



Rugeley Town Council

Minutes of the Community Engagement Committee held in the Council Chamber
at 7.30pm Wednesday 13th October 2021.

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

ALSO PRESENT: H Goodreid – Town Clerk
 S Bird – Development Manager
 D Podmore – Showmans Guild

Min No	Item	Action
53 53.1	Apologies Apologies were received from Cllrs Ansell and Mahon.	
54 54.1	Declarations of Interest 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.	
55 55.1	To receive any requests for dispensation None were received	
56 56.1	Chair to close the meeting for the public session. No members of the public were in attendance and no questions had been submitted.	
57	Chair to reopen meeting	

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<p>58 58.1</p>	<p>Minutes The Minutes of the Community Engagement Committee held on 8th September 2021 were approved as a true and accurate record. <i>Proposed: Cllr Green; Seconded: Cllr Lyons</i> It was agreed that the minutes of the meeting held on 8th September 2021 be approved.</p>	
<p>59 59.1</p>	<p>Matters Arising from the Minutes All matters arising had been dealt with or were on the agenda.</p>	
<p>60 60.1</p>	<p>Income and Expenditure Report It was proposed to accept the accounts for September 2021 for the Community Engagement Committee. <i>Proposed; Cllr Stanley; Seconded: Cllr Cooney</i> It was agreed to accept the accounts for September 2021.</p>	
<p>61 61.1 61.2 61.3</p>	<p>Artisan Market Sketts have notified the Town Council that they would no longer be able to undertake the administration of the artisan markets. They are able to provide the stalls but we would need to take on the street closure and bookings. The Councils Administrative Officer will be taking on this element of work for the foreseeable future to ensure that the monthly markets can continue.</p> <p>The hire charge from Sketts is £25 for each stall. It was proposed to continue the charge of £35 per stall and use the extra funding to pay for street closure licence, entertainment, buskers, promotion etc to support the artisan markets. <i>Proposed: Cllr Green; Seconded: Cllr Cooney</i> The arrangements around the artisan market were agreed.</p> <p>Using the credit, from the Food and Film Festival with Pro Audio Visual (funded through the Cultural Recovery Heritage Fund), 2 x Pop Up Cinemas would be held in the Town Centre on Artisan Market Days. This would consist of a 4m x 3m screen in town, with 50 deckchairs. The first film event would be at the Artisan Market on 4th December and show Christmas Films.</p>	
<p>62 62.1 62.2 62.3</p>	<p>Christmas We have bookings for 46 stalls for the Christmas market on 26th November. A reminder is being sent to all that payment needs to be made by the end of this week to enable us to secure the booking with Sketts.</p> <p>Support has been secured from the Welcome Back to the High Street Fund for Musical Ruth, a snow globe and two snow machines.</p> <p>Funding is still sought for: 3 princesses Santas carriage and ponies Santas gifts – donations + small contribution Vouchers for volunteers putting up the grotto and trees</p> <p>There was discussion over the location of the power supplies for the</p>	

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	<p>snow machines, snowglobe and grotto. It was suggested that William who provides the kids rides may be able to provide power and location for the snow machines although it was understood that the snow machines require someone to switch on and off and refill. Issues over providing sweets for the grotto given Covid precautions. The PA system and stage will be provided at Albion Street/Market Square – the Clerk will speak with British Legion about the possible use of their power box supply for this stage. Santa will be positioned in Albion Street which will need a power supply.</p>	
62.4	<p>The 20ft Christmas tree for the centre of town has been arranged and will cost approx. Sheridan the sheepdog has been provided from Rugeley Lotto. SIA registered security staff are being arranged by Cllr Green.</p>	
62.5	<p>It was proposed that a budget of up to £8,000 be allocated for the Christmas event on 26th November to come from the Community Initiatives budget. <i>Proposed; Cllr Stanley; Seconded: Cllr Lyons</i> It was agreed that a budget of up to £8,000 be allocated for the Christmas events on 26th November.</p>	
62.6	<p>Following instruction from July Community Engagement Committee, the lights wrapping the trees in town have been lit and will be on for 100 days from October to beginning of January 2022 when the Christmas lights will be turned off. There is a cost to this for installation (approx. £750) and electrical cost of £2.32 per day (approx. £250). Funding is being sought from Welcome Back to the High Street but there are issues with this. Cllr Lyons advised that she would be attending a CCDC meeting on this and would report back. Should funding be needed from this committee, a report would come to November Community Engagement Committee with full details.</p>	
62.7	<p>Following Full Council recommendation, Cllrs considered the arrangement for the light switch on Heroes which had been nominated. Only 3 completed forms had been received plus 2 nominations of Facebook.</p>	
62.8	<p>It was proposed to recommend to Full Council that each of the 3 nominees plus the 2 Facebook nominations be invited to attend on 26th November to switch on the lights. They would then be given £100 of vouchers each to be spent in Rugeley shops, bars and restaurants. The letter giving all businesses an opportunity to participate would be delivered by Cllrs Cooney and Green. <i>Proposed; Cllr Stanley; Seconded: Cllr Cooney</i> It was agreed to recommend to Full Council that 5 volunteers receive £100 vouchers each to spend in Rugeley shops, bars and restaurants.</p>	<p>To be placed on November Full Council for decision.</p>
63	Remembrance Parade	
63.1	<p>The Royal British Legion have advised that they are unable to apply for the road closure order nor did they have the funds to pay for the</p>	

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63.2	<p>band for Remembrance Day. Town Council have arranged for the poppy waterfall and decorations to be put up around town as per the September CEC minutes. Staff have applied for and got a street closure for the parade.</p> <p>RBL have booked the Staffordshire Boys Brigade band for the day but are looking to the Town Council to pay the £250 for this. The RBL have also requested that the Town Council print approx. 300 of the service sheets. It was requested that the Town Council flag form part of the parade. A wreath has been ordered at a cost of £17. The Chair of the Council would be invited to lay the wreath at the cenotaph.</p>	Chair of Council to be invited to lay the wreath on 14 th November.
63.3	<p>It was proposed that up to £300 be found in Community Initiatives fund to cover the cost of the band, printing and the wreath for Remembrance Day.</p> <p><i>Proposed; Cllr Hodgson; Secoded; Cllr Stanley</i></p> <p>It was agreed that up to £300 be used to pay for arrangements for Remembrance Day.</p>	
64	<p>Newsletter</p> <p>It was proposed that up to 10,500 newsletters get printed (A4 x 4 page). This would cover the houses within the Rugeley Town Council boundary of the four wards: Hagley, Etchingill and Western Springs North and south. The excess publication would be placed for collection in local shops, libraries and doctors etc. A distribution company had been found that would deliver to approx. 2 - 3,000 households a week at a cost of £40 per 1,000 homes.</p> <p>It was proposed that up to £2,200 be found from the Community Initiatives budget to cover 2 publications of the newsletter – a winter one and a spring one.</p> <p><i>Proposed; Cllr Hodgson; Secoded: Cllr Turner</i></p> <p>It was agreed that up to £2,200 be used to pay for the printing and delivery of the quarterly newsletter.</p>	
65	<p>Future Projects</p> <p>There was discussion about an urban gym and improvements to the skate park on Hagley field. Cllr Lyons advised that the Youth Council were creating a bid for funding to make improvements to the skate park areas.</p> <p>It was agreed that this discussion be held at a future meeting as the Events questionnaire had been sent out to the community to get ideas about what was wanted in the community.</p> <p>The Queens Jubilee is on 3rd June 2022 and Cllrs agreed that they would like to see a street party event and possible beacon lighting in town. Need to think about possible wet weather fall back solution. In the past the Victory Christian centre was used as contingency provision. Possible to use Hart School sports dome as an alternative?</p> <p>Dave Podmore advised that Orbital Funfair (was Stokes Funfair) would</p>	<p>To be placed on future agenda.</p> <p>To be placed on November agenda.</p>

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65.5	<p>not be available for the 3rd /4th June but would be available on the 11th and 18th June should we wish to work with them.</p> <p>Dave Podmore questioned the future of fireworks events for the community – possible Back To School with a Bang. Dave Podmore mentioned that sponsorship for this event should the Town Council wish to hold it, could be obtained.</p>	To be placed on November agenda.
<p>66 66.1</p>	<p>Date of Next Meeting Community Engagement Committee would be held on Wednesday 10th November 2021 at 7.30pm.</p>	

The meeting closed at 8.46pm

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