

Signed:



Rugeley Town Council

Minutes of Full Council Meeting held at the Rugeley Town Council Offices
7.30pm Wednesday 6th September 2023

PRESENT:

Councillors:

P Ansell	C Barkas
A Cooney	M Davey
D Foceac	D Gaye
I Gibson	C Green (Vice Chair)
K Hart	I Hodgson
R Hughes	G Kirkham
J Lees	A Miller
I Pyke	N Stanley (Chair)

Also Present:

S Buxton - Town Clerk
A Mantle – Administrative Officer
2 members of the public

Min No	Item	Action
75 75.1	Apologies Apologies were received from Cllrs Clark, Lyons and Sparkes	
76 76.1	Introduction to new councillors The chair welcomed Cllrs Gibson, Kirkham and Lees as this was their first full council meeting	
77 77.1	Declaration of Personal & Prejudicial interest in any item on the agenda Members should notify monitoring officer within 28 days if not already declared	
78 78.1	To receive requests for any dispensation The following requests for dispensations:- Cllr Cooney – car parking and business survey Cllr Green – car parking and business survey Cllr Hart – car parking and business survey Cllr Hodgson – car parking and business survey Agreed to grant these dispensations	

	Cllr Miller notified the council he should have applied for a dispensation prior to the meeting and was advised he need to complete this before the meeting	
79 79.1	<p>Chair closed the meeting for public session</p> <p>A member of the public had visited the Town Council offices regarding a number of items which he raised at this meeting:-</p> <ul style="list-style-type: none"> - He had attended an earlier meeting and apologised for the comments he had made on that occasion; - Island by Wetherspoons was very overgrown, but has now been tidied. He is aware this is not actually a RTC responsibility; - Availability of RTC paperwork and information about the council as he doesn't have internet, although he had been given a copy at the meeting. <p>Agreed to display calendar of meetings on the noticeboards Agreed to investigate including an agenda in the Co-op at Etching Hill and the Pear Tree</p> <ul style="list-style-type: none"> - Queried how RTC ensures that the minutes are accurate 	Clerk for October meeting
80	Chair re-opened the meeting	
81 81.1	<p>To consider approving, signing and matters arising no on the agenda from the following council meetings:-</p> <p>Full council – 5th July 2023</p> <p>A spelling mistake was correct in minute 61.2 <i>Proposed: Cllr Hart; Secoded: Cllr Green</i></p> <p>The minutes were agreed with no one against</p> <p>Cllrs Davy and Kirkham asked to see the report from the Independent Energy Advisor. This had only been a verbal report. Cllrs Kirkham, Gibson and Miller queried why actions on the minutes did not include the name of the person who was actioning and the date for completion. This had not been included for this meeting as in July the council was without a clerk.</p>	
81.2	<p>Extra Ordinary Full Council – 5th July 2023</p> <p><i>Proposed: Cllr Hart; Secoded: Cllr Green</i></p> <p>The minutes were approved</p> <p>No matters arising</p>	
82.3	<p>Extra Ordinary Full Council – 19th July 2023</p> <p>Cllr Gibson asked to be added to the attendees <i>Proposed: Cllr Hodgson; Secoded Cllr Hart</i></p> <p>Cllr Cooney pointed out that you couldn't be both the proposer and seconder on 6.2. It was amended to Cllr Green as seconder <i>Proposed: Cllr Hodgson; Secoded Cllr Hart</i></p> <p>The minutes were approved</p> <p>No matters arising</p>	
82.4	<p>Extra Ordinary Full Council – 26th July 2023</p> <p><i>Proposed: Cllr Pyke; Secoded: Cllr Foceac</i></p> <p>The minutes were approved</p>	

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	No matters arising							
85 85.1 85.2 85.3 86.4	<p>To note the minutes from the following committee meetings:- Rose Committee – 28th June 2023 Community Engagement Committee – 28th June 2023 Planning Committee – 28th June 2023 Finance and Management Committee – 28th June 2023</p> <p>These were noted</p>							
87 87.1	<p>Review of committee membership Cllr Kirkham asked to join the Finance and Management Committee <i>Proposed: Cllr Cooney; Seconded: Cllr Hughes</i> Cllr Ansell asked to join the Rose Committee <i>Proposed Cllr Green; Seconded Cllr Gibson</i> Cllr Lees volunteered to go on the Planning Committee <i>Proposed Cllr Cooney; Seconded Cllr Hart</i></p> <p>All of the above appointments to committees were agreed</p>							
88 88.1	<p>Recommendations from Finance and Management Committee Review of signatories on Council accounts Lloyds Account – electronic authorisation – to add Cllr Kirkham <i>Proposed: Cllr Hodgson; Seconded: Cllr Cooney</i></p> <p>The motion was passed</p>							
89 89.1	<p>Virements The following virements from ear marked reserves to general reserve to meet the costs of the repairs to the Landor Suite flat roof, solar panels, LED lighting, theatre heating breakdown and additional maintenance are required:-</p> <table border="0"> <tr> <td>Solar panels and batteries</td> <td>£70,000.00</td> </tr> <tr> <td>New flat roof for Landor suite</td> <td>£65,000.00</td> </tr> <tr> <td>Renovations and renewals</td> <td>£32,227.40</td> </tr> </table> <p>Cllr Kirkham queried the LED costs didn't match the minutes. This is because the Theatre and Office LED costs have been combined <i>Proposed: Cllr Green; Seconded: Cllr Gaye</i></p>	Solar panels and batteries	£70,000.00	New flat roof for Landor suite	£65,000.00	Renovations and renewals	£32,227.40	
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Renovations and renewals	£32,227.40							
90 90.1	<p>Chair and Vice Chair Report The chair and vice had not been to any events over the summer, but do have some things in the diary now.</p>							
91 91.1 91.2	<p>Council Administration The clerk wished to tidy up a few administrative details:- All councillors are asked to phone the office to make an appointment before visiting.</p> <p>Most councillors have RTC emails, and she wished to confirm if anyone else wanted one. Cllrs Kirkham and Lees requested emails</p>	<p>All councillors</p> <p>Clerk for October meeting</p>						

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91.3	At the moment all councillors are being sent paper copies of the agenda and papers as well as an emailed copy. She wished to clarify who still wanted to receive paper copies in order to minimise printing and postage costs. Cllrs Ansell, Barkas, Cooney, Davey, Foceac, Gaye, Hart, Miller and Stanley all requested paper copies.	Clerk for October meeting
<p>92 92.1</p>	<p>Training</p> <p>The clerk had requested training through the SPCA/NALC to refresh her skills and the administrative officer has decided to delay the start of her CiLCA qualification.</p> <p>The new finance officer has not used Rialtus before like the clerk and both will need some training. They can either do online training at £230 per person for half a day, or in person training for multiple people at £250 per half day. The full day training covers all aspects of Rialtus up to month end.</p> <p>The clerk to undertake the SPCA/NALC identified and a days training for the clerk and finance office with Rialtus to be arranged <i>Proposed: Cllr Cooney; Seconded: Cllr Hughes</i></p> <p>The motion was passed</p>	Clerk as dates arise
<p>93 93.1</p>	<p>Induction of New Councillors</p> <p>Cllr Kirkham raised the issued of the induction of new councillors and making the role more appealing so that elections are not uncontested. The Chair reported that many councils are having problems getting candidates to stand for council and many elections are uncontested. The chair reminded councillors, that if they have questions, these should be directed to the clerk as the Proper Officer</p> <p>A welcome to councillors should include the following:-</p> <ul style="list-style-type: none"> - Welcome email from the clerk - Welcome at the first full council meeting - Details of all Policies and Procedures - Details of training available, paid for by council - If possible, informal identification of a mentor - Informal social interaction where members willing <p><i>Proposed: Cllr Kirkham; Seconded: Cllr Foceac</i></p> <p>The motion was passed, with 7 for and 6 against</p>	Clerk on appointment of new councillors
<p>94 94.1</p> <p>94.2</p>	<p>Energy</p> <p>The chair reported that the LEDs in the office have been completed and the ones in the theatre will be completed next week.</p> <p>Cllr Kirkham spoke as Cllr Clark was going to raise this. The issue is identifying exactly where RTC electricity is being used in view of the cost of it to the council.</p> <p>The chair reported that we are expecting a significant reduction in cost when the solar panels and battery project is all completed. Hopefully next week. There is a single meter for RTC in the boiler house, along side the meters for the YMCA and Surgery. There is also a meter by the door into the theatre, which feeds into our main meter. It is hoped that</p>	

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	<p>when we have the results of the monitoring set up on the app, that we will have the information on what is use where and how much readily available.</p> <p>The chair reported that heating costs had been particularly high last year due to the use of space heaters when the theatre heating broke down. Electricians from both the Energy Box and those installing the LED lighting had confirmed the integrity of our supply from the meter.</p> <p>The following checks are required with Western Power – the distributor:-</p> <ul style="list-style-type: none"> - Checking the meter is working correctly - Checking that no accidental sharing of our meter has happened - Checking that there is no unauthorised/illegal cabling installed on our meter - Identify the cost of having smart meters fitted to the Council offices and Theatre and an assurance that we will still retain our favourable night rate <p><i>Proposed: Cllr Kirkham; Seconded: Cllr Davy</i></p> <p>The motion was carried</p>	<p>Clerk to report to October mtg</p>
<p>95 95.1</p>	<p>Financial Transparency and expenditure</p> <p>Cllr Miller stated that for the benefit of new councillors, every councillor should take an interest in funding and that everyone is responsible for financial matters.</p> <p>He highlighted a number of items of expenditure on RTC website, that needed further clarification. For example, there was an invoice for roofing that cost £7,600 and just said roofing and a pair of NIKE trainers at £90. These sort of details are not clear for the public particular with historical events in mind.</p> <p>The chair explained that it was agreed £50 could be spent on each Ukranian refugee to help them settle in and that for some it had been more and some less, but that overall the budget had not been exceeded. It was noted that the council processes have been reviewed and changed to ensure there is no repeat of the past. If councillors have questions on specific transactions they should direct the to the Clerk as the Proper Officer</p>	
<p>96 96.1</p>	<p>Business survey results and action plan</p> <p>It was noted that no feedback had been received so far. The Clerk reported that we had only had about 6 responses, including one tonight. This is an item for the Community Engagement Committee</p>	<p>Clerk for 13/9/23 mtg</p>
<p>97 97.1</p>	<p>Car Parking</p> <p>Cllr Miller had not applied for a dispensation on this item and left the meeting</p> <p>Hednesford seems to get a much better deal on car parking than Rugeley from CCDC. The exact amount of financial help could be found out through a Freedom of Information request by a member of the public. The chair had circulated details of the history of car parking at RTC. Cllr Kirkham felt that just because we had asked in the past, there is nothing to stop us asking again.</p>	

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	<p>To invite Josh Newbury from CCDC to a future meeting <i>Proposed: Cllr Stanley; Seconded: Cllr Cooney</i></p> <p>The motion was passed</p> <p>Cllr Miller returned to the meeting</p>	<p>Clerk for future mtg</p>
<p>98</p>	<p>Date of next meeting Wednesday 4th October 2023 at 7.30pm</p>	

There being no other business, the Chair closed the meeting at 9.22pm

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