

Council Meeting 10 May 2016 – List of Planning Applications

	16/134	Extension – 19 Priory Road	No Objection
	16/133	Extension – 15 Valley Road	No Objection
	16/131	Extensions – 88a Heath Street	No Objection

HEDNESFORD TOWN
MINUTES OF THE ANNUAL TOWN MEETING
HELD AT 7:00 PM ON TUESDAY 19 APRIL 2016
AT THE PYE GREEN COMMUNITY CENTRE, HEDNESFORD

PRESENT: Cllr A Pearson (Chairman of the Town Council)
Mr P Harrison (Town Council Manager/Clerk)
Members of the Town Council, District Council and County Council a
representative of Staffordshire Police and 2 Members of the Public

1. WELCOME

The Chairman welcomed everyone to the meeting and received apologies for absence from Cllrs G Adamson, C Mitchell and Mr. P Woodhead

2. MINUTES

The Minutes of the last Annual Town Meeting held on 20 April 2015 were approved

3. REPORTS OF TOWN ORGANISATIONS

Reports were received in respect of the Heart of Hednesford Restoration Project and Hednesford in Partnership. Information was also reported by Staffordshire Police relating to the successful establishment of a new youth club. Information was also reported regarding the improvements to the park (see also below)

4. HEDNESFORD TOWN COUNCIL

Cllr A Pearson reported on the activities of the Town Council over the last year and indicated the plans that the Council had for the future

5. GENERAL DISCUSSION AND QUESTIONS

a) Hednesford Park

A query was raised regarding fire precautions at the new pavilion and whether the building was insured. It was noted that the skate park was on schedule for completion and that funds had been secured for the restoration of the signal box. For security reasons it had been necessary to lock the car park during the hours of darkness. It was anticipated that the official opening of the park would take place in July 2016

b) Dementia Friendly Community

Training in dementia awareness was available on request to Lynn Evans. The regular weekly dementia walks were continuing and would be enhanced with completion of works at the park

c) Highways

Serious concerns were expressed regarding the state of the highways. In particular the number of pot holes, the inadequacy of repairs carried out and the lack of drain clearance leading to flooding problems at several locations

Bearing in mind the anticipated large increase in volumes of traffic from new developments (especially Pye Green Valley) it was suggested that pedestrian crossing provision in Stafford Lane near the Anglesey Street junction needed to be improved and parking restrictions should be imposed to prevent obstructions outside the shops on the junction of Essex Drive and Stafford Lane

- d) AONB World War I Project
It was reported that the AONB were undertaking a WWI Project and would hope to draw on the information gleaned by Sam Morris who, on behalf of the Town Council, had carried out a study of Hednesford home front during that period
 - e) Heritage Plaques
A suggestion was made that "blue" plaques could be erected at places formerly inhabited by notable Hednesfordians. These locations could then form the basis of routes for Heritage Walks around the town
- The meeting ended at 8:15 pm



Community Spirit Partnership Meeting 14th April 2016
 1.30 – 3.30
 Chase Baptist Church

MINUTES

Welcome and Introductions

Election of Chair and Vice Chair

The group accepted the offer of Tom Preston as Chair and Ken Platt as Vice Chair
 The positions of Treasurer and Secretary remain unfilled.

Present

Gary Lucking (C2) Helen Stead(R) Barbara Sutton (R) George Adamson (CCDC/R) Heather Preece (WCF/C) Amy Preece (TMS) Pam Dixon (SITRA) Tom Preston (Resident) Joyce Sammons (Resident) Jess Darton (Little Treasurer) Jan Matthews (SSCC) minutes Laura Mancicius (PCSO) Bob Heighway (SNAP) Ken Platt (Resident) Kelly McCulloch (FARS) Karen Sullivan (Entrust)

Apologies

Mike Walker; Muriel Davis; Derek Davis; Mike McBride; Jane Nash; Natalie Barrow; Chris Mitchell;
 Kerry Wright; Suki Mander; Tim Heap

Minutes and Actions/Minutes from 3rd March were checked for accuracy and actions taken



Feedback from sub groups

Parking

SC Highways Access Protection Markings (white lines) had been painted across the driveways of Barbara's and Ken's properties. Although this was a move forward by the Highways dept, it was felt by residents that this was not enough as their vision was still obscured by parking either side and on the other side of the road of the properties. Jan has written on behalf of Community Spirit, thanking SCC for their actions but the problem was still causing distress to residents.

The Health Centre had put up laminated posters on the railings of the health centre. Residents felt that these notices were not big enough or robust enough and people just walked past and didn't read them. This was a move forward on behalf of the health centre but residents would still like further action by the health centre. Health Centre had contacted 'Clear Streets but was told it was not in their remit.

Health Centre have contacted Cllr. Derek Davis for advice – awaiting response before agreeing to another meeting with residents

Gordon suggested as the two measures above had been recently implemented, it may be an idea to see if there is

ACTION: Although parking issues are no longer in the remit of the PCSO's, Laura offered to attend the meeting with the residents



any reaction regarding parking over the next few weeks. Discussion took place around double yellow lines – views were that this only moved the problem to other areas of the street. Also, before yellow lines can be used, the other local residents would be consulted for their views which may result in a negative response. Laura suggested the residents put up some polite notices on their property asking for consideration when parking.

ACTION: Residents to consider taking this action forward

Communications

Facebook

In Natalie's absence, Amy provided the following information:
 116 likes
 258 Friends
 1000 'talked about'

Staffordshire University Academy have been back in touch to ask CS to attend an assembly on 28th April to promote the voluntary position of a Volunteer Communications Co-ordinator to young people at the academy. Kellie from FARS has offered to attend the assembly and would like some information from C2

ACTION: Kellie from FARS to promote to young people at the assembly
ACTION: Gary/Mike to provide Kelly with some content to use at the assembly



<p>regarding what she needs to deliver:</p>	<p>ACTION: Jan to confirm with the academy.</p>
<p>Updates from service providers</p>	
<p><u>West/Chadsmoor Family Centre</u> Heather Preece Provided information around courses taking place at the centre i.e. Health Eating Courses Relaxation/Meditation There may be a Tea Party at the end of June to celebrate the Queen's birthday. The Rainbow Cafe is held every Thursday at the Chase Baptist Church Contact Heather Preece for further details about any of the above on 01543 571698</p>	<p>ACTION: All to give Heather any ideas ACTION; Heather to give details to Natalie for Facebook</p>
<p><u>Special Needs Adventure Playground (SNAP)</u> Bob Heighway Parent & toddler Groups have a 'drop in' facility on a Monday and a Thursday. SNAP have indoor and outdoor facilities for hire for childrens parties. A board member is taking part in a fundraising event riding in a digger from John O Groats to Lands End</p>	<p>ACTION: Bob to contact Natalie Barrow to put on Facebook ACTION: Jan to give Bob Natalie's contact details</p>



during w/c 9th May. There is an event to celebrate at the end of the week on 13th May. Sponsored by Caterpillar
 Contact Bob Heighway on rjheighway@gmail.com for further details

Little Treasures

Jess Drton

Promoted the Little Treasures child care provision which is held each week day morning in term time. There are places available for 2 – 5 year olds. Funded places are available.

There is also a 'Play and Stay' session held each Thursday in term time. This is where Little Treasures parents/carers can stay till 2pm with their children. This is a chargeable session and is also opens to parents/carers and children who do not attend the Nursery sessions.
 Contact Little Treasures on 07592 545115

ACTION: Jess to check that Little Treasures is promoted on Community Spirit Facebook.

TalentMatch

Amy Preece

A service provided to 18 – 24 year olds who have been out of work for at least 12 months.
 45 young people in the Cannock Chase district have been supported in to training or employment. Support



<p>Staffordshire Cannock Chase currently employ a Coordinator and an Apprentice as part of the Cannock team, supported by the Staffordshire team. Contact Talent Match on 01543 500404</p>	
<p>Staffordshire Fire and Rescue Kellie McCulloch Will be visiting local schools re Summer Fires Asked for reports to be made around local incidents FARS provide Summer Activities for young people Cllr Gordon Allcott Duke of Edinburgh Scheme is still in place providing activities for young people and is free.</p>	<p>ACTION: Heather and Kellie to engage with each other re activities to avoid duplication</p>
<p>New Crazy Saints Youth Club Up to 35 young people attend each Wednesday evening. Funding needs securing to support continuation of a Sports Coach and the uses of a hall. FARS may be able to offer some support</p>	<p>ACTION: Kelly and Heather to discuss.</p>
<p>Dementia Friendly Communities</p>	
<p>Gary, Jan, Barbara, Joyce and Helen met as a working</p>	



group on 13th May to discuss the idea for a combined Dementia Friendly Community Spirit session with a view that the event could kick start Dementia Friendly Communities and the group could take this forward as the Community Spirit Partnership.
 Jan gave an overview of Dementia Friendly Communities and encouraged people to take part in a Dementia Friends session. One Saturday morning in June was chosen as a possibility for the Dementia Friendly Community Spirit event, maybe with the Young Carers joining in as they meet at Coniston on the second Tuesday in the month.

ACTION: Jan to book Coniston Hall
 Jan to contact Young Carers to ask if they would like to join the event on 1st June. If not, to book another Saturday
 Invite relevant agencies etc
 Arrange another sub group meeting

15th June event

Gary explained that Community Spirit were one of 3 groups in Staffordshire who are supporting an asset based approach to Community Development. The group are invited to attend the event to share their experiences and talk to the other groups.
 Lunch will be provided and later the day the groups will be joined by stakeholders who have been involved. In the partnership.

ACTION: Jan to send out invitations to group.

Dog Fouling Posters

Winners of the poster competition have been chosen and

Amended ACTION: Mike Walker to look into costings



<p>displayed on Community Spirit Facebook.. Lynn Evans has offered to display them in Hednesford Park. Posters also to be displayed in the local area.</p> <p>The possibility of the local press being there when vouchers are presented to children who made the winning posters (Scott Smith)</p> <p>More bins are needed but are unlikely to be provided due to resources.</p> <p>Stencils have been used in other areas</p>	<p>around the <i>possibility</i> of getting posters covered in vinyl.</p> <p>ACTION: Gary/Jan to get vouchers</p> <p>ACTION: Mike Walker to be asked about stencils on the ground</p> <p>ACTION: Gary to ask another group how this was taken forward.</p>
<p>AOB</p> <p>Gary explained that from the beginning of July, Jan's support would not be available as funding for this position ceases at the end of June</p> <p>Gary asked if anyone would like to take up the roles of Secretary and Treasurer.</p> <p>Kelly asked if anyone knew of anybody local who would like the experience of these positions so that they could put it on their CV.</p>	<p>ACTION: All to try to think of who could be approached.</p>



<p>Date of next meeting Thursday 19th May at Chase Baptist Church, Clarion Way, Chadsmoor 1.30 to 3.30pm</p>	
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Staffordshire South West Citizens Advice Bureau

Service Run in Conjunction with Hednesford Town Council

Annual Performance Report 2015/16 Narrative Report

Overview

The funding for this project is to provide an advice service at the Pye Green Community Centre. The Bureau provides a 'drop in' advice service between 09.00am to 13.00pm on Thursdays weekly.

During the year the adviser dealt with 116 clients in Pye Green. Clients often return for extra assistance as the work continues with them on their case, this is reflected in activities reported; face to face (182), phone calls (106) and letters (56). The majority of debt is referred onto specialist debt case workers within Citizens Advice Staffordshire South West.

Welfare Benefits and Tax Credits was the highest recorded area of advice and presented at 51.7% of the total number of issues dealt with; with Employment and Support Allowance and Working & Child Tax Credits being the most common issues dealt with.

In total financial outcomes with a value of £125,640.70 have been achieved as a result of these interventions, all of which began with a visit to the Community Centre. These financial gains for clients not only improve their financial position but more often than not go back in to the local economy.

Again this year as with last year a high percentage of the clients seen (41.37%) had a disability or a health condition. A local outreach service is vital for those people who would ordinarily have difficulty in accessing face to face advice services.

Office Refurbishment

Citizens Advice Staffordshire South West's Cannock premises held an open day to showcase the refurbishment, attended by local dignitaries, including Councillor Maureen Freeman and MP Amanda Milling. The refurbished office makes the office more welcoming and comfortable for clients, volunteers and staff. In recognition of Trustee Gerry Hindley's dedication for 40 years to Citizens Advice one of the rooms in the refurbished rooms has been named after him.

Social Media

In July the Staffordshire South West service launched the use of social media using twitter and Facebook: twitter.com/staffswcab and facebook.com/staffswcab.
<http://www.cannockmercury.co.uk/Cannock-volunteer-commended-40-years-service/story-28992269-detail/story.html>

Obstacles / Issues

There were no obstacles/issues reported during the year.

Case Study 1

The client came to Pye Green due to having his benefits stopped as he no longer met the criteria for Employment Support Allowance (ESA). The client had mobility problems and was also alcohol dependant. He had been told that he was fit for work and now unable to claim ESA.

The client lives in local authority property, and is dependent on benefit income. He states that he was turned down for ESA on the basis that he could walk over 200 metres, this he stated he couldn't manage due to having blocked veins in his legs, so can only manage 100 metres at most. He informed us that he had a lot of pain in his legs when he walked and had to keep stopping and resting before being able to move on.

He had requested a mandatory reconsideration of the decision to refuse his benefit, this is the first stage of the appeal process; the decision maker looked at his request and found that he was fit for work.

The client was alcohol dependent and stated that he spent the majority of his income on alcohol, he would think of paying his bills & feeding himself only if he had any money remaining.

The client was advised that as he had been turned down for the mandatory reconsideration the next stage was to appeal the decision. He was helped to complete the Appeal form (SSCS1).

Once the DWP acknowledged the appeal then his money could be reinstated pending the appeal being dealt with. In the interim to help the client an application was made to Crisis Support and they agreed to provide a voucher of £35.00 which would go towards his electricity. Crisis Support also arranged for a food parcel to be delivered to clients home.

The client was very grateful for this help as at the time the weather was really cold and this was also contributing to client's ill health.

The adviser also ascertained that the client had council tax arrears; he said that he had been avoiding the bills as he felt that he couldn't deal with it.

The local authority were contacted and the client's situation was explained, it was suggested that the council tax be taken direct from his benefit, this way client cannot spend the money and the bill gets paid. This was agreed.

The client was very happy with the service that he has received from Citizens Advice, he had his benefit reinstated including back pay from when the benefit stopped, and he in total received £292.40. He also had £125 council tax arrears which were now being deducted direct from his benefit at a rate of £3.75per week; this is more manageable for the client. He received £35 from Crisis Support towards his electricity costs and a food parcel worth £20.00.

Case Study 2

The Client, seen at Pye Green on 10 May 2016, was recently diagnosed with a stroke which has left him with severe speech difficulties, memory and physical problems. The client had been employed full time until his stroke.

He came to the outreach because he was unable to manage his finances due to the loss of his income and was now only in receipt of statutory sick pay (SSP) of £88.45p/w. The client's partner had to manage the household bills on her salary alone which was putting a strain on the family.

As the client had speech difficulties and was unable to do the things he used to do and was getting very frustrated and found it difficult to talk to strangers. With patience and sensitivity the adviser was able to take instructions about his financial circumstances and having completed a benefit check was able to advise that the client claim benefits that he didn't know he was entitled to.

The client was seen again by appointment at the office so he didn't feel he was under pressure to get things sorted quickly. The adviser contacted his creditors and set up payment arrangements that were affordable, this helped relieve some of the stress & pressure he had been feeling and helped make his situation more manageable.

The client was assisted to apply for personal independence payment (PIP) & also employment support allowance (ESA) when his SSP stopped, this now enables the client to have a small amount of money coming in, giving him some independence and the ability to contribute to the family finances.

The client was awarded ESA was placed in the support group which now means he receives £109.30p/w. We are currently awaiting a decision for his PIP application; this will potentially be a payment of £82.30p/w. The client has a payment arrangement set up for his debts which he is currently managing & maintaining. He hopes that he will eventually be well enough to get back to some kind of work.

The client states that without the help of Citizens Advice he would not have come as far as he has, he states his stress and anxiety has been reduced knowing that matters are now being resolved.

Hednesford Town Council Report

Period: Annual Report 2015-16

Debt

Category	Q1	Q2	Q3	Q4	Cumulative
Non-Priority					
Benefit overpayment	£3,667.31		£1,903.68		£5,570.99
Credit card		£1,038.00			£1,038.00
Former tenancy arrears	£1,500.00	£250.00			£1,750.00
Mobile phone			£219.72		£219.72
Telecom packages			£250.00	£244.93	£494.93
Unsecured loan		£4,900.00			£4,900.00
Non-Priority Total	£5,167.31	£6,188.00	£2,373.40	£244.93	£13,973.64
Priority					
Council Tax arrears	£1,000.00	£952.00		£919.00	£1,871.00
Water Arrears	£1,000.00	£952.00	£0.00	£919.00	£1,000.00
Priority Total	£6,167.31	£7,140.00	£2,373.40	£1,163.93	£2,871.00
Grand Total					£16,844.64

AMANDA MILLING MP



HOUSE OF COMMONS

LONDON SW1A 0AA

Mr Peter Harrison
Town Clerk
Hednesford Town Council
Pye Green Community Centre
Bradbury Lane
Hednesford
Staffordshire
WS12 4EP

Ref: JM/CW/201604/08
4 April 2016

Dear Mr Harrison,

Further to your enquiry regarding the future of the M6 Toll, I have now received a response from Andrew Jones, Parliamentary Under Secretary of State for Transport, and enclose a copy.

Although Mr Jones is not specific about future solutions for the M6 Toll, he does give assurance that the importance of the road locally and in the wider area is recognised and the Department for Transport will work with local partners as it continues to develop plans for the next road Investment Strategy to run from 2020. I hope this helps to resolve the matter for you.

I trust that you will not hesitate to contact me if there is anything further I can do to assist you, in this or any other matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Amanda Milling'.

Amanda Milling MP

Enc. *Response from Department for Transport*

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constituency office: 11a Market Street, Hednesford, Cannock, WS12 1AY
tel: 01543 877142 email: amanda.milling.mp@parliament.uk website: www.amandamilling.com



Department
for Transport

Amanda Milling MP
House of Commons
London
SW1A 0AA

From the Parliamentary
Under Secretary of State
Andrew Jones MP

Great Minster House
33 Horseferry Road
London
SW1P 4DR

Tel: 0300 330 3000
E-Mail: andrew.jones@dtf.gsi.gov.uk

Web site: www.gov.uk/df

Our Ref: MC/158896
Your Ref: JM/CW/201603/09

23 MAR 2016

Dear Amanda,

Thank you for your letter of 2 March, to Patrick McLoughlin enclosing correspondence from Peter Harrison, Clerk of Hednesford Town Council, about Hednesford Town Council's motion to abolish charges on M6 Toll Road. I am replying as Minister responsible for this issue.

We understand the importance of this road to the West Midlands, both locally and across a wider area. Whatever the future holds, we want to see an operator who can commit to delivering long-term improvements for road users, and to ensure that the M6 Toll continues to serve communities in the West Midlands.

In the meantime, we will continue to deliver the £15 billion investment we are making in the country's strategic road network between 2015 and 2021, including key investments such as upgrades to M6 Junction 10 and M42 Junction 6. We will continue to develop our plans for the next Road Investment Strategy, which will run from 2020, and will work with local partners including Midlands Connect to make sure it reflects local needs.

Yours,

Andrew

ANDREW JONES

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John Henderson,
Chief Executive,
No.1 Staffordshire Place
Stafford, ST16 2LP
Telephone: 0300 111 8000
E-mail: john.henderson@staffordshire.gov.uk
Website: www.staffordshire.gov.uk

5th April 2016

Dear Chief Executive

As you know, we are currently working to meet the challenges of our Medium Term Financial Strategy whilst enabling Staffordshire people to have a good quality of life. In order to do this we need to make some difficult choices, and I want to inform you about the changes to highways and environmental management that are happening in order to make the savings needed.

As of April 2016 the number of Neighbourhood Highways Team hours available to parishes and district and borough councils will be reduced. The 'lengthsman' service, which supports highway and environmental works in around 90 parishes across Staffordshire, will remain unchanged this year. The lengthsman service will end in April 2017 and, from that date, we will review the future of the Neighbourhood Highways Teams. We will work with you and other partners over the next 12 months to ensure that a suitable solution is in place for the lengthsman service and to look at the Neighbourhood Highway Teams. During that time, we also need to explore the longer-term future of the 'cyclical maintenance work' programme.

It is already clear that many communities and local people are stepping up and leading on delivering safe, attractive and sustainable communities where people want to live. There are examples across the county of villages which have identified local improvements they want to make, and have then gone on to secure funding and resource to bring that change about. Over the next 12 months we will be working with parish councils, councillors and our district and borough partners to see how that community involvement can be increased. We are committed to this work not just as a way to meet our budget challenges, but to devolve power from the centre to towns, villages and communities and design the best local solutions.

I have no doubt that we will explore this area in more detail at our meeting on the 7th April, and I am happy to chair a specific meeting on environmental and highways maintenance should it be required.

I look forward to seeing you on the 7th April.

Yours,



John Henderson,
Chief Executive

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Dear Hednesford Town Council,

Please see attached statistical information collated from Central Control CCTV within the month of March 2016

CCTV MONITORING for Hednesford Town Council

Criminal and non criminal activity

BURGLARY
THEFT
DAMAGE
AUTOCRIME
DISTURBANCE 2
DRUNKNESS
ANTI SOCIAL BEHAVIOUR 5
GRAFFITI
SUSPICIOUS 1
TRAFFIC
MISSING PERSON
DRUGS
ASSAULTS 2
NON CRIMINAL (AREAS
MONITORED) 123
TOTAL 133

POLICE ADVISED US 3
WE ADVISED POLICE 2
RESOURCE DEPLOYED 5

92% OF MONITORING WAS NON REPORTABLE
8% OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH /POLICE

During March we had 2 reports via the nite net radio from the Hedge ford lodge of a male refusing to leave and an Altercation between 4 males'.The police were informed and they handled it accordingly.

It has been Busier throughout the end of March with the Easter holidays with an higher influx of children/teens on the town centre .The usual place of loitering Tescos car park and outside lloyds Tsb .Anytthing of concern we called upon the police who moved them out of the area.
A fight in market street was reported with a teen male being injured .A cluster of 3 groups were monitored the police attended and an ambulance was called

We heard reports on the Police Radio that the pavilion area of the park had been vandalised on a few occasions yet again.

We have now placed 2 dummy cameras in the Hednesford park area to act as a deterrent whilst we are waiting for the fully operational cameras to go live.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around the Hednesford town area through out April.

Kind Regards

Lisa cattell
CCTV Operator.

Email to: Amanda Wilkinson
peter.harrison@hednesford-tc.gov.uk (Hednesford Town Council Clerk)



Community Council of Staffordshire

President: Janet England
Chairman: Steve Hopkins
Chief Executive: Chris Welch
Website: www.staffs.org.uk
E-mail: communitycouncil@staffs.org.uk

1A/1B The Whitehouse
3A Chapel Street
Stafford
ST16 2BX
Tel: (01785) 242525
Fax: (01785) 242176

ES/CCS 2016/MEMBERSHIP LET.DOC

April 2016

Dear Colleague

I am writing to invite you to renew your membership of the Community Council for the year beginning 1 April 2016, or if you are not already a member, perhaps you would consider becoming a member this year?

As you know, the Community Council is an independent charity that relies on support and income from many sources, including membership fees. The income received from members last year helped us to carry out work in various areas, bringing improvements to the lives of many people in the communities of Staffordshire.

We provide a wide ranging service to all the communities in the county, but with particular emphasis on those communities in the rural areas. The attached leaflet highlights for you the work we currently undertake and we would encourage you to contact us if you need assistance in any of these areas.

Benefits of membership would allow you to nominate a candidate to the Community Council's Board of Trustees, vote at our AGM, benefit from reduced attendance fees at Community Council conferences and events.

We do hope you are able to support us in 2016/17 and look forward to receiving your completed membership application in due course.

Yours sincerely

Chris Welch
Chief Executive

Enc. Membership Form

Staffordshire's Rural Community Council

Company Registration No.3040693, Charity Registration No.1046364

Patrons: The Right Honourable Lord-Duke of Devonport
Mr Ian Dudson, CBE, Lord-Lieutenant of Staffordshire



Services offered by the Community Council:



Save money on the cost of your heating oil. Join the Community Council's Community Bulk Oil Buying Scheme.

Energy price comparison service for management committees of community buildings. Also open to parish councils.



Why not try the Community Council's Portable Appliance Testing Service?

For more information on these services visit: www.staffs.org.uk



Community Council of Staffordshire

Suite 1A/1B The Whitehouse
3A Chapel Street
Stafford
ST16 2BX

Tel: 01785 242525
Fax: 01785 242176

Email: communitycouncil@staffs.org.uk
Website: www.staffs.org.uk

Charity Registration No: 1046364
Company Registration No: 3040693



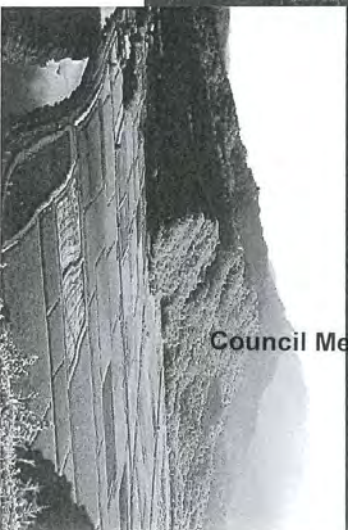
Membership Application/Renewal

Community Council of Staffordshire

&

Staffordshire Village Halls
Advisory Service

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MEMBERSHIP APPLICATION/RENEWAL
COMMUNITY COUNCIL OF STAFFORDSHIRE
 1 April 2016 - 31 March 2017

Name:
 Clerk/Chair/Secretary/Treasurer/Individual
 Organisation:
 Contact Address:
 Postcode:
 Telephone:
 Email:

TYPE OF MEMBERSHIP
 (Please tick appropriate box)

Community Council of Staffordshire (General)
 Individual £15.00 pa
 Organisation £25.00 pa

Village Halls Advisory Service
 Village hall/community building £40.00 pa

Cheques payable to Community Council of Staffordshire

Please tick the box if you require a receipt.

I/We agree to become a member of the Community Council of Staffordshire. Should the company be wound up, I/we promise to pay the sum of £1 towards its debts, if asked to do so.

Signed:

The information provided on this form will be used by the Community Council of Staffordshire for membership purposes only and to provide you or your organisation with information that may be of benefit.

Please return your completed form to:
 Community Council of Staffordshire,
 Suite1A/1B, The Whitehouse, 3A Chapel Street,
 Stafford, ST16 2BX



The work of CCS includes:

- Monitoring and supporting rural services, and reporting to Defra on key themes
- Village Agents - locally based community development and support workers
- Administration of Community Bulk Oil Buying Scheme.
- Providing information and advice to village halls
- Keeping up to date with new legislation, such as, the Localism Act, licensing, etc
- Support and guidance to community groups
- Charities advice and guidance on fundraising
- Administration of grant schemes
- Guidance and support to parish and town councils on all aspects of community development including parish plans
- Working with other agencies to promote health and well-being
- Administration of the Best Kept Village Competition



Securing your future:

The Community Council of Staffordshire (CCS) is an independent charity which is actively engaged in protecting and improving the quality of life for all those living and working in Staffordshire, especially in the rural areas.

CCS aims to enable communities to thrive and to help people to make a difference.

CCS provides a wide range of advice, information and support to voluntary groups, liaising between statutory and voluntary sectors at all levels and across a wide range of subjects.

By becoming a member of the Community Council you will be helping to secure the future of your community.

HEDNESFORD TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT

Risk Identified	Level	Insurance	Internal control	Audit/Action
Loss of or damage to fixed assets	L	Material Damage	Fixed asset register	Review valuations annually
a) Community Centre, outbuildings, car park	L		Building & perimeter locked when unoccupied. Alarm set.	Alarm serviced twice a year.
b) Furniture & fittings	L		Computer equipment kept in locked room.	
c) Computer equipment	L		Bar has separate alarm and secured from rest of Centre	Alarm serviced twice a year.
d) Bar equipment	L		This is the responsibility of the bar contractor	
e) Bar stock	L		Electrical wiring & emergency lighting serviced monthly	Certification from contractor
f) Other	L		Portable electrical equipment tested annually	Report from tester. Insure all items certified.
Liability as consequence of asset ownership			Fire equipment inspected twice a year.	Obtain certificates.
a) Injury to public attending centre	L	Public	Smoking	Prohibited by law
b) Injury to public using car park	L	Liability	Head counts at regular intervals at major events.	Inspect head count register.
c) Injury to those using hall equipment	L		Regular inspection & litter collection by caretaker	Weekly visual inspection by clerk or assistant
			Health & Safety policies in place	Risks re-assessed regularly.
Provision of services or amenities and organising events - damage to persons or third party property.		Public Liability		Annual review of insurance cover.
a) Hiring out centre	L		Health & safety issues pointed out to new users	Annual review of insurance cover.
b) Car parking at centre	L		Marked parking places. Disabled parking clear. Good lighting.	Health & Safety manual kept up to date
c) Provision of bar for events at centre	L		Licence holder always present. Service provided by contractor	Licences checked
			At owners' risk. Lockable sheds provided.	Income records checked so that Council receives 10% of all sales

HEDNESFORD TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT

Risk Identified	Level	Insurance	Internal control	Audit/Action
3) CCTV cameras in town	L	District Council	Cameras managed and insured by District Council.	Annual report. To be reviewed due to Town Centre Redevelopment Inspect register
6) Safety of IT volunteers		Public Liability & Personal Accident	Register kept of trainers & trainees Training room only entered by security mg Training for those aged over 18 only	
8) Concerts, music festivals, etc	M	Public Liability	Street closures ordered well in advance Police presence requested First aid providers booked Wardens clearly identified	Special event insurance arranged Sites assessed for risk Review documentation
4) Consequential loss	L	Cons. Loss	Check annual cover	
5) Loss of rent	L	Insured by DC		
5) CCTV coverage				
5) Loss of cash				
7) Theft of cash	M	Money Ins	No petty cash to be kept - Hire charges kept securely before being banked Cash taken straight to bank.	Review annually Review amounts covered
8) Theft of cash in transit	M	ditto		
9) Theft of funds/investments through fraud or dishonesty of staff	M	Fidelity	Bank reconciliations approved by council.	Review amounts covered
6) Injury to Council employees	L	Employer's Liability	Working practices reviewed with each member of staff COSHH statements reviewed annually	Annual Health & Safety assessments audit
6) Unsafe working practices				
6) Injury to Council employees				
6) Unsafe working practices				
6) Asset ownership	L	EL	As in 2 (above)	
6) House visits/aggressive behaviour	C	Pers. Accid.	Members should not make visits alone.	

**HEDNESFORD TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT**

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal control</u>	<u>Audit/Action</u>
7. Loss to Council through poor performance of or fraud by contractors or suppliers	L		Review contracts annually Obtain at least three quotes for all major work Audit all work done before payment	
8. Business risks of the Council failing to: Act within its legal powers Keep proper financial records Comply with borrowing restrictions Comply with employment law, IR & C&E regulations Adequate annual precept in line with budget Ensure proper use of funds granted to community bodies under specific powers of section 137 Keep accurate minutes of council business Respond to electors wishing to exercise their rights of inspection safeguard documents			Confirm power under which expenditure made Monthly accounts & bank reconciliations prepared The Council is repaying a loan to PWLB Contracts for all employees except casual workers Quarterly returns for PAYE & NI and for VAT Annual budget working party. Accounts prepared against budget and reviewed monthly. Reports requested from community bodies on how money used and benefit to the community. Minutes and pages numbered sequentially. Signed copies kept in separate place. Procedures in place. All documents stored/ filed at the Town Council Office, available for inspection in pursuit of statutory rights All computer records backed up monthly on to external hard drive. Anti Virus software and malware installed Members requested to inform clerk of any change in interests which are entered in the Register and also logged with the district council monitoring officer	Standing orders and Fin Regs Reviewed 10/14-15 Contracts reviewed Salary documentation prepared by payroll contractor
9. Up to date Register of Members' Interests & Gifts & Hospitality				Keep one copy in separate place. Annual reminder to all members

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

HEDNESFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	<input checked="" type="checkbox"/>		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

HEDNESFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	135,653	157,834	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	112,266	112,266	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	58,995	61,067	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	55,495	55,634	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	17,432	17,432	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	76,153	99,021	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	157,834	159,080	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	157,834	159,080	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	700,712	700,712	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	199,000	190,766	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		X	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

HEDNESFORD TOWN COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

HEDNESFORD TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	YES		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			N/A

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit RICHARD NEWTON FCA

Signature of person who carried out the internal audit  Date 27/04/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

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Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

HEDNESFORD TOWN COUNCIL

STAFFORDSHIRE

Year Ended 31 March 2016

Bank Reconciliation

		£
A	Balance per Current Account Statement at 31 March 2016	57,335.50
	BIA Savings	23,023.77
	12 months Investment	50,000
	3 months Investment	30,000
B	Less unpresented cheques	1,279.10
C	Less uncleared payments	-
D	Petty cash	-
E	Balances in the cash book at 31 March 2016	159,080

HEDNESFORD TOWN COUNCIL

STAFFORDSHIRE

Year Ended 31 March 2016

Unpresented Cheques

15/12/2015	2922	Hednesford in Partnership	£250.00
19/01/2016	2940	Staffordshire Police Youth Services	£145.00
01/02/2016	2946	Hednesford Town FC Supporters Club	£250.00
	2949	Friends of Hednesford Park	£250.00
21/03/2016	2974	Geze	£138.00
	2975	Mr B Jones	£246.10
TOTAL			£1,279.10

LOCAL COUNCIL NAME**Hednesford Town Council****COUNTY****Staffs****Explanations of significant variances**

Box on section 1	2015 £	2016 £	Variance Increase (+) or decrease (-) (2016 less 2015) £	% (Variance divided by 2015 figure multiplied by 100)	Explanation required? Less than £250? - NO More than 15% - YES Less than 15% - NO
Box 2 Precept	112,266	112,266	/	0%	No
Box 3 Total other receipts	58,995	61,067	+	3.51	No
Box 4 Staff costs	55,495	55,634	+	0.25	No
Box 5 Loan interest/capital repayments	17,432	17,432	/	0%	No
Box 6 All other payments	76,153	99,021	+	30.02	Yes
Box 9 Total fixed assets	700,712	700,712	/	0%	No

Explanations of significant variance

BOX NO 6	£
Figure in 2016 column	99,021
Figure in 2015 column	76,153
Variance (2016 figure less 2015 figure) A positive figure is an increase, a negative figure is a decrease	22,868

Reasons (as many as are applicable)	Amount £
1) Higher Purchases, hirer Vat on payments	1,400
2) In 2015 the clerk was paying back a tax bill making his salary lower	3,755
3) Tax was higher in 2015 and March 2016 payment is late being paid	-5,426
4) Computer room software update	1,347
5) Glass cabinet was brought in 2015 but not in 2016	333
6) Staffordshire Parish Council Ass Subscription was paid earlier than 2015 accounts March 2015 & AONB Subscription not paid in 2016	1,065
7) Chairman's Allowance, expenditure was higher	507
8) The electricity bill direct debits in 2015 were to low resulting in the direct debits been increased in 2016	2,937
9) The automatic doors were not serviced in 2015	-497
10) Lower water bill due to underground water leak in 2015	-1,120
11) Increase in caretaker's salaries pay raise to the living wage, sick pay and overtime to cover increased bookings at the Pye Green community centre	1,811
12) Minor repairs large broken window, extra security lighting	1,008
13) Cleaning materials less as buying from a different supplier	-283
14) Security firm which looks after the alarm system took the payment 3 times, 2 payment have been reimbursed	1,511
15) Furniture & equipment, new automatic door purchased 2016 Floor scrubber purchased 2015	1,193
16) Town CCTV bill higher 2016	585
17) Less donations were given in 2016	-1,013

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18) Election cost in 2016	11,984
19) Heritage Committee, commission of a research student's expenses	1,170
20) Rubbish collection less 2016	-95
21) Christmas event cost less 2016	-125
22) Smaller variances + & -, postage, copier, travel, telephone, Insurance, rates, licenses, advertising etc	-173

Hednesford Town Council
Lloyds TSB Bank Reconciliation 31/03/16

Bank Balance per Statement £57,335.50

LESS O/S cheques

15/12/2015	2922	Hednesford in Partnership	£	250.00
19/01/2016	2940	Staffordshire Police Youth Services	£	145.00
01/02/2016	2946	Hednesford Town FC Supporters Club	£	250.00
	2949	Friends of Hednesford Park	£	250.00
21/03/2016	2974	Geze	£	138.00
	2975	Mr B Jones	£	246.10

£1,279.10

Cash Book bank balance at 31.03.16

£56,056.40

Lloyds TSB Cash Book Balance

£56,056.40

1 Year Long Term Savings

£50,000.00

3 month Savings

£30,000.00

BIA Savings

£23,023.77

Total Cash Balances

£159,080.17

Reserves B/F

£157,834.02

Receipts

£173,333.04

£331,167.06

Less: Expenditure

£172,086.89

TOTAL

£159,080.17

Hednesford Town Council - Cash Book 2015/16
31/03/2016 Cheques sent out

Date	Payee	£	Details
15/03/2016	2968 Ascot Industrial Supplies	£ 111.62	Cleaning products
	2969 The Marketing Room (UK) Ltd	£ 400.00	Website Support
	2970 Risk Assessment Solutions Ltd	£ 30.00	Fire & Emergency Light testing
	2971 Cool Flow (Midlands) Ltd	£ 360.00	Heating & Air Conditioning Service
	2972 Viking	£ 385.58	Stationary & Metal Cabinet
21/03/2016	2973 Viking	£ 188.32	Filing Cabinet & Shelves
	2974 Geze	£ 138.00	Automatic Door Service
	2975 Mr B Jones	£ 246.10	Salaries
	2976 Mrs D Richards	£ 585.83	Salaries
	2977 Mrs L Bowman	£ 860.33	Salaries
	2978 Mr P Harrison	£ 1,608.81	Salaries
	2979 Mr M Bradbury	£ 646.18	Salaries
	2980 Staffordshire County Pension Fund	£ 238.96	Pension
	2981 Cheque Cancelled	£ -	
	2903 Cancelled Cheque	-£ 100.00	
16/03/2016 D/D	BT	£ 92.84	Telephone Bill
17/03/2016 D/D	Npower	£ 624.00	Electric
22/03/2016 D/D	BT	£ 73.85	Broadband
29/03/2016 D/D	Lloyds Bank	£ 32.30	Bank Charges
	Month Total	<u>£ 6,522.52</u>	
	Lloyds TSB Cash Book Balance	<u>£56,056.40</u>	
	1 Year Long Term Savings	£50,000.00	
	3 month Savings	£30,000.00	
	BIA Savings	£23,023.77	
	Total Cash Balances	<u>£159,080.17</u>	
	Reserves B/F	<u>£157,834.02</u>	
	Receipts	<u>£173,333.04</u>	
		£331,167.06	
	Less: Expenditure	<u>£172,086.89</u>	
	TOTAL	<u>£159,080.17</u>	

Date	check	Source	Type	TOTAL	VAT on Receipt	VAT Recovered	Interest Received	PGCC Hall Leasing	PGCC Bar Things	Misc	Grants	Loan	Community Investment Levy
Year Total				£ 168,992.75	£ -	£ 130,000.00	£ 161.25	£ 27,768.66	£ 796.31	£ 507.00	£ -		
31/03/2016		Mr & Mrs Keay	Transter	£ 1,435.00				£ 320.40					Regular Hire - Shuttle
		Pye School Learning Alliance	BGC					£ 72.00					Regular Hire - Toddlers
		Pye Green Ladies Club	BGC					£ 80.00					Regular Hire - Ladies Social
		Mr & Mrs Gregory	Event Payment					£ 132.00					Regular Hire - Pye Green Dance
		Mrs Billington	500181					£ 100.00					Regular Hire - Saturday Morning Work
		Mrs Ward						£ 300.00					Regular Hire - Wednesday Morning Work
		Friends of Camcock Chase						£ 38.50					Hire of Meeting Room 2
		Chaste Tails						£ 244.00					Regular Hire - Saus
		Mr & Mrs Stokes						£ 115.00					Regular Hire - Dog Training
		Mr B Smith						£ 120.00					Regular Hire - Keep it Clean
		EBDAA						£ 255.40					Regular Hire - Keep it Clean
		WLCF						£ 56.00					Regular Hire - Keep it Clean
		All Company Limited						£ 120.00					Regular Hire - Keep it Clean
		Mildlands Psychology						£ 255.40					Regular Hire - Keep it Clean
		Mrs Milligan						£ 56.00					DD taken by minutes Refund Received
		Mr & Mrs Smith						£ 56.00					Meeting Room 2 Hire
		Mr & Mrs Smith						£ 308.00					Private Party 20-12-16
		Mr & Mrs Smith						£ 130.00					Hire of meeting room 2
		Mr & Mrs Smith						£ 16.50					Hire of meeting room 2
		Mr & Mrs Smith						£ 19.80					Regular Hire - Sausage Dance
		Mr & Mrs Smith						£ 89.00					Regular Hire - Tuesday Dance
		Mr & Mrs Smith						£ 151.20					Children's Party
		Mr & Mrs Smith						£ 40.00					Children's Party
		Mr & Mrs Smith						£ 101.00					Regular Hire - Dog Training
		Mr & Mrs Smith						£ 31.20					Regular Hire - Zumba
		Mr & Mrs Smith						£ 184.80					Meeting Room 2 Hire
		Mr & Mrs Smith						£ 1.25					
		Mr & Mrs Smith						£ 2.86					
		Mr & Mrs Smith						£ 502.74					
		Mr & Mrs Smith						£ 4.85					
		Mr & Mrs Smith						£ 40.63					
March Total				£ 4,340.29			£ 556.33	£ 2,968.40		£ 815.56			
Year Total				£ 173,333.04	£ -	£ 130,000.00	£ 9,874.23	£ 30,633.16	£ 796.31	£ 1,322.56	£ -		



GRANT APPLICATION FORM

To enable this form to be photocopied please complete all sections using black ink or type

SECTION A

NAME OF ORGANISATION CANNOCK CHASE DISTRICT SCOUT ASSOC

NAME AND ADDRESS OF PERSON MAKING THIS APPLICATION:

NAME MRS JACQUELINE TRANTER

ADDRESS 72, HIGH MOUNT ST, HEDNESFORD

POSTCODE WS12 4BN

TEL: DAYTIME 01543 871892 EVENING

EMAIL tranter788@btinternet.com

YOUR POSITION

DISTRICT SECRETARY

SECTION B

1. WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT BENEFIT THE RESIDENTS OF HEDNESFORD?

Please see attached sheet.

2. WHEN WAS YOUR ORGANISATION FORMED? 1916

3. ARE YOU A REGISTERED CHARITY? YES/NO NUMBER 524517

4. ARE YOU PART OF, OR AFFILIATED TO A NATIONAL ORGANISATION? YES/NO

5. PLEASE GIVE DETAILS OF THE NUMBER OF PEOPLE YOU WORK WITH/PROVIDE SERVICES FOR? HOW MANY ARE RESIDENTS IN HEDNESFORD?

96 people in total, 765 are young people - approx 90

6. BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU REQUIRE A GRANT PLEASE STATE HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD.

The project is to hold a camp for all members of the District to attend and take part in a wide range of adventurous activities to celebrate the District's Centenary.

7. WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? £ 500

8. WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT?

£ 10,000

9. HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)

YES/NO

IF YES PLEASE GIVE DETAILS INCLUDING UNSUCCESSFUL APPLICATIONS

ORGANISATION	SUCCESSFUL	AMOUNT £
BRINDLEY HEATH PARISH COUNCIL	YES/NO	AWAITING DECISION
GT. WYKLEY PARISH COUNCIL	YES/NO	AWAITING DECISION
BREBETON AND RAVENHILL PARISH COUNCIL	YES/NO	AWAITING DECISION

PLUS LOCAL BUSINESSES - AWAITING DECISIONS -

10. GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS.

ALL PARTICIPANTS WILL PAY CAMP FEES.

11. HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?

YES/NO IF YES PLEASE GIVE DETAILS

12. UNDER WHICH CATEGORY ARE YOU APPLYING? (PLEASE RING)

OLDER PEOPLE

YOUNG PEOPLE

ARTS & CULTURE

SPORTS & RECREATION

HIGHWAYS & TRANSPORT

ENVIRONMENTAL

CHARITABLE SUPPORT & ADVICE

OTHER

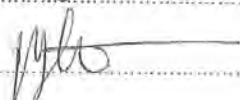
IF OTHER PLEASE GIVE DETAILS

13. DECLARATION

I DECLARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.

NAME MRS JACQUELINE TEANER

SIGNED



POSITION DISTRICT SECRETARY

DATE

27/4/16

PLEASE REMEMBER TO SEND THE FOLLOWING WITH YOUR APPLICATION

IF THIS IS YOUR FIRST APPLICATION -

1. A STATEMENT OF YOUR ORGANISATIONS AIMS AND OBJECTIVES
2. COPIES OF YOUR ORGANISATIONS AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS AND BALANCE SHEET FOR THE LAST TWO FINANCIAL YEARS.

→ These are found in P.O.R. which is a document of approx. 1,000 pages. Readily available on scoutbase.org.

