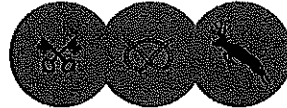


Hednesford Town Council



Gateway to the Chase

25 July 2017

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 1 August 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. Chairman's Announcements
4. Minutes – to approve the minutes of the Meeting held on 20 June 2017 (enclosed pages 7 to 10 of 2017-18)
5. Casual Vacancy – Resignation of Mrs Linda Whitehouse

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

6. 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 to 2**)

b) Neighbourhood Plan Update

c) Heart of Hednesford

To receive notes of meetings held on 14 June and 12 July 2017 (enclosed **agenda pages 3 to 12**) and arising therefrom to confirm the action of the Town Council Manager/Clerk in consultation with the Chairman in agreeing for the Town Council to sponsor a project to landscape the bank at the Co-op car park in order that the necessary plans can be obtained as required by Groundwork

d) World War 1 Project Group

To note the minutes of the meeting held on 16 June 2017 (**enclosed agenda pages 13 to 18**)

e) Staffordshire Subsidised Bus Review Consultation

To consider correspondence from Staffordshire County Councillor Cabinet Member for Commercial (enclosed **agenda pages 19 to 20**)

f) Town Centre Flags

To report that endeavours have been made to contact the Chair of the Traders regarding this matter and no reply has been received

g) Governance of Fire and Rescue Services Consultation

To consider proposals from the Police and Crime Commissioner (enclosed **agenda pages 21 to 22**) The closing date for responses is 4 September 2017

The full Business Case is 147 pages in length and for economy is not printed here but can be seen online at:

https://melresearch.co.uk/media/upload/files/Staffs_Businesscase.pdf

h) CCTV

To receive CCTV monitoring reports up to May 2017 (enclosed **agenda pages 23 to 24**)

i) Annual Audit of Accounts

To consider the Auditors report (enclosed **agenda pages 25 to 32**)

j) Finance

To confirm payments made and note income received up to 31 July 2017
(enclosed **agenda pages 33 to 35**)

7. Members Items

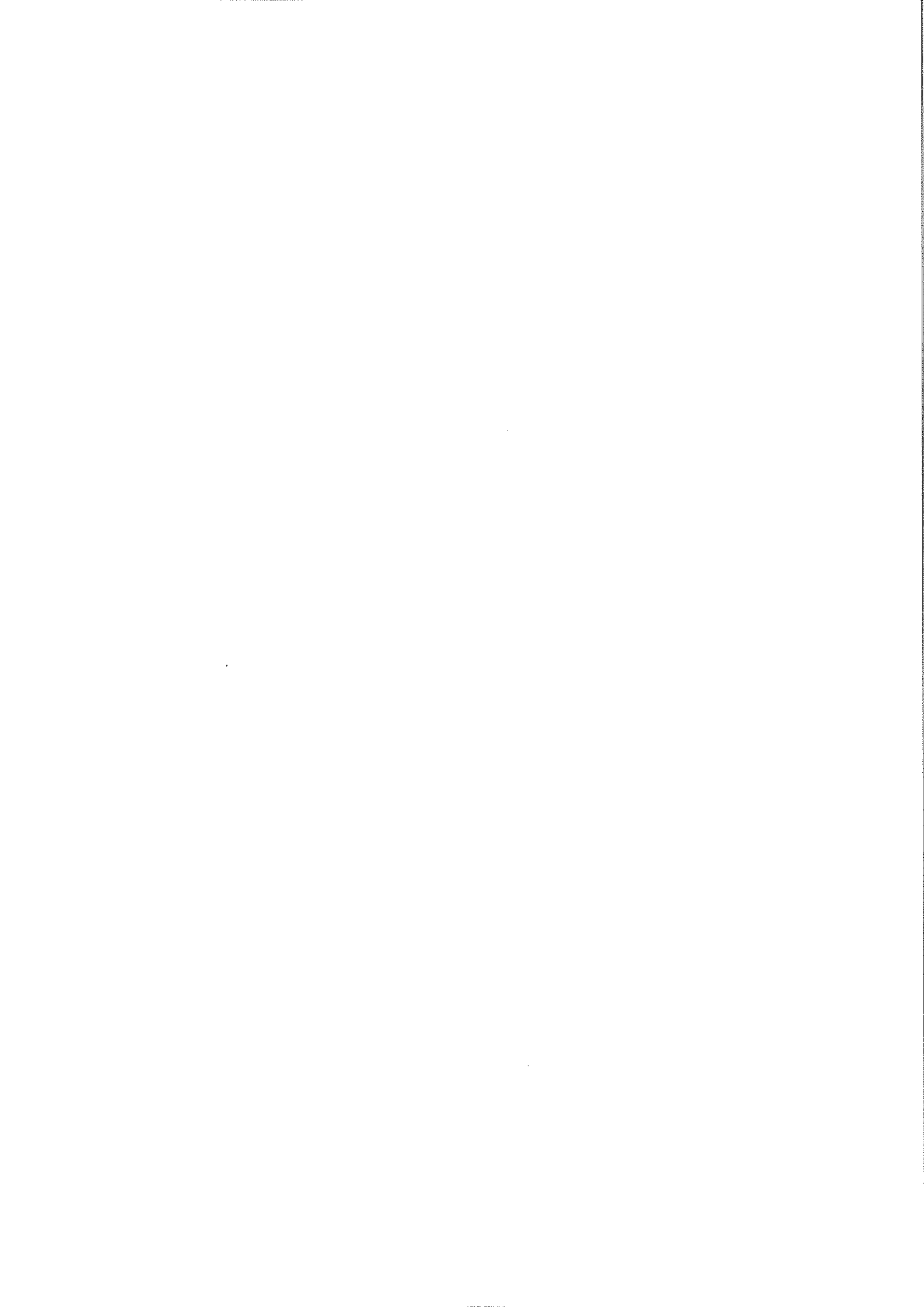
Land at Station Road Bridge and Junction with Rugeley Road (Cllr A Pearson)

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

10. Confidential Report of the Town Council Manager/Clerk

To consider the information relating to the payroll arrangements (enclosed **confidential agenda page 36 (Lilac)**)



HEDNESFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

HELD AT 7:30 pm ON TUESDAY 20 JUNE 2017

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

PRESENT: Cllrs. A Pearson (Chairman), B Gamble (Vice-Chairman),
Mrs S Cartwright, D J Davis and Mrs D Grice

(Apologies for absence were received from Cllrs G Adamson, D J Davis,
B Hardman, Mrs S Hardman, C Mitchell and Mrs L Whitehouse)

IN ATTENDANCE: Mr P Harrison (Town Council Manager/Clerk) County Cllrs G
Burnett and P Hewitt, Mr D Wisehall (Heart of Hednesford), L Aitchison (PR Adviser) and
a PCSO from Staffordshire Police

In a change to the usual arrangements the Chairman advised that he would be dealing
with his announcements before allowing public discussions and questions and he would
then formally open the Council Meeting

CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that, since the last Town Council Meeting there had been several
tragic events

He had represented the Town Council at Carol Fitte's funeral held at Trinity Church on
Friday 9 June. Carol had played an important role in so many community initiatives,
particularly as chair of Hednesford in Partnership. But, in addition, through her PR and
marketing company the Town Council had a special connection with her especially in
relation to the promotion of the draft Neighbourhood Plan, the development of the
website and other public relations

There had also been appalling acts of terrorism in Manchester on 22 May and London
Bridge on 3 June and a terrible loss of life and injuries to innocent people. And only just
under 2 weeks ago there had been devastating deaths and injuries as a result of a fire at
a tower block of flats in Kensington. Again this week a further incident involved a death
outside a mosque in Finsbury Park

As a mark of respect all those present stood and observed a moments silence in
memory of Carol and all those affected by acts of terrorism and loss of life

Arising from this members of the Town Council agreed to place on record its
appreciation to all the emergency services personnel that had been involved

Councillor Chris Mitchell

The Chairman advised that Cllr Mitchell had been taken ill but was now recovering

Heart of Hednesford

The Chairman congratulated all the volunteers who had participated in the clearing up
operation around the station and he echoed the plea for everyone to be vigilant and put a
stop to littering

Armed Forces Day

The Vice-Chairman had attended The Armed Forces Day flag raising ceremony held at the Civic Centre in Cannock on 19 June

The Chairman reminded members that Armed Forces Day was taking place across the nation on Saturday 24 June and was an opportunity for everyone to show their support and appreciation for the contributions made by those who serve, or had served in Her Majesty's Armed Forces

A free community fun day would be held in Cannock Park on that day

Kingsmead Technology College

Ian Bryant Headteacher at Kingsmead was leaving to pursue a career elsewhere and the Chairman had written to him to express appreciation for everything he had done for the College and wished him all the best for the future

His place was being taken by Maria Mincher and the Chairman had written to her to congratulate her on her appointment

At this point there was a period of public discussion and questions and the following matters were raised:

Heart of Hednesford

The group had held its AGM and a campaign was being launched to attract new members/volunteers. Concern was expressed that traders had received notices that the District Council was going to introduce a policy of licensing of pavement café and commercial obstructions in town centres despite opposition to the proposal. It was noted that the District Council had still to make a final decision on the matter. Planters were being installed on the station and enquiries were ongoing regarding the possibility of landscaping the slope at the Co-op car park

Police Report

Information was received on a number of crimes in the area and the arrest of suspect s. It was reported that there had been an increase in anti-social behaviour on Hednesford Hills. Reference was made to a spate of car break ins on industrial estates and the problem of apprehending people using mini bikes

1 MINUTES

The minutes of the meeting held on 9 May 2017 were approved as a correct record

2 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

- b) Neighbourhood Plan
That it be noted that this was still being reviewed by the Local Planning Authority in anticipation of the completion of a Strategic Environmental Assessment
- c) Heart of Hednesford
That the notes of meetings held on 19 April and 17 May be received
- d) CAB Pye Green Outreach
That the Annual Report for 2016-17 be noted and the Council agree to fund the service for a further 12 months in the sum of £5000
- e) 5's Car Parking
That information from Cannock Chase Council regarding possible measures to alleviate car parking problems be noted and the Town Council Manager/Clerk continue to liaise with Cannock Chase Council to ascertain if Town Council can assist in any way
- f) Tree Charter
That the Town Council register as a Charter Branch whilst recognising that trees require good management
- g) Town Centre Flags
That further information be awaited from the Hednesford Traders
- h) CCTV Monitoring
That the monitoring reports up to May 2017 be received

3 **MEMBERS ITEMS**

Cllr D J Davis (Heritage Spokesman) indicated that he would be arranging a presentation on the canals of Hednesford in September

The meeting ended at 8:30 pm

Signed:

Dated:

Annex 1

Council Meeting 20 June 2017 – List of Planning Applications

17/180	Extension – 523 Rawnsley Road	No Objection
17/177	Extensions – 19 Coppermill Close	No Objections
17/172	Amendment to alter internal layout to permission 16/409 – 59 Ebenezer St	The Town Council expressed concern at the lack of communal facilities in relation to application CH/16/409 and believes that the proposal not to increase the size of the kitchen exacerbates this situation
17/167	Extensions – 103 Belt Road	No Objection
17/163	Erection of boundary fence – Brindleys Business Park, Chaseside Drive	The Town Council believe that the fencing may well improve the appearance of what is a particularly unattractive site
17/160	Variation of conditions 16 & 17 of planning permission CH/06/0350 to allow deliveries for food and fuel between 7:00 – 19:00 Monday to Saturday and 10:16:00 on Sundays and Bank Holidays	The location of this site is at the multi junction Hill Top traffic island which is regularly congested with traffic. In the vicinity is Kingsmead Technology College and St Joseph's School and during term time this exacerbates traffic problems and results in large numbers of pedestrians. For these reasons the Town Council would strongly oppose the variation of conditions for Monday to Saturday and would also have concerns regarding the variation for Sundays and Bank Holidays

Council Meeting 1 August 2017 – List of Planning Applications

17/259	Rear extensions and detached triple garage – 13 Wood Lane	No Objection
17/253	Change of use from office to dwelling – 107 High Mount Street	No Objection
17/248	New boundary wall – 126 Bond Way	No Objection
17/244	Prior notification erection of conservatory to replace existing – 2 Fisher Street	No Objection
17/236	Residential Development comprising 125 No. dwellings including 25 No. affordable dwelling, open space and associated roads and parking – Land at Hednesford Town Football Club, Keys Park Road, Hednesford	<p>Although the provision of some affordable dwellings is welcomed the Town Council would point out that, if approved, Policy H1 in the draft Neighbourhood Plan for Hednesford provides that, subject to viability issues, a housing development of more than 25 units would need to include a minimum of 10% bungalows designed to mobility standards suitable for occupants who may need to use wheelchairs or other mobility aids</p> <p>In terms of open spaces and the proposed play area the Town Council would wish to see in place agreements to ensure the future management and maintenance. With regard to the equipment to be installed in the play area the Town Council would be concerned to ensure that this was not easily susceptible to vandalism For example litter bins that can be used to set fires such as the example with the plans</p> <p>In terms of roads it is noted that the Hednesford Town FC will be accessed via the estate road. On match days and when the FC hosts corporate events and private functions there will be concerns for highway safety due to the large numbers of vehicles that will be entering and or leaving simultaneously. This</p>

		<p>could also potentially be a nuisance for those dwellings facing on to the road</p> <p>The site plans indicate several cul-de-sacs constructed from brick paviers which can be easily damaged by HGV's. Agreements need to be made to ensure future repair and maintenance of all the roads on the estate</p> <p>The Town Council is increasingly concerned about the impact of new developments on the provision of local public services – especially education and health and trust that suitable developer contributions will be secured to cater for additional demands that will be placed on these services</p>
17/228	Residential Development – 1 dwelling etc – Land rear 359 Littleworth Road	Query vehicular access
17/226	Canopy etc – 383 Cannock Road	No Objection
17/201	Extension – 1 Stagborough Way	No Objection
17/187	Extension – St Joseph's School, Hill Top	No Objection

Meeting & AGM at Bella's Coffee House

Wednesday 14th June 2017



Present:

David Wiseshall (Chair)
Phil Bradley
Keith Fitch
Marion Owen
Tom Preston
Mark Walker
Wendy Yates
Maxine Akins

Susan Schofield
Mary Wynne
June Sheasby
Susan Humphries
Paul Woodhead
Sarah Walker
Hazel Bullock

Dot Farish
Margaret Fitch
Chris Richards
Sharon Jagger
Graham Burnett
Rose Smith
Charlie Bullock

Apologises:

Steve Wilson

George Adamson

Pam Richards

Carol Fittes

David paid tribute to our former secretary Carol Fittes who sadly passed away on Sunday May 21st aged just 45. He thanked everyone who had attended her funeral on behalf of HoH to support Andy and the family. David also gave brief details of how he had first met Carol in 2014 when he was trying to form a group which became HoH and the help and support she gave particularly using her organisational skills to point David in the right direction. She also introduced him to an old school friend of hers, Lesley Yates, and the team became chair, secretary and treasurer.

Carol & Lesley quickly realised that a wider view of things was needed and so, Hednesford in Partnership was born. David went on to explain there wasn't a moment after that when Carol didn't offer sound advice and encouragement. He added that with Carol's help and advice we have all achieved so much in such a very short time. The best way to remember her is to carry on and double our efforts to make Hednesford a better place.

There followed a minutes silence in honour of Carol.

David explained Paul Woodhead is exploring the possibility of negotiating with the owner of an overgrown garden off Market Street with a view to gaining possession of it for the community. If this is possible HoH would fully support fundraising for the creation of The Carol Fittes Memorial Garden. A tranquil place in the centre of town for the benefit of the community.

Approval of minutes from meeting held 17th May 2017

The minutes were approved without any amendments.

Station adoption and litter picks

London Midland have at last fitted the hayrack style planters on the station. They have given up waiting for Network Rail to repair the fence before fitting and will worry about the fence when NR decide to do the work. However NR have cleared the tracks and area alongside the bridge of rubbish.

Another litter pick at the station and surrounding area took place on Sunday 11th June plus some bushes were trimmed back to ensure access remains behind platform 1 (Walsall bound).

Action required:

- a) Obtain compost and plants for the planters and arrange planting session
- b) Clear branches from behind platform 2 (Rugeley bound) to allow easier access
- c) Contact Faye (LM) about visit to Coseley station.

- d) Contact Staffordshire CC re condition of footpath over bridge.

The Miners memorial

David commended Pam & Hazel for the good work they are doing keeping the memorial and surrounding area clean and tidy. Hazel would like the council to tidy and maintain grass area and flower bed around the town centre clock with the remaining beds, at present bare, being put up for sponsorship by local businesses or possibly anybody with connections to the Miners Memorial. Two gardeners employed by the council worked very hard sorting the town centre displays before the recent dedication service.

Action required:

- a) Establish type of weed-killer used by the Council. Contact Lynne Evans?
- b) PW to check with council about allowing existing flower beds to be sponsored.
- c) If sponsorship is acceptable we will contact CHAPS about their offer to email all their contacts to find out if anybody is interested in sponsoring a plant.
- d) Keep in touch with Fuchsia World regarding their generous offer to supply half a dozen or more hardy fuchsia plants for sponsorship purposes.
- e) Contact taxi office about taxi drivers and possibly their passengers dropping cigarette butts on the path and grass near the taxi lay-by.
- f) Sign required while work being carried out to say we are volunteers.

Best Kept Village competition (BKV)

Monthly newsletter has been started by Paul Woodhead and will be sent to each community group in the area for distribution to their members. Items for inclusion should be forwarded to Paul on a regular basis to ensure a continuing flow of information. Feedback, good or bad, is welcome. David expressed his concern about how long the grass had been allowed to grow in the town centre before being cut and now a number of the flower beds remain empty. This needs to be addressed for next year.

Understand judges may have already made the first of their 2 visits although we don't expect to reach the finals this year. It is more of a learning curve however the judges comments will be very interesting when received.

Graham Burnett mentioned a lot of work has been done in Hednesford Park recently as they have been competing for the Green Flag Award. Hazel mention the council had used at least 600 plants around the town centre clock.

Anglesey Street car park bank

David and Hazel will be meeting with Lynne Morgan Landscape Architect from Groundworks on 21st June to assess the area and draw up planting/design plans and costings. Advised this work will now cost £500.

Local Plan and Green space application

No further progress reported due to local and national elections however GB advised the council should be looking at this matter again at their next meeting in July.

Hednesford Traders

Nothing to report this month as their recent meeting had to be cancelled.

Update on future events planned for Hednesford

PW confirmed not much to report this month although everything seems to be falling into place for the Summer Festival being held on Saturday 12th August between 12 & 6pm. The market will be in Market Street from 9am to 4 pm. Banners promoting the event will start appearing in July. Paul will be looking for help with marshalling on the day due to Summer holidays and the amount going on both in the town and the Park.

David asked for donations of items for the HoH stand, bottles of alcohol in particular always popular with people.

The artwork on the bridge project is ongoing with the artist now selected to do the work.

Social Media, promotion and recruitment.

David passed round a leaflet promoting HoH and explaining the work in progress and future aims. 2,000 copies have been ordered in A5 size. Susan Schofield has also produced a leaflet which is double sided and folds into standard narrow leaflet size. A quantity of these are also being produced for distribution locally.

Costings are being done to see if the poster site on the corner of Victoria Street could be used to promote the town. Other sites are also being considered.

SS has been speaking with people at various places around the area including the Museum, Hednesford Library, Bella's and the Co-op about displaying posters she has designed promoting HoH and Hednesford.

AGM

David Wiseshall and Phil Bradley gave respectively the year's reports from the Chair and Treasurer. Please find copies attached.

There followed a vote by show of hands for the elected posts within HoH. Robin Kingston had unfortunately previously advised he would not be standing for re-election as Vice Chair.

The following were elected by a show of hands:

Chair:	David Wiseshall
Vice chair:	Sharon Jagger
Treasurer:	Phil Bradley
Secretary:	Keith Fitch

DW thanked everyone for their continuing support for the committee.

Any other business:

The meeting was advised Stef Cunningham had sold the Fruit and Veg shop she had been running successfully for some years although she would be around for a few weeks to help and advise the new owners.

Tom Preston advised the next meeting and AGM of Community Spirit would be taking place on 6th July at the Baptist Church on Pye Green Road, opposite the Stadium, starting at 2pm. Anybody interested welcome to attend.

Litter picks:

HoH: Wednesday 21st June 7pm. Meet at the Co-op car Park. Will be covering Station, Market Street and Church Hill.

Friends of Anglesey Park: Sunday 25th June 10am. Anglesey Park litter pick and tidy up. Meet at Stafford Lane entrance.

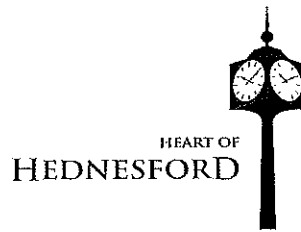
Next HoH Meeting:

Date: Wednesday 12th July 2017

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

Start time: 6pm

Keith Fitch
25th June 2017.



Heart of Hednesford AGM Wednesday June 14th, 2017

Chairman's Report.

The group has made amazing progress since amalgamation on August 31st 2017.

After a desperately disappointing HoHRP AGM that was very poorly attended, we contacted Friends of Hednesford Town to see if we had any common ground on which we could work together. After attending several FOHT meetings and finding that they had great intentions but little leadership, it was proposed that HOHRP and FOHT amalgamate to further our joint aims. Joining was unanimously agreed in principle at the last FOHT meeting on August 10th and at an EGM of HOHRP on August 31st, it was formerly agreed that the two groups join forces and be called simply Heart of Hednesford. A new committee was elected with me remaining as chairman.

Hard on the heels of this meeting, we formalised our plans with London Midland and Network Rail to adopt Hednesford Station and work commenced to fulfil the requirements for adoption and safe working. We had great help from both companies, especially from Faye Lambert who was appointed London Midland Community Engagement Officer and this came to fruition on January 13th 2017 at a ceremony on Hednesford Station with our newly appointed patron Amanda Milling MP in attendance along with an excellent turnout of adopters and dignitaries, including many from the town council. We were delighted to receive a cheque for £500 from Hednesford Lions and also great support from the town council with a cheque for £300 for which we are extremely grateful. A lot of preparation has gone on during the winter months including 2 litter picks to clear behind the platforms and I can report that we have purchased 10 hayrack planters which are due to be installed on the platform fences after the ongoing repainting of the station, new signage and fencing repairs are carried out. We regularly attend Cannock Chase Rail Promotion Group meetings and have been invited to attend the Chase Line Stakeholders Meeting where we hope to put forward our case for improvements to the infrastructure of the station, i.e. a new station building. We are now members of ACoRP, the Association of Community Rail Partnerships which will give us access to a great deal of help with the adoption. To date, we have 19 station adopters.

We are also in talks with CCDC and Groundforce to develop the landscape of the bank in Anglesey Street car park and have initiated plans for a dementia friendly sensory trail from the station to the signal box in Hednesford Park.

We have also been heavily involved with Hednesford's Neighbourhood Plan, sitting on the steering committee and have been consulted about the proposed alterations to Anglesey Street car park and we have also put forward a proposal to include Pye Green Valley (The Skelly) as a local green space to be included in the Cannock Chase Council Local Plan to increase the protection of the valley from any further development. We feel we have an excellent chance of success. Plans are ongoing to garner further support from all sections

of the community but were hampered by the impending county council elections in May and the general election.

HOH was also instrumental in the formation of Hednesford in Partnership, two of our most capable members, Carol Fittes and Lesley Yates stepped back from our group to help form HiP and now it is rapidly growing as a unifying group for all the organisations in town and has already achieved spectacular successes with fundraising for the Bridging Communities Art project for the station bridge and locations in town, and funding for the Summer Festival. Again, the seeds sown by HOH.

HOH were also instrumental in proposing to bring markets back to Hednesford and also to enter the town in the Best Kept Village competition, both of which have been taken on board by Hednesford in Partnership and we are supporting and assisting with both projects.

We had a stall at the Christmas event and our tombola completely sold out raising an excellent amount of funds for the group. We have carried out regular litter picks in the town and took part in a litter pick in Anglesey Park which helped to establish the Anglesey Park Friends Group. HOH members also worked with the Girls Air Venture Corp to prepare the Miners' Memorial ready for the dedication of the final phase on Saturday April 22nd and are carrying out regular clean ups to keep the memorial pristine. Again we are very grateful to Hednesford Town Council for their support.

HOH is now a thriving community group that has rapidly gone from strength to strength over the last year. We have tremendous support from all our members and will continue to work tirelessly for the benefit of our community and look forward to another year of co-operation with all the other groups in town.

I would like to thank everyone in Heart of Hednesford for your continuing support, confidence in me, our officers and enthusiasm for the tasks in hand. It is very much appreciated and it is an honour working on your behalf.

Thank you.

David Wisehall
Chairman
Heart of Hednesford.



Treasurer's Report. 2016-17

- Opening balance for the account on 31/08/16 was £1642.01
- Major expenditure was
 - £62.85 A Boards
 - £126.00 Station Adoption Banners
 - £99.80 Litter Picking Hoops
 - £97.40 Hayracks (Reimbursed by London Midland.)
 - £43.14 Cleaning materials for Miners' Memorial.
(Reimbursed by Hednesford Town Council)
 - £30.00 Acorp subscription.
- Income was
 - £215.00 Raised from the Christmas tombola
 - £500.00 Donation from Hednesford Lions
 - £300.00 Donation from Hednesford Town Council.
 - £97.40 London Midland for hay-racks
 - £43.14 Hednesford Town Council Miners' expenses.
 - £50.00 Donation from CHAPS for Miners' memorial work.
- Income £1205.54, Expenditure £485.86. Interest accrued £0.00p, Petty Cash £28.85.
- Current account balance is £2361.69.

Phil Bradley
Treasurer
Heart of Hednesford.

Meeting at Bella's Coffee House

Wednesday 12th July 2017



Present:

David Wiseshall (Chair)
Steve Wilson
Maxine Akins
Keith Fitch
Shaun Middleton
Sharon Jagger
Sarah Walker

Valerie Bullman
Mary Wynne
Dot Farish
Hazel Bullock
Sue Humphries
George Adamson
Paul Woodhead

Susan Schofield
Margaret Fitch
June Sheasby
Charlie Bullock
Sue Fisher-Meddings
Mark Walker

Apologies:

Chris Richards
Pam Richards
David Hood

Phil Bradley
Phil Hewitt

Kerry Goodyear
Rose Smith

Graham Burnett

David opened the meeting with the sad news that Graham Burnett had unfortunately passed away whilst on a walking holiday in the Pyrenees and that a few days later Graham's Father, John, had also passed away. On behalf of HoH, David has written a letter of condolence to Graham's wife, Deborah, expressing our sadness and dismay at losing a very influential supporter and member of our group. George Adamson advised Graham had been Chair of Friends of Hednesford Park and they were considering a number of options within the park for remembering Graham.

There followed a minutes silence in respect of both Graham and his father.

Approval of minutes from meeting and AGM held 14th June 2017

The minutes were approved.

Station adoption and litter picks.

The station adopters planted up the hay racks on both platforms at Hednesford station adding colour to the platforms. Unfortunately after a week somebody managed to wrench one of the planters of the fence damaging it beyond repair. Fortunately David had a spare planter and this has now been replanted with the plants transferred from the damaged one with a few additions.

David read an entry from Hansard where Amanda Milling MP noted HoH's efforts in improving the condition of Hednesford station. This was commended by Andrea Leadsom, Leader of the House.

David has been discussing with LM the possibility of using Community Payback to clear behind platform 2 (Rugeley bound) but there is confusion about whether LM or Network Rail are responsible for the area of the station involved.

Both Keith and David had attended the Chase Line Stakeholder Meeting the previous Friday and put forward the case for better community infrastructure at the station for which a building is essential. David advised he had made a couple of really good contacts but unfortunately things will move desperately slowly. Network Rail will be arranging visits to

schools to inform of the electrification project and associated dangers and David has requested that HoH tag along to advise the students about our work and emphasise the problems of ASB and littering.

Maxine asked if storage facilities for work tools could be based on that used in the park. David asked if Maxine could check with the park as to how the sheds they used were supplied. There is a lack of a water supply at the station and George suggested he contacted the Co-op to see if they could help.

Dot mentioned a recent litter pick which included Church Hill when 15 sacks of litter were collected.

Miner's memorial.

David acknowledged the excellent work Hazel and Pam are doing at the memorial. Several compliments have been received about how good it is looking. The Council will continue to plant up the flower beds each year although this year's geraniums did not seem to be of the usual standard. There continues to be an issue with cigarette butts and a leaflet has been produced for approval. The Council gardeners have been seen watering the flower beds using a water bowser.

Mark & Sarah asked if any consideration had been given to replacing the flower bed around the clock with a bandstand. David will pass this suggestion on to the Traders Committee.

Work sharing.

David mentioned that although there are a number of the group that get involved in our activities we still need everyone to contribute to the workload rather than just leaving it all to others. Whilst it's nice to come to Bella's for a free cuppa we now need a bit more from everyone to ensure our objectives are achieved. It doesn't have to be strenuous, it can be something such as delivering our leaflets around the town, helping to raise funds or in fact actually coming up with ideas how to do so.

One example is The Classic Badge Company in Wheaton Aston who can produce enamel badges for us to offer for sale to friends, relatives and visitors to the Miner's Memorial. This would help pay the upkeep of the grounds. Helping to produce craft items for sale, etc. Street collecting. David already has the application form for a licence. It all helps and everyone can then say they do their bit.

Fundraising.

David explained the group requires someone to take on the role of exploring and applying for the many sources of funding pots that are available. The person would work in conjunction with the committee and would be expected to liaise with businesses and councils/councillors to see what funding is available from them. Also put together and submit bids for funds.

Maxine agreed she would contact a number of companies regarding the availability of funding for community projects and report back to the next meeting.

The Hednesford Lottery was also mentioned and it was agreed this should be explored, however the last time this was tried it eventually petered out. David will enquire to Cannock Chase Council on the implications and requirements for running a lottery. Hazel and Pam are considering doing parties to sell jewellery and scarves etc. to help raise funds. They are also considering taking cuttings to sell on.

Best Kept Village competition (BKV)

During a walk around the town centre last week David felt as though he was in a giant ashtray. He took a number of photographs which he will put on Facebook to highlight the issue to the community and will take it up with the town council at the next meeting. David

believes a lot of it is associated with some of the larger retailers and transport companies in the town and thinks we can make very strong representations to them to clean it up and prevent it happening in the first place.

Anglesey St car park bank.

Hazel and David met with Lynne Morgan, the landscape architect from Groundworks regarding the landscaping of the bank. Cannock Chase Council were unable to supply detailed plans of the area due to HoH not complying with the requirements of the Ordnance Survey Public Sector Mapping Agreement as we are not part of the council's core business. Subject to approval from senior council members, Hednesford Town Council have provisionally agreed to sponsor the work on the bank and directly engage Groundworks to produce the required plans which HoH will pay for.

Local Plan and Green Space application.

The AONB funding request has been rejected as not being directly beneficial to the AONB. Graham Burnett had been dealing with a number of issues regarding this project, but David plans to discuss the application with Phil Hewitt, Staffs County Councillor, as the support of SCC will be required. Graham had also made contact with a local residents group who were happy to get involved and support the application. David needs to find out who the contact is for this group.

In addition to the Green Space application Graham had been following up reports of problems with the footpath on Stafford Lane and it is hoped Phil Hewitt will now be able to investigate.

Report from Hednesford Traders Association.

Unfortunately nobody from HTA were available to attend the meeting.

Summer Festival – Saturday 12th August 2017.

Artisan Market in the town: 9 am – 4 pm

Summer Festival in the park: 12 pm – 6 pm.

As only a limited number of prizes have been collected for the HoH tombola it was decided to carry it over to Christmas but instead run a Chicken in a Basket competition as previously suggested by Hazel. In addition, Susan has very kindly donated a number of teddies to be offered as prizes as a separate 'Teddy Tombola' and a number of people including Mary, Dot, Margaret and Keith will liaise with Susan to organise.

Social Media, Promotion and recruitment

The distribution of HoH leaflets has been arranged but further outlets may be required. Details of the changes to the parking restrictions on the Anglesey Street Car park had been put on Facebook and generated over 16,000 views although some of the comments then put on were beyond belief. A post regarding the hay rack planting sadly attracted some very inappropriate personal attacks on Amanda Milling to which David responded advising that our Facebook page is not the domain for political discussion or personal abuse.

HiP update.

An artist has been engaged to produce the artwork for applying to the railway bridge. Designs should be available for the general public to view at the Summer Festival. They are very contemporary and should generate much discussion within the community.

Any other business.

David attended a planning meeting with HTC Neighbourhood Plan Steering Group to

discuss the Strategic Environmental Assessment for the Hednesford Neighbourhood Plan. Susan has agreed to do a photo survey of the road signs around Hednesford that either need replacing, cleaning are obscured or are out of date.

Cannock Chase Council has published its consultation on the introduction of a Public Spaces Protection Order (PSPO) in relation to the control of dogs and is seeking the views of interested parties. The proposal is to renew the existing Dog Control Orders in respect of dog fouling and dogs off leads. In addition new dog control measures are being proposed. These include the requirement to dispose of dog waste properly and prohibit dogs from specified children's play areas, that dog owners have the means to clean up after their dog if they need to and to put dogs on leads when instructed to do so by an authorised officer. Anybody wishing to respond to these proposals should follow:
<https://www.snapsurveys.com/wh/s.asp?k=149882345901>

Tuesday July 25th 2017. Pye Green Community Centre. There will be a talk by J Elson who published a complete record of The History of the Staffordshire Regiment. Contact Hednesford Town Council at their Pye Green offices for further details.

Friday 15th September. Quiz night at Hednesford Town FC. Further details next month.

Next HoH meeting:

Wednesday 9th August 2017, 6 pm at Bella's Coffee House, Market Street, Hednesford

Next town and station litter pick:

Evening Litter Pick – Friday July 28th . Meet in Co-op car park at 18:30.

Keith Fitch
19th July 2017

**World War 1 Project Group
Meeting held on Friday 16 June 2017**



MINUTES

In attendance:

- Kate McBey, PR & Marketing Officer (Chair & Project Lead for the World War 1 centenary commemorations at Cannock Chase Council)
- Trevor Evans, Staffordshire Regimental Association
- Brian Gamble, Royal Air Force Association (RAFA)
- Lawrence McGowan, Royal Air Force Association
- Kevin Yates, Principle Parks and Open Spaces Officer, Cannock Chase Council
- Sara Green, Consultation and Engagement Officer, Cannock Chase Council
- Bob Plumb, Royal British Legion – Hednesford branch

Apologies:

- Councillor Christine Mitchell, Leader of Culture and Sport at Cannock Chase Council
- Peter Harrison, Clerk of Hednesford Town Council
- Councillor Alan Pearson, Chairman of Hednesford Town Council
- Pete Sidgwick, Chairman of Cannock Chase Arts Council & Tower Players
- Susan Dalloe, Manager of The Museum of Cannock Chase and Great War Officer for Staffordshire
- Anne Walker, Area of Outstanding Natural Beauty
- Lisa Shephard, Creative Development Manager, Inspiring healthy lifestyles
- Helen Maiden, Research Officer, Cannock Chase Council
- Lynn Evans, Community and Education Officer, Cannock Chase Council (Hednesford Park)
- Councillor George Adamson, Leader of Cannock Chase Council
- Marion Kettle, The Landor Society
- John Dargavel, Royal Military Police
- Bob Leighton, Royal Engineers
- Tracie Clarke, Civic Support
- Louise Onions, Civic Support

1. Welcome and introductions

Kate welcomed everyone to the meeting and each member introduced themselves and their organisation.

2. Minutes & actions

Kate went through the actions from the meeting held on Tuesday 14 February and most actions had been completed. However, the group agreed to carry forward the following actions and these included:

ACTION: Kate and Anne will provide a list of the commemorative activities taking place locally to see how Cosford could get involved

Brian and Trevor will be arranging a visit to Cosford to discuss what is being delivered locally and to see what support they could offer for these events. A date will be confirmed by the next meeting.

ACTION: Kate to contact Wolverhampton Sea Cadets and confirm a marching band

Bob Plumb kindly provided Kate with the contact details for the Sea Cadets. Kate informed the group that she had already provisionally booked the 1206 Squadron Air Training Corps based in Lichfield, but would consider the Sea Cadets if required.

Bob confirmed that the Sea Cadets had been booked for Remembrance Sunday in Hednesford this year.

ACTION: Kate to contact Rugeley Town Council

Kate informed the group that contact had been made and that a meeting date was in the process of being confirmed. This will be discussed further at the next meeting in September.

Updates were given on a number of actions including:

Marquis Drive Military Weekend, 19 & 20 August 2017:

This event is still going ahead and below is the details of a recent press release that has been issued by Staffordshire County Council:

Discover Cannock Chase's military history at family fun weekend

Families and historians will get the chance to explore hundreds of years of war tales at the Cannock Chase annual Military History Weekend on Saturday 19 and Sunday 20 August.

The free event, organised by Staffordshire County Council's Rangers Service will include infantry and cavalry displays and re-enactments of military life from the Anglo-Saxon period through to the present day.

Visitors can take a tour of a Great War Hut used by soldiers who trained on the Chase, while children will get the chance to try on military uniforms, handle weaponry and take part in a kids pike drill.

Visitors will also be treated to a Spitfire Flypast on Saturday, subject to weather conditions.

Gill Heath, Cabinet member for Communities at Staffordshire County Council said: "Cannock Chase is steeped in history and we're incredibly proud to have such a valuable heritage site right on our doorstep.

"We're looking forward to the event, now in its seventh year which will give people the chance to learn more about this important landscape and its military connections. As well as

a chance to experience what life was like on the training camps, the event will also show visitors what life would have been like during other periods on the Chase too. And, with lots of activities and displays, including a flypast, there will be something for all the family."

The Military History Weekend will take place at the Cannock Chase Visitor's Centre on Marquis Drive from 10am to 4pm. People can find out more at <http://www.cannockchasemilitaryhistory.weebly.com/>

3. Update on future WW1 commemorations

There are a number of events which are being planned over the next couple of years and these were discussed in detail by each event lead.

3.1 Armed Forces Day 2017

Trevor provided an update to the group in relation to this event.

The Staffordshire Regimental Association (SRA) will be hosting this event to celebrate Armed Forces Day on Saturday 24 June. The event will be taking place in Cannock Park from 12noon until 4pm and will be supported by Cannock Chase Council and Inspiring healthy lifestyles.

Trevor informed the group that the Army Cadets would no longer be supporting this event. He also confirmed that there would be enough people on site on Friday morning to help set up for the event.

Members of SRA will be staying over in the park on the Friday night, as agreed by the Council's Parks and Open Spaces team.

Kate informed the group that all activity providers and entertainers had been notified about the set up times etc. and will be there on the day.

In addition to this, Kate promoted the official flag raising ceremony that is being organised by the Council on Monday 19 June. All were invited to attend this event.

3.2 Battle's Over – A Nation's Tribute and WW1 Beacons of Light

Kate informed the group about a meeting which was held with St Luke's Church to discuss the possibility of holding a lighting ceremony on their grounds in November. This meeting went well, but unfortunately a final decision wasn't made. Kate will be writing a formal letter from the Council requesting this support and this will be confirmed shortly.

It has been confirmed that we will be producing a unique Beacon based on the World War 1 branding that has been developed. Lisa from Inspiring healthy lifestyles will be leading on this project and working alongside the Council's Graphic Designer.

It has also been agreed that a small replica of this Beacon will be used at the Battle's Over March in a relay. 3 smaller Beacons will be created and donated to Rugeley, Hednesford and Norton Canes.

The Beacon lighting ceremony will take place on Sunday 11 November at 7pm prior to the Centenary Show at the Prince of Wales Theatre.

The group suggested contacting John Henderson who is the Chief Executive of Staffordshire County Council to see if he would light the Beacon and maybe take the salute at the March. This will need to be discussed further and agreed internally.

Kate will also be having discussions with Rugeley Town Council to see what they will be doing so this can be coordinated and promoted together.

ACTION: Kate to confirm with St Luke's Church and to meet with Rugeley Town Council.

3.3 Remembrance Weekend 2018

3.3.1 Battle's Over March

This will be held on Saturday 10 November 2018 and will involve a parade and service in Cannock, Hednesford and Rugeley.

Kate informed the group that planning was underway and that a more detailed plan with actions would be discussed at the next project meeting in September.

A meeting with key representatives will be taking place prior to this to discuss the final details.

Trevor suggested he would contact Whitehouse's to see if they would provide the buffet and also agreed to book the Soldier's Club in Hednesford for the lunch stop.

It was suggested by a member of the group that thought needs to be given to the service and that the context of readings etc. needs to be right.

ACTION: Kate to present event plan and actions

3.3.2 Centenary Show

This will be held on Sunday 11 November 2018 at the Prince of Wales Theatre, following the Beacon lighting ceremony. This will be led by Peter Sidgwick with the support of Cannock Chase Arts Council.

It will include a piece of theatre, the Last Post and a local remembrance element to honour our local soldiers.

The lack of funding for this is being looked into and officers are researching potential funding streams.

Trevor offered to see if Arnold Clark would donate £1,000 towards this event.

The finer detail will be confirmed at the next project meeting in September.

4. Update on 100th anniversary of the RAF

Brian informed the group that the Freedom event will be the focus of this celebration.

He also suggested that RAFA are considering a memorial at the RAF camp Hednesford, but detailed discussions still need to take place.

RAFA are currently rebuilding the local branch and the welfare side. Lawrence is also working on information for the press to promote the centenary.

5. Freedom of the District 2018

Kate informed the group that a Motion was put forward to Council in April and was agreed. A full report will be submitted in August.

A provisional date has been set – 11 May 2018. As this will be a formal civic event, Louise Onions and Tracie Clarke will be leading on this with support from the Communications team.

Louise will liaise directly with Brian and the Regional Director of RAFA.

Further details will be confirmed at the next project meeting in September.

ACTION: Brian will send a list of the ATCs that the Cannock Chase branch has associations with for the invite list.

6. Any other business

Kate asked members if they had anything further they would like to discuss before closing the meeting. The following was raised:

Hednesford Royal British Legion:

Bob Plumb informed the group that the Hednesford branch is currently concentrating on developing their links with the community. They are currently working on a display showing nursing throughout the years.

Bob also notified members that there will be a 40's night held on 28 October at the Ex-Servicemen's Club in Hednesford. Tickets will go on sale in September.

Staffordshire Regimental Association:

Trevor informed the group that they will be supporting SSAFA's annual event - 'Have a brew with us' on Saturday 8 July in Cannock Town Centre.

Veteran's Association:

Bob and other members warned the group that there had been a few bogus sellers in Cannock Town Centre who are saying they are selling wristbands on behalf of the Veteran's Association. This is not the case. The Council's Licensing team have been made aware of this.

The Tunnellers:

At the meeting in February, Pete and Susan provided an update on the work they are doing with Derek Davis in relation to The Tunnellers.

They have been successful in achieving £10,000 from the Heritage Lottery Fund which will cover the costs for the research into turning this story into a mobile exhibition that can be taken on tour around Staffordshire.

Hednesford Festival:

Kate asked the group if they were attending this event and if they had confirmed a stall. Members of the group said they would be happy to support this event, but would not pay the fee to attend. They would have preferred to have been asked for a donation rather than an official payment. Kate agreed she would pass this on to the event committee and get the organiser to contact each group directly.

Baby News!

Kate announced her exciting news that she was expecting her second baby in November. Kate agreed she would notify the group of cover arrangements at the October meeting.

7. Date of next meetings

- Thursday 7 September at 10am in the Esperance Room, Cannock Chase Council
- Thursday 5 October at 10am in the Esperance Room, Cannock Chase Council

Mr Mark Deaville
Cabinet Member for Commercial
2 Staffordshire Place
Tipping Street, Stafford ST16 2DH
Telephone: (01785) 854661
E-mail: mark.deaville@staffordshire.gov.uk
Website: www.staffordshire.gov.uk

To Parish Councils
Via email

My ref: MD-150/CM

Your Ref:

Date: 7 July 2017

Dear Parish Clerk

Staffordshire Subsidised Bus Review Consultation

I wanted to share with you in advance our plans to launch a public consultation on 24 July on four potential options to provide subsidised bus travel in the county in 2018/19.

All bus journeys made in Staffordshire are operated by either private bus companies or by voluntary and community organisations.

Although more than 90 per cent of these trips are made without any subsidy, the County Council currently pays as much as £10 per passenger journey where there are too few people using them or, not enough money paid, to make the service commercially viable.

In February 2016, a decision was made at Full Council to review the budget for subsidised bus travel in order to continue to protect and fund statutory responsibilities, which this year for example will see us need to spend a record £300m on care.

Four options on how the smaller £1.3m bus subsidy budget could be best spent next year have now been developed. These consider a range of factors including; the amount of subsidy, number of passengers, education, employment and health travel and access to other public transport. In brief the options are:

- Option 1: This is the preferred option as it maintains the greatest number of journeys currently subsidised by the County Council – and the lowest subsidy per passenger trip at £1.60. There would be no Dial-a-Ride services
- Option 2: Maintains fewer bus journeys, but maintains the South Staffordshire and Staffordshire Moorlands Connect. These Dial-a-Ride services would be subsidised at £8.20 per passenger trip

the knot unites



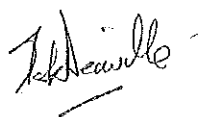
- Option 3: Protects even fewer supported local bus services, but keeps all four existing Dial-a-Ride services, except Border Car, at a subsidy of £8.80
- Option 4: Provides a county-wide network of Dial-a-Ride services at an average cost of £10 per passenger journey. No other bus journeys will be subsidised

As well as continuing to subsidise some journeys the County Council remains committed to helping community and voluntary schemes to flourish. As your council is very much at the heart of the community we would be particularly keen to hear from you how you think this may work in your area.

