Post Office

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32.2	Cllr Lyons had received an email from the Post Office advising that they were aware of staffing issues at this branch and the Area Manager was working to address these. Cllr Lyons would forward a copy of the email to the Town Clerk to attach to the minutes.	Cllr Lyons to provide a copy of email with the post office to put with minutes
33 33.1	<p>Furloughing of Staff</p> <p>Cllrs considered the ongoing furloughing of Rose Theatre staff. It was proposed that the staff continue to be flexibly furloughed for June and the matter would be considered again in July 2021.</p> <p><i>Proposed: Cllr N Stanley; Seconded Cllr N Mahon</i></p> <p>It was agreed that the Rose Theatre staff continue to be flexibly furloughed for June and the matter would be considered again by Full Council in July 2021.</p>	For July Full Council Agenda
34 34.1	<p>Digital Display Boards</p> <p>Cllr Mahon asked Cllrs to consider purchasing digital display boards for siting around the town which would be used to promote events at the Rose Theatre and other local events. Cllrs felt that they would need to see a paper with full costings and proposed location of the boards before making a decision.</p>	Cllr Mahon to provide costs
35 35.1	<p>Date of Next Meeting</p> <p>The next meeting of Full Council would be Wednesday 7th July 2021 at 7.30pm.</p>	

The meeting finished at 8:35pm.

Signed: 

Date: 7 July 2021