OR

IF YOU HAVE PREVIOUSLY APPLIED -

- A COPY OF YOUR ORGANISATIONS AUDITED OR INDEPENDENTLY EXAMINED ACCOUNTS FOR THE LAST FINANCIAL YEAR.

PLEASE ALSO INCLUDE ANY SUPPLEMENTARY INFORMATION WHICH YOU FEEL WOULD SUPPORT YOUR APPLICATION (EG. ADDITIONAL LITERATURE, LEAFLETS, ANNUAL REPORTS)

RETURN TO

HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

Section B

1. The aims and objectives of Cannock Chase District Scouts which incorporates a large number of young people and adults from within the Hednesford area are in accordance with the overall objectives of the international scouting organisation. Namely to provide a safe environment in which young people can learn and develop useful skills, enabling them to become socially competent and respectful of their own and other cultures whilst at the same time having fun and enjoyment from their pursuits. More importantly, is the scope they are given in a safe and supervised manner to challenge themselves through sports and outward bound style activities to grow as a person, becoming self-reliant, sensible and sensitive to the needs of others, contributing and hopefully emerging as a useful citizen with a respectable and respectful set of values.

Cannock Chase District Scouts

Financial Accounts

Year Ended 31st March, 2015

**Ballance & Lowbridge LLP
Accountants
65 Market Street
Hednesford
Staffs
WS12 1AD**

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Cannock Chase District Scouts

<u>Income and Expenditure Account</u>	<u>Year ended 31st March, 2015</u>	
INCOME		
Interest received		
- Business Saver Account	9.34	
- Active Saver Account	<u>25.46</u>	34.80
Miscellaneous		0.60
Refund - Camp		155.67
Church		127.00
Credit - County		
- Archery training	-40.00	
- Permit	<u>40.00</u>	80.00
nPower - refund		205.11
Capitation income		26140.40
Rebates	417.60	
Capitation paid	<u>22778.00</u>	<u>23195.60</u>
		<u>2944.80</u>
		<u>3547.98</u>
EXPENSES		
Jamboree	8738.90	
<u>Less Income</u>	<u>7553.32</u>	1185.58
Willows		
- Fire test	152.40	
- Lock up	<u>100.00</u>	252.40
St Georges Day service		45.00
Donation		250.00
1st Chase Terrace Band		100.00
AGM expenses		45.02
Camping expenses		415.67
Printing		62.00
Sponsorship - Blackfords		100.00
BMC subscription		29.95
Shooting course		80.00
Legoland		1190.00
Coaches		950.00
Hall hire		30.00
Cheslyn Hay baths gala		225.00
Swimming awards		65.50
Hednesford training day expenses		34.62
Computer - Blackfords		50.00
		<u>5110.74</u>
<u>Net deficit for year</u>		<u>1562.76</u>

Cannock Chase District Scouts

Financial Accounts
for the
Period Ended
31 March 2014

CHASE ACCOUNTING
CHARTERED CERTIFIED ACCOUNTANTS

Cannock
STAFFORDSHIRE

Cannock Chase District Scouts
INCOME & EXPENDITURE ACCOUNT
FOR THE PERIOD ENDED
31 March 2014

	2014			2013		
	£	£	£	£	£	£
INCOME						
Interest Received						
Building Society		4.55			0.00	
Bank Account		<u>1.70</u>	6.25		<u>0.00</u>	0.00
World Groups settlement - Boney Hay						
Transfer into Building Society			42.33			0.00
Transfer of Ryley Loan Repay			0.00			675.00
George's Day Collection			102.50			136.20
Donation			100.00			0.00
WATER ACTIVITIES						
Water Activities Income						
Water Sale	0.00			50.00		
Water Hire	0.00			0.00		
Water Activities Expenses	<u>0.00</u>		0.00	<u>0.00</u>		50.00
WILLOWS						
Willow - Heath Hayes	1,328.32			1,612.00		
Willow - Scouts & Activities	334.00			0.00		
Willow - Donation	<u>3,352.00</u>	5,014.32		<u>0.00</u>	1,612.00	
Electric Bills	1,353.14			726.74		
Water Rates	390.05			252.10		
Insurance	475.44			485.54		
General Rates	414.55			0.00		
Repairs	0.00			40.00		
Medical Health Check	79.20			0.00		
Willow	<u>52.00</u>	<u>(2,764.38)</u>	2,249.94	<u>52.00</u>	<u>(1,556.38)</u>	55.62
DISTRICT CAMPS						
Willow - Shugborough Camp	0.00			1,780.00		
Willow - Camp	0.00			45.00		
Willow - Resits	10.00			0.00		
Willow		<u>10.00</u>		<u>0.00</u>	1,825.00	
EXPENSES						
Willow - Activities	0.00			7.05		
Willow - Desert Camp	839.37			0.00		
Willow - Shugborough Camp	0.00			2,843.40		
Willow - Explorer & Explorer camp	<u>0.00</u>	<u>(839.37)</u>		0.00	<u>(2,850.45)</u>	
Willow - Evening Gala provision 2012	0.00			320.00		
Willow - Evening Gala Costs	<u>220.00</u>	<u>(220.00)</u>	<u>(1,049.37)</u>	<u>209.00</u>	<u>111.00</u>	<u>(914.45)</u>
Willow - Donation Income		21,560.80			23,178.90	
Willow - Expenses	30.60			481.20		
Willow - Donation paid	<u>21,291.40</u>	21,322.00	238.80	<u>20,618.70</u>	21,099.90	2,079.00
Willow - Bank Account Loan Repaid			0.00			0.00
Willow - Income for the year			<u>1,690.45</u>			<u>2,081.37</u>

Cannock Chase District Scouts
INCOME & EXPENDITURE ACCOUNT
FOR THE PERIOD ENDED
31 March 2014

EXPENDITURE	2014		2013	
	£	£	£	£
Badges		0.00		256.35
Bar Terrace		40.00		0.00
Equipment		544.35		0.00
Heavy Equipment		0.00		1,779.40
Training		0.00		120.00
Library		64.00		95.60
Girl Explorers Expense		0.00		400.00
Member's Expenses		0.00		12.58
Map & IT Equip		299.99		0.00
Beavers Expenses		0.00		675.00
Printing		165.00		0.00
Postcards & gifts		18.00		145.00
Postage		272.42		435.87
Post		2.82		0.00
Members Insurance		0.00		47.70
Postage		65.69		0.00
Postage etc.		93.21		0.00
Girl Diff Missing Stat		132.00		
Girl Diff in Building Society Unknown				
Expenditure for the year		1,697.48		3,967.50
DEFICIT (SURPLUS) FOR THE YEAR		(7.03)		(1,886.13)

