



Rugeley Town Council

Minutes of Rugeley Town Council Full Council held online at
7.30pm Wednesday 4th November 2020.

PRESENT:

Councillors:

Mrs P Ansell	Mrs A Cooney
R Dipple	D Gaye
G Grant	C Green
I Gunner	I Hodgson
R Hughes	Ms O Lyons
Ms N Mahon (Vice Chair)	Mrs C Martin
N Stanley	Ms A Szklarczyk
Mrs G Turner	J Williams

Also Present: H Goodreid (Town Clerk)

Min No	Item	Action
59 59.1	Apologies Apologies were received from Cllrs Tait-Green and Panter-Hood.	
60 60.1	Declaration of Personal and Prejudicial Interests None	
61 61.1	To receive any requests for dispensation None.	
62 62.1	Chair to close the meeting for the public session There were no members of public in attendance at the meeting and no questions had been presented to the Town Clerk.	
63 63.1	Chair to reopen the meeting There being no members of public, the Chair reopened the meeting.	
64 64.1	To consider approving and Signing the following council minutes. Full Council Meeting on 7th October 2020 It was proposed that the minutes be approved. <i>Proposed: Cllr Mahon; Seconded: Cllr Green</i> It was agreed that the minutes be approved.	
64.2	Extraordinary Full Council Meeting on 21st October 2020 It was proposed that the minutes be approved.	

	<i>Proposed: Cllr Cooney; Seconded: Cllr Hodgson</i> It was agreed that the minutes be approved.	
65 65.1	Actions Arising Actions arising were on the agenda for the meeting.	
66 66.1 66.2 66.3 66.4	To note the minutes from the following committee meetings: Rose Committee 9 th September 2020 Community Engagement Committee 9 th September 2020 Planning Committee 16 th September 2020 Finance and Management Committee 16 th September 2020 The minutes were noted.	
67 67.1	Car Parking Charges in Rugeley Following a detailed discussion, it was proposed that the Town Clerk contact Cannock Chase District Council with a request that Rugeley Town Council pay on the same basis as Hednesford Town Council in order that all town centre car parking spaces are offered free of charge to users. <i>Proposed: Cllr N Stanley; Seconded: Cllr A Cooney</i> It was agreed that the Town Clerk contact Cannock Chase District Council with a request that Rugeley Town Council pay on the same basis as Hednesford Town Council in order that all town centre car parking spaces are offered free of charge to users.	Town Clerk to write to CDDC
68 68.1 68.2	Standing Orders and Financial Regulations Councillors had set up a councillor working group to revisit the Standing orders and Financial Regulations for the Council. The group agreed that only the Standing Orders needed to be updated in order to: a) Make changes to allow for virtual meetings to be held and the protocol to along with them b) Make changes to the timing that F and M Committee will see accounts. It was proposed that the amended Standing Orders be updated and approved. <i>Proposed: Cllr Cooney; Seconded: Cllr Stanley</i> It was agreed that the Standing Orders be updated and approved.	Town Clerk to place new Standing Orders on the Councils website.
69 69.1 69.2	Neighbourhood Plan Cllr Lyons gave a detailed explanation of the work of the Neighbourhood Plan Steering Group. The meetings had culminated in the creation of a draft consultation document to go to all households in the approved Rugeley Neighbourhood Plan area. During the discussion, the following points were made: <ul style="list-style-type: none">• Question over the most cost-effective way to distribute the documents to all house holds• The promotion of the online questionnaire	

Signed:

Date:

	<ul style="list-style-type: none"> • Ensure that we are not doubling up on the consultation work undertaken by Power for All • Add in an option to seek views on Retirement Housing • Noted that the Power Station site was not actually in Rugeley • Opportunity for sheltered accommodation to collect the questionnaire and we will collect from them • Number of drop off points in and around Rugeley for completed questionnaires • Need to ensure that we reach as much of the community as possible – link to groups / societies etc • Consider applying for some money from the Neighbourhood Plan grant scheme to cover publicity, printing and postage. 	
70 70.1	<p>Internal Audit Mid Term Review</p> <p>Cllrs had all received a copy of the mid term Internal Audit for 2020/2021. Points had been raised about a discrepancy in section 17 of the Standing Orders and this had been addressed earlier in the evening. Other smaller issues had been raised but would be dealt with at the next Internal Audit meeting when hopefully the Covid restrictions would be lifted to allow for a meeting to take place.</p>	
71 71.1	<p>Annual Governance and Accountability Review (AGAR)</p> <p>All councillors had been provided with a copy of the completed AGAR and the Completion Notice was now on the website and on notice boards. Mazars, the External Auditors, had signed off the AGAR mentioning two things:</p> <ol style="list-style-type: none"> a) The public rights covers 30 working days including the first 10 working days of July. In 2019 this requirement was not met. In future the town council should ensure that this is met and if it isn't met, should answer NO to the relevant question in the Annual Governance Statement b) The Council has not fully implemented recommendations made in 2018/2019 external audit reports because the Council did not answer no to assertion 4 of the AGAR and the website did not clarify the status of the unaudited accounts during the 2020 public rights period. The Council answered yes to the relevant assertion in the 2019/2020 AGAR claiming it had taken appropriate action in respect of audit reports. In future the council should ensure that appropriate action in response to audit recommendations is taken in a reasonable time. <p>Councillors agreed noted the points made and requested that the Clerk and RFO write to Mazars on these points.</p>	Town Clerk and RFO to write to Mazars
72 72.1	<p>Precept</p> <p>Councillors were asked to note the timetable for the consideration of finances as part of the preparation of the Precept. The formal Precept request would need to go in to CCDC by end of January / February 2021. Councillors were asked to be mindful that new project ideas would need to be funded from the Precept and pressure was already on the budget</p>	

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Date:

	as income from the Rose Theatre had been drastically reduced owing to Covid.	
73 73.1	Contracts Cllrs were reminded that the Town Clerk and RFO were looking at all contracts to see how we can save money. It had been hoped to have papers for Councillors, but this would now be going to F and M Committee in November.	
74 74.1	Equality Act 2010 It was agreed that the Town Clerk revisit the various approved Town Council documents touching on this subject, and develop a new policy that would also include the Equality Act policy that CCDC had created. This would then go to Finance and Management Committee in December for consideration.	
75 75.1	SAC Proposals for Cannock Chase A SAC group had been established to protect and preserve the Chase. The group had developed a consultation document and Cllr Lyons was seeking support from Cllrs to seek and extension to the consultation period in order to allow for the community and partners to more fully comment on the implications of the proposed arrangements around parking restrictions etc.	
75.2	It was agreed that Cllr Lyons and the Town Clerk develop a letter to go back to the SAC re the proposals for the Chase.	Town Clerk and Cllr Lyons to write to SAC.
76 76.1	Date of Next Meeting The next meeting of Full Council would be Wednesday 2 nd December at 7.30pm. This would be held via Zoom.	

The meeting finished at 9.00pm.

Signed:

Date: