



3 May 2016

Dear Councillor

The Annual Meeting of the Town Council will be held at 7:30 pm on Tuesday 10 May 2016 at Pye Green Community Centre, Bradbury Lane, Hednesford. You are invited to attend for consideration of the matters shown on the agenda.

Yours sincerely

Peter Harrison  
Town Council Manager/Clerk

#### PUBLIC PARTICIPATION

Members of the public are invited to address the council and ask questions before the meeting begins

#### AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes – to approve the minutes of the Meeting held on 29 March 2016 (enclosed **pages 36 to 39 of 2015-16**)
4. Chairman's Announcements
5. Election of Chairman for the 2016-17 Municipal Year
6. Appointment of a Vice-Chairman for the 2016-17 Municipal Year

Peter Harrison JP BA(Hons)Town Council Manager/Clerk  
Pye Green Community Centre Bradbury Lane Hednesford Staffordshire WS12 4EP

[peter.harrison@hednesford-tc.gov.uk](mailto:peter.harrison@hednesford-tc.gov.uk)

Tel: 01543 424872 Skype: HTC.clerk

7. Notice of Motion

To consider the following motion submitted by Cllr B Gamble:

“Hednesford Town Council is appalled to learn that our employees are going to be worse off as a result of the Chancellors recent changes to employees NI contributions. In it together ?!”

8. Neighbourhood Plan Steering Group

To receive notes of a meeting held on 3 May 2016 (enclosed **Pink**)

9. Report of the Town Council Manager/Clerk

To consider the following:

a) Planning

To confirm the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications (enclosed **agenda page 1**)

b) Meeting and Administrative Arrangements

i) Committees and Steering Group

To consider whether the Council wishes to reconstitute the following Committees and Steering Group for the forthcoming Municipal Year and appoint the Chairmen, Vice Chairmen and members thereof

Finance & General Purposes Committee

*(Membership 2015-16 - Chairman – Cllr D J Davis, Vice-Chairman – Cllr. C Mitchell and all other members of the Council)*

Audit & Standards Committee

*(Membership 2015-16 - Chairman – Cllr Mrs S Cartwright, Vice-Chairman – Cllr Mrs D Grice and Cllrs. G Adamson, B Gamble, B Hardman, Mrs S Hardman and A Pearson)*

Pye Green Community Centre Management Committee

*(Membership 2015-16 - Chairman – Cllr Mrs S Cartwright, Vice-Chairman – Cllr. Mrs D Grice and Cllrs. D J Davis, B Gamble, B Harding, A Pearson, Mrs L Whitehouse and representatives of users of the Community Centre)*

## Neighbourhood Planning Steering Group

*(Membership 2015-16 – Chairman Cllr B Gamble, Vice-Chairman Cllr C Mitchell and Cllrs Mrs D Grice, B Hardman, A Pearson, Mrs L Whitehouse and a representative of the Heart of Hednesford Restoration Project)*

### ii) Appointment of Principal Speakers

To consider the appointment of Principal Speakers on behalf of the Council. For the last year these have been:

Planning & Economic Development *(Cllr Mrs D Grice (Deputy Vacant))*

Heritage *(Cllr D J Davis)*

Education and Youth Provision *(Cllr A Pearson)*

Transportation (including Highways) *(Cllr C Mitchell)*

Promotion/Publicity & Communications *(Cllr Mrs S Cartwright)*

Culture and Leisure *(Cllr G Adamson)*

### iii) Submission of Planning Observations

That, if ii) above is agreed, the Council is requested to confirm the arrangements with regard to submission of observations on planning applications whereby the Town Council Manager/Clerk consults the principal speaker on planning and submits observations on minor applications with the register of planning applications together with the comments made being submitted to the full Council for information and confirmation of the action taken

For more significant applications the Town Council Manager/Clerk and the principal speaker for planning will ensure that other members of the Council are consulted as appropriate

### iv) Schedule of Meetings

To consider the following Schedule of Meetings. It is proposed that the Town Council Manager/Clerk in consultation with the relevant Chairmen be authorised to determine the dates of meetings not specified in the schedule and the commencement time of meetings and to alter the calendar if necessary

21 June 2016	Council
2 August 2016	Council
13 September 2016	Council
8 November 2016	Council
13 December 2016	Finance & GP (Budget)

3 January 2017	Council (Budget/Precept)
14 February 2017	Council
28 March 2017	Council
18 April 2017	Annual Town Meeting
9 May 2017	Annual Council Meeting

\* All meetings will be convened at Pye Green Community Centre

c) Appointments to other Bodies

To consider nominating persons to serve on the following:

Cannock Chase Council – Standards Committee (*Currently Cllr A Pearson*)

Cannock Chase AONB (*Currently Cllr A Pearson*)

Hednesford in Partnership (*Currently Cllr B Gamble*)

d) Annual Town Meeting

To consider a report of the meeting held on 19 April 2016 (enclosed **agenda pages 2 to 3**)

e) Community Spirit Partnership

To consider a report of a meeting held on 14 April 2016 (enclosed **agenda pages 4 to 12**)

f) Miners' Memorial – Phase 4

To report that CHAP's is to undertake one final Phase of the Miners' Memorial which will be the last opportunity for former miner's to be recognised. Bricks will cost £25.00 each and the closing date for the submission of names is 31 August 2016

g) CAB Outreach – Pye Green Community Centre

To consider the annual report from CAB (enclosed **agenda pages 13 to 17**)

h) M6 Toll

To note correspondence from the MP (enclosed **agenda pages 18 to 19**)

i) Highway Maintenance Arrangements

To consider the contents of a letter sent by the Chief Executive of Staffordshire County Council to Chief Executives of District and Borough Council's (enclosed **agenda page 20**). Note: Parish and Town Councils have not been contacted directly by the County Council concerning this

- j) CCTV Monitoring  
To receive the monitoring report up to 31 March 2016 (enclosed **agenda pages 21 to 22**)
  
- k) Community Council of Staffordshire  
To consider renewing the Council's membership of this organisation (enclosed **agenda pages 23 to 25**)
  
- l) Risk Assessment  
To carry out the annual review of the Risk Assessment (enclosed **agenda pages 26 to 28**)
  
- m) Annual Return  
To approve the Annual Return for the Audit of Accounts for the year ended 31 March 2016 (enclosed **agenda pages 29 to 39**)
  
- n) Finance  
To note income received and confirm payments made up to 31 March 2016 (enclosed **agenda pages 40 to 42**)
  
- o) Grant Application  
To consider an application received from Cannock Chase District Scouts Association (enclosed **agenda pages 43 to 51**)

10. Items for Information and next agenda

11. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted

12. Pye Green Community Centre

To consider:

- i) quotations for works to rectify problems with external rendering
- ii) arrangements for provision of licensed bar, security and promotion

Further details will be reported at the meeting