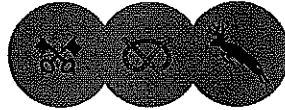


Hednesford Town Council



Gateway to the Chase

8 May 2018

Dear Councillor

The Annual Meeting of the Town Council will be held at 7:30 pm on Tuesday 15 May 2018 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 27 March -2018 (enclosed **pages 36 to 40 of 2017-18**)
4. Chairman's Announcements
5. Election of Chairman for the 2018-19 Municipal Year
6. Appointment of a Vice-Chairman for the 2018-19 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 pages 1 to 4**)

### b) Neighbourhood Plan Update

Cannock Chase Council has advised that it has submitted the Hednesford Neighbourhood Plan and supporting documents, along with all the representations received to the last consultation to the appointed Examiner and the Town Council will be updated on progress in due course. It is understood that generally Examiners reports can be expected within around 2 months. All the representations made to the last consultation can be viewed on the Cannock Chase Council website

The timescales after this stage become mandatory and quite tight i.e. five weeks (unless an extension is agreed) from when the Examiners report is received to make a decision on whether or not to accept any changes that may be suggested by the Examiner and proceed to referendum. There is then 56 days from the date of this decision to hold the referendum

A letter from the Examiner setting out the process to be followed has been received (enclosed **agenda pages 5 to 6**)

### 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 2017-18 - Chairman – Cllr D J Davis, Vice-Chairman – Cllr. C Mitchell and all other members of the Council)*

#### Audit & Standards Committee

*(Membership 2017-18 - 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 2017-18 - Chairman – Cllr Mrs S Cartwright, Vice-Chairman – Cllr. Mrs D Grice and Cllrs. D J Davis, B Gamble, B Hardman, A Pearson, 1 vacancy and representatives of users of the Community Centre)*

Neighbourhood Planning Steering Group  
(Membership 2017-18 – Chairman Cllr B Gamble, Vice-Chairman Cllr C Mitchell and Cllrs Mrs D Grice, B Hardman, A Pearson, 1 vacancy and a representative of the Heart of Hednesford)

Christmas Lighting Joint Committee  
(Member 2017-18 – 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

19:30	19 June 2018	Council
19:30	31 July 2018	Council
19:30	11 September 2018	Council

19:30	6 November 2018	Council
10:30	18 December 2018	Finance & GP (Budget)
19:30	8 January 2019	Council (Budget/Precept)
19:30	12 February 2019	Council
19:30	2 April 2019	Council
19:00	16 April 2019	Annual Town Meeting

### **2 May 2019 – Town Council Elections**

19:30 14 May 2019 Annual Council Meeting

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

v) Appointments to other Bodies

To consider appointing 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 M Davis*)

vi) Standing Orders

The National Association of Local Councils' has advised that due to recent legislative changes it has issued new model standing orders for Council's to consider adopting. It is suggested that this is a matter that could be referred to the Finance and General Purposes Committee for detailed examination with any recommendations regarding amendments to the standing orders being referred to the full Council for consideration and determination in due course

d) Annual Town Meeting

To consider a report of the meeting held on 17 April 2018 (enclosed **agenda pages 7 to 8**)

e) CHAPS

To receive notes of meetings of CHAPS held on 13 April 2018 (enclosed **agenda pages 9 to 14**)

f) Hednesford in Partnership

To receive notes of a meeting held on 12 March 2018 (enclosed **agenda pages 15 to 18**) and to consider a request that the Town Council fund the cost of licences required in respect of the monthly Craft markets that are to be held in Anglesey Crescent. It is understood that the licence fee is £25 for each market day. The Town Council would not be the applicant or the licence holder

g) Heart of Hednesford

To receive notes of a meeting held on 21 March 2018 (enclosed **agenda pages 19 to 22**)

h) Town Centre Defibrillator

To report that agreement has been reached with the County Council and the volunteers running the Library for a defibrillator to be installed on the external wall of the Library building on the basis that the volunteers will carry out regular monitoring of the equipment to ensure that it is operational

To confirm the action of the Town Council Manager/Clerk in commissioning AEDdonate to supply and install the defibrillator at a cost of £1999 with the cost being met from CIL monies

i) Town Centre Flags

To confirm the action of the Town Council Manager/Clerk in consultation with the Chairman in ordering a flag displaying the Council logo at a cost of £72 to be flown in the town centre along with those of other local groups

j) Announced Closure of Lloyds Bank

To consider the implications of the announced closure of Lloyds Bank

k) Royal British Legion "There but not there"

To consider whether the Town Council should sponsor the purchase of a 6ft aluminium silhouette sculpture depicting a Tommy from WW1 at a cost of £750 and if so where this might be permanently located

l) Incorporation of Rawsley and Prospect Village into Parished Areas

To consider a suggestion that the unparished areas of Rawsley and Prospect Village should be incorporated within the boundaries of existing parishes within the Cannock Chase area and determine if members wish to attend a meeting where this is discussed

m) Bus Services

To consider correspondence from the County Council Cabinet Member for Commercial (enclosed **agenda pages 23 to 24**). A letter and reminder concerning this have been sent to Arriva but, to date, no acknowledgement or reply has been received

n) CCTV Monitoring

To receive the monitoring report up to 31 March 2018 (enclosed **agenda pages 25**) With regard to cameras Cannock Chase Council has advised

*"As you know we recently moved premises and are the proud owners of some of the latest and up to date monitoring systems that were available to us. The cameras as you correctly state are in need of a major overhaul which is something I believe the Council are tentatively looking into, but when and if this will occur I am unable to say at present"*

o) Risk Assessment

To carry out the annual review of the Risk Assessment (enclosed **agenda pages 26 to 28**)

p) Annual Return

To approve the Annual Governance Statement and the Annual Return for the Audit of Accounts for the year ended 31 March 2017 (enclosed **agenda pages 29 to 34**)

q) Finance

To note income received and confirm payments made up to 31 March 2018 (enclosed **agenda pages 35 to 40**)

