



# Rugeley Town Council

Minutes of the Community Engagement Committee held in the Council Chamber  
at 7.30pm Wednesday 11<sup>th</sup> January 2023.

PRESENT: Councillors: P. Ansell A Cooney  
C Green I Hodgson  
O Lyons

ALSO PRESENT: H Goodreid – Town Clerk  
D Podmore  
K Windsor

Min No	Item	Action
<b>95</b> 95.1	<b>Apologies</b> Apologies were received from Cllrs Gunner and Martin.	
<b>96</b> 96.1	<b>Declarations of Interest</b> None	
<b>97</b> 97.1	<b>To receive any requests for dispensation</b> Cllr Cooney was granted dispensation to speak about the Christmas Event.	
<b>98</b> 98.1	<b>Chair to close the meeting for the public session.</b> Mr D Podmore and Ms K Windsor had attended the meeting but would participate at item 103 re Charter Fair.	
<b>99</b>	<b>Chair to reopen meeting</b>	
<b>100</b> 100.1	<b>Minutes</b> The Minutes of the Community Engagement Committee held on 9 <sup>th</sup> November 2022 were approved as a true and accurate record. <i>Proposed: Cllr Green; Seconded: Cllr Ansell</i> <b>It was agreed that the minutes of the meeting held on 9<sup>th</sup> November 2022 be approved.</b> <b>The meeting in December 2022 had not been quorate.</b>	

Signed: \_\_\_\_\_

Community Engagement Committee


Date: 8<sup>th</sup> February 2023

<p><b>101</b> 101.1</p> <p>101.2</p>	<p><b>Actions Arising from the Minutes</b></p> <p>Cllr Cooney said that she had attended the Murder Mystery event at the Rose Theatre, and it had been well organised and well attended.</p> <p>Cllr Hodgson asked if additional responses to the questionnaires had been returned but no more had been received. There was disappointment in the number of responses – fewer than 20.</p>	
<p><b>102</b> 102.1</p>	<p><b>Income and Expenditure Report</b></p> <p>The Income and Expenditure Reports for December was noted. It was agreed that £4,519 be moved from Community Initiatives to Christmas Events to cover the expenditure agreed. <i>Proposed: Cllr Hodgson; Seconded Cllr Cooney</i> <b>The motion was agreed.</b></p>	<p>Finance officer to move funds</p>
<p><b>103</b> 103.1</p> <p>103.2</p> <p>103.3</p> <p>103.4</p> <p>103.5</p>	<p><b>Charter Fair</b></p> <p>Dave Podmore and Kerry Windsor attended to discuss arrangements for possible Charter Fair 2023. Cllrs advised that Rugeley Town Council were keen to see the Charter Fair continue. Unfortunately, in 2019 it was cancelled due to bad weather and in 2020 and 2021 the event could not take place owing to Covid. In 2022 the celebrations around the Jubilee meant that this was the main event for the summer. In 2023 the Kings Coronation would be on 6<sup>th</sup> May and would take up the staffing and funding for the key event of the summer. However, the Council would be keen to support a smaller Charter Fair in 2023 providing this could be managed by volunteers.</p> <p>There was discussion around the location for a Charter Fair. Ideally it would be on Hagley Field. Despite the new lessees of the field being keen to see it back, access would be problematic until new hardstanding and gates are in place. In addition, it should be noted that the Hagley Field is designed to flood and if there was inclement weather prior to a Charter Fair – this could jeopardise the whole event. Instead, the opportunity of holding the Charter Fair on Green Lane was considered the only viable option.</p> <p>Dave Podmore handed round an outline financial plan for the Charter Fair and Town Clerk agreed to support the volunteers by developing an Event Management Plan with them. This report would come back to Community Engagement in February. In the intervening time, the volunteers would gather the costs of insurance, toilets, security, artistes etc so that it would be clearer how much financial support the Town Council would be asked for.</p> <p>It was agreed that a vehicular parade for this mini Charter Fair would not be viable. Instead, the volunteers would look at celebrating the historic horse fairs that took place – possible a hobby horse race on Green Lane.</p> <p>This mini Charter Fair would link with Stokes Funfair which was booked to go on Green Lane on the 8<sup>th</sup> – 10<sup>th</sup> June 2023.</p>	<p>D Podmore and K Windsor to attend February CEC with detailed expenditure and details of established group.</p> <p>Town Clerk to support volunteers with Event Management Plan</p>

Signed: 

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<p><b>104</b> 104.1</p> <p>104.2</p> <p>104.3</p> <p>104.4</p> <p>104.5</p>	<p><b>Christmas Market / Light Switch On Review</b> Cllrs had been delighted with the local response re the quality of the Christmas Lights this year with the new contract.</p> <p>A vote of thanks went to the staff and Cllrs who worked on the Christmas Switch On event / Market. It was clear that without the volunteers / Councillors to act as Marshalls and helpers, events like these could not continue.</p> <p>It was understood that the Fireworks on top of the car park were causing problems. It had cost £325 just for the road closure and car park being closed for safety, public were driving cars at marshals as they wanted to drive down Elmore Lane whilst the fireworks took place, and public were trying to get up to the top of the car park putting themselves in danger. For 2023, the idea of fireworks on Hagley Field would be looked at or no fireworks at all.</p> <p>Thanks went to C Residential who had housed Santas grotto. It was better for being indoors but access had been cramped. Need to look at possibly having Santa in a marquee by Brewery Street Market next year with heating.</p> <p>The stage had been great and was safer for performers. It was nice taking over Market Square with the tables and chairs as well.</p>	
<p><b>105</b> 105.1</p> <p>105.2</p> <p>105.3</p> <p>105.4</p> <p>105.5</p>	<p><b>Kings Coronation</b> The committee agreed that we should have a set up similar to the Jubilee, with an LED screen, deck chairs and a stage. The Artisan Market would be on the same day as would the smaller CCDC market in Market Square.</p> <p>Clerk had received a quote for the LED Screen and Chairs: <b>£2,809.00 + VAT without generator</b> <b>£3,514.00 + VAT with generator</b></p> <p>Clerk had received a quote for the staging, cover and mics: <b>£2,440 + VAT without generator</b> <b>£2,840 + VAT with generator big enough to power the screen</b> *cheaper to rent the generator through the staging company than through the screen company</p> <p><b><u>Cheapest option for the hire of screen and stage will be £5,649 + VAT</u></b></p> <p>Given the disappointing take up of local bars etc to support with food at the Jubilee, it was agreed to again look to book food trucks in for the event and have a food quarter in town. Clerk to ask businesses again before confirming.</p> <p>It was felt that schools were unlikely to perform on the stage as the event was on a Saturday, so local performers would be asked to</p>	<p>Town Clerk to book</p> <p>Town Clerk to contact local food providers and food trucks</p> <p>Town Clerk to book band and</p>

Signed: 

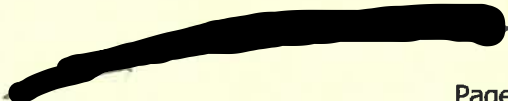
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	audition and perform. Cllrs felt that the Equality Street idea and band should be invited again to the Coronation event.	Speak with Hart School
105.6	Town Clerk was working with CCDC to hopefully get static bike with virtual screens so the community to virtually experience cycling along the Perry Trail at Cannock Chase.	Town Clerk to work with CCDC
105.7	Agreed that Face Painters / balloon modellers etc would need to be booked asap.	Town Clerk to book
105.8	The community would be asked to give in photos of the last time that the King had visited the local area when Prince Charles. These pictures and memories could be placed on display in town.	Appeal to be launched on Facebook
105.9	It was also possible for the young people to make their own Crowns for the day and possibly have our own coronation alongside the Kings.	Appeal to be launched on Facebook
105.10	The budget for the Coronation was set as between £12,000 - £14,000.	
<b>104</b>	<b>Development Managers Report</b>	
104.1	Cllrs had received the report written by the Development Manager for December Committee. Cllrs wished the Development Manager a speedy recovery following an operation after breaking her leg. It was noted that recovery was likely to take several months though so the Town Clerk and Administrative officer would be picking up where possible.	
104.2	All matters raised on the report had been covered in agenda items.	
<b>105</b>	<b>Date of Next Meeting</b>	
105.1	Community Engagement Committee would be held on Wednesday 8 <sup>th</sup> February 2023 at 7.30pm.	

The meeting closed at 8.45pm

Signed:



Community Engagement Committee

Date: 8<sup>th</sup> February 2023