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Rugeley Town Council

Minutes of Extraordinary Full Council Meeting held at the Rugeley Town Council Offices
8.00pm Wednesday 19th July 2023.

PRESENT:

Councillors:

P Ansell	C Barkas
W Clark	A Cooney
D Foceac	D Gaye
C Green (Vice Chair)	K Hart
I Hodgson	R Hughes
O Lyons	A Miller
I Pyke	P Sparkes
N Stanley (Chair)	<i>i. Gibson nks</i>

Also Present: H Goodreid - Town Clerk

Min No	Item	Action
1 1.1	Apologies Apologies were received from Cllr Davey.	
2 2.1	Declaration of Personal & Prejudicial interest None	
3 3.1	To receive requests for any dispensation None	
4 4.1	Rugeley Market / Artisan Market <u>Artisan Market</u> The Stall Hire Company (aka Sketts) had been providing the stalls for Artisan Market since it was first created. They had now pulled out from operating the Artisan Market owing to complaints from some shop owners and increasing costs. Several contractors had been contacted to see about taking over the operation of the Artisan Markets: Bescot Promotions, Ray Linge Ltd, Apex, Gert and Bert and Market Stall Hire company. The company which offered the best value for money including putting up the stalls, removing them, giving stalls full covers and tabletops at a reasonable price and at the timescale that we needed so that there was continuity with the market, was Bescot Promotions. They are known regularly as they also run the Cannock Market.	

<p>4.2</p>	<p>It was proposed that Bescot Promotions take on the arrangements for the future Artisan Markets held on the 1st Saturday of the month. This would start in August 2023 and the markets would be held in Market Square. Bescot would give stall priority to the current Artisan Market Stall Holders and would also ensure that there was not over duplication in the number of products sold at each market. From September Bescot would take on all of the sourcing of the stalls, taking the money and applying for licences. <i>Proposed: Cllr Green; Seconded: Cllr Hart</i> The motion was agreed.</p>	<p>Artisan Market contract to be let to Bescot Promotions</p>
<p>4.3</p>	<p><u>Weekly Rugeley Market</u> The current licence holder for the market had withdrawn from the agreement with CCDC at short notice. Meetings had taken place with CCDC around the future of a weekly market in Market Square as they were in charge of the licence. The Charter for the town means that whoever did take on the licence would have to hold a market on a Thursday.</p>	
<p>4.4</p>	<p>CCDC had been in touch with Bescot Promotions to see if they would be comfortable to undertake the weekly markets but were looking for Rugeley Town Council to hold the licence. Bescot had advised that they would be happy to take on the weekly Thursday market from the end August / beginning of September on a 2 year contract. Bescot felt that it would take 2 years to get the market up and running in the town centre. Once the Thursday market was established they would look to hold a market on Saturdays.</p>	
<p>4.5</p>	<p>Bescot had advised that they were happy to provide all stalls and do all administrative work associated with the Thursday markets at no cost to CCDC or RTC. The initial contract would be for 2 years although Cllr Hodgson would speak with Bescot to see if this could be reduced to 12 months.</p>	
<p>4.6</p>	<p>Cllrs noted that one of the stall holders from the former market wished to continue on a Saturday and Cllr Cooney would speak with them about getting a separate licence to operate on a Saturday until Bescot Promotions took over the Saturday slot.</p>	
<p>4.7</p>	<p>It was proposed that Rugeley Town Council take on the licence for the weekly markets in Market Square and would use Bescot Promotions to operate the markets on its behalf for a two-year initial period although discussions would be held to see if this could be reduced to 1 year. This would done at no cost to the Town Council with Bescot Promotions taking all the liability and costs. <i>Proposed: Cllr Cooney; Seconded: Cllr Hart</i> The motion was agreed</p>	<p>Weekly Market contract to be let to Bescot Promotions and RTC to take on licence</p>
<p>5</p>	<p>Committee Membership</p>	
<p>5.1</p>	<p>It was proposed that Cllr Gibson be appointed to Rose Committee and Planning Committee. <i>Proposed: Cllr Hart; Seconded: Cllr Lyons</i> The motion was agreed.</p>	

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<p>5.2</p>	<p>It was proposed that Cllr Hart be appointed to Finance and Management Committee. <i>Proposed: Cllr Green; Seconded: Cllr Hodgson</i> The motion was agreed.</p>	
<p>5.3</p>	<p>It was proposed that Cllr Stanley be appointed to Rose Committee. <i>Proposed: Cllr Gaye; Seconded: Cllr Ansell</i> The motion was agreed.</p>	
<p>5.4</p>	<p>It was proposed that Cllr Ansell be appointed to Rose Committee. <i>Proposed: Cllr Green; Seconded: Cllr Hart</i> The motion was agreed.</p>	
<p>6</p>	<p>Responsible Financial Officer</p>	
<p>6.1</p>	<p>In 2019, an advert had been issued for a Finance Officer. The successful candidate had a detailed financial background, and the actual job description was changed to be an RFO. Given the finance background of the incoming Town Clerk and the resignation of the current RFO, the opportunity to advertise for a Finance Officer rather than an RFO was discussed. A locum RFO had been requested through the SLCC locum bank but no staff were available.</p>	
<p>6.2</p>	<p>It was proposed to revise the staffing structure to create a Finance Officer position at 18 hours per week. The details and costs around this would go to an Extraordinary Full Council meeting to be held on Wednesday 26th July at 7pm. <i>Proposed: Cllr Cooney; Seconded: Cllr Cooney Cuneen</i> The motion was agreed</p>	<p>To be placed on agenda for 26th July</p>
<p>6.3</p>	<p>It was proposed that the following Councillors be appointed to a staffing panel to undertake the shortlisting for the Finance Officer applicants, but the interviews would be undertaken by all Councillors: Cllr Cooney Cllr Foceac Cllr Green Cllr Hart <i>Proposed: Cllr Ansell; Seconded: Cllr Gaye</i> The motion was agreed</p>	
<p>7</p>	<p>Date of Next Meeting</p>	
<p>7.1</p>	<p>The date of the next meeting will be 26th July 2023.</p>	

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