

Clerk's Report to Rugeley Town Council



6th March 2024

Item 215 – I – Committees - Membership

Following the resignation of councillors, all the committees have vacancies – see below.

RUGELEY TOWN COUNCIL COMMITTEES



FULL COUNCIL

Pat Ansell
Chris Barkas
Will Clark
Angi Cooney
Daniel Foceac
David Gaye
Ian Gibson
Keeren Hart
Rob Hughes
Glenn Kirkham
Jody Lees
Olivia Lyons
Alan Miller
Ian Pyke
Neil Stanley (C)
4 vacancies

FINANCE AND MANAGEMENT

Angi Cooney
Daniel Foceac
David Gaye
Keeren Hart
Glenn Kirkham
Rob Hughes
Ian Pyke
Neil Stanley (C)
1 Vacancy

ROSE THEATRE

Pat Ansell
Angi Cooney (V)
David Gaye
Ian Gibson
Keeren Hart
Alan Miller
Ian Pyke (C)
Neil Stanley
1 vacancy

COMMUNITY ENGAGEMENT

Pat Ansell
Chris Barkas
Angi Cooney
David Gaye
Keeren Hart
Olivia Lyons
3 vacancies

PLANNING

David Gaye (C)
Ian Gibson
Keeren Hart (V)
Jody Lees
5 vacancies

Council to consider appointing new councillors to these committees to serve until the Annual Parish Council meeting in May. The vacancies are as follows:-

- | | |
|--------------------------|---|
| - Finance and management | 1 |
| - Community Engagement | 3 |
| - Rose Theatre | 1 |
| - Planning | 5 |

Item 215 - ii – Committees – Terms of Reference

The council can appoint one or more committees for the purpose of discharging any of its functions. The full council does not need to ratify the decisions of the committees where delegation applies.

The following powers can only be exercised by the full council:-

- Issuing of a precept
- Consideration of an auditor's report

There is no power to delegate any function to a chair or any individual councillor, but most functions can be delegated to the clerk.

The town council has three four committees:-

- Finance and management
- Planning
- Community Engagement
- Rose Theatre

The committees undertake the detailed discussion and investigation on items of council business, as taking every item to the full council would make meetings inordinately long and non workable.

The Finance and Management Committee may be required to appoint a sub committee(s) in the event of a disciplinary situation

The current Standing Committee Terms of Reference are attached to this report as **Appendix A**

Item 216 – Finance - Bank Account Signatories

Following the three resignations from the council, the council needs to consider adding additional councillors to the various mandates. This has been considered by the Finance & Management Committee and it has made the following recommendation

Lloyds current account

- C Green – sign cheques and full power on line user
to be replaced by D Foceaec as the full power online user and K Hart as a cheque signatory

CCLA account

- C Green – signatory and online user
I Hodgson – signatory and online user
to be replaced by D Foceaec and K Hart both as a cheque signatory and online user

Unity Trust account

- C Green – signatory and online user
to be replaced by K Hart as a cheque signatory and online user

Council to consider the above recommendations from the F&M Committee re: amendments to the mandates for the various town council accounts

Item 216 – ii – Finance - Electricity and Solar Panels

- i. **Integrity of the electricity supply** - DESA Electrical and Building Improvements have been instructed to carry out a check on the integrity of the supply and provide a written report at a cost of £240. This should be done the first week in April.
- ii. **Engie** - before the council could contact Ofgem regarding the invoicing, lack of meter readings, inability to check the invoiced consumption, Engie has a complaints procedure that has to be followed. They have now replied to my complaint and a further update will be available at the meeting.
- iii. **Solar panels** – as Engie are refusing/unable to recognise self generated electricity, we are currently being billed for our total usage each month including that which we generate ourselves. In my reply from Engie they also made reference to this, and a further update should be available at the meeting

The council has readings of the meter taken on the first of every month, but as there are no meter readings on the invoices, they can't be checked. We also have details of self generated electricity and electricity used on the App from the solar supplier. The Energy Box were looking into some of the information on the app, and hopefully there will be a further update for you at the meeting

Item 217 – Councillor Emails

If any councillors are not receiving emails, can you please let me know. I have contacted Holker about two councillors, one is now fixed, but I understand that the other councillor was not able to take the calls from Holker when they ring. From Friday 1st March, our IT will be looked after by Blue Footprint.

Councillors to inform clerk of any email issues so that they can be reported to the IT support supplier. However, if councillors are unable to speak to the support supplier I am unable to resolve the issue for you.

Item 218 – i – Training – Councillor Training

Victor Kelly from the SPCA, advised me to encourage all councillors to consider training, and in particular the Be a Better Councillor training. I believe it would be very helpful to the council for as many councillors as possible to attend.

This course is being run on 26th March and 30th April. It is a two session course, 6.30pm to 9.30pm online. It costs £75 per person for the two sessions.

Course Content:

This two part course will explore the rules and best practice for Councillors of Town and Parish Councils

Session one,

We open with establishing the core components and their relationship within a Council, namely; Council, Councillor, Chairman, Clerk and RFO, the law and powers.

Next, The decision making process – agenda, meetings, minutes. Delegated functions committees and annual meetings.

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Session two,

Questions arising from day 1, moving on to making a strategic plan. What to consider- process, delivery, monitoring and review. Setting a budget in order to raise the Precept.

Governance, the three pillars – Internal Control, Independent Audit, External Audit, Equipping the staff and Councillors for their role. Working with the community. Engagement to gain ideas and feedback. Testing ideas delivering services with confidence.

Councillors to decide if they wish to attend this training and to inform the clerk so that a booking can be made. This needs to be done as soon as possible, because these courses do fill up.

Item 218 – ii – Training – Report on Clerk's attendance at Practitioners Conference

I attended this over two days at the end of February and not only is it an opportunity to attend several sessions on a wide range of subjects, it also provides the chance to meet other clerks and to share ideas.

I attended a number of sessions:-

- i. *Understanding generation Z*** – an exploration of how to involve the younger generation both in the workplace and outside. It is important to consider the influences that have shaped them and to be very clear and thorough in the detail when involving them. The education system has focussed on their academic achievements so they may be less competent in their soft skills, but this can be addressed by ensuring detailed induction.

There could potentially be lots of generation Z councillors.

Could they be involved in the Annual Parish Meeting?

I found this particularly interesting and could relate to many of the issues as I have two 20 something year olds, and I was able to identify how we approach things quite differently.

- ii. *Devolution in the Dock!*** – devolution can open up funding for lower tier councils. However, the extent of devolution varies greatly from principal authority to principal authority. The sector can achieve more than might be expected as a result of devolution. Councils should take great care, that their insurance covers the devolved activity and that they are actually spending money what is wanted/needed rather than what the principal authority wants.
- iii. *Community Engagement in your Town/Parish*** – this session focussed on climate change strategies and community energy. Further information is available on the Community Energy South website – <https://communityenergysouth.org/>. The website provides lots of information, free webinars and information.

They shared information on one parish council that was powering down and decarbonising and another that was looking at community power

- iv. **Volunteering in 21st Century** – this was quite a depressing presentation as the focus seemed to be that there is a general decline in the number of people willing to volunteer. This is the case globally and not just in the UK. What are the reasons:- people are very busy, streaming and box sets provide more entertainment and volunteers want to make a difference not just turn up and contribute
- v. **Civility and Respect** – there seems to be issues with civility and respect right from the top of government to the bottom. Civility and respect makes us decent people and should be the norm.

Suggestions that were made:-

- The SLCC and NALC have a range of resources which may be helpful
- It is recommended that councils publish their internal audit reports
- Should there be an audit of governance – non financial?

- vi. **Incident Planning** – does the council have a business continuity plan and emergency plan?

Other things to look at are risk assessments – are they up to date; counter terrorism training for all staff, someone to deputise for the Event Organiser/Clerk in the event that they are unable to attend.

A number of sources for information were identified, including:-

- There is a purple guide to Event Management Planning which is a highly recommended online tool and costs about £25.
- Institute of Licensing has lots of resources/training
- Gov.uk website provides a toolkit for both Community Emergency Plan and Community Resilience policy

- vii. **Lawyers, Law and Local Government** – the points covered included:-

- Important to identify skills gaps and seek advice if needed
- Great care should be taken with social media as it can be a very toxic environment
- There seems to be an epidemic of bullying and harassment within the sector, with councillors and staff, being bullied and intimidated. The sanctions for this sort of situation are regrettably lacking

- viii. **How to use chatGPT, Use AI to do Council Tasks Faster** – the speaker described a number of tasks that should be undertaken in her role as a trainer and publicity manager. These included: converting reports to social media posts, preparing job adverts, minutes and reports. She stressed that whilst it could be very useful and does save her time, you do need to be careful in its use. It can overdo some work, as it is full of Americanisms, you need to be aware of plagiarism, must ensure you don't include any personal data and you have to edit the documents so that they are in your style. She also mentioned other options to ChatGPT.