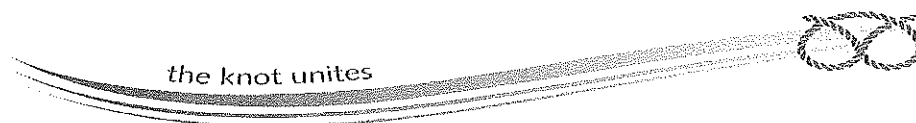
Fuller details of the options and routes for subsidised journeys on local buses and the Dial-a-Ride services will be available when the consultation goes live on 24 July at www.staffordshire.gov.uk/busreview There will be a separate questionnaire for organisations such as town and parish councils.

We look forward to working with you to deliver a final proposal to Cabinet in the autumn and see the changes implemented in April 2018.

Yours sincerely



Mr Mark Deaville
Cabinet Member for Commercial





Office of the Police and Crime Commissioner **STAFFORDSHIRE**

The Options: [\[FAQ's\]](#)

The Policing and Crime Act 2017 came into effect on 3 April 2017 and contains, among other things, a statutory duty for emergency services to collaborate and the opportunity for Police and Crime Commissioners to make a local case for taking on responsibility for the governance of their Fire and Rescue Services.

The Act is intended to accelerate the scale and pace of formal collaboration between emergency services, including sharing services as well as joint working.

The Business Case considers the four available options to increase collaborations between the police and fire services in Staffordshire. These are:

Option 1: No Change (to Current Governance): Police and Crime Commissioner (PCC) to continue to govern Police and the Fire and Rescue Authority (FRA) to continue to govern the Fire and Rescue Service. As with options 2 and 3 the Fire and Rescue Service and Police Services remain separate organisations.

Option 2: Representation Model: which enables the PCC to be part of the local Fire and Rescue Authority (FRA) with voting rights, where the local FRA agrees. As with options 1 and 3 the Fire and Rescue Service and Police Services remain separate organisations.

Option 3: PCC Governance Model: where the PCC takes on the functions of the FRA, but the two organisations remain separate. As with options 1 and 2 the Fire and Rescue Service and Police Services remain separate organisations.

Option 4: Single Employer Model: where a PCC not only takes on the functions of the FRA, but is also able to create a single employer for police and fire personnel.

Supporting documents

Business Case

Please click [here](#) to hear the PCC explain it directly

A [message](#) from the PCC

FAQ's

Summary of the Business Case

FRA – The Fire and Rescue Authority is tasked with governing and overseeing the provision of fire and rescue services for Staffordshire. The FRA consists of 21 councillors appointed to the Fire and Rescue Authority by Staffordshire County Council and Stoke-on-Trent City Council to govern the Fire and Rescue Service as part of their duties as councillors. The number of Councillors from any political party on the Authority also has to reflect the political balance across Staffordshire County Council and Stoke City Council

PCC – A directly elected individual. The PCC is responsible for providing an efficient and effective police service for the communities of Staffordshire, setting the vision and direction for the police service and for community safety more generally. He has established an office that works beyond governance and scrutiny, to ensure that there is longer-term strategic direction around all aspects of policing and community safety and that in practical terms, the force (and other partners) are enabled or influenced to deliver.



Dear Hednesford Town Council,

Please see attached statistical information collated from CCTV within the month of July 2017.

CCTV Monitoring for Hednesford Town Council

ANTI SOCIAL BEHAVIOUR	9
ASSAULTS	0
AUTOCRIME	1
BURGLARY	0
DAMAGE	3
DISTURBANCE	1
DOMESTIC	3
DRUGS	0
DRUNKNESS	4
GRAFFITI	0
MISSING PERSON	2
AREAS MONITORED (NON-CRIMINAL)	175
SUSPICIOUS	17
THEFT	2
TRAFFIC	2
TOTAL	219
POLICE ADVISED	27
RESOURCE DEPLOYED	22

**80 % OF MONITORING WAS NON REPORTABLE
20 % OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO
THE PARISH/POLICE**

Although this month has been fairly quiet, there has been an increasing number of Anti-Social behaviour incidents, in and around the park and the Hednesford Lodge. Police have been trying to increase patrols in the area but of course this is not always possible. We still receive good communication from those on storenet, and where possible are able to monitor situations before they escalate further.

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

Yours sincerely

Lucy Frost
CCTV Operator.



Grant Thornton

Our ref: MH/LTM/LAR/STF090

Mr Harrison
Hednesford Parish Council
Pye Green Community Centre
Bradbury Lane
Hednesford
Staffordshire
WS12 4EP

20 July 2017

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Dear Mr Harrison

**Hednesford Parish Council
Audit for the year ended 31 March 2017**

Please find enclosed the certified Annual Return for Hednesford Parish Council for the year ended 31 March 2017.

In accordance with the Audit Commission's scale of audit fees for small bodies there is an audit fee payable of £600.00. There are no additional fees.

You will be invoiced £600.00 plus VAT within the next few days. Please return your payment in line with the remittance advice you will receive with your invoice.

Notice of Conclusion of Audit

A copy of the Notice of Conclusion of Audit is enclosed for completion. Please note that you must publish the information on a free to access website*

As you may be aware, 2016/17 is the last year that Grant Thornton are your external auditors. From 2017/18 new external auditors have been appointed and they will be in touch with you in due course. Thank you for your assistance over the last 5 years and we wish you well for the future.

Yours sincerely

Grant Thornton UK LLP

Grant Thornton UK LLP

*Parish Meetings without access to a public website must display the information in a conspicuous place in the area of the authority for at least 14 days.



MTW
17/05

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

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 or from www.slcc.co.uk or from www.ada.org.uk

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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
		NA	

This annual governance statement is approved by this smaller authority on:

09/05/2017

and recorded as minute reference:

5 m) (part)

Signed by Chair at meeting where approval is given:

A R Pearson

Clerk:

P. MAESTRI

*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 – To agree with bank reconciliation.
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.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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:

P. West

Date

09/05/2017

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

09/05/2017

and recorded as minute reference:

5 m) (Pwr)

Signed by Chair at meeting where approval is given:

A R Pearson

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:

See attached

(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

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

19 July 2017

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)

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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.

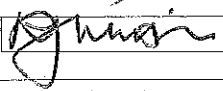
Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal 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

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.	N/A
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 or www.slcc.gov.uk or www.ada.gov.uk

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**This page is part of Section 3 - External auditor certificate and opinion 2016/17
Hednesford Town Council
External Auditor Report for the year ended 31 March 2017**

Matters reported

None

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

Internal Auditor's Report

The internal auditor's report sent to the external auditors was not factually correct. The internal auditor answered 'No' to test F for petty cash. The correct response is 'Not covered'.

The Authority should ensure that the internal auditor's report is reviewed before sending the document to the external auditors. The Authority should minute this process. If there are any errors in the report it should either be amended by the Internal Auditor or the Authority should provide an explanation for the error.

