



# Rugeley Town Council

Minutes of the Community Engagement Committee held in the Council Chamber  
at 8.00pm Wednesday 14<sup>th</sup> July 2021.

PRESENT: Councillors:           A. Cooney                           C. Green (Vice Chair)  
  I. Gunner                           I. Hodgson (Chair)  
  N. Stanley                         G. Turner

ALSO PRESENT:                   H Goodreid – Town Clerk  
  S Bird – Development Manager

Min No	Item	Action
<b>32</b> 32.1	<b>Apologies</b> Apologies were received from Cllrs Ansell, Lyons and Mahon.	
<b>33</b> 33.1	<b>Declarations of Interest</b> Cllrs Cooney, Green and Hodgson declared an interest and sought dispensation to speak on the items related to the Christmas events and town centre activities as all were traders in the town and Cllrs Cooney and Green are on the Rugeley Lotto Events committee. Dispensation was granted.	
<b>34</b> 34.1	<b>Chair to close the meeting for the public session.</b> No members of the public were in attendance and no questions had been submitted.	
<b>35</b>	<b>Chair to reopen meeting</b>	
<b>36</b> 36.1	<b>Minutes</b> The Minutes of the Community Engagement Committee held on 9 <sup>th</sup> June 2021 were approved as a true and accurate record. <i>Proposed: Cllr C Green; Seconded: Cllr N Stanley</i> <b>It was agreed that the minutes of the meeting held on 9<sup>th</sup> June 2021 be approved.</b>	
<b>37</b> 37.1	<b>Matters Arising from the Minutes</b> All matters arising had been dealt with or were on the agenda. 30.6 – Working group has been set up, approved by Full Council, to look at the matter of safety in the town centre and additional bollards.	
<b>38</b> 38.1	<b>Income and Expenditure Report</b>	

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	Councillors reviewed and noted the accounts for June 2021 for the Community Engagement Committee.	
<b>39</b> 39.1	<b>Rugeley Town Centre</b> An electrician has been to check the quality of lighting wrapping the trees in the town centre. The report identified that of those could be accessed, 4 out of the 6 sets tested could work. Solar lights had been investigated but this was incredibly expensive and would not work during the winter months.	Clerk to progress issues with the lights in trees in town and contact Cllrs with cost implications.
39.2	It was proposed that: <ul style="list-style-type: none"> <li>• The clerk investigate options to reconnect the lights that we know work on the trees.</li> <li>• The clerk investigate the integrity of the other, harder to reach, tree wrapped lights.</li> <li>• The Clerk confirm the cost of the electrical supply to the working lights to run them for the remainder of the year.</li> <li>• The clerk to email all councillors on the Community Engagement Committee to inform them of costs and practicalities so a decision can be made between meetings to take this forward.</li> </ul> <p><i>Proposed: Cllr N Stanley; Seconded: Cllr C Green</i>  <b>It was agreed that the above programme of work concerning the tree lights in town, be undertaken and councillors would take a vote via email on the way to proceed.</b></p>	
	<b>Item 41 was heard at this point.</b>	
<b>40</b> 40.1	<b>Chairs Event on 4<sup>th</sup> September</b> The Chair of the Council would like to hold a Thank You event for those local people who has given up so much and supported others during the pandemic. The idea was to host a marquee in Albion Street where around 50 invited local representatives would be entertained. Costs for this were currently estimated to be around £3,000.	
40.2	Cllrs felt that there was an opportunity for two different events to be held:	
40.3	<u>Civic Event</u> to invite neighbouring Chairs of Parish and Town Councils, County Council reps and District Council reps. It was felt that the Food and Film Festival would be a good opportunity for this. The cost for this would be minimal as would involve cordoning off an area and providing tables and chairs and food vouchers.	
40.4	<u>Community Thank You</u> event – seek community nominations for this and hold this in the Rose Theatre following the Christmas Light Switch On – possibly invite some of the performers from the Fringe Festival to perform and hold a buffet in the theatre and get the attendees to do the switching on of the lights.	
40.5	It was proposed that we have a Chairs civic reception at the Food and Film Festival and a budget of no more that £500 will be allocated to this for tables / chairs / vouchers etc from the Community	