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 27 MARCH 2018

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

**PRESENT:** Cllrs. A Pearson (Chairman), B Gamble (Vice-Chairman),  
G Adamson, Mrs S Cartwright, M Davis, Mrs D Grice, B Hardman and  
Mrs S Hardman

Apologies for absence was received from Cllrs D J Davis, C Mitchell and  
County Cllr P Hewitt

**IN ATTENDANCE:** Mr P Harrison (Town Council Manager/Clerk), County Cllr B  
Jones, Mr D Wisehall (Heart of Hednesford) and L Aitchison

### PUBLIC PARTICIPATION

Staffordshire Police had tendered apologies for absence and had submitted a written report giving details of incidents involving anti-social behaviour, shoplifting, burglary and drugs related matters. It was anticipated that with longer daylight hour there would be increased surveillance to deter speeding

Mr David Wisehall advised that the Spring Clean event had been disrupted due to bad weather and would now take place on 21/22 April. He indicated that businesses had been supportive. Volunteers were still unable to work on the station as an insurance issue had to be resolved. Reference was made to the "There But Not There" commemoration of the fallen of WW1 and the invitation to communities to buy a Tommy silhouette for display. It was being proposed that knitted poppies be displayed around the Miners' Memorial

County Cllr Jones reported on the County Council's proposals for surface dressing of highways in the local area. He was asked to look at the arrangements for maintaining footways. He referred to action being taken regarding the possibility of introducing some parking controls to alleviate problems at the 5's in Bradbury Lane

## **1 MINUTES**

The minutes of the meeting held on 13 February 2018 were approved as a correct record

## **2 CHAIRMAN'S ANNOUNCEMENTS**

### **Chairman's Reception**

The Chairman reported that several letters of thanks had been received from organisations who had been awarded financial assistance

### 3 REPORT OF THE TOWN COUNCIL MANAGER/CLERK

Consideration was given to this report:

#### **RESOLVED:**

- a) Planning  
That the action taken by the Town Council Manager/Clerk in consultation with the Planning Spokesperson in submitting observations on planning applications as detailed in Annex 1 be approved
- b) Neighbourhood Plan  
That it be noted that the consultation carried out by Cannock Chase Council ended on 26 March and it was anticipated that the next stage would be consideration of the Plan by an independent planning inspector
- c) Annual Town Meeting  
That it be noted that this was scheduled to take place at 7:00 pm on Tuesday 17 April 2018 at Pye Green Community Centre
- d) Citizen Award  
That the nomination for Miss Jane Turner to receive a Citizen Award be approved and the Town Council Manager/Clerk in consultation with the Chairman of the Council be authorised to make an appropriate presentation to her
- e) Hednesford in Partnership – Hednesford Festival  
That the remaining 2017-18 grants budget of £895 be contributed to Hednesford in Partnership to assist with the costs of staging the Hednesford Festival
- f) Hednesford in Partnership – Artisan Markets  
That due to commercial operators declining to help establish a monthly market the proposals being made by Hednesford in Partnership to run the market on the 3<sup>rd</sup> Saturday of each month be noted and the Council confirm it will arrange for Road Closure Orders to be made in respect of Anglesey Crescent
- g) Heart of Hednesford  
That the notes of the meeting held on 21 February 2018 be received
- h) Support Staffordshire and Community Council of Staffordshire  
That it be noted that The Boards of Trustees of Support Staffordshire and The Community Council of Staffordshire had announced their intention to unite the two organisations to create a countywide VCSE support organisation for Staffordshire that represented all urban and rural areas but it was not anticipated this would affect the organisation of the Best Kept Village Competition



- i) 5's Parking Issues  
That the outcome of the public meeting held on 8 March 2018 be noted and that Cannock Chase Council and Staffordshire County Council were pursuing enquiries in to funding additional car parking spaces within the site
- j) Bus Services  
That in the light of representations from Mr John Bishop concerns be expressed to the County Council and Arriva with regard to the lack of and withdrawal of bus services
- k) Defibrillator Provision  
That in the light of a request from Miss P D Lufflum the Library be approached to explore the possibility of a defibrillator being located on the external wall of the building
- l) RAF Centenary  
That the plans being made to mark the centenary of the establishment of the RAF, including a march through Hednesford on 29 September, be noted
- m) CCTV  
That the monitoring reports for January and February 2018 be received and enquiries be made in to the possibility of cameras being upgraded to provide better definition images
- n) General Data Protection Regulations  
That concern be expressed at the resource implications on the Council in respect of implementation of the General Data Protection Regulations (GDPR) and that the Town Council Manager/Clerk in consultation with the Chairman of the Finance and GP Committee be authorised to take any necessary action to ensure compliance with the GDPR including acceptance of the offer from the County Council to undertake the role of Data Protection Officer
- o) Finance  
That payments made be confirmed and income received be noted up to 28 February 2018

**4 EXCLUSION OF THE PUBLIC**

**RESOLVED:**

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

**5 PYE GREEN COMMUNITY CENTRE – STAFFING AND ADVERTISING**

**RESOLVED:**

- a) That the action taken by the Town Council Manager/Clerk in consultation with the Chairman of the Community Centre Committee in making arrangements to replace the weekend supervisor /caretaker be confirmed

- b) That the Council take out a ½ page advert in Chase Matters to advertise the Centre and give details of forthcoming Council Meetings

The meeting ended at 8:40 pm