This was my first meeting with anything AI related.

- ix. **Employment: From Pay Rates to Holiday Entitlement** – this covered the whole range of current employment issues and good practice. I found this interesting but I was already aware of the items discussed but it was good to be reassured of this

- x. ***Stop Knife Crime – Together We Can Make a Difference – Educating Young People, Engaging Parents and Advocating for Change*** – this presentation was done by the CEO of the Ben Kinsella Trust. This was a very thought provoking session

Item 218 – iii – Training – New Councillor Induction

I have drafted a new councillor induction package, which consists of a face to face session along with provision of information. It would be really helpful for me to make this presentation to two or three of the existing councillors – both newer and established members, so that I can get some positive feedback.

Councillors to decide if a few of them would be willing to attend an inhouse councillor induction package as part of the Council and Clerk's development going forward

Item 218 – iv – Training – Data Protection Training

I have booked to attend data protection training run by Breakthrough Communications through the SPCA. The council's privacy notices are not up to date, and in discussions with Breakthrough when seeking advice, this was their suggested starting point to enable the council to rectify this. The cost for three sessions is £90

Item 222 – Dog waste facilities and owner responsibilities

A member of the public has contacted Cllr Barkas and requested assistance from the council in provision of facilities and encouraging dog owners to be responsible

Item 223 – Annual Parish Meeting

This has been booked for Wednesday 24th April 2024 in the Rose Theatre.

Council needs to consider the format this will take, the planning, publicity and invitations

Item 224 – Community Conference

This last took place in the summer of 2022, where the focus was on Mindfulness. This was organised as a stand alone event.

I believe previously it has taken place on the same day as the Annual Parish Meeting, but this makes for a long day and can be done at anytime in the year.

Could this be the opportunity to devise an event to engage more widely with the community?

Council to consider if a Community Conference is held and if so when it should take place and what the form and content will be.



Item 225 – Recording of Meetings

The policy adopted at the last full council meeting is attached as **Appendix B** to this report.

The council has been asked to consider item 6 – Are there any limits about recording a meeting or what people can say in a tweet or recording and in particular how the council can ensure the policy is followed and what happens if the policy is breached.

Item 226 – Town Crier

Following the request from the Community Engagement Committee I have met with Adrian Basford and we have gone through the Town Crier Agreement I had previously drafted to amended it accordingly. This is attached as **Appendix C**.

Council to consider the Town Crier agreement for approval.

	RUGELEY TOWN COUNCIL	
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STANDING COMMITTEE TERMS OF REFERENCE

Date Created	Date Adopted	Date last Reviewed	Next Review Date
June 2017	5 July 2017	6 th October 2021	

Standing Committee Terms of Reference

Rugeley Town Council

1 General Information

- 1.1 Much of the information relating to conduct and proceedings of meetings of full council applies to meetings of committees.

2 In respect of committee meetings, the following applies:

- 2.1 Chairing meetings: At the first meeting following the Annual Meeting of the council every committee shall, before conducting any business, elect a Chair for the year. A committee may also elect a Deputy Chair.
- 2.2 Quorum: No business shall be dealt with unless the committee is quorate. If there is no quorum the meeting will stand adjourned and should be reconvened.
- 2.3 Holding meetings: The Clerk will call the first meeting of the committee following consultation with the Chair. Subsequent meetings shall be held at a place, date and time fixed by the committee. Notice of the time and place of meetings must be fixed in a conspicuous place in the parish at least 3 clear days before the meeting. All Members of the committee shall be given (by post, email or left at their residence) at least 3 clear days written notice of a meetings of a committee from the Clerk specifying the business proposed to be transacted (the agenda).
- 2.4 Order of business: Business will usually be dealt with in the following order:
- Record of Members present;
 - Record apologies and reasons for absence;
 - Declarations of interests (existence and nature) with regard to items on the agenda;
 - Formal announcements from the Chair;
 - Agreeing the minutes of the last meeting and signing them;
 - Public participation session with respect to items on the agenda;
 - Business placed on the agenda.
- 2.5 Voting: Subject to any legal requirement all questions to be decided by a committee shall be decided by a majority of the Members present and voting. Unless otherwise provided by Standing Orders, Members shall vote by show of hands. A Member's vote will only be counted if the Member is in the room of the meeting at the time the vote is taken. In the case of an equality of votes the Chair, or other Member presiding the meeting, must give a casting vote in addition to their first vote.
- 2.6 Minutes: The minutes must record the names of Members present at the meeting and the existence and nature of any interest declared by Members. The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a Member at that meeting. The draft minutes of a meeting must be attached to the agenda for the next meeting for approval and signing by the Chair (or persons presiding the meeting). There should be no discussion in respect of the draft minutes except that which relates to the motion to agree the accuracy of the draft minutes. Any corrections shall be made by moving that the minutes are agreed with the corrections stated.
- 2.7 Attendance by Members: Any Member not being a Member of a committee may attend any meeting of the committee but their right to participate in the meeting will be equal to the public's right to do so and should be governed by Standing Orders.

Standing Committee Terms of Reference

Rugeley Town Council

- 2.8 Individual Members: A Member cannot individually exercise any statutory functions of the council on behalf of the council.
- 2.9 Appointment of Committees and Delegations: Full Council will: determine a budget for the events, projects, developments etc.; determine the nature of those events; delegate responsibility to the appropriate committee / committees together with a budget and complete authority to spend the allocation.

The town council will appoint the following committees with the composition, quorum and role and functions indicated below:

3 Finance and Management Committee

- The Committee will comprise 9 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following role and functions:
 - To determine all the resource requirements of the council and make recommendations to the council. Resources include finances, land and property, employees and contractors;
 - To issue and vary employment contracts. It is necessary for the full council to appoint committees as appropriate to deal with the two stages of any statutory disciplinary action (instigated by the employer) or grievance action brought by employees. Any termination of employment contract (other than disciplinary) will be dealt with by Full Council. A subcommittee is required to take responsibility for general staff matters e.g. health and safety matters, implementing equalities/diversity or dignity at work policies, to handle recruitment matters. A subcommittee is required to undertake line management responsibility for the Clerk as the most senior officer of the council. This subcommittee is responsible for carrying out the Clerk's appraisals, handling any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance;
 - To promote Rugeley Town Council in relation to all external contacts, both public bodies and the private sector, including the management of all Civic functions.
 - To recommend to the council an annual budget and precept;
 - To regularly monitor income and expenditure and to make any recommendations to the council;
 - To incur and authorise expenditure not otherwise delegated to another committee or employee.
 - Minutes of the committee meeting will be approved at the subsequent committee meeting and taken to full council for noting.
 - Items requiring ratification or a decision by full council will be taken to the next full council meeting.

Standing Committee Terms of Reference

Rugeley Town Council

4 Planning Committee

- The Committee will comprise 9 Members.
- The quorum of the Committee shall be 3 Members.
- The Committee shall undertake the following roles and functions:
 - To make decisions in relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parish;
 - To make decisions in respect of representations to the Local Planning Authority in support of any departure application;
 - To make decisions in relation to any arrangements between the parish council and the Local Planning Authority about the involvement of the parish council in the discharge of planning functions;
 - To make representations to the Local Planning Authority on any application referred to the parish council and on any other planning matter that affects the parish.
 - The decisions taken on planning applications at the Committee meeting, shall be final and hold for the whole town council.
 - Minutes of the committee meeting will be approved at the subsequent committee meeting and taken to full council for noting.

5 Community Engagement Committee

- The Committee will comprise 9 Members
- The quorum of the Committee shall be 3 Members
- The Committee shall undertake the following roles and functions:
 - To oversee the development and delivery of projects, promotions, events, and activities to the benefit of the community within the parish of Rugeley.
 - The Town Clerk, in consultation with the Committee Chair, has the authority to spend to a maximum of £500 at any one time within the promotion budget.
 - The Town Clerk has authority to spend on projects according to decisions made in the Committee up to and including a limit as identified by the Committee for each project.
 - At every meeting, the committee will receive an update of the spend schedule.
 - Minutes of the committee meeting will be approved at the subsequent committee meeting and taken to full council for noting. Should any matters requiring ratification or decision of the Full Council be required, these matters only will be forwarded to Full Council for decision.

6 Rose Theatre Committee

- The Committee will comprise 9 Members
- The quorum of the Committee shall be 3 Members

Standing Committee Terms of Reference

Rugeley Town Council

- The Committee shall undertake the following roles and functions:
 - To oversee the running and administration of the Rose Theatre.
 - To oversee the development and delivery of projects, promotions, events, and activities to the benefit of the community, within the Rose Theatre.
 - The Town Clerk has authority to spend on projects according to decisions made in the Committee up to and including a limit as identified by the Committee for each project.
 - Manage the agreed budget for the Rose Theatre
 - At every meeting, the committee will receive an update of the spend schedule.
 - Minutes of the committee meeting will be approved at the subsequent committee meeting and taken to full council for noting. Should any matters requiring ratification or decision of the Full Council be required, these matters only will be forwarded to Full Council for decision.

	RUGELEY TOWN COUNCIL	
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RECORDING OF PUBLIC MEETINGS

Date created	Date adopted	Date last reviewed	Next review date
February 2024	February 2024	February 2024	February 2024

1. Introduction

Rugeley Town Council is committed to being open and transparent in the way it conducts its decision making. The town council live stream all their council meetings on its Facebook page – Rugeley Town Council meetings.

The Openness of Local Bodies Regulations 2014 allows any person attending a public local government meeting to report proceedings by:

- Taking photographs
- Filming
- Audio-recording
- Using social media such as blogging, tweeting etc.
-

The aim of this guidance is to help any members of the press and public who wish to film, audio record, take photographs, and use social media such as blogging, to report the proceedings of all council meetings that are open to the public.

When recording the camera or audio equipment should remain in one fixed position throughout. No flash photography or additional lighting is permitted or movement that would disrupt the meeting and any equipment must be in silent mode.

Note:

At the beginning of each meeting, the chair will make an announcement that the meeting may be filmed or recorded and will ask if anyone objects to this. Meeting agendas will also carry this message:

Recording, including filming, audio-recording, taking photographs and using other social media platforms is permitted at council meetings which are open to the public – however, anyone wishing to do so must inform a member of staff prior to the meeting.

2. Do people need to ask permission to record council meetings?

There is no requirement to ask permission to record a council meeting, however, the council requests any person wishing to carry out this activity to let staff know prior to the meeting as a matter of common courtesy

3. Can anyone ask not to be recorded?

Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, council meetings make it clear that recording can take place – if anyone speaking at the meeting does not wish to be recorded they must let the chair of the meeting know.

Any children present at the meeting are not to be filmed unless their parents/guardians have given their consent.

4. Can people use social media platforms or blog a council meeting?

Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. It is not permitted for oral commentary to be provided during a meeting as this would be disruptive to the good order of the meeting.

5. Can people use social media platforms or blog a council meeting?

The majority of the council's meetings are open to members of the public.

However, meetings cannot be recorded when it is agreed to formally exclude the press and public from the meeting due to the confidential nature of the business to be discussed.

People will be asked to leave a meeting if they act in a disruptive manner. Examples include:

- Moving to areas outside the designated area for the public
- Excessive noise in recording or setting up or re-siting equipment during the meeting
- Intrusive lighting and use of flash photography
- Asking for people to repeat statements for the purposes of the recording.

6. Are there any limits about recording a meeting or what people can say in a tweet or recording?

Without undermining the broader transparency of the meeting, the council request that the recording must be overt (i.e. clearly visible to anyone at the meeting), non-disruptive, that the public are not filmed and that people respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed.

More generally the law of the land applies – including the law of libel and defamation, the Human Rights Act, the Data Protection Act and the law on public order offences (see the Crown Prosecution Service guidance on social media). For example please be aware that photographing a Ward of Court is usually regarded as an actionable Contempt of Court. Freedom of speech within the law should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others.

The council asks those recording proceedings not to edit the recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being filmed/recorded. Any misrepresentation of a recording, photographic or audio put in the public domain may necessitate the council in taking action to have it removed. Any recording photographic or audio put in the public domain with inappropriate text may necessitate the council in taking action to have it removed.

7. Can people leave recording equipment in a public meeting room and record without being present?

No, recording equipment cannot be left unattended. If someone wishes to see a recording and is unable to attend, they can watch the meeting on the council Facebook page for meetings.



RUGELEY TOWN COUNCIL

Town Crier – Volunteer Agreement

The following information provides an agreement between the Town Crier (a voluntary post as part of Rugeley Town Council) and Rugeley Town Council. This agreement is not a contract of employment, is binding in honour only and may be cancelled at any time at the discretion of either party. That this agreement sits in parallel and is considered alongside the Terms of Reference for the post (attached).