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	<p>Engagement Committee events budget. That we hold a Chairs thank you on the evening of the Light Switch on. Nominations for community representatives would be from a community online vote. Funding for this would be discussed at a later date.</p> <p><i>Proposed Cllr N Stanley; Seconded: Cllr A Cooney</i></p> <p><b>It was agreed that a civic reception be held in the Food and Film Festival for the Sunday 29<sup>th</sup> August with a budget of no more than £500. It was further agreed that a community Thank You event be held to coincide with the Christmas Light Switch On 26<sup>th</sup> November.</b></p>	Clerk and Development Manager to progress events.																																		
<p><b>41</b></p> <p>41.1</p> <p>41.2</p> <p>41.3</p>	<p><b>Christmas</b></p> <p>Cllrs considered the various activities to operate the Christmas events evening in town on Friday 26<sup>th</sup> November. The following was considered and allocated as below:</p> <table border="1" data-bbox="363 719 1264 1263"> <tr><td>Lights</td><td><b>Town Council</b></td></tr> <tr><td>Additional lighting?</td><td><b>Town Council</b></td></tr> <tr><td>Sketks providing the market stalls at a fee of £35 per stall holder – stallholders to contact Sketks direct – street trading licence through Sketks</td><td><b>Town Council</b></td></tr> <tr><td>Security</td><td><b>Town Council</b></td></tr> <tr><td>Schools Choirs</td><td><b>Town Council</b></td></tr> <tr><td>Contact Welcome Back to the High Street (WBH) fund for financial support for this.</td><td><b>Town Council / CCDC</b></td></tr> <tr><td>Kiddy Rides / burger van (William)</td><td><b>Town Council</b></td></tr> <tr><td>Key ride / attraction</td><td><b>Town Council</b></td></tr> <tr><td>Minor attractions</td><td><b>Town Council / CCDC</b></td></tr> <tr><td>Tree on Eaton Lodge Island</td><td><b>Town Council / CCDC</b></td></tr> </table> <table border="1" data-bbox="363 1330 1264 1547"> <tr><td>Cllrs Cooney / Dipple to liaise re County Council contribution for key activity in town</td><td><b>Lotto Events</b></td></tr> <tr><td>Santa</td><td><b>Lotto Events</b></td></tr> <tr><td>Fireworks / closure of market hall car park</td><td><b>Lotto Events</b></td></tr> <tr><td>Main tree in town</td><td><b>Lotto Events</b></td></tr> <tr><td>First Aid</td><td><b>Lotto Events</b></td></tr> </table> <table border="1" data-bbox="363 1615 1264 1688"> <tr><td>Event Management Plan</td><td><b>Both</b></td></tr> <tr><td>Risk Assessment</td><td><b>Both</b></td></tr> </table> <p>It was felt that additional insurance for the event would not be needed should the event need to be cancelled.</p>	Lights	<b>Town Council</b>	Additional lighting?	<b>Town Council</b>	Sketks providing the market stalls at a fee of £35 per stall holder – stallholders to contact Sketks direct – street trading licence through Sketks	<b>Town Council</b>	Security	<b>Town Council</b>	Schools Choirs	<b>Town Council</b>	Contact Welcome Back to the High Street (WBH) fund for financial support for this.	<b>Town Council / CCDC</b>	Kiddy Rides / burger van (William)	<b>Town Council</b>	Key ride / attraction	<b>Town Council</b>	Minor attractions	<b>Town Council / CCDC</b>	Tree on Eaton Lodge Island	<b>Town Council / CCDC</b>	Cllrs Cooney / Dipple to liaise re County Council contribution for key activity in town	<b>Lotto Events</b>	Santa	<b>Lotto Events</b>	Fireworks / closure of market hall car park	<b>Lotto Events</b>	Main tree in town	<b>Lotto Events</b>	First Aid	<b>Lotto Events</b>	Event Management Plan	<b>Both</b>	Risk Assessment	<b>Both</b>	<p>Town Clerk and Development Manager to work on this.</p> <p>Rugeley Lotto Events to work on this</p>
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<p><b>42</b></p> <p>42.1</p>	<p><b>Development Manager Update</b></p> <p><u>Fringe Festival</u></p> <p>This had been shared to the local pubs and was launched on our You Tube Channel. Feedback received to date was favourable.</p>																																			

Signed:



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42.2	<p><u>Return to the High Street / Artisan Market</u>  Second one was held on 3<sup>rd</sup> July. More than double the number of stalls for this one with positive Facebook feedback. Traders again made good sales. Cllr Cooney had done an interview on Cannock Chase Radio and then as C Residential also did a 'roving reporter' piece to video which was shared / picked up 1,000 + times which helped with the promotion. Good feedback was received about having the DJ there – Rugeley Lotto pay for him to be in town for the draw of the Rugeley Lotto between 11am and 1pm.</p>	
42.3	<p>It was proposed that Community Engagement Committee pay £50 each month to pay for the DJ to play between 1pm and 4pm.  <i>Proposed: Cllr I Gunner; Seconded Cllr G Turner</i>  <b>It was agreed that £50 be spent each month from the Community Engagement projects budget to pay for the DJ at Artisan markets between 1pm and 4pm providing that he is there for the Rugeley Lotto draw.</b></p>	
42.4	<p><u>Food and Film Festival</u>  Banners have gone up and promotion on the Facebook Page. We are looking for a frame for one banner at the entry to the field if anyone knew of local person who could help. Cllr Cooney would look to source directional arrow 'For Sale' boards showing direction to the site nearer the time. It was noted that the food and drink stalls would not compete with the Rugby Club bar but would complement what they would sell. Cllrs considered the possible operation of a town council Pimm's Bar on the day – if enough volunteers were available.</p>	
42.5	<p><u>Energy Arts Project</u>  The cooling towers would be delivered next week. Schools have been approached to submit drawings from their Year 4 students as this would be the intake year at the new John Taylor School on the power station site. On Saturday 23<sup>rd</sup> October, an event would be held in the Rose Theatre with Fourth Tower and Zero Carbon Rugeley to launch the cooling towers and exhibition.</p>	
43 43.1	<p><b>Date of Next Meeting</b>  Community Engagement Committee would be held on Wednesday 8<sup>th</sup> September 2021 at 7.30pm.</p>	

The meeting closed at 9.17pm

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