

Signed:



Rugeley Town Council

Minutes of Full Council Meeting held at the Rugeley Town Council Offices
7.30pm Wednesday 3rd May 2023.

PRESENT:

Councillors:

P Ansell	A Cooney
M Davey	B Dipple
D Gaye	C Green (Vice Chair)
I Hodgson	R Hughes
C Panter-Hood	I Pyke
N Stanley (Chair)	K Tait-Green

Also Present:

H Goodreid (Town Clerk)
S Bird (Development Manager)
K Roberts (RFO)
A Mantle (Administrative Officer)
2 members of the public

Min No	Item	Action
19 19.1	Apologies Apologies were received from Cllrs Grant, Lyons and Martin.	
20 20.1	Declaration of Personal & Prejudicial interest None	
21 21.1	To receive requests for any dispensation None	
22 22.1	Chair to close meeting for public session Two residents from the Alms Houses on Taylors Lane attended the meeting to talk about the permits for parking on the Rose Theatre car park. It was agreed that they would get permits with their car reg on it and residents will be advised of the upcoming dates when the car park would be off limits.	Town Clerk to process
23	Chair to reopen the council meeting	

<p>24 24.1</p>	<p>To consider approving and signing Full Council minutes from 5th April 2023 It was proposed to accept the minutes of the Full Council Meeting held on 5th April 2023. <i>Proposed: Cllr Dipple; Seconded: Cllr Green</i> The minutes were agreed.</p>	
<p>25 25.1</p>	<p>Actions Arising These had either all been dealt with or were on the agenda for consideration.</p>	
<p>26 26.1 26.2 26.3 26.4</p>	<p>To note the minutes from the following council meetings: Rose Committee 8th March 2023 Community Engagement Committee 8th March 2023 Planning Committee 15th March 2023 Finance and Management Committee 15th March 2023 These were noted.</p>	
<p>27 27.1 27.2 27.3 27.4</p>	<p>Annual Governance and Accountability Return Cllrs considered the report from the Internal Auditor. Cllrs noted the background documents for the AGAR. Cllrs approved the Annual Governance Statement for the 2022/2023 AGAR. <i>Proposed: Cllr Dipple; Seconded: Cllr Hughes</i> The motion was agreed. Cllrs approved the Accounting Statement for the 2022/2023 AGAR. <i>Proposed: Cllr Dipple; Seconded: Cllr Hughes</i> The motion was agreed.</p>	<p>The RFO will submit the AGAR to the external auditor and put up the Notice of Inspection</p>
<p>28 28.1</p>	<p>Motion from Annual Parish Assembly This statement is issued on behalf of the Councillors serving on Rugeley Town Council between January 2017 – December 2018. Rugeley Town Council apologises for the theft of £218,000 by the former Assistant Town Clerk. The theft went undetected as Councillors relied on checks made by Internal and External Auditors and trusted the employee who had been with the council for 9 years in a trusted position and in the months leading up to the thefts, had been the only employee at the Town Council. <i>Proposed: Cllr Stanley; Seconded: Cllr Hodgson</i> The motion was agreed by the 9 Cllrs in attendance who were also serving the council at the time of the theft.</p>	
<p>29 29.1</p>	<p>Rose Theatre Heating It was proposed that the repairs for the air conditioning/heating system could proceed on the basis of the quote received in February. <i>Proposed: Cllr Stanley; Seconded: Cllr Cooney</i> The motion was agreed</p>	<p>Theatre Manager to let the contract</p>

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Full Council Meeting

Date: 14/6/23

30	Solar Panels	
30.1	Following the presentation to Cllrs made on 26 th April 2023, additional details had been received from the solar panel companies regarding maximising the panels and battery storage.	
30.2	It was proposed to let the contract to The Energy Box at a cost of £91,224 + VAT. The funding for this would come from the agreed Ear Marked Reserves for 2023 for the panels and new flat roof over Landor Suite. <i>Proposed: Cllr Green; Seconded: Cllr Dipple</i> The motion was agreed	
30.3	Cllrs were advised of urgent works required to the pitched roof over the bar area of the theatre. It showed significant holes in the roof, no membrane under the tiles and little insulation. Without repair it would not be able to hold the solar panels and heat would continue to be lost through the roof space rather than heating the building.	
30.4	It was proposed that staff get 3 quotes for the work under the guidance of Cannock Chase District Council. The quote which offered the best value for money would be accepted. <i>Proposed: Cllr Green; Seconded: Cllr Dipple.</i> The motion was agreed	
31	Report on Upcoming Payments	
31.1	It was proposed to approve the payments for May 2023. <i>Proposed: Cllr Dipple; Seconded: Cllr Gaye</i> The motion was agreed	
32	Chairs and Vice Chairs Report	
32.1	No events had been attended	
33	Exclusion of the Public	
33.1	It was moved that the public be excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2	
34	Staffing	
34.1	It was proposed that the current Town Clerk work for 1 day a week on matters relating to the role of Proper Officer. This would be on the currently hourly rate for the role and would continue to end July. The new Town Clerk will start on 21 st August 2023. <i>Proposed: Cllr Hodgson; Seconded: Cllr Cooney</i> The motion was agreed.	
35	Date of Next Meeting	
35.1	The date of the next meeting will be scheduled when the council is quorate.	

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The meeting finished at 8.45pm.

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