Additional work required

None

Grant Thornton UK LLP

Grant Thornton UK LLP

Date *18 July 2017*

Our ref STF090



Hednesford Town Council - Cash Book 2017/18

30-06-17

Cheques sent out

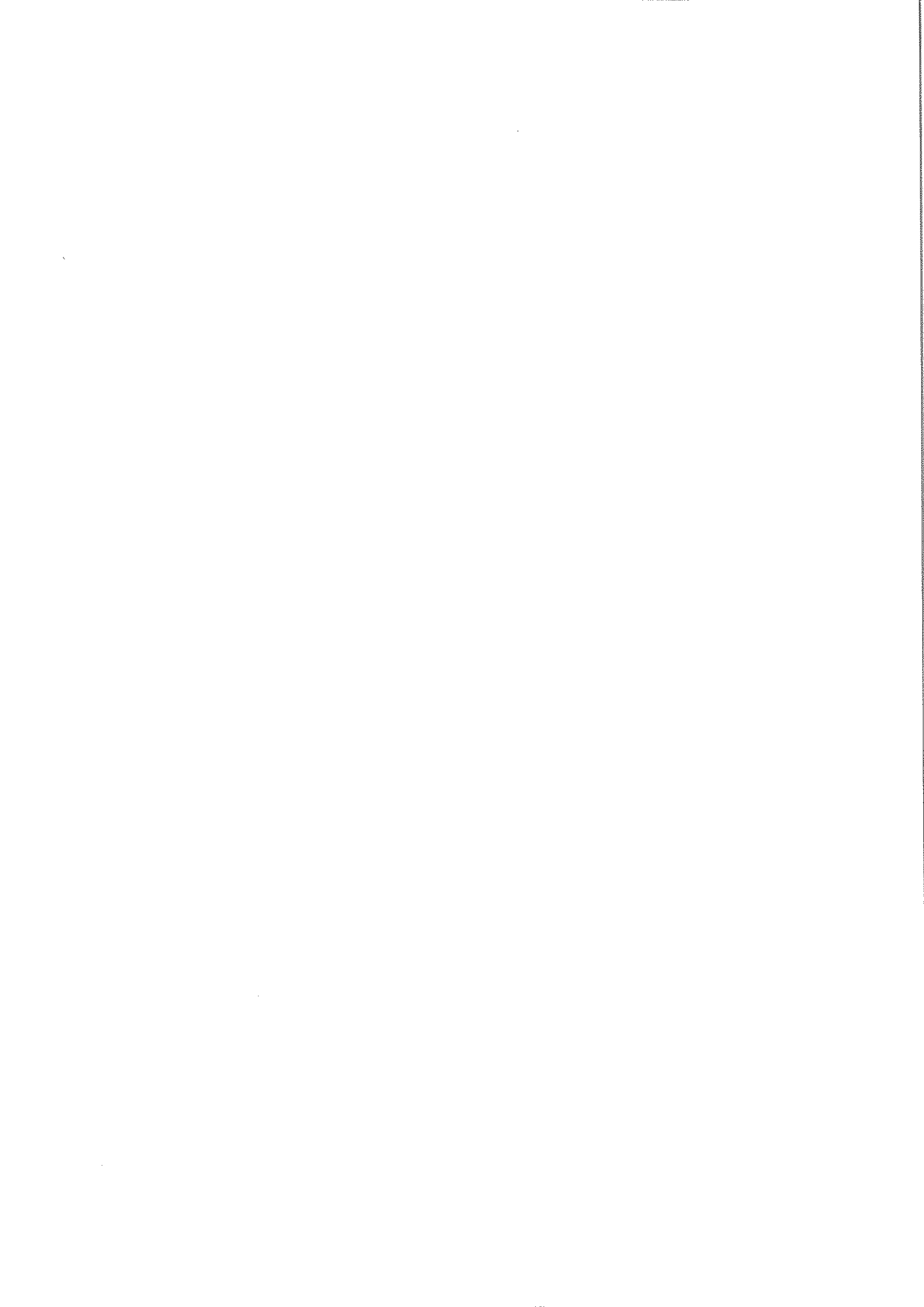
Date	Payee	£	Details
05-06-17	Cannock Chase Council	£ 563.00	Rates
16-06-17	British Telecommunications	£ 150.04	Phone Bill
19-06-17	Biffa Waste Services	£ 134.08	Refuse Collection
22-06-17	Centro Webnet	£ 129.56	3month Internet
	The Marketing Room	£ 400.00	PR Support
	Risk Assessment Solutions Ltd	£ 30.00	Monthly Emergency lights/fire alarm test
	Staffordshire Pension Fund	£ 1,098.47	Pension
	Laurie Bowman	£ 953.98	Salary
	Peter Harrison	£ 1,513.99	Salary
	Brian Jones	£ 318.28	Salary
	Dawn Richards	£ 513.05	Salary
	Mike Bradbury	£ 522.95	Salary
	HM Revenue & Customs	£ 2,428.49	PAYE & Tax
	Geze Uk Ltd	£ 168.00	Electric Door Service
	Ascot Industrial Supplies	£ 100.51	Cleaning Materials
	Fire Point Fire & Safety Ltd	£ 681.60	Fire Risk Assessment, extinguisher & pap testing
30-30-17	Service Charge	£ 30.30	3 Months Bank Charges Unity
	Lloyds Bank	£ 5.80	Bank Charges Lloyds
Month Total		£ 9,742.10	

Cash Book Balance	£ 87,144.86
1 Year Long Term Savings	£ 50,000.00
6 month Savings	£ 50,250.29
BIA Savings	£ 525.04
Total Cash Balances	£ 187,920.19

Reserves B/F	£ 133,220.19
Receipts	£ 83,449.39
	£ 216,669.58
Less: Expenditure	£ 28,749.39
TOTAL	£ 187,920.19



Date	cheek	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Room Lettin Takings	PGCC Func PGCC Bar Misc	Grants	Loan	Savings Transfer	Community Investment Levy
		Year Total		£81,374.94	£ -	£68,750.00	£5,778.03	£ 0.04	£485.55	£4,650.20	£ 117.12	£ -	£ -	£1,584.00
14-06-17		Mrs L. Winter		£ 405.20					£ 51.20					Regular Hirer - Music lessons
		Mr Small							£ 89.60					Regular Hirer - Sequence Dance
		Anita Craddock							£ 130.00					Private Party 28-12-17
		Tuesday Dance							£ 134.40					Regular Hirer - Tuesday Dance
		Cannock Chase Council		£ 100.00				£ 100.00						Polling - Meeting Room 1
		Saturday Slimming World		£ 144.00					£ 144.00					Regular Hirer - Slimming World
		Mr R. Gregory		£ 214.40					£ 48.00					Regular Hirer - Eye Green Dance
		Cannock Chase Constituency							£ 64.00					Labour Party Meeting
		Mrs Corbett							£ 216.00					Regular Hirer - Ladies Social
		Mrs R A Ward		£ 216.00					£ 313.60					Regular Hirer - Slimming World
		Mrs J Ross		£ 439.20										Regular Hirer - Stars
		Mr Gavin Bailey							£ 62.80					Sky Team Meeting Room 1
		Mr A Lane							£ 62.80					Sky Team Meeting Room 1
		EDA Limited		£ 64.00						£ 64.00				Regular Hirer - Zumba
		Mr & Mrs Keay		£ 230.40					£ 230.40					Regular Hirer - Stardust
		Mrs L Winter		£ 70.45					£ 51.20					Regular Hirer - Pilates
		Mrs A Scott						£ 19.25						Regular Hirer - Meeting Room 1
		PSLA, Staffordshire Sub C		£ 96.00					£ 96.00					Regular Hirer - Toddlers
		Dididance		£ 42.00					£ 42.00					Regular Hirer - Diddidance
		Staffordshire County Council		£ 52.80					£ 52.80					Meeting Room 1
		Month Total		£ 2,074.45	£ -	£ -	£ -	£ -	£ 297.65	£ 1,776.80	£ -	£ -	£ -	£ -
		Year Total		£83,449.39	£ -	£68,750.00	£5,778.03	£ 0.04	£ 783.20	£6,437.00	£ 117.12	£ -	£ -	£1,584.00



Hednesford Town Council
 Lloyds TSB Bank Reconciliation 30/06/17

Bank Balance per Statement

LESS O/S cheques

Bank Balance per Statement	Lloyds Bank	£ 6,370.60
	Unity Trust Bank	£ 80,874.26

LESS O/S cheques

300043	Hednesford Valley High	£ 100.00
--------	------------------------	----------

-£ 100.00

Cash Book bank balance at 30.06.17

£ 87,144.86

Cash Book Balance

£ 87,144.86

1 Year Long Term Savings

£ 50,000.00

6 month Savings

£ 50,250.29

BIA Savings

£ 525.04

Total Cash Balances

£ 187,920.19

Reserves B/F

£ 133,220.19

Receipts

£ 83,449.39

£ 216,669.58

Less: Expenditure

£ 28,749.39

TOTAL

£ 187,920.19

Signed:

Dated:

