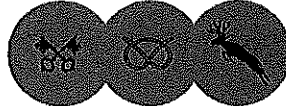


Hednesford Town Council



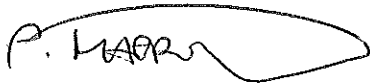
Gateway to the Chase

3 May 2017

Dear Councillor

The Annual Meeting of the Town Council will be held at 7:30 pm on Tuesday 9 May 2017 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 28 March 2017 (enclosed **pages 36 to 42 of 2016-17**)
4. Chairman's Announcements
5. Election of Chairman for the 2017-18 Municipal Year
6. Appointment of a Vice-Chairman for the 2017-18 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  
Tel: 01543 424872 Skype: HTC.clerk

7. 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) Neighbourhood Plan Update

c) 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 2016-17 - Chairman – Cllr D J Davis, Vice-Chairman – Cllr. C Mitchell and all other members of the Council)*

Audit & Standards Committee

*(Membership 2016-17 - 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 2016-17 - Chairman – Cllr Mrs S Cartwright, Vice-Chairman – Cllr. Mrs D Grice and Cllrs. D J Davis, B Gamble, B Hardman, A Pearson, Mrs L Whitehouse and representatives of users of the Community Centre)*

Neighbourhood Planning Steering Group

*(Membership 2016-17 – 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)*

Christmas Lighting Joint Committee

*(Member 2016-17 – Cllr Mrs S Cartwright)*

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 *(Cllrs B Gamble and B Hardman (Deputy))*

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

20 June 2017	Council
1 August 2017	Council
12 September 2017	Council
7 November 2017	Council
12 December 2017	Finance & GP (Budget)
2 January 2018	Council (Budget/Precept)
13 February 2018	Council
27 March 2018	Council
17 April 2018	Annual Town Meeting
8 May 2018	Annual Council Meeting

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

d) Appointments to other Bodies

To consider nominating persons to serve on the following:

Cannock Chase Council – Standards Committee (*Currently Cllr c Mitchell*)

Cannock Chase AONB (*Currently Cllrs A Pearson and D J Davis (Deputy)*)

Hednesford in Partnership (*Currently Cllr B Gamble*)

e) Annual Town Meeting

To consider a report of the meeting held on 18 April 2017 (enclosed **agenda pages 2 to 3**)

f) CHAPS

To receive notes of meetings of CHAPS held on 7 April 2017 (enclosed **agenda pages 4 to 11**)

g) Hednesford in Partnership

To receive notes of a meeting held on 13 March 2017 (enclosed **agenda pages 12 to 14**)

h) Heart of Hednesford

To receive notes of a meeting held on 22 March 2017 (enclosed **agenda pages 15 to 17**)

i) Chase Line Electrification

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

j) damaged Planter Cardigan Place

The Highways Authority are arranging this to be dealt with

k) CCTV Monitoring

To receive the monitoring report up to 31 March 2017 (enclosed **agenda pages 20 to 21**)

l) Risk Assessment

To carry out the annual review of the Risk Assessment (enclosed **agenda pages 22 to 24**)

m) Annual Return

To approve the Annual Return for the Audit of Accounts for the year ended 31 March 2017 (enclosed **agenda pages 25 to 38**)

n) Finance

To note income received and confirm payments made up to 31 March 2017 (enclosed **agenda pages 39 to 41**)

8. Items for Information and next agenda

9. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted (if necessary)

# HEDNESFORD TOWN COUNCIL

## MINUTES OF A MEETING OF THE COUNCIL

HELD AT 7:30 pm ON TUESDAY 28 MARCH 2017

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

**PRESENT:** Cllrs. A Pearson (Chairman), B Gamble (Vice-Chairman), Mrs S Cartwright, D J Davis, B Hardman, Mrs S Hardman, C Mitchell and Mrs L Whitehouse

(Apologies were received from Cllrs G Adamson and D Grice)

**IN ATTENDANCE:** Mr P Harrison (Town Council Manager/Clerk), District Cllr P Woodhead, D Wiseshall (Heart of Hednesford) 2 Police Officers and 3 Residents from Brindley Heath Village

Prior to the formal commencement of the meeting the following matters were raised:

The Police referred to recent activity in Hednesford and reported on a significant drug seizure from a property in Market Street and the decision of Tesco to install a barrier to close off the undercroft car park when the store was not open. Concern was expressed regarding speeding vehicles in Bradbury Lane and Rawnsley Road.

The Heart of Hednesford Group was pleased to report that a complete makeover of the station was to be undertaken. A request was made for planters in Cardigan Place to be repaired. Volunteers from the Group would also be carrying out a clean up around the Miners' Memorial

It was reported that a new Chairman of the Hednesford Traders had been appointed

Hednesford in Partnership had been progressing the arrangements for the Festival in August but had decided that it was impractical to hold a parade (see also minutes 2 and 4 d) below)

Residents of Brindley Village sought the Council's support to object to the inclusion in the Local Plan of land for residential development at West Cannock Farm (see also minute 4 c) below)

## 1 MINUTES

The minutes of the meeting held on 14 February 2017 were approved as a correct record

## **2 CHAIRMAN'S ANNOUNCEMENTS**

### **5's Pavilion and Sports Ground**

The Chairman had been delighted to attend the opening by Steve Bull on 1 March 2017. This state of the art facility featured a floodlit full size 3G synthetic pitch and the associated facilities would be a fantastic addition to the sporting facilities in the area

### **Miners' Memorial**

The Chairman reported that Hazel and Charlie Bullock from the Heart of Hednesford Project would be carrying out a tidy up of the Memorial on 19 April – immediately before the next rededication ceremony. Thereafter they would arrange a regular programme to ensure the Memorial was kept spick and span. All members were reminded that they were invited to the rededication service at 2 pm on 22 April

### **ANZAC Memorial**

The Chairman intended to represent the Council at the annual ANZAC commemoration being held on 23 April at the Commonwealth Cemetery on Cannock Chase

### **Hednesford in Partnership**

The Chairman advised that due to personal reasons Carol Fittes had relinquished Chairmanship of Hednesford in Partnership and on behalf of all members he would be sending her and her family all very best wishes

## **3 PYE GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE**

Consideration was given to a report of the meeting held on 21 February 2017. In addition the Town Council Manager/Clerk reported on the situation regarding Business Rates for 2017-18 and a request from Centre Users for better meeting room chairs

### **RESOLVED:**

- a) That the report and the recommendations therein be approved with the new charges being introduced with immediate effect for any new bookings
- b) That with regard to usage of meeting rooms by Community Groups the normal charging arrangements be applied with immediate effect but, without any commitment from the Council, they be invited to apply for an annual grant from the Council which, if approved, could be used to defray the cost
- c) That the reduction in Business Rates for 2017-18 be welcomed
- d) That the Town Council Manager/Clerk in consultation with the Chairman of the Management Committee arrange for meeting room chairs to be replaced

#### **4. REPORT OF THE TOWN COUNCIL MANAGER/CLERK**

Consideration was given to this report:

##### **RESOLVED:**

a) Planning

That the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications (shown at Annex 1) be confirmed and, in addition the Planning Authority be requested to "call in" application 17/037 for the reasons set out in Annex 1

b) Neighbourhood Plan

That it be noted that the draft plan was currently with Cannock Chase Council for validation following which there would be a further period of consultation

c) Cannock Chase Local Plan

That the action taken by the Town Council Manager/Clerk in consultation with the planning spokesperson in submitting the following observations be confirmed:

*The Town Council has concerns regarding 2 sites that have been identified in the draft Local Plan*

*These are :*

*Site 375 – Land to the West of Beaudesert Golf Club*

*Site 342 – Land at West Cannock Farm*

*Both sites are within Brindley Heath Parish but they are within close proximity to the border with Hednesford. The draft Neighbourhood Plan for Hednesford already identifies sites for housing development within Hednesford notably large scale provision on land at Greenheath Road, land west of Pye Green Road and a medium scale development on land near to Keys Park Road as well as several smaller sites*

*It is the Town Council's view that development of the sites 375 and 342 should be opposed as this would have an adverse impact on Hednesford due to the loss of further green space in what is already a very urban environment. The residents of Brindley Village currently look to Hednesford for their services. Any further development in this area would place an additional strain on highways and put pressure on already overburdened health and public services in the Town*

*Due to the proximity of residential properties the Town Council would also strongly oppose use of site 375 for industry*

That, in addition the Town Council support the allocation of smaller housing sites in urban areas so as to encourage development of such areas

That Town Council look further into the suggestion of the Heart of Hednesford Group regarding a designation to provide greater protection for areas of open space in Pye Green Valley

d) Hednesford in Partnership

That it be noted that the Partnership was coordinating an entry for Hednesford to participate in the Best Kept Urban Village Competition organised by the Community Council of Staffordshire

e) Heart of Hednesford

That notes of meetings held on 18 January and 22 February 2017 be received

f) World War 1 Project Group

That notes of a meeting held on 14 February 2017 be received

g) Annual Town Meeting – 7:00 pm 18 April 2017

That as part of the meeting endeavours be made to include an update on dementia activities in the Town and a presentation be arranged of photos of old Hednesford

h) Christmas Lighting

That the Town Council:

i) Enter into a joint arrangement with Heath Hayes and Wimblebury and Norton Canes Parish Councils to coordinate the provision and funding of Christmas lights with the Council's spokesperson for Promotions/Publicity and Communications (Cllr Mrs S Cartwright) being appointed to serve as a member of a Joint Committee with terms of reference and the arrangements for financing to be agreed

ii) Enter into a 3 year contract with Turnock's to provide storage, maintenance and installation of lights

iii) Recommend that Mrs L Bowman be appointed to act as coordinator on a trial basis for one year on terms to be agreed

iv) Agree to Hednesford Town Council being the responsible accounting body for the Joint Committee



- i) Pavement Café and Commercial Obstructions Policy  
That the Town Council note the proposal to introduce the Policy and supports the aims to prevent obstructions for disabled persons and others but are concerned that if the policy is too restrictive it will prevent shops displaying goods outside their premises which adds to the character and atmosphere of a market town
- j) CCTV  
That the monitoring report for February 2017 be received
- k) Finance  
That income received be noted and payments made be confirmed up to 28 February 2017

**5 MEMBERS ITEMS FOR CONSIDERATION**

The Chairman agreed to the following items being raised as matters of urgency as decisions were needed before the next meeting of the Council

- a) Control Order – Car Park Anglesey Street  
That the Council support the introduction of a parking Control Order on this car park
- b) Erection of Flags in Market Street  
That the Chairman of the Council and the Chairman of the Finance and General Purposes Committee be authorised take action in relation to this matter

**6 EXCLUSION OF THE PUBLIC**

**RESOLVED:**

That the public be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted

**7 TERMS OF APPOINTMENT CHRISTMAS LIGHTING COORDINATOR**

**RESOLVED:**

That it be proposed that the appointee be paid at an hourly rate commensurate with the LC Scale for her current post and subject to the same terms and conditions

The Meeting ended at 9:35 pm

Signed:

Dated:

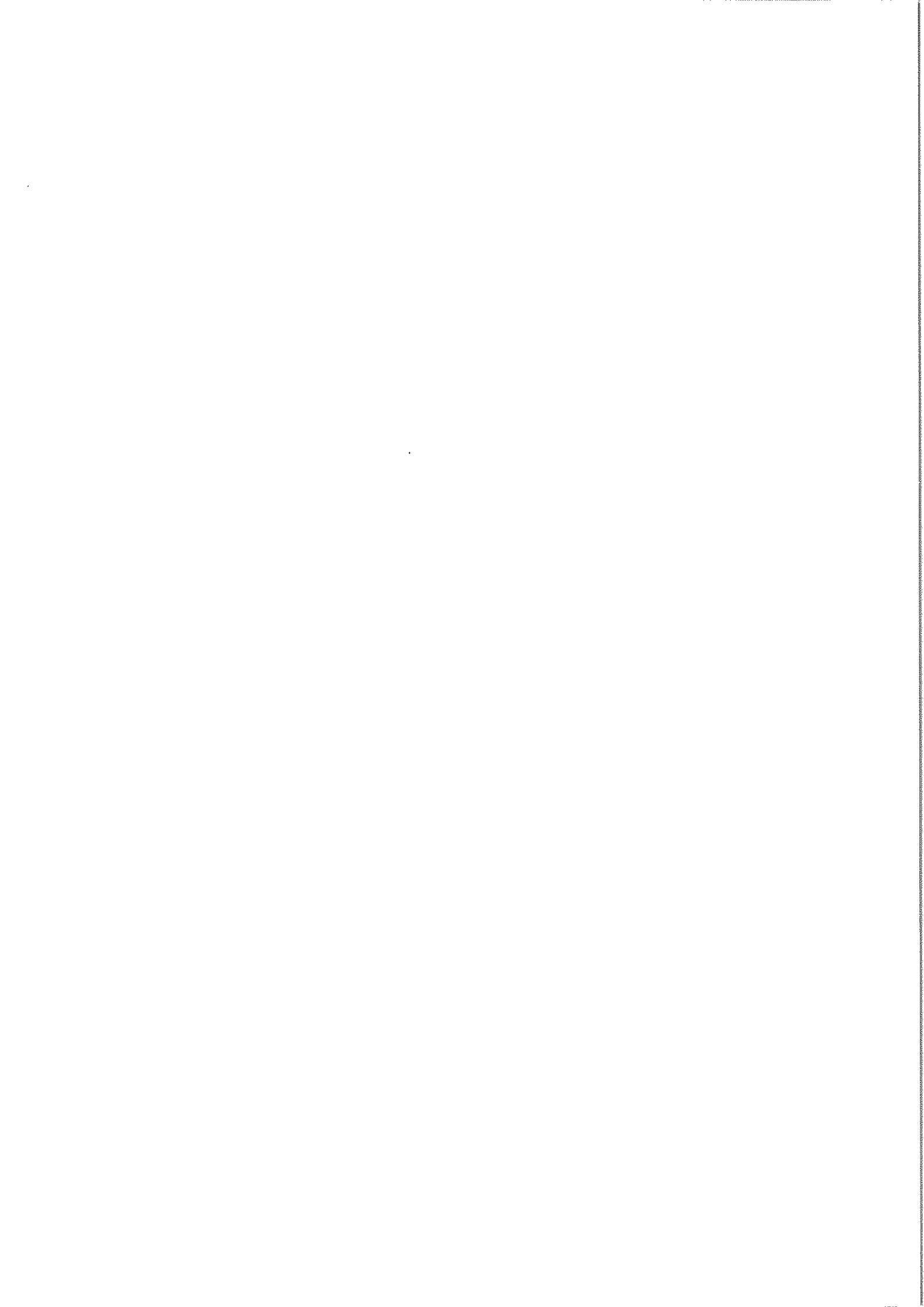
## Annex 1 - Council Meeting 28 March 2017 – List of Planning Applications

17/086	Installation Fixed Step Lift – 48 Priory Road	No Objection
17/083	Conservatory – 142 Belt Road	No Objection
17/078	Retrospective – retention boundary fence – 184 Greenheath Road	No Objection
17/067	Extensions – 60 Sweetbriar Way	No Objection
17/066	Extension to create porch – 32 George St (resubmission 16/162)	No Objection
17/058	Erection of garage/workshop to replace existing – 70 View Street	No Objection subject to the new building not being used for commercial purposes
17/057	Garage Conversion etc – 10 Leafdown Close	No Objection
17/047	Residential Development – Land rear of 132 Bradbury Lane	The Town Council is generally not in favour of backland garden development. However, the provision of some bungalows means that the proposal is in keeping with the Housing Policies contained in the draft Neighbourhood Plan for Hednesford
17/045	Extensions etc. – 22 Hill Street	No Objection
17/044	Extensions – 184 Bond way	No Objection
17/043	Erection of brick outerskin, rear extension and porch to front - 238 Bradbury Lane	No Objection
17/037	Erection of new primary school – Land west of Pye Green Road	The Town Council welcomes the provision of a new school in connection with the large scale

		<p>residential developments in Hednesford. However, after meeting with representatives of Entrust and the County Council, the Town Council is extremely concerned at the lack of parking facilities for visitors and parents and envisages that this will lead to congested on street parking on the access road to the site and also on Pye Green Road resulting in associated highway safety issues. As a consequence the Planning Authority is requested to "call in" the application</p>
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### Council Meeting 9 May 2017 – List of Planning Applications

17/141	Conservatory and garage conversion – 517 Rawnsley Road	No Objection
17/139	Extension – 120 Station Road	No Objection
17/130	Extensions – 65 Beech Pine Close	No Objection
17/127	Demolition of garage and erection of extensions – 26 Tudor Road	No Objection
17/104	2 dwellings – land adj. 53 High Mount Street	No Objection
17/101	Extensions etc. – 50 Uxbridge Street	No Objection



**HEDNESFORD TOWN**  
**MINUTES OF THE ANNUAL TOWN MEETING**  
**HELD AT 7:00 PM ON TUESDAY 18 APRIL 2017**  
**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  
representatives of Staffordshire Police and 4 Electors of the Parish

**1. WELCOME**

The Chairman welcomed everyone to the meeting and received apologies for absence from Cllrs Mrs S Cartwright

**2. MINUTES**

The Minutes of the last Annual Town Meeting held on 19 April 2016 were approved

**3. REPORTS OF TOWN ORGANISATIONS**

Reports were received in respect of the Heart of Hednesford Project. Information was also reported by Staffordshire Police relating to crime in the area including operations to combat drugs and the new arrangements for local policing

**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. DEMENTIA FRIENDLY HEDNESFORD**

Lynn Evans reported on the ongoing initiatives to raise awareness of dementia including the proposals for the creation of a sensory walk, innovative training to encourage the involvement of young people and events that would be taking place as part of Dementia Awareness Week

The meeting expressed appreciation to Lynn for all the work that she did regarding this matter and also what she was doing to promote the park

**6. GENERAL DISCUSSION AND QUESTIONS**

a) Hednesford Park

It was reported that new lighting in the park and facilities for teenagers had resulted in some problems, most noticeably additional litter. Youths were now gathering in the park rather than at Tesco

b) Station Improvements

The Heart of Hednesford Group was developing a programme to ensure the station was maintained and would also be pursuing with other bodies the possibility of a building being constructed to house ticketing facilities and ideally a public convenience

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

It was reported that a major scheme would be undertaken during the summer to address the problems around Hill Top.

Reference was made to traffic not giving way at the island from the road emerging from the Pye Green Valley residential development. It was considered that the installation of a rumble strip might be appropriate

Other items mentioned were:

Speeding traffic throughout the area including Rawnsley Road, Littleworth Hill and Bradbury Lane

The need for additional pedestrian crossing in Stafford Lane

Concerns regarding the safety of the pedestrian crossing in Victoria Street

Damage to the railway bridge at Station Road/Bradbury Lane

The reinstatement of the cast iron finger post that was once located opposite the Jubilee Public House

The meeting ended at 8:45 pm

# CHAPS [Chase Arts for Public Spaces]

Minutes of the AGM held: Friday 7th April 2017 2.30pm

At: 52, Hatherton Road, Cannock WS11 1HQ

Present: Sheila Harding, Dave Martin, Mike Mellor, Alan Dean, Trish Mellor, Brenda Marshall, Amanda Milling MP, Craig Watts, Ray Betteridge, Alan Pearson representing Hednesford Town Council in the absence of Peter Harrison.

In the absence of Chair Pat Ansell, vice-chair Sheila Harding welcomed everyone to the meeting.

1. Apologies – Pat Ansell, Peter Harrison, George Adamson, Lisa Shepherd, Brian Garner. There had been no response from Brian Batey or Roger Loader.
2. Minutes of the AGM held 22<sup>nd</sup> April 2016 were accepted as a true record .and signed by vice-chair Sheila Harding
3. Matters arising - none

4. Chair's report – was read by the Vice-chair:

"I am sorry that I am unable to welcome you to our 2017 AGM in person, but unfortunately I am soaking up the sun in Turkey. However, it is not unfortunate for me, but not of my choosing. Due to circumstances beyond of our control, the date of the AGM had to be changed and my holiday had been pre-booked sometime ago. However, we do have a very capable Vice-Chair in Sheila to Chair the meeting and it is more important that the President and Secretary is able to attend So I will leave you in Sheila's capable hands and sincerely apologise for my absence.

As always we sincerely appreciate the work Mike, our President, does for CHAPS I know he works tirelessly and is very much supported by Trish, our Secretary, who has now settled very professionally into her role. It does make the role of Chair a lot more enjoyable when everyone is working together to achieve a good end result.

I would just like to thank all members of the Committee who have shown so much support over the year.

Since our last AGM, much work has been undertaken on the organisation of Phase 4 of the Miners Memorial in Hednesford starting with requests for 40+ named bricks and the unanimous decision by the Committee to move forward with this project." Pat Ansell, Chair

5. Secretary's report:

Communication has continued to be largely via email and has almost entirely concerned Phase 4 of the Mining Memorial at Hednesford. This will be discussed in detail at the general meeting following our AGM.

I have submitted information to update our website and a new page was added for Phase 4. Initially this gave information and access to the application for named bricks, it went on to say that applications had closed and gave information regarding laying the bricks and now has been changed again to give information about and the invitation to the Dedication Service on April 22<sup>nd</sup>.

Many phone calls received have been about the bricks – generally people being unable to locate them; we have always been able to direct them to the appropriate place.

Press reports have been sent to the Chronicle, Express & Star, Staffordshire Outlook, Penkridge Advertiser and the BBC and have been used by all media. Committee members have used Facebook pages to inform the public of our activities, this seems to have been



received and has been instrumental in contact from people in South Africa, Australia, Canada and Spain.

maintain membership of Cannock Chase Arts Council, represented by both Pat Ansell and Sheila Harding and our request for a grant from them was again successful – we received £200.00. Mike Mellor and Sheila Harding continue to represent us at Hednesford Partnership meetings and Huntington Parish Council memorial Garden project. We continue to receive correspondence requesting advice from other bodies, Mike Mellor, President, has attended a meeting of Brereton & Ravenhill Heritage Society and still has an involvement with Chadsmoor Historical Society. We have also sent information to committee members as appropriate and I am grateful for the replies I receive to those emails.

Mike Mellor, secretary, CHAPS

Treasurer's report - presentation of the annual accounts up to our financial year end 31<sup>st</sup> January 2017 – received, accepted and is attached.

Electtion of Officers – Mike Mellor proposed that Pat Ansell should continue in her role as Chair if she was willing. Seconded by Sheila Harding - unanimous vote in favour. Mike Mellor proposed that Sheila Harding should continue in her role as vice-chair, seconded by Dave Martin, unanimous vote in favour. Sheila Harding proposed Trish Mellor as secretary and Mike Mellor as treasurer; this was seconded, all committee members voted in favour.

Electtion of Executive Committee - Sheila Harding proposed that all those present today plus those who had sent apologies should be members of the Executive Committee. Mike Mellor seconded, all voted in favour. The secretary was asked to contact Brian Batey and Roger Loader to find out if they are well and if they are willing to remain members of the committee.

OB - Mike Mellor, in his position as President, wished to remind the committee that CHAPS is not concerned only with the mining industry and re-confirmed that we have a wider remit being Chase Arts for Public Spaces.

The AGM closed at 2.50pm

## CHASE ARTS FOR PUBLIC SPACES

### Treasurer's Report to the AGM

7<sup>th</sup> April 2017

Account balances at 31<sup>st</sup> January 2017:

General Account	£323.83
Queen Square Account (no movement since 31.01.14)	£5.27
Hednesford Memorial Account	<u>£3648.71</u>
Total funds held at HSBC bank	<b><u>£3977.81</u></b>

Balance sheet attached detailing income and expenditure for the period 01.02.16 to 31.01.17

Notes:

1.
  - a) 503 engraved bricks purchased, 500 laid [£25.00 each]. 2 persons bought additional bricks for their own use, [£15.00 each]. The cost of 1 [one] brick @£25.00 was refunded to the applicant: another member of the same family had independently ordered the same brick.
  - b) 2 unpaid cheques and associated costs: payment for bricks was eventually obtained from applicants, including reimbursement of bank charges.
  - c) The overall cost of purchasing and the work of laying the bricks shows a surplus of £775.08
2.
  - a) The sale of books at 31.01.17 shows a surplus of £331.00; there are 10 [ten] books remaining and requested which will, in due course, add a further £100.00 to the surplus.

Michael C Mellor

Honorary Treasurer

07.04.17



# CHAPS [Chase Arts for Public Spaces]

## MINUTES

Of the meeting held following the AGM on Friday 7<sup>th</sup> April 2017  
52, Hatherton Road, Cannock

1. Present: Sheila Harding, vice-chair [in the chair]; Mike Mellor, President, Treasurer; Trish Mellor, secretary; Dave Martin; Amanda Milling MP; Ray Betteridge; Craig Watts; George Adamson; Brenda Marshall; Alan Dean; Alan Pearsall [representing Hednesford Town Council in the absence of Peter Harrison]  
Apologies: Pat Ansell [Chair]; Lisa Shepherd; Peter Harrison; Brian Batey  
Not present: Roger Loader; Brian Batey
2. Minutes of the last meeting held September 9<sup>th</sup> 2016 were accepted as a true record and signed by the vice chair.
3. There were no matters arising not appearing elsewhere on the agenda
  - Officers reports:
    - Chair – no report
    - Secretary [including correspondence]
  - Website updated as per AGM report
  - Press releases as per AGM report
  - Issues:
    - Family dispute: have two bricks been requested and are they together? Yes, but phases 1 and 4 so acceptable
    - Lady who couldn't contact us whilst we were away in January, she couldn't find her brick so she reported us to the Police – who found the brick. She was curt and did not offer an apology
    - One gentleman contacted us as the wrong colliery name is on the brick, however, this was his mistake, not ours. We are attempting to rectify it but it is dependent upon the brick being removed without damaging those around it. If it can be done the gentleman will pay a further £25.00
    - There have been 3 further requests for bricks – all have been told that there will be no more.
  - Paul Woodhead has invited us to take a stall in a Hednesford event in August. The committee decided to decline on this occasion as there will be no on-going project to publicise.
  - Lisa Shepherd sent us a list of the many projects she is involved with which may be of interest to CHAPS, the main one being the mural on the bridge at Hednesford.

Treasurer – The treasurer issued a financial report up to 7<sup>th</sup> April 2017, copy attached. This indicated amounts received from the Arts Council – a grant of £200.00 – and £100.00 from the sale of books giving a total of £3,891.21 in the Hednesford Memorial Account and £4,220.31 the total funds held.

#### 4. Miners memorial – Hednesford

a) Dedication Service to be held 22<sup>nd</sup> April 2017 at 2.00pm

From the secretary: The invitation was sent out by email where appropriate – with several people getting in touch to ask what time it would begin – they had read the email but hadn't opened the attachment which was the invitation. For 89 people the only contact information was a phone number and I am extremely grateful to

Sheila, Ray and Alex for sharing this task with me, making the job manageable. I'm pleased to say that the experience we all had was positive with everyone very grateful that we had taken the time and trouble to contact them. I have been in touch with the Lord-Lieutenant's office; Right Revd Nigel McCulloch; Jim Bullock, Cannock Council, Cannock Chase Orpheus Male Choir, Lea Hall Brass Band, Amanda Milling's office, St John's Ambulance, Stage XSEvents; Countyside Marquees; Cannock Sound Hire, Dr Tony Wright, John Griffiths and Kazoo regarding the many elements of the day – all under Mike's direction!! Additional 'flyers' were taken by: Amanda, to display at Lea Hall Club; Alan Pearson to display at Pye Green Centre; and Alan Dean. They are already on display in Teddies Hairdressers & the Library in Cannock, in Amanda's office, Bella's Cafe and the Library in Hednesford and in the Mining Museum.

- Plans were distributed showing road closures and position of staging, band and choir. Following discussion these will be amended to show 'disabled' seating area [in front of the stage and cordoned off with barriers]; the plan will be marked and colour coded to show positioning of the bricks for phases 1, 2, 3, 4; Unit 20, the Lightworks, where inserts can be collected will also be marked. All stewards and all CHAPS members will have one of these plans.
- Mike has visited Wetherspoons to ask for their help regarding any possible disturbance from their beer garden during the service.
- Order of Service sheets have been printed, committee members were able to see them.
- New A3 posters showing position of bricks within the 4 phases have been printed, committee members saw these. One will be used to replace the one currently in the Hednesford Town Centre notice board, one will be given to Hednesford Library for display.
- Hednesford Library have been proactive in wishing to assist – they are putting up a mining display, have applied for and been granted permission to remain open until 4.00pm on the afternoon of the Dedication and are allowing us to use the Library as the meeting place for the stage party and to provide refreshments there following the service. They will also provide the power source needed.
- The area will be given a special clean and tidy by several groups and we are indebted to them: Heart of Hednesford; Hednesford Town Council; Tom Walsh and the Parks department; Steve Schofield; Mark Keeling.
- Mike wished to place on record the thanks of the committee to Hednesford Town Council for all their help in the past, all that they are doing to tidy the area ahead of the dedication and also for agreeing to take over maintenance of the memorial for the future; this means an awful lot to the committee. Cllr Alan Pearson assured Mike and CHAPS that 'the memorial will always be looked after'.
- **22<sup>nd</sup> APRIL:**
- Stage and marquees will arrive at 9.00am. Mike will be there to organise placement. He has arranged for the parking area at the side of the library to be vacated.
- Alan Dawking, Cannock Sound Hire, will arrive some time after 10.00am and will provide barriers as well as sound system. He and Mike will put barriers for seating area in position.

- Craig agreed to arrange transport of chairs. Amanda and George were able to suggest possibilities for provision of chairs as we have not been able to pursue the Lea Hall Club avenue. Lynn Evans, Friends of Hednesford Park, has some and will arrange for others. Her volunteers are willing to be available at the service to 'monitor' the chairs!! Craig will organise the chairs being placed for the stage party, the choir and for those who are not able to stand for the duration of the service. Space will also be left for those who have mobility scooters and those who bring their own seats. Lea Hall Brass Band bring their own seating.
- Road closures will be from 12 noon to 4.00pm. Sheila has organised this and she and Alan Harding will fix the signs to lamp-posts. Mike and the police will place the barriers in position at 12 noon. The road closure positions will be manned by police officers.
- The band will bring their van into the car park behind West Midlands Estates. Trish/Mike will ensure that Bishop Nigel and his wife Celia arrive in plenty of time for him to robe – a room is being provided for this in the Library.
- All committee members helping on the day are asked to meet in the Library at 12.30pm for a final briefing and for name badges to be issued. Lions, who have agreed to steward and distribute order of service sheets, will also meet us then.
- Trish will provide name labels and order of service sheets for the stage party.
- Trish will provide 'Reserved' signs for all seats within the 'disabled' section along with a list of those who have requested seating. This section will be operated by Dave Martin and Alan Dean, we will also request that a police officer is there. It is important that the area is not abused.
- St John Ambulance will be positioned by the Miners Lamp. There is a defibrillator at Tesco's.
- Trish & Sheila will set up Unit 20 for collection of inserts and the few books still to be collected. These can be collected following the service: Sheila, Alan, Trish, Hyra & Ron Sutton will do this. If more help is needed June & Harold Bould will assist.
- There had been no response to our request to photographic societies or from our newspaper article regarding a photographer for the day. Amanda and Craig suggested Lee Morel, George suggested John Kraujalis who has agreed to help – Mike will contact him. June and Harold Bould have also agreed to be there with their cameras!
- If Brenda is able to be there she will arrive at the Library for 1.30 and will 'meet and greet' our guests. Janette Arrowsmith is providing the refreshments and will be in the Library to meet and greet and serve tea and cake following the service.
- 1.30 Chairman of Council Zaphne Stretton arrives. With her will be her consort Mike Stretton and the Burgermeister of Datteln and his wife. Her car will be escorted by a police officer through the road closure barrier and to the carpark behind West Midlands Estates – Derek Davis has given his permission for use of the car park. The Chairman will be met by Pat Ansell.

- 1.40 Lord-Lieutenant of Staffordshire Ian Dudson & Mrs Dudson arrive, same arrangements for the car—they will be met by Zaphne Stretton, Chairman of the Council & Pat Ansell, Chair of CHAPS and taken to the Library.
- 1.45 – stage party meet in Library, met by Brenda and Trish; Amanda, George, Pat, Mike hosting. NB Dr Tony Wright and his wife Moira will be offered parking as previously detailed.
- 1.55 – Stage party led to stage by Trish/Mike
- 2.45 – Trish lead stage party from stage – can either ‘mingle’ or go direct to Library for refreshments. All CHAPS members within the stage party will ‘host’ our guests
- 2.45 onwards collection of inserts from Unit 20, the Lightworks.
- Collecting and returning chairs – Craig will organise, NB road closure until 4.00pm
- 4.00pm - Stage and marquees dismantled and removed
- All committee to help with tidying the area – Heart of Hednesford group to be asked to assist with litter picking.
- De-brief – on the afternoon, as appropriate.
- Mike informed the committee that the full cost of the service is approximately £3,200; there is £3,891 in the account.
- On three separate occasions it was said that the weather on the 22<sup>nd</sup> will be good – this is formally minuted!!

b) Book 'A Lasting Tribute' and phase 4 insert

**NB** Not all information given at the meeting: in danger of overload!!

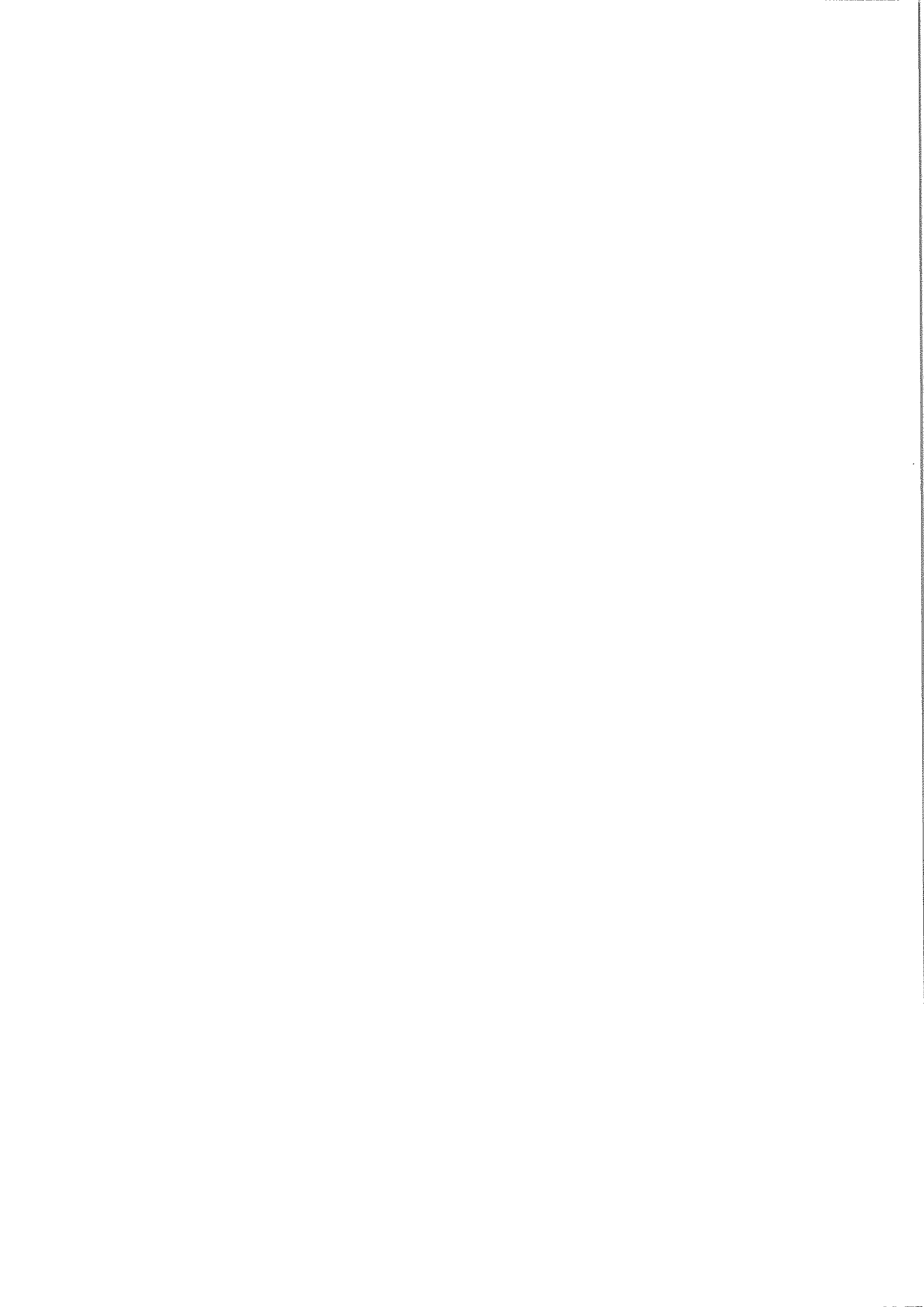
- Books: 168 were ordered or requested before the closing date. All were contacted [27 by phone, others by email initially] to collect books on two dates in November. Sheila, Pat and a friend of ours June Bould assisted Michael – I had a broken arm and shoulder. Sadly less than half collected on those days. I then contacted over 80 people again, individually and we arranged times for people to collect from us at home. Many did not respond, some who said they'd come, didn't and so had to be contacted again. This continued throughout December and again during March. A number have made individual arrangements to collect, haven't arrived and further calls from me produce – “Oh, I forgot!”- I'm pleased to say that the last book was collected this week, with 3 others being collected at the Dedication Service.
- Inserts for Phase 4: this was included within the books purchased plus some people have already collected theirs. A further 223 people who have named bricks in this phase are due to collect at the Dedication service; others who have bought books on previous occasions may like to have one: we have 63 inserts remaining for this purpose.
- Search the Bricks page of the website. Following a call from someone who had looked for their brick and found a discrepancy [now corrected] I checked all 4,034 names as listed in the book and inserts against the website and found 68

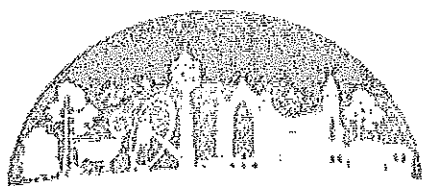
amendments needed. These have all been checked against the original applications to ensure accuracy; the website manger will be given the information in order that the additions and amendments can be made.

5. Hednesford in Partnership - Sheila Harding reported that she has been attending meetings and we have an involvement with the artwork for the bridge; however, these plans have been delayed for the time being.
6. Proposed mural for Hednesford Railway Station – Amanda reported that the Station has now been adopted by Heart of Hednesford from London Midland. This means that more can be done to make the station welcoming. She and George confirmed that there is to be a meeting about this very soon.
7. Pye Green Embroidery - Brenda Marshall showed pictures of the embroidery which is about two months from completion. It is an incredible piece and all committee members were more than impressed! Brenda has a meeting with Peter Harrison on Tuesday 11<sup>th</sup> April to discuss the frame.
8. Possible future projects for CHAPS
  - a) Artwork for Rugeley [Alex Smith]- no report
  - b) Brereton & Ravenhill Heritage Committee: Ray Betteridge confirmed that Mike had attended a meeting. The project is to put a coal truck on a plinth in Ravenhill Park, agreement on a suitable site is slow.
9. AOB No matters.
10. Date of next meeting – provisionally Friday 22<sup>nd</sup> September at 52, Hatherton Road. Chair Pat Ansell to be asked if this is convenient, Amanda unable to say at present if she will be available.

The meeting closed at 4.10pm







# Hednesford

in partnership

## Minutes of the Meeting

Held on 13th March 2017, at Pye Green Community Centre

### Attendance:

Paul Woodhead - HIP Vice Chair  
Lesley Yates - HIP Treasurer  
Cllr George Adamson - Staffs CC/CCDC  
Cllr Christine Mitchell - Staffs CC/ CCDC  
Stephen Williams Hednesford Town FC supporters Association  
David Wisehall - The Heart of Hednesford  
Keith Fitch - CCRPG  
Jo Palmer - Staffordshire University Academy  
Sue Horton - Hednesford Library  
Erica Bennett - Friends of Hednesford Park

### Apologies:

Carol Fittes - HIP Chair  
Cllr Graham Burnett  
Cannock Chase Radio  
Kate McBey - Cannock Chase Council  
David Small - Staffordshire Fire Service  
Rob Ryder - Hednesford 1st Scouts

Prior to the meeting there was a presentation from the CCDC Planning Policy Team - Claire Eggington, and Matthew Hardy - on the Local Plan part two draft consultation.

### 1. Matters arising from the previous minutes.

Cllr George Adamson was missed as an apology on the minutes. Cllr Mitchell said she is not receiving the minutes by email.

## **2. Hednesford in Partnership Committee.**

Cllr Graham Burnett will be the acting Chair until Carol is well enough to return.

## **3. Update from Events Sub Group**

**Summer Festival** - Paul confirmed that meeting of the sub group had now agreed a structure for the event and actions have been agreed and allocated across partners. An action list will be emailed to partners. A walking parade is still in the planning phase. There will be a main stage with acts and entertainment from 12 to 6pm. There will be an area for Market stalls, there will be a charge for stalls this year. There will be an arena area for shows. FOHP will be hosting the old fashioned games and Cannock Chase Radio will be located across two posts on the park. It is proposed that there should be a wider variety of food stalls.

**Markets** - Paul had received feedback from the traders which was generally positive. There were a small number that were unhappy with the type and location of the stalls. The traders have noticed an increase in new shoppers that have returned since the market. The Traders Association has a new Committee The new chair is Dave from Mooch and Rummage and the vice chair is a representative from Wetherspoons and the Treasurer is Phil Bradbury. Paul will be meeting with the new chair and will invite him to the HIP meetings. The next market is due to take place on 29/04/17.

## **4. Arts and Architecture Sub Group**

### **Bridging Communities Arts project**

Lesley explained that there had not been much progress and that she was chasing partners to discuss next steps. Jo Palmer voiced concerns that she had been trying to contact Steve Cooling to establish what was happening with the project the school children had been working on, and that he was not returning any of her calls. Lesley agreed to try and find out what had been agreed with regards to Steves outstanding commitment on the project. Cllr Mitchell raised concerns that she was not receiving emails and the slow progress being made. Lesley agreed to speak to Louise from Inspiring Healthy Lifestyles.

### **Best Kept Village Entry**

Following on from the expression of interest, Paul has agreed to work on a submission with the entry focusing on The park and war memorial; The station, and the area around the clock and Miners memorial. It was agreed that we should treat this year as a trial run to improve our knowledge ready for next year submission when the artwork on the bridge should be complete and there should be improvements around the station.

## **5. Publicity and Marketing Plan 2017**

Lesley and Paul confirmed that they would be looking at the proposals made by Carol and would feedback to the next meeting.

## **6. Update from Partners**

Heart of Hednesford - Have formed a sub group to create a community group to work on proposals to secure the designation of land at Pye Green Valley as an area of Local Green Space. David asked if all partners could provide a letter of support by 25th March 2017. Station adoption group have applied for membership of ACoRP. They are purchasing hay racks to be installed as planters on the platforms. 1st litter pick at the Station has taken place. Have been in contact with Groundworks regarding proposals for the bank at Anglesey Street car park. Another sub group has been formed to look after and regularly clean the area around the miners memorial, the Girls adventure air corps and scouts will work under the supervision of Hazel Bullock, with support from HTC. Next meeting 22/03/17 6pm at Bellas.

FOHP - New lighting is almost ready. There have been some issues with the proposed design of the art feature and there is an ongoing consultation to find a solution. The work on the signal box is on track. There is a competition to name the new animal carvings (from the tree trunks).

Staffs University Academy- multi-agency community Hub now open, consisting of 3 consulting rooms, a board room that can seat 10 and a family room. The school send out a newsletter every half term to parents and they are happy for any information to be added to the newsletter. Any information needs to be sent by email to Jo.

Hednesford Library - Raised concerns that Town Council notice board outside library had out of date posters from Christmas on display. David from HOH has a key and will action. The library are hosting a coffee morning on 31/01/17 to raise money for Marie Curie. The library has agreed to stay open later on market days.  
Hednesford Football Club - skittles night at the end of March planned - all welcome.

Chase Rail promotion - Reliability at the moment is good. The line will be closed for two weeks in August to allow work on the electrification of the line.

Hednesford Football Club- thanked partners for their support of the quiz night. There will be a skittles night on 31/03/17 any support welcomed.

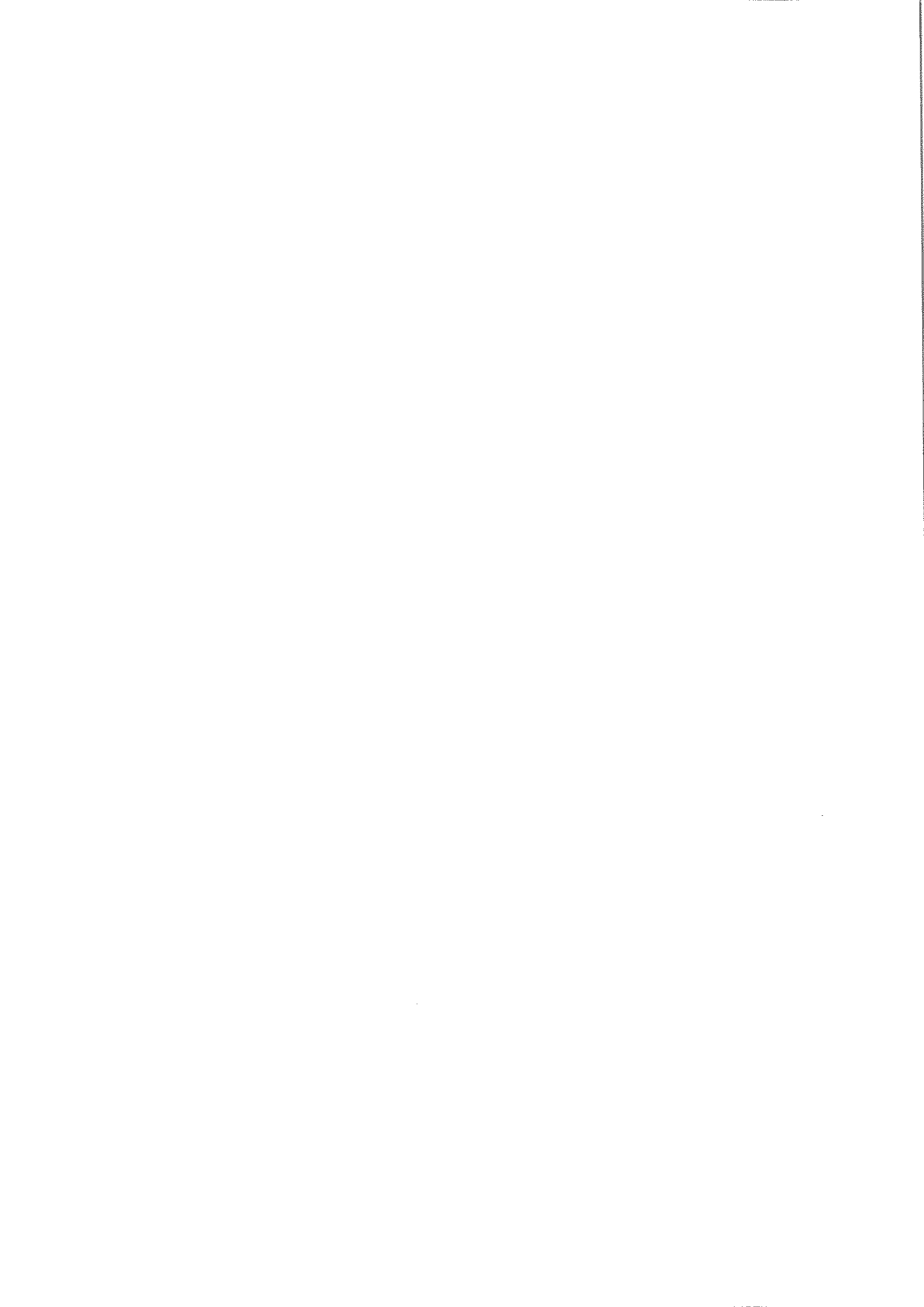
Anglesey Nature Reserve - next meeting 26/03/17.

## **7. Any Other Business**

None

## **8. Next Meeting**

Monday 10th April 6pm.



## Meeting at Bella's Coffee House

Wednesday 22<sup>nd</sup> March 2017

HEART OF  
HEDNESFORD



### Present:

David Wiseshall (Chair)	Stuart Crabtree	Olly Kingston
Tom Preston	Phil Bradley	Dot Farish
George Adamson	Christine Mitchell	Chris Richards
Pam Richards	Paul Woodhead	Robin Kingston
Steve Wilson	Sharon Jagger	June Sheasby
Mary Wynne	Margaret Fitch	Keith Fitch
Mark Walker	Sarah Walker	

### Apologises:

Hazel Bullock	Charlie Bullock	Susan Humphries
Michelle Reynolds	Louise Rose	Wendy Yates
Lesley Wilkes		

### Best Kept Village Competition.

As David Wiseshall had been delayed arriving from work Robin Kingston (Vice Chair) and Paul Woodhead opened the meeting by giving an update about the Best Kept Village competition. PW will be sending the application before the cut-off date of 27<sup>th</sup> March. This will be done in the name of HiP but HoH and Friends of Hednesford Park also involved. PW circulated a map showing the areas being included. Judging will be between 1<sup>st</sup> May and 22<sup>nd</sup> July with judges visiting each village twice within these dates. We anticipate this year being very much a learning curve.

David has contacted Groundworks about the best way to approach landscaping the bank in Anglesey Street car-park and also about drawing up the necessary plans. Funding could come from Tesco's "Bags of help" scheme.

At this stage David arrived and chaired the remainder of the meeting.

### Hednesford in Partnership.

David advised the meeting that due to health issues Carol Fittes has temporally stepped down as Chair of HiP and their monthly meetings will be chaired by Graham Burnett till September with Paul Woodhead continuing as Vice Chair. The meeting wished Carol a speedy recovery.

### Station adoption.

David confirmed he had ordered 10 hay rack style planters for the station, 5 for each platform. These have been kindly donated by LM and will also be fitted to the fences for us by LM. Delivery is expected within 2 weeks. Also the station is going to be completely painted out by LM together with new seats and signage. LM have supplied hi-viz vests and tote bags for adopters to carry small tools etc. to/from the station.

An application form to join Acorp plus a cheque for £30 has been sent. Attached is a copy of the info about Acorp.

The previous Saturday both DW and KF attended the AGM of Campaign for Rail held in

Birmingham where Faye Lambert gave a presentation. We met up with Neil from Coseley Adoption Group and discussed a reciprocal visit to see how they do things. On our return trip "No to litter" signs were spotted on Bloxwich North station and enquiries are being made about sourcing some for Hednesford.

David also mentioned having seen a 110 litre rubber wheeled water bowser that has been purchased for use at Dorridge station using an Acorp Small Grant Application. Still no contact with the Co-op. GA agreed to chase response from Tracey Edwards at Co-op. PW agreed to speak with Pentalver about the possibility of obtaining a small container for use at the station as we really need somewhere convenient to store our tools and paperwork etc.

The next working party for the station will be on Sunday 2<sup>nd</sup> April meeting up by the station entrance at 10am. David has recently started a new job with the National Trust at Shugborough and until work patterns settle down planning in advance is a little difficult. However should he not be available Robin and Keith will organise the morning. Adopters attending should bring with them their hi-viz vest (if supplied with one) and any tools and gloves they may have. As previously litter pickers, bags, gloves and other items will be available on the day. Also hoops are now available to help keep plastic bags open. Robin will contact the Co-op to see if we can obtain a water supply from them.

### **Miners Memorial**

Hazel has been working on this project and has sourced some equipment and cleaning materials that the town council has agreed to fund. Sheila Harding (CHAPS) will try and get CCDG to clear the chewing gum from around the memorial before the dedication ceremony on April 22<sup>nd</sup>. The Air Cadets have agreed to have a clean-up of the area on the previous Wednesday (April 19<sup>th</sup>)

### **Local Plan – Pye Green Valley**

A small sub group has been formed of David Wiseshall, Graham Burnett, Sharon Jagger, Robin & Ollie Kingston, and Paul Woodhead to work on the application to have the undeveloped land at Pye Green Valley designated an area of local green space. Graham and David have had a meeting with Clare Eggington, Planning Policy Manager with Cannock Chase Council to see if there would be any complications with our application. The matter has also been raised with Staffordshire County Council who are unable to respond till they have taken further advice. HiP have requested member groups write to David in support but as yet only 1 response has been received from Friends of Hednesford Park. Sharon has carried out a user survey and this will be used as evidence. An initial letter has to be submitted by 27<sup>th</sup> March but further evidence can be supplied beyond this date. We will be canvassing support for the application via leafleting the surrounding estates, social media and face to face questionnaires.

### **Hednesford Traders Association AGM**

Phil Bradley reported that at the recent Hednesford Traders AGM David Hood from Mooch & Rummage had been appointed as Chair. Phil noted there was still about £25,000 from the section 106 grant fund still to be spent but time was running out and ideas were needed urgently.

Phil will pass on the minutes of our meeting to David and the meeting agreed he should be invited to attend our next meeting.

### **Anglesey Street Car Park (Also known as the Co-op Car Park)**

A copy of the formal consultation letter, together with the draft Parking Order, Notice of Making and Statement of Reasons have been forwarded to David as we are a participating group in the consultation process. Comments need to be notified to CCDG in writing by no

later than 4pm on Wednesday 12<sup>th</sup> April.

### **Events 2017 & beyond**

The next meeting regarding the Summer Festival will be on Monday 27<sup>th</sup> March. Paul will be attending and will be able to update our next meeting.

George Adamson mentioned he had suggested the RAF be honoured with the Freedom of the Town as next year will be their 100<sup>th</sup> Anniversary.

### **Social Media, Promotion and Recruitment.**

Mark Walker has now changed the former "Friends of Hednesford Town" Facebook page to "Heart of Hednesford". As a 'Heart of Hednesford' page is already in existence the 2 will be merged although DW or PB may need to do this.

The 'Heart of Hednesford' website page has been hacked with some strange messages now on the site. On behalf of the group PW will ask FW if she can look at the problems and see if she can resolve the issues.

### **Any other business.**

The next litter pick and tidy up at Anglesey Park will be on Sunday 26<sup>th</sup> March

The information pack from Support Staffordshire has arrived and has been passed to KF.

A new book entitled "20<sup>th</sup> Century Hednesford" has been published and is available to purchase from Bella's Coffee House.

Items suitable for prizes in the groups next Tombola are required. Please bring anything suitable along to the next HoH meeting.

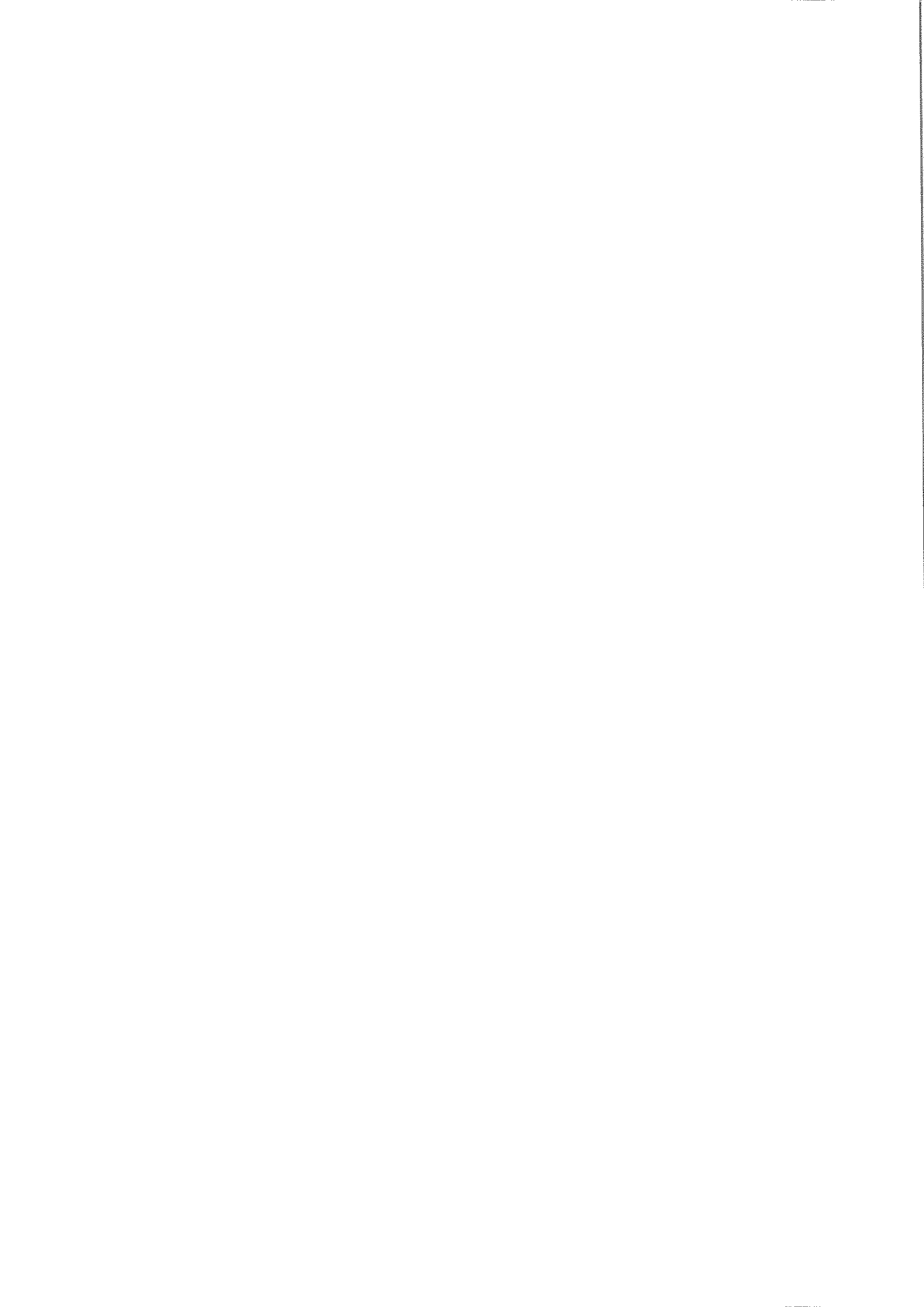
MW is planning to have a 24 hour digital display in the front window at Bella's and this can be used to promote forthcoming events within the town.

**Next meeting: 6pm Wednesday 19<sup>th</sup> April 2017**

**Venue: Bella's Coffee House, Market Street, Hednesford.**

Keith Fitch  
2<sup>nd</sup> April 2017







HOUSE OF COMMONS

LONDON SW1A 0AA

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

19 April 2017

Dear Mr Harrison,

I would like to update you on some upcoming engineering works required to complete the electrification of the Chase Line.

As you know, this is a major project and much needed investment which will bring us faster and more frequent trains and hundreds of extra seats every hour. This will transform passengers' experience of travelling on the Chase Line and will put an end to the chronic overcrowding that users of the rail line have suffered in recent years.

However, to achieve this change there is a great deal of engineering work to be completed first. I recently contacted Network Rail to ask for details of the engineering work which is planned this year so that passengers were aware of any disruption that they may face.

Network Rail have come back to me with some times when the work will see the line being closed. As far as possible this work will be carried out at weekends when fewer people use the line. However, Network Rail will require full possession of the railway for sixteen days during August in order to fit the overhead electrical equipment.

The specific dates on which the work will take place are:

- . Saturday and Sunday 10 and 11 June between Bescot, Darlaston, Pleck and Rugeley
- . All day and night Sunday 18 June between Bescot, Darlaston, Pleck and Rugeley
- . All day and night on Sundays 25 June, 2, 9, 16, 23 and 30 July between Bescot, Darlaston, Pleck and Rugeley
- . A full sixteen day possession of the network from Sunday 13 August until the early hours in the morning of 28 August between Bescot, Darlaston, Pleck and Rugeley for the first six days and from Ryecroft to Rugeley for the last ten days.

There will be further access required to allow the project to be completed in time for the first electric services to run from May 2018, but this is not expected to involve the closure of the line and disruption to passengers.

I know that Network Rail is aware of the seasonal problems that occur on the Chase Line when Amazon employ extra seasonal staff and the Birmingham Christmas Markets are held.

They will be working closely with Amazon to minimise the impact of the engineering work and Amazon will provide Network Rail with an early indication of the numbers of seasonal staff they will employ in order to plan for their transport.

Chase Line passengers have had horrific experiences as a result of cancelled, delayed and overcrowded trains. I can fully understand commuters may feel that they will experience even more travel misery while the line is closed. I am meeting Network Rail this week and would like to reassure you that I will make it very clear that these works need to be completed on time, with disruption to passengers mitigated and minimised.

The Government remains committed to the upgrade of the line, which will see a much improved service and the end to the travel misery.

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', with a long horizontal flourish extending to the right.

**Amanda Milling MP**



Dear Hednesford Town Council,

Please see attached statistical information collated from Central Control CCTV within the month of March 2017

Due to a new way of calculating the results from our spreadsheets, you may notice small changes in the format that we report statistics to you. We are continuing to review and monitor the way we report statistics in order for us to provide you with the most accurate results.

### CCTV MONITORING for Hednesford Town Council

Criminal and non criminal activity

ANTI SOCIAL BEHAVIOUR	5
ASSAULTS	1
AUTOCRIME	0
BURGLARY	1
DAMAGE	0
DISTURBANCE	0
DRUGS	0
DRUNKNESS	0
GRAFFITI	0
MISSING PERSON	0
NON CRIMINAL (AREAS MONITORED)	193
SUSPICIOUS	9
THEFT	1
TRAFFIC	1
TOTAL	211

POLICE ADVISED	28
RESOURCE DEPLOYED	25

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

March has seen a steady increase in usage of the Park, thanks to some warmer days. On the whole, visitors have been well behaved, with most incidents only occurring in an evening by local youths. The skate park is still being well used and most visitors are well behaved and we don't encounter any trouble there.

Good use of the Stornet radios this month by Woody's and Hedgeford Lodge, with regular communication occurring of an evening and during the day for Hedgeford Lodge. Hednesford Town football Club have also been

communicating well with us, informing us of any large groups coming into town and also of any issues with regards to football matches.

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

Kind Regards

Lucy Frost  
CCTV Operator.

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

**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>
<b>1. Loss of or damage to fixed assets</b>				
a) Community Centre, outbuildings, car park	L	Material Damage	Fixed asset register Building & perimeter locked when unoccupied. Alarm set.	Review valuations annually Alarm serviced twice a year.
b) Furniture & fittings	L		Computer equipment kept in locked room.	Alarm serviced twice a year.
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			
f) Other	L		Electrical wiring & emergency lighting serviced monthly Portable electrical equipment tested annually Fire equipment inspected twice a year. Smoking	Certification from contractor Report from tester. Insure all items certified. Obtain certificates. Prohibited by law
<b>2. Liability as consequence of asset ownership</b>				
a) Injury to public attending centre	L	Public Liability	Head counts at regular intervals at major events.	Inspect head count register.
b) Injury to public using car park	L	Public Liability	Regular inspection & litter collection by caretaker	Weekly visual inspection by clerk or assistant
c) Injury to those using hall equipment	L		Health & Safety policies in place	Risks re-assessed regularly.
<b>3. Provision of services or amenities and organising events - damage to persons or third party property.</b>				
a) Hiring out centre	L	Public Liability	Health & safety issues pointed out to new users	Health & Safety manual kept up to date
b) Car parking at centre	L		Marked parking places. Disabled parking clear. Good lighting.	Licences checked
c) Provision of bar for events at centre	L		Licence holder always present. Service provided by contractor	Income records checked so that Council receives 10% of all sales
d) Storage of third party equipment	L		At owners' risk. Lockable sheds provided.	

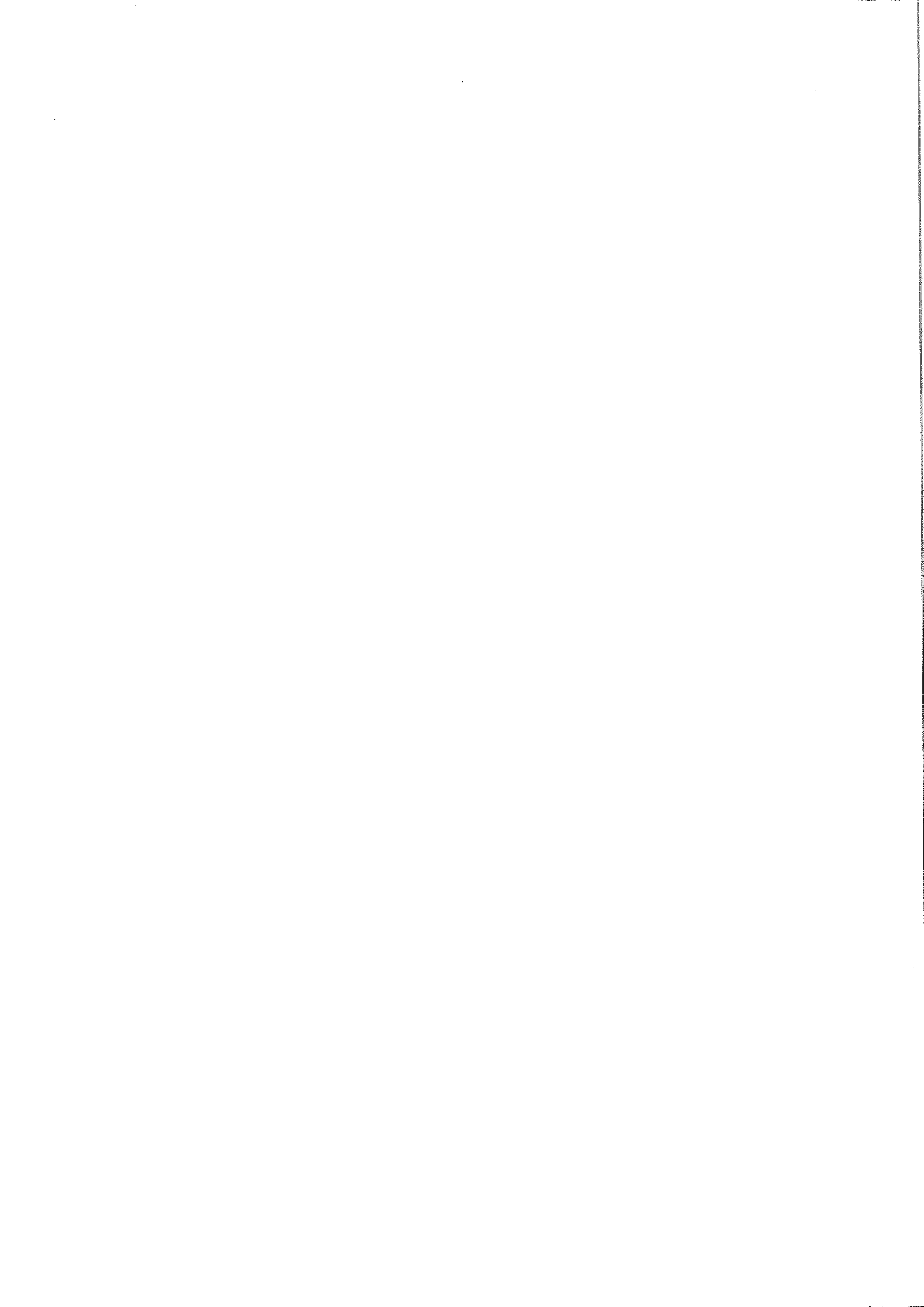
**HEDNESFORD TOWN COUNCIL  
RISK ASSESSMENT AND MANAGEMENT**

<u>Risk Identified</u>	<u>Level</u>	<u>Insurance</u>	<u>Internal control</u>	<u>Audit/Action</u>
3. e) CCTV cameras in town	L	District Council	Cameras managed and insured by District Council.	Annual report. CCTV monitoring reports to Town Council
f) Safety of IT volunteers		Public Liability & Personal Accident	Register kept of trainers & trainees Training room only entered by security tag Training for those aged over 18 only	Inspect register
g) 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				
a) Loss of rent	L	Cons. Loss Insured by DC	Check annual cover	
b) CCTV coverage	L			
5. Loss of cash				
a) Theft of cash	M	Money Ins	No petty cash to be kept. Hire charges kept securely before being banked	Review annually
b) Theft of cash in transit	M	ditto	Cash taken straight to bank.	Review amounts covered.
c) 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				
Unsafe working practices	L	Employer's Liability	Working practices reviewed with each member of staff COSHH statements reviewed annually	Annual Health & Safety assessments audit
6. Cont.				
Asset ownership	L	EL	As in 2 (above)	
House visits/aggressive behaviour	L	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	Standing orders and Fin Regs Reviewed 2014-15 Contracts reviewed Salary documentation prepared by payroll contractor
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			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
Respond to electors wishing to exercise their rights of inspection Safeguard documents			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	Keep one copy in separate place. Annual reminder to all members
IT Up to date Register of Members' Interests & Gifts & Hospitality				





# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

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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 Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

## 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 2017, 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 and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

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' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

## Section 1 – Annual governance statement 2016/17

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 2017, 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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	✓		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.	Yes	No	NA
			✓
			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 on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

\*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 2016/17 for

Enter name of smaller authority here:

HEDNESFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	157,834	159,080	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	61,067	72,878	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	55,634	69,423	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	99,021	124,149	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	159,080	133,220	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	159,080	133,220	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	700,712	700,712	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	190,766	182,144	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 2017 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:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

HEDNESFORD TOWN COUNCIL

### 1. 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 2017; 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.

### 2. 2016/17 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 other matters have come to our attention giving cause for concern that relevant legislative 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)

### 3. 2016/17 External auditor certificate

We certify/do not 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 2017.

\* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Annual Council Meeting 9 May 2017 agenda Item Page 28**

# Annual internal audit report 2016/17 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 2017.

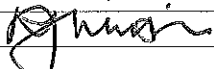
Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal 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.		No	No Petty Cash kept.
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 24.04.2017

\*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).

## Guidance notes on completing the 2016/17 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 unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. 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.
6. 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\*.
7. 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 a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. 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.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. 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 2017 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: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk)

**Key Contact Details**

<b>Authority name and reference</b>	<b>Hednesford Town Council</b>
-------------------------------------	--------------------------------

	<b>Clerk/Responsible Financial Officer (RFO)</b>
Name	Peter Harrison
Address	Pye Green Community Centre Bradbury Lane Hednesford Staffs WS12 4EP
Telephone Number	01543 424872
Email Address	peter.harrison@hednesford-tc.gov.uk

	<b>Chair</b>
Name	Cllr Alan Pearson
Address	416 Rugeley Road Hednesford Staffs WS12 0QP
Telephone Number	01543 877048
Email Address	alraypearson@icloud.com

	<b>Internal Auditor</b>
Name	Richard Newton
Address	162 Main Street Alrewas Staffs DE13 7ED
Telephone Number	01283 790281



## Schedule B

<b>Bank Reconciliation</b>		<b>Financial Year Ending 31 March 2017</b>
Authority name and reference	<b>HEDNESFORD TOWN COUNCIL</b>	
Prepared by:	Laurie Bowman (Assistant Clerk)	24-04-17
Approved by:	Alan Pearson (Chairman)	09-05-17
		£
Balance per Bank Statement at 31 March 2017		32,781
BIA Savings		525
12 months Investment		50,000
6 months Investment		50,250
Less un-presented cheques at 31 March 2017		
19-01-17	St John Ambulance 300040	200.00
19-01-17	Hednesford Valley High 300043	100.00
01-02-17	Cannock Chase AONB 300053	36.00
Add any unbanked Cash at 31 March 2017		-
Total – Net Bank balances as at 31 March 2017		133,220

Cash Book	£
Opening Balance	159,080
Receipts	185,144
Payments	211,004
Closing Balance per Cash Book @ 31 March 2017	133,220

**Identifying which variances require explanation**

Authority Name and reference	Hednesford Town Council				
Box on section 2 Accounting Statement	2016 £	2017 £	Variance Increase (+) or decrease (-) (2016 less 2015) £	% (Variance divided by 2016 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	61,067	72,878	+	19.34	Yes
Box 4 Staff costs	55,634	69,423	+	24.79	Yes
Box 5 Loan interest/capital repayments	17,432	17,432	/	0%	No
Box 6 All other payments	99,021	124,149	+	25.38	Yes

Box 9 Total fixed assets	700,712	700,712	/	0%	No
Box 10 – Total Borrowings	190,766	182,144	-	-4.52	No

**Explanations of significant variance**

<b>Authority Name and Reference</b>	<b>Hednesford Town Council</b>	
<b>BOX NO 3</b>		£
Figure in 2017 column		72,878
Figure in 2016 column		61,067
Total variance: 2017 figure less 2016 figure: (b-a) A positive figure is an increase (+), a negative figure is a decrease (-)		+11,811

<b>Reasons (as many as are applicable)</b>	<b>Amount</b>
	£
1) Vat Recovered hirer 2017	+2,208
2) Project Sponsorship towards Neighbourhood Plan from Groundworks in 2017	+6,950
3) Hall Lettings increased 2017	+3,504
4) Miscellaneous income lower	-851

<b>Authority Name and Reference</b>	<b>Hednesford Town Council</b>	
<b>BOX NO 4</b>		£
Figure in 2017 column		69,423
Figure in 2016 column		55,634
Total variance: 2017 figure less 2016 figure: (b-a) A positive figure is an increase (+), a negative figure is a decrease (-)		+13,789

<b>Reasons (as many as are applicable)</b>	<b>Amount</b>
	£
5) HMRC Automatic enrolment in the pension scheme	+13,789

**Explanations of significant variance**

<b>Authority Name and Reference</b>	<b>Hednesford Town Council</b>
<b>BOX NO 6</b>	£
Figure in 2017 column	124,149
Figure in 2016 column	99,021
Total variance: 2017 figure less 2016 figure: (b-a) A positive figure is an increase (+), a negative figure is a decrease (-)	+25,128

<b>Reasons (as many as are applicable)</b>	<b>Amount £</b>
1) Vat on payments were higher in 2017	+6,000
2) Electricity bill less, swapped from paying monthly to quarterly	-1,953
3) Computer equipment purchased in 2016 not 2017	-1,335
4) Equipment purchased in 2016 not in 2017	-389
5) Minor repairs were higher in 2016	-512
6) Alarm Company overcharged in 2016 but did credit the amount	-1495
7) Upgrade of CCTV at community centre in 2017	+2,678
8) PGCH Automatic doors purchased in 2016	-2,007
9) Town Centre CCTV Invoice received earlier in 2017 resulting in 2 invoices being received during 2016/17	+23,255
10) More grant applications were received in 2017	+2,843
11) Publicity, promotion and website support costs were higher in 2017	+1,265
12) No Election in 2017	-11,984
13) Town Centre Christmas Event cost less in 2017	-2,280
14) No Heritage expenses in 2017	-3520
15) Neighbourhood plan in 2017	+14,884
16) Chairman's Allowance, expenditure was higher	+359
17) Telephone/Broadband lower 2017	-173
18) Professional fees lower 2017	-150
19) Smaller variances + & -, postage, copier, travel, telephone, Insurance, rates, licenses, advertising etc	-358

Schedule D

**Reconciliation between boxes 7 and 8 of the Annual Return**

Authority name and reference		<b>HEDNESFORD TOWN COUNCIL</b>
		£
A	Figure in Box 8 of 2017 column of the Annual Return	133,220
B	Less Creditors at 31 March 2017	-
C	Plus Debtor at 31 March 2017	-
D	Total	133,220

	Figure in Box 7 of 2017 column of the Annual Return	133,220
--	-----------------------------------------------------	---------

**Creditors/receipts in advance list**

Name	Receipt	Date	Amount £
Total - agreed to B			--

**Debtor list/prepayments list**

Name	Receipt	Date	Amount £
Total - agreed to C			--

## Schedule E

## Analysis of earmarked reserves

Authority name and reference	Hednesford Town Council
------------------------------	-------------------------

Purpose and nature of reserve	Held as short-term or long-term investment <sup>2</sup> *	Amount £
IT Suite Computer Replacement Programme	Short-term	1,500.00
Council Computer Replacement Programme	Short-term	2,000.00
Election Costs	Short-term	9,000.00
Building Repairs & Renewals	Short-term	80,000.00
General reserve	Short-term	10,720.00
Community Support Fund	Short-term	30,000.00
CIL Income - Town Centre Maintenance	Short-term	0
(a) TOTAL		133,220.00

	£
(b) Precept/rates and levies	112,266.00
(c) Balance carried forward	133,220.00
(d) Amount of balances less total earmarked reserves (c-a)	0
Ratio of balances less earmarked reserves to Precept/rates and levies (d/b)	0
Reason if over 3 times or less than 0.1	

# Hednesford Town Council

## NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF ELECTORS' RIGHTS

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

The Account and Audit Regulations 2015 (SI 2015 No. 234)

The Local Audit and Accountability Act 2014

### NOTICE

1. **Date of announcement:- 11 APRIL 2017**
2. **Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for:**  
**Inspection: Any persons interested** may inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2017 these documents will be available on reasonable notice on application to:  
  
Peter Harrison Town Council Manager/Clerk  
Hednesford Town Council Office  
Bradbury Lane  
Hednesford  
Staffs  
WS12 4EP  
  
**Questions and objections** to the external auditor: Local Government **electors** and their representatives have rights to:
  - question the auditor about the accounting records; and
  - make objections to the accounts or any item in them. Written notice of an objection must first be given to the external auditor and a copy sent to the Council. Objections must concern a matter of which the external auditor could make a public interest report or apply for a declaration that an item of account is unlawful
3. **Any rights of inspection, objection and questioning of the auditor may only be exercised within a period of 30 working days commencing on 5 June and ending on 14 July 2017**
4. **Your audit is being carried out by:**  
  
Grant Thornton UK LLP (for the attention of Mark Heap)  
Royal Liver Building  
Liverpool  
L3 1PS  
Tel: 0151 224 7200

For more detailed guidance of electors' rights and the special powers of auditors, copies of the publication – Council Accounts – A Guide to Your Rights are available from the National Audit Office website <https://www.nao.org.uk/>

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**Hednesford Town Council**  
**Lloyds TSB Bank Reconciliation 31/03/17**

Bank Balance per Statement

LESS O/S cheques

Bank Balance per Statement	Lloyds Bank	£	559.02
	Unity Trust Bank	£	32,221.88

LESS O/S cheques

300040	St John Ambulance	£	200.00
300043	Hednesford Valley High	£	100.00
300053	Cannock Chase AONB	£	36.00

£ 336.00

Cash Book bank balance at 31.03.17

£ 32,444.90

Cash Book Balance

£ 32,444.90

1 Year Long Term Savings

£ 50,000.00

6 month Savings

£ 50,250.29

BIA Savings

£ 525.00

Total Cash Balances

£ 133,220.19

Reserves B/F

£ 159,080.17

Receipts

£ 185,143.77

£ 344,223.94

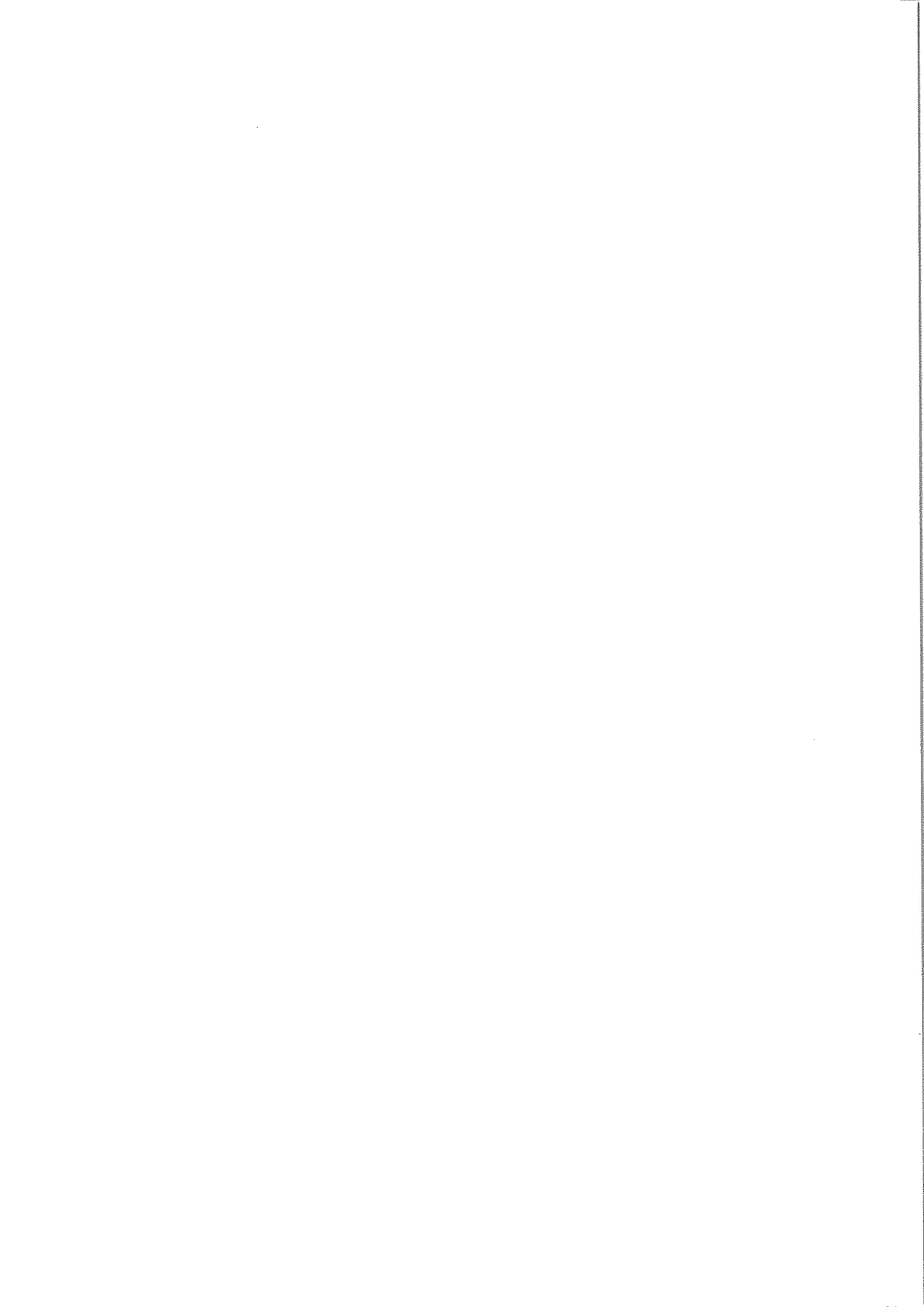
Less: Expenditure

£ 211,003.75

TOTAL

£ 133,220.19

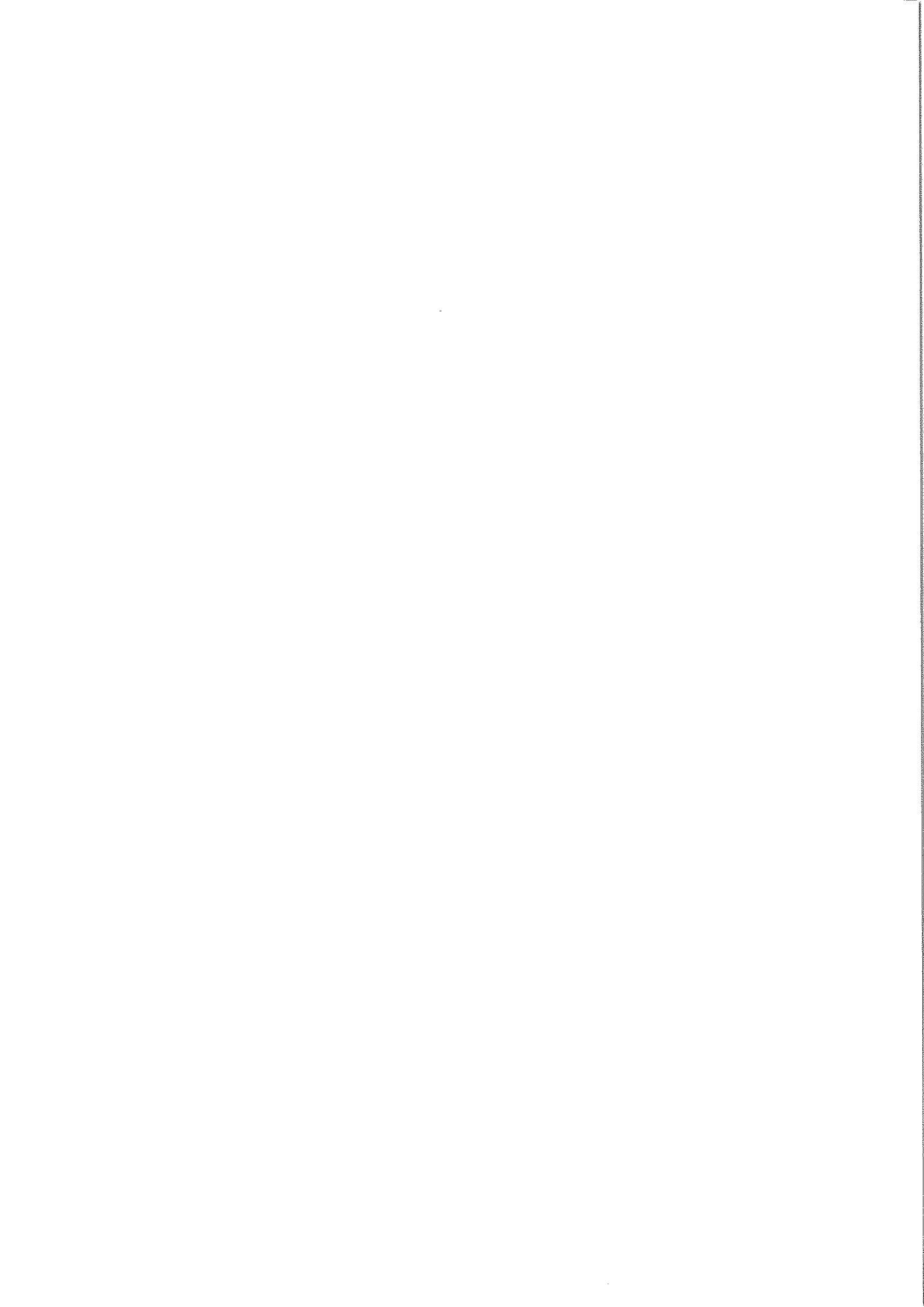




Hednesford Town Council - Cash Book 2016/17

31-03-17 Cheques sent out

Date	Payee	£	Details
15-03-17 D/D	BT	£ 98.69	Phone Bill
15-03-17 D/D	Purchase Power	£ 105.50	Postage
20-03-17 D/D	Biffa Waste	£ 108.30	Refuse Collection
21-03-17	B Jones	£ 207.82	Salary
	D Richards	£ 503.31	Salary
	L Bowman	£ 917.37	Salary
	P Harrison	£ 1,499.02	Salary
	M Bradbury	£ 494.38	Salary
	Staffordshire Pension Fund	£ 1,031.61	Pensions
	The Marketing Room	£ 400.00	Monthly PR Support
	300064 Inland Revenue	£ 2,666.19	PAYE/Tax
28-03-17	Lloyds Bank	£ 5.65	Bank Charges
31-03-17	Unity service charge	£ 34.05	Bank Charges
		<u>£ 8,071.89</u>	
Cash Book Balance		£ 32,444.90	
Lloyds, 1 Year Long Term Savings		£ 50,000.00	
Nationwide, 6 months Savings		£ 50,250.29	
BIA Savings		£ 525.00	
Total Cash Balances		<u>£ 133,220.19</u>	
Reserves B/F		£ 159,080.17	
Receipts		<u>£ 185,143.77</u>	
		£ 344,223.94	
Less: Expenditure		<u>£ 211,003.75</u>	
TOTAL		<u>£ 133,220.19</u>	



Hednesford Town Council - Cash Book 16-17  
31-03-17  
Income

Date	check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Room	PGCC Funct Room Letting	PGCC Bar Misc	Grants	Loan	Savings Transfer	Community Investment Levy
01-03-17		R M Ridgeway		£ 470.00						£ 144.00					Regular Hire - Saturday Slimming World
		Mr S Taylor								£ 180.00					Regular Hire - Chasin Tails
		Wayne Thomas								£ 16.00					Private Party extra 1hr - 22-04-17
		Ronald Berts								£ 130.00					Private Party - 06-01-18
01-03-17		EHNMAA		£ 229.80						£ 229.80					Regular Hire - Karate
10-03-17		Dawn Allport		£ 509.60						£ 130.00					Private Party - 29-04-17
		Mary Antigliardo								£ 162.00					Private Party - 06-05-17
		J Ross								£ 217.60					Regular Hire - Stars
14-03-17		Mr & Mrs Keay		£ 1,961.30						£ 307.20					Regular Hire - Standust
		D L Derry								£ 134.40					Regular Hire - Tuesday Dance
		Mr R Gregory								£ 128.00					Regular Hire - Pye Green Dance
		Mrs K A Hill								£ 48.00					Children's Party 17-06-17
		Mrs Davis						£ 83.60							Meeting Room Hire
		Mrs Ward							£ 300.00						Regular Hire - Slimming World
21-03-17		Cruse Bereavement		£ 284.00						£ 960.10					Meeting Room Hire
		GA & RE Howell								£ 260.00					Private Party - 14-10-17
23-03-17		Four Court Three Brothers		£ 96.00						£ 34.00					Meeting Room Hire Forsters
27-03-17		PSLA Staffordshire Sub C		£ 28.00						£ 96.00					Regular Hire - Pre School learning Alliance
27-03-17		Diddi Dance		£ 215.60						£ 28.00					Regular Hire - diddidaance
27-03-17		Midlands Psychology		£ 72.80						£ 215.60					Meeting Room Hire
29-03-17		Dudley Council		£ 26.40						£ 72.80					Meeting Room Hire
30-03-17		Camnock Chase U3A		£ 408.00						£ 26.40					Meeting Room Hire
		Amarda Shaw								£ 48.00					Meeting Room Hire
		Chasin Tails								£ 180.00					Children's Party
		R M Ridgeway								£ 180.00					Regular Hire - Dog Training
		EHNMAA								£ 199.20					Regular Hire - Saturday Slimming World
		12 Month Savings Interest						£ 525.00							Regular Hire - Karate
		Month Total		£ 5,025.70				£ 525.00	£ 1,358.50	£ 3,142.20					
		Year Total		£185,143.77	£ -	£130,000.00	£12,081.89	£829.36	£6,411.53	£27,726.00	£531.52	£233.07	£6,950.00	£ -	£380.40

