

Signed: [REDACTED]



# Rugeley Town Council

Minutes of Rugeley Town Council Full Council held at the Rugeley Town Council Offices  
7.30pm Wednesday 6th April 2022.

PRESENT:

Councillors:

R Dipple	D Gaye
G Grant	I Gunner
R Hughes	O Lyons
N Mahon (Chair)	C Panter-Hood
N Stanley	K Tait-Green

Also Present: H Goodreid (Town Clerk)

Min No	Item	Action
<b>1</b> 1.1	<b>Apologies</b> Apologies were received from Cllrs Ansell, Cooney, Green, Hodgson, Martin, Pyke and Szklarczyk.	
<b>2</b> 2.1	<b>Declaration of Personal and Prejudicial Interests</b> None	
<b>3</b> 3.1	<b>To receive any requests for dispensation</b> Cllr Grant was granted dispensation to remain seated whilst speaking and leave the room if necessary.	
<b>4</b> 4.1	<b>Chair to close the meeting for the public session.</b> No items were brought to the floor.	
<b>5</b> 5.1	<b>Chair to reopen the meeting.</b> The Chair reopened the meeting.	
<b>6</b> 6.1	<b>To consider approving and signing council minutes: Extraordinary Full Council Meeting on 2<sup>nd</sup> March 2022</b> It was proposed to approve the minutes of Full Council on 2 <sup>nd</sup> March 2022. <i>Proposed: Cllr Stanley; Seconded: Cllr Dipple</i> <b>It minutes were approved.</b>	
6.2	<b>Full Council Meeting on 2<sup>nd</sup> March 2022</b> It was proposed to approve the minutes of Full Council on 2 <sup>nd</sup> March 2022.	

	<p><i>Proposed: Cllr Dipple; Seconded: Cllr Stanley</i>  <b>It was agreed that the minutes of Full Council meeting on 2nd March 2022 be approved.</b></p>	
<b>7</b>	<b>Actions Arising</b>	
7.1	All actions had either been completed or were on the agenda for consideration.	
<b>8</b>	<b>To note the minutes from the following committee meetings:</b>	
8.1	Rose Committee 9 <sup>th</sup> February 2022	
8.2	Community Engagement Committee 9 <sup>th</sup> February 2022	
8.3	Planning Committee 16 <sup>th</sup> February 2022	
8.4	Finance and Management Committee 16 <sup>th</sup> February 2022	
	The minutes were noted.	
<b>9</b>	<b>Policies</b>	
9.1	Councillors were undertaking a review of all the Councils policies. The following were reviewed and approved:	
9.2	<p><u>Time off for Dependents Policy</u>  <u>One Worker Policy and Risk Assessment</u>  <u>Maternity, Paternity and Adoption Policy</u>  <u>Children, Young People and Vulnerable Adult Policy</u>  <u>Whistleblowing Policy</u>  <i>Proposed: Cllr Stanley; Seconded: Cllr Dipple</i>  <b>The updated policies were approved.</b></p>	To be placed on website
9.3	Councillors felt that the Gender Equality Policy, Equal Opportunities Policy, Disability policy and similar should be incorporated into one policy which would be drawn up and come before a future meeting of the Full Council.	New policy to come before Full Council for consideration
<b>10</b>	<b>Recommendation from Finance and Management Committee 16<sup>th</sup> March 2022</b>	
10.1	<p><u>Standing Orders</u>  It was proposed that paragraph 19c of the Standing Orders be changed to reflect that the appraisal of the Town Clerk will be undertaken by the Chair of the Council and the appraisal of all other staff will be undertaken by the Town Clerk. The appraisals will then be reported to Finance and Management Committee for approval by resolution.  <i>Proposed: Cllr Stanley; Seconded: Cllr Dipple</i>  <b>The motion was agreed</b></p>	Clerk to place amend the Standing Orders and place on website and appraisals to begin.
10.2	<p><u>Debtor</u>  Further to conversations with the Councils External Auditors – Mazars, it was proposed that the £17,005 remain as debt on the Councils books as it is considered that as part of the Proceeds of Crime action, this charge is still made against Ms R Mason.  <i>Proposed: Cllr Stanley; Seconded: Cllr Grant</i>  <b>The motion was agreed</b></p>	RFO to record the debt

Signed:



Full Council

Date: 4<sup>th</sup> May 2022

Page 2 of 4

10.3	<p><b>Ukrainian Support</b>                  It was proposed that £1,000 come from general reserves to support those Ukrainian refugees coming to Rugeley. The money would be used to buy essential toiletries etc for approx. 50 refugees. It was further proposed that £1,000 be donated to World Central Kitchen for their work in providing feeding stations at the Ukrainian borders.  <i>Proposed: Cllr Stanley; Seconded: Cllr Dipple</i>  <b>The motion was agreed</b></p>	Town Clerk and Development Manager to develop links to process the money.
10.4	<p>Thanks went to the people of Rugeley for donating items to the Ukraine appeal and to the residents and councillors who helped sort and pack over the weekend. Three lorries of items went to Ukraine. Special thanks went to C Residential for their donation to fund the 3<sup>rd</sup> lorry at short notice. It was agreed to have an item on the Ukraine support at Mays Full Council.</p>	Item to be put on Mays agenda
<b>11</b>	<p><b>Complaints Committee / Councillors Co-option</b></p>	
11.1	<p>It was suggested that the following councillors be selected to sit on the Complaints Committee:                  Cllr Cooney                  Cllr Mahon                  Cllr Pyke                  Cllr Martin</p>	
11.2	<p>It was proposed Cllrs Cooney, Mahon and Pyke be selected for the Committee, but that Cllr Martin does not sit as there would be a declaration of personal interest as the complainant was known to her.  <i>Proposed: Cllr Stanley; Seconded: Cllr Lyons</i>  <b>The motion was agreed.</b></p>	Cllrs Cooney, Mahon and Pyke to form the Complaints Committee which would sit on 21 <sup>st</sup> April 2022
<b>12</b>	<p><b>Chairs and Vice Chairs Report</b></p>	
12.1	<p>Councillor Mahon advised that she had spoken at a meeting of the Phoenix Club where she talked on her role as Chair and the history of the Council and the Council Chain of Office. A donation was received from the Club to the Chair for £25 which was donated to an Alzheimer's charity.</p>	
<b>13</b>	<p><b>Exclusion of the Public</b></p>	
13.1	<p>The public were excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 s2.</p>	
<b>14</b>	<p><b>Staffing Matters</b></p>	
14.1	<p>It was proposed that the Town Council staff offer the option of taking Time off in Lieu or salary for the additional hours being worked leading up to and including the 4<sup>th</sup> June celebrations as this would include working the 3 day bank holiday. The arrangement would not continue past this event.  <i>Proposed: Cllr Stanley; Seconded: Cllr Mahon</i>  <b>The motion was agreed.</b></p>	

Signed:



Full Council

Date: 4<sup>th</sup> May 2022

Page 3 of 4

<b>15</b> 15.1	<b>Date of Next Meeting</b> The next meeting of Full Council would be Wednesday 4 <sup>th</sup> May 2022 at 7.30pm.	
-------------------	--	--

The meeting finished at 8:10pm.

Signed:



Date: 4<sup>th</sup> May 2022

Full Council

Page 4 of 4