1. Definitions and objectives: -

- 1.1 Rugeley has agreed to reinstate the role of the Town Crier, bringing back a tradition for making public announcements.
- 1.2 The Town Crier role is a voluntary position undertaken by choice and is unpaid and the Town Crier is not invited to carry out work to replace paid staff.

2. Rights and responsibilities of volunteers: -

- 2.1 The Town Clerk is responsible for ensuring that the Town Crier is clear about his/her rights and responsibilities and that the relationship between paid staff and the Town Crier is mutually supportive.
- 2.2 Rugeley Town Council recognises that the Town Crier will have the right to: -
 - Know what is expected of him/her.
 - Understand and agree to the description of the role of the Town Crier
 - Be shown appreciation for the work they do
 - Work in a safe and risk-free environment in line with Health and Safety requirements
 - Be covered under the Council's insurance policy whilst undertaking duties on behalf of the Council.
 - Where possible be consulted on decisions that will affect the work they do
 - Ask for a reference.

3. Expectations of Rugeley Town Council: -

- 3.1 The Town Crier represents Rugeley and its residents as is expected to maintain a high standard of appropriate behaviour and courtesy at all times.
- 3.2 Rugeley Town Council expect the Town Crier will: -
 - Carry out the duties in a way that honours the traditions and heritage of the Town Crier role.
 - Ensure that the cries carried out are in good taste and in the spirit of the role.
 - Be reliable.

- Be honest.
- Treat all people equally.
- Meet time and duty commitments.
- Respect confidentiality

3.3 The Council has the right **to cancel this agreement** if the Town Crier fails to live up to the expectation in 3.2 above or brings Rugeley or Rugeley Town Council into disrepute

4. Town Crier Role

4.1 Purpose of role – to carry out the duties to promote the town of Rugeley and all manner of positive activities carried out in their name and to bring credit to the Town in all that the Town Crier does.

4.2 Responsible to the Chair of the Community Engagement Committee on a day-to-day basis with overall responsibility held by the Town Clerk.

4.3 Level of commitment – throughout the year, the Town Crier is expected to support town council events (specifically, but not exclusively – the Charter Fair and Christmas Lights Switch on) and support other events in Rugeley. The amount of time to be devoted will be whatever is **considered mutually appropriate** to create a credible role.

4.4 Duties involved –

- To promote Rugeley locally and further afield if deemed appropriate and beneficial to the Town.
- To attend Town Council events as required.
- To support local organisations, charities and groups where they wish you to do so by your attendance at functions and activities.
- To open events and new businesses, if requested to do so.
- All engagements, including any private work to be undertaken must be notified to the Chair of the Community and Engagement Committee and the Town Clerk.

4.5 Personal qualities required - Essential

Strong sense of duty together with diplomacy, courtesy and an outgoing and warm personality, which most people will readily relate to.

Desirable

Can show that has worked with people of all kinds without discrimination and able to communicate well at all levels.

Attributes

A team player but able to work on own initiative, able to stay neutral and not take sides and demonstrate a positive 'can-do' attitude.

Skills

The Town Crier will be expected to have and further develop a good local knowledge with an understanding of Rugeley and its history, culture and businesses.

5. Costume (Livery)

The Town Crier will be required to wear the traditional costume of Town Crier when performing relevant duties. The livery should not be worn outside of Rugeley unless on official engagements. He will provide this livery himself and will obtain a chain of office.

6. Guild of Town Criers

The Town Crier will be encouraged to join the nationwide Ancient and Honourable Guild of Town Criers or Loyal Company of Town Criers. Public Liability Insurance is available through membership of the Ancient and Honourable Guild of Town Criers & Loyal Company of Town Criers.

7. Commercial Activities

7.1 Invitations to perform commercial cries for local business in the area or other local authorities are both encouraged and allowed subject to prior approval of the chair of Community and Engagement Committee and notified to the Town Clerk.

7.2 Any funds raised undertaking commercial activities will be held by the Town Crier to cover the costs of provision of livery, dry cleaning and expenses. Any surplus monies at the end of each financial year (March) shall be paid over to a charity chosen by the Town Crier. The Town Crier will provide a report on his year along with a statement of receipts and payments, including charitable donations, for the year to the Town Clerk for the Annual Parish Council meeting.

Signed on behalf of Rugeley Town Council

Signed

Name

Position Town Clerk

Date

Signed by Town Crier

Signed

Name

Date