



Rugeley Town Council

Minutes of the Annual Meeting of Rugeley Town Council held at the Rugeley Town Council Offices, Taylor's Lane, Rugeley, at 8:00 pm Wednesday 7 May 2014.

PRESENT: Councillors: R. Alexander T. Jones
 Mrs P. Ansell J. Bowater
 D. Gaye A. Wilkinson
 R. Jones G. Martin
 J. Martin J. Rowley (Chair)
 H. Southwell G. Grant
 J. Johnson P. Williams
 P. Emery A. Allt

ALSO PRESENT: Miss N. Somani – Town Clerk

1. Appointment of a Chair

Councillor R. Alexander proposed that Councillor J. Rowley be re-elected Chairman of the Council for 2014-15. This was seconded by Councillor J. Johnson.

Resolved: That

Councillor J. Rowley be re-elected Chairman of the Council with a vote of 14 for and 2 abstentions.

2. Declaration and Acceptance of Office

The chairman read and signed the declaration and acceptance of office of Chairman for the 2014-15 period.

3. Appointment of a Vice-Chair

Councillor A. Wilkinson proposed that Councillor G. Martin be elected vice Chairman of the Council for 2014-15. This was seconded by Councillor J. Bowater.

4. Declaration and Acceptance of Office

The vice-chairman read and signed the declaration and acceptance of office of Chairman for the 2014-15 period.

5. Apologies

The Chairman advised the Council that he had received a resignation letter from Councillor R. Jones. The resignation was with immediate effect. It was noted that the District Council would be informed and the notice of vacancy published for the calling of an election. An update would be given at the next meeting.

6. Declaration of Members Interests

Councillor P. Williams declared that she was no longer a member of any political party.

7. Appointment to Committees and to elect the Chair and Vice Chair of each Committee

The following proposals and appointments were made for Chair and Vice Chair of the Committees for 2014-15.

Finance Committee

Councillor J. Johnson proposed Councillor R. Alexander as Chairman of the Finance and Management Committee. This was seconded by Councillor A. Allt.

The proposal was carried with a vote of 14 for and 2 against.

Councillor J. Martin proposed Councillor J. Johnson as Vice Chair of the Finance and Management Committee. This was seconded by Councillor R. Alexander.

The proposal was carried with a vote of 14 for and 2 abstentions.

Festival Committee

Councillor G. Martin proposed Councillor D. Gaye as Chairman of the Festival Committee. This was seconded by Councillor T. Jones.

The proposal was carried with a vote of 14 for and 2 abstentions.

Councillor J. Johnson proposed Councillor J. Martin as Vice Chair of the Festival Committee. This was seconded by Councillor R. Alexander.

The proposal was carried with a unanimous vote.

Planning Committee

Councillor A. Wilkinson proposed Councillor T. Jones as Chairman of the Planning Committee. This was seconded by Councillor A. Allt.

The proposal was carried with a vote of 15 for and 1 abstention.

Councillor G. Martin proposed Councillor A. Allt as Vice Chair of the Planning Committee. This was seconded by Councillor J. Martin.

The proposal was carried with a unanimous vote.

Rose Committee

Councillor N. Stanley proposed Councillor P. Williams as Chair of the Rose Committee. This was seconded by Councillor P. Williams.

The proposal was not carried with a vote of 3 for and 13 against.

Councillor A. Wilkinson proposed Councillor G. Martin as Chairman of the Rose Committee. This was seconded by Councillor J. Martin.

The proposal was carried with a vote of 13 for and 3 abstentions.

Councillor G. Martin proposed Councillor A. Wilkinson as Vice Chair of the Rose Committee. This was seconded by Councillor J. Bowater.

The proposal was carried with a vote of 14 for and 2 abstentions.

The ratio for party seats on committees was noted as:

9 Conservatives giving 18.47 seats rounded to 18 seats.

4 Liberal Democrats giving 8.21 seats rounded to 8 seats.

3 Independents giving 6.16 seats rounded to 6 seats.
2 Rugeley Independents giving 4.11 seats rounded to 4 seats.
1 vacancy

The committee membership was agreed as:

Finance and Management Committee

Councillors:	G. Grant	R. Alexander (Chair)	N. Stanley
	P. Ansell	J. Johnson (Vice)	P. Williams
	G. Martin	J. Rowley	

Festival Committee

Councillors:	G. Grant	D. Gaye (Chair)	T. Williams
	J. Rowley	J. Martin (Vice)	M. Grocott
	G. Martin	J. Bowater	

Planning Committee

Councillors:	H. Southwell	T. Jones (Chair)	D. Gaye
	P. Ansell	A. Allt (Vice)	J. Johnson
	J. Bowater	A. Wilkinson	

Rose Committee

Councillors:	P. Ansell	G. Martin (Chair)	T. Williams
	P. Williams	A. Wilkinson (Vice)	R. Alexander
	J. Rowley		

Liaison Committee

Councillors:	P. Ansell
	J. Johnson

Staffing Panel

Councillors:	J. Rowley
	D. Gaye

It was noted that a further review of the Committees would be conducted when the vacancy had been filled.

Resolved: that

The committee membership and chair and vice chair be accepted as noted above.

8. Minutes

The minutes of the following meetings were approved as a correct record. It was noted that there would be an additional item in the confidential part of the meeting to accept the notes of the extraordinary meeting held on 25th April 2014.

The adoption of the minutes of the meeting held on 5th March 2014 was proposed by Councillor J. Bowater and seconded by Councillor R. Alexander. The motion was carried with a vote of 15 for and 1 abstention.

The adoption of the minutes of the meeting held on 2nd April 2014 was proposed by Councillor G. Martin and seconded by Councillor R. Alexander. The motion was carried with a vote of 10 for, 1 against and 5 abstentions.

The adoption of the minutes of the extraordinary meeting held on 25th April 2014 was proposed by Councillor G. Martin and seconded by Councillor R. Alexander. The motion was carried with a vote of 14 for and 2 against.

Resolved: that

The minutes of the meetings held on 5th March 2014, 2nd April 2014 and 25th April 2014 are approved and adopted as a correct record.

9. Minutes of Committee meetings

The following minutes of Committee meeting were adopted following initial approval by the relevant Committee.

The adoption of the Finance and Management Committee meeting minutes from 12th February and 12th March 2014 were proposed by Councillor J. Johnson and seconded by Councillor G. Martin. The motion was carried with a unanimous vote.

The adoption of the Rose Committee meeting minutes from 12th February and 12th March 2014 were proposed by Councillor P. Williams and seconded by Councillor P. Ansell. The motion was carried with a unanimous vote.

The adoption of the Festival Committee meeting minutes from 26th February and 19th March 2014 were proposed by Councillor G. Martin and seconded by Councillor D. Gaye. The motion was carried with a unanimous vote.

The adoption of the Planning Committee minutes from 5th March 2014 were proposed by Councillor T. Jones and seconded by Councillor H. Southwell. The motion was carried with a unanimous vote.

Resolved: that

The minutes of the above committees are accepted.

10. Working group for the theatre management contract review and procurement

The contract had been rolled over for one year under the current terms. A working group was required to review the current contract and provide proposals of a future contract to full Council for a decision. The working group would develop terms of reference for approval by Council.

Councillor G. Martin proposed that the Chair of the Council, Vice Chair of the Council and Councillors D. Gaye, T. Jones and R. Alexander form the working group. This was seconded by Councillor R. Alexander. The motion was carried with a vote of 15 for and 1 against.

Resolved: that

Councillors G. Martin, R. Rowley, D. Gaye, T. Jones and R. Alexander form the working group. The working group would look at the future contract and responsibilities of a management company.

11. To appoint Members to outside organisations

Members were required to appoint a representative to the Cannock Chase District Council standards committee and the Staffordshire Parish Councils Association.

Resolved: that

Councillor P. Ansell be appointed as representative to both external groups. The proposal was made by Councillor G. Grant and seconded by Councillor A. Wilkinson. The motion was unanimously agreed.

12. Council and Committee attendance 2013-14

Details of Members Council and Committee meeting attendance was presented to the meeting for information.

Resolved: that

The information be noted.

13. Appointment of the internal auditor

It was noted that the accounts for the 2013-14 financial year had been closed and prepared for approval by the internal auditor prior to submission to the external auditors. Members were asked to confirm the appointment of the internal auditor that had been used for the past three years. The internal auditor was on the recommended list published by the Staffordshire Parish Councils Association and had no other connection with the Town Council.

Councillor N. Stanley proposed that the appointment be deferred to the next meeting pending further information. There was no seconder for the proposal.

Councillor R. Alexander proposed that the Council move ahead with the appointment of the current internal auditor for the 2013-14 accounts. This was seconded by Councillor G. Martin and the motion was carried.

Resolved: that

The accounts for 2013-14 be internally audited by Julie Hill before presentation to Council and submission to the external auditors.

14. Brook Square

Members discussed the condition of the paving in the town centre. It was agreed that a letter should be written to Cannock Chase District Council raising these concerns with a copy being sent to Councillor Dudson.

Resolved: that

A letter is written to Cannock Chase District Council with a copy to Councillor Dudson expressing concern about the paving in Brook Square.

15. Public Open forum

There were no items.

16. Exclusion of the public

The public were excluded from the remainder of the meeting due to the likely disclosure of exempt information as defined in the Local Government Act 1972 Schedule 12 (A) paragraphs 1 – 4

Resolved: that

The public be excluded from the meeting.

17. Notes from the meeting held on 25th April 2014

Members were presented with a draft copy of the notes from the extraordinary meeting of the Town Council held on 25th April 2014.

It was confirmed that these would be official noted/minuted of the meeting on adoption. Councillor G. Martin proposed that the minutes be adopted. This was seconded by Councillor A. Wilkinson. The notes/minutes were accepted with a unanimous vote.

Councillor N. Stanley proposed that the standing orders were placed on the next Finance and Management meeting agenda.

Resolved: that

The notes/minutes are adopted as the official, correct and accurate record of the meeting.

There being no further business the meeting concluded at 22:20 p.m.

Signed: 

Date: 4 June 2014