

Signed..... *[Signature]* Date *7/1/15*

RUGELEY TOWN COUNCIL

MINUTES OF THE **COUNCIL MEETING** held in Rugeley Town Council Offices , Taylors Lane, Rugeley at 7.30pm on Wednesday 3rd December 2014.

Present: Councillors: Cllr.J. Rowley (Chairman); Cllr.G. Martin (Vice-Chair); Cllr R Alexander; Cllr Mrs A Alt; Cllr Mrs P Ansell; Cllr J Bowater; Cllr Mrs A Cooney; Cllr P Emery; Cllr D Gaye; Cllr J Johnson; Cllr T Jones; Cllr J Martin; Cllr Mrs H Southwell; Cllr Mrs P Williams; Cllr N Stanley arrived at 7.45pm.

Clerk: Acting Town Clerk - Mrs C Dillow
14 members of the public.

No.	Item	Action
1.	To receive apologies: Apologies were received from: Cllr M Grocott; Cllr G Grant; Cllr A Wilkinson; Cllr A Williams	
2.	Declaration of Personal & Prejudicial interest in any item on the agenda (Note member should notify Monitoring officer within 28 days if not already) None received.	
3.	<p>Public Participation: Members of the public are invited to address the Council on any issue over which it has a power.</p> <p>1 member of the public (trader) in attendance reported the Christmas Light Switch on event was pleasing, the police report showed there had been a record turnout with no incidents recorded. The snow globe had proved a big hit and record sales were noted all round. The traders had received one complaint from Cllr Mrs Williams regarding Santa having a child sitting on his knee during a visit. The traders reported that all risk assessments and guide lines had been followed, Cannock Chase District Council had been informed and the request was made by a parent who stayed to supervise their child. Santa had been CRB checked, he worked with an assistant and wore gloves at all times. The guidelines followed are the safer network / government guidelines, the traders felt a written apology to Santa should be made by Cllr Mrs Williams. Cllr Williams explained she had referred to previous risk assessments adhered to by the Council and the complaint had been made more so to protect the person portraying Santa as this year the protocol was different. The traders confirmed the have their own public liability insurance in the case of such event.</p> <p>It was noted the Christmas lights were poor this year and it felt like the town had gone back 5 years with many of the lights not working or working incorrectly. The clerk reported that she had been trying very hard to sort out the problems with the lights but there had been very poor communication & assistance from the contractor. It was suggested for future years the traders organise the lights with assistance of the Council. It was RESOLVED to put the recommendation onto a future full Council agenda for a decision.</p> <p>Cllr N Stanley arrived at 7.45pm</p> <p>1 member of the public in attendance spoke on behalf of the friends of Etching Hill group, the hill is run by a group of trustees and they feel like there's a brick wall between the two groups. The friends group have carried out 16 litter picks so far but are not being kept in the loop as to the plans for the hill. Cllr Mrs Williams commented that Rugeley Town Council supported the friends group in their first ever litter pick. It was noted the current members of the Council will continue to support the friends group but there will be newly elected members in 2015. Keep up the good work!</p>	
4.	To consider approving and signing minutes of the Town Council meetings held on:-	

	<p>a. Extraordinary meeting 8th October 2014 The minutes were approved and signed as a true and accurate record.</p> <p>b. Extraordinary meeting 25th October 2014 The minutes were signed and approved as a true and accurate record</p> <p>c. Full Council meeting 5th November 2014 The minutes were signed and approved as a true and accurate record subject to an amendment to page 2 Exclusion of the public, the vote taken should have been listed as a named vote, page 7 should read after item 13 Cllr T Jones re-entered the meeting and item 14 should read Cllr T Jones gave a verbal update not Cllr G Grant.</p> <p>d. Extraordinary meeting 25th November 2014 The minutes were signed and approved as a true and accurate record subject to apologies for Cllr R Alexander being added.</p>	Clerk
5.	<p>To consider approving and signing minutes of the Town Council Committee meetings held on:-</p> <p>a. Rose Committee 16th July 2014 The minutes were signed and approved as a true and accurate record</p> <p>b. Finance and Management Committee 15th October 2014 The minutes were signed and approved as a true and accurate record</p> <p>c. Planning Committee 22nd October 2014 The minutes were signed and approved as a true and accurate record</p> <p>d. Festival Committee 22nd October 2014 The minutes were signed and approved as a true and accurate record</p>	
6.	<p>TO APPROVE THE CONFIDENTIAL NOTES OF THE EXTRAORDINARY MEETING OF 25TH OCTOBER 2014</p> <p>Cllr Stanley thanked Cllr Ansell for taking the notes of the meeting. The notes were signed and approved as part of the minutes as a true and accurate record.</p>	
7.	<p>CHAIRMAN'S ANNOUNCEMENTS –</p> <p>The Chairman announced the Remembrance Day Parade had been a fantastic day and was well turned out, the Chairman thanked all who attended. Cllr Alexander noted when the Church was exited with people turning left it appeared the guards were not in an ideal place and suggested this be looked at for next year. It was suggested the guards form a U shape from a safety aspect in case any youngsters were to head towards the road. Clerk to make contact with the comments.</p>	Clerk
8.	<p>COUNCIL WEBSITE –</p> <p>Cllr Mrs Cooney confirmed the Council website is a legitimate host and the site is in the process of being updated. Clerk to liaise with theatre member of staff in regards to updating website.</p>	Clerk

9.	<p>HIGHWAYS & OPEN SPACES –</p> <p>a. Town centre pathways – Staffordshire Highways Department – Cllr Mrs A Cooney</p> <p>Cllr Mrs Cooney reported the County Council have admitted the Town Court is a problem area, it is not safe and they will check it, they are currently running behind schedule. Cllr Mrs Cooney suggested the Council send a letter affirming its concerns regarding tarmacing areas by Anson Street and It was noted 2 members of the public are taking legal proceedings. It was RESOLVED a letter be drafted and sent to Highways from Rugeley Town Council affirming the Council's concerns.</p> <p>b. Vandalism & Anti-social behaviour – Cllr T Jones</p> <p>Cllr Jones reported on Anti-social behaviour and vandalism in the Brian's Lane / Market Street Area, a window had been smashed at Gymophobics and the CCTV is proving unsatisfactory picking up images. It was RESOLVED clerk to write to the necessary department dealing with the CCTV to obtain their records. It was also noted Barclays Bank are offering free wifi which has been causing gangs of youths to congregate in the town square area. It was RESOLVED clerk to write to Barclays Manager expressing the Councils concerns.</p>	<p>AC / Clerk</p> <p>Clerk</p>
10.	<p>CLERKS CORRESPONDENCE -</p> <p>a. Rugeley War Memorial (letter from Cannock Chase Council encl) b. Fraud risks in Parish & Town Councils advice for Cllrs (encl)</p> <p>The above information was received and noted, no further action required.</p>	
11.	<p>CLERKS REPORT –</p> <p>a. To receive update re Cannock Chase Election charges & approve payment</p> <p>A summary of the costs was tabled by the clerk for information and Cllr Jones noted the reason for an election being called. It was proposed and seconded the payment be approved. A vote was taken being 9 for, 2 against and 4 abstentions. It was RESOLVED to approve the payment .</p>	
12.	<p>EXCLUSION OF THE PUBLIC –</p> <p>It was RESOLVED that the public be excluded from the remainder of the meeting due to the likely disclosure of exempt information as defined in Local Government Act 1972 Schedule 12 (A) paragraphs 1 & 2, 3 & 4.</p>	
13.	<p>STAFFING –</p> <p>It was noted correspondence had been received concerning a Council employee and as a duty of care to the employee it needed to be dealt with as a matter of urgency. The correspondence had been addressed by the Council's appointed solicitor and the solicitors response was tabled for information. A discussion took place, it was proposed and seconded that the council accepts the solicitor's advice and writes off it's initial resolution to claim back any over payment. Cllr Stanley noted that any pay increments should be at the discretion of the Council, any movement on increments are not automatic but are subject to a satisfactory appraisal and a decision of the Council and although this was done in error felt it should have been identified by the Responsible Finance Officer. An amendment to the proposal was made - to write off the resolution to claim back any over payment subject to the Council's six month rule being applied at the next council meeting, that requires six signatories to change the initial resolution and that a meeting between the Council's staffing panel and the employee be arranged as a duty of care, with the Council's solicitor present.</p>	

Signed.....*Mawley*..... Date *7/1/15*

	A vote was taken with 14 for and 1 abstention. It was RESOLVED to accept the proposal with the amendment and a date be arranged to meet with the Council's employee.	
14.	<p>CONFIDENTIALITY MATTERS – COUNCILLORS MRS A COONEY / CLLR T JONES –</p> <p>Cllr Mrs Cooney reported that it appeared sensitive and employee information raised under confidential had been released outside of the Council's meeting. It was RESOLVED to remind members that it is a breach of the code of conduct and could result in the matter being reported to the monitoring officer at Cannock Chase District Council, clerk to re-issue members with the Council's code of conduct for the next meeting.</p> <p>Cllr Jones & Cllr Mrs Cooney reported on information received that 2 or 3 members of the Council in a group had approached Council staff giving instructions without prior full Council approval. It was RESOLVED that members of the council are not allowed to give instructions to Council employees other than the Chairman or Vice-Chairman in the scope of a specific capacity without prior full Council approval.</p>	Clerk

The Chairman declared the meeting closed at 21.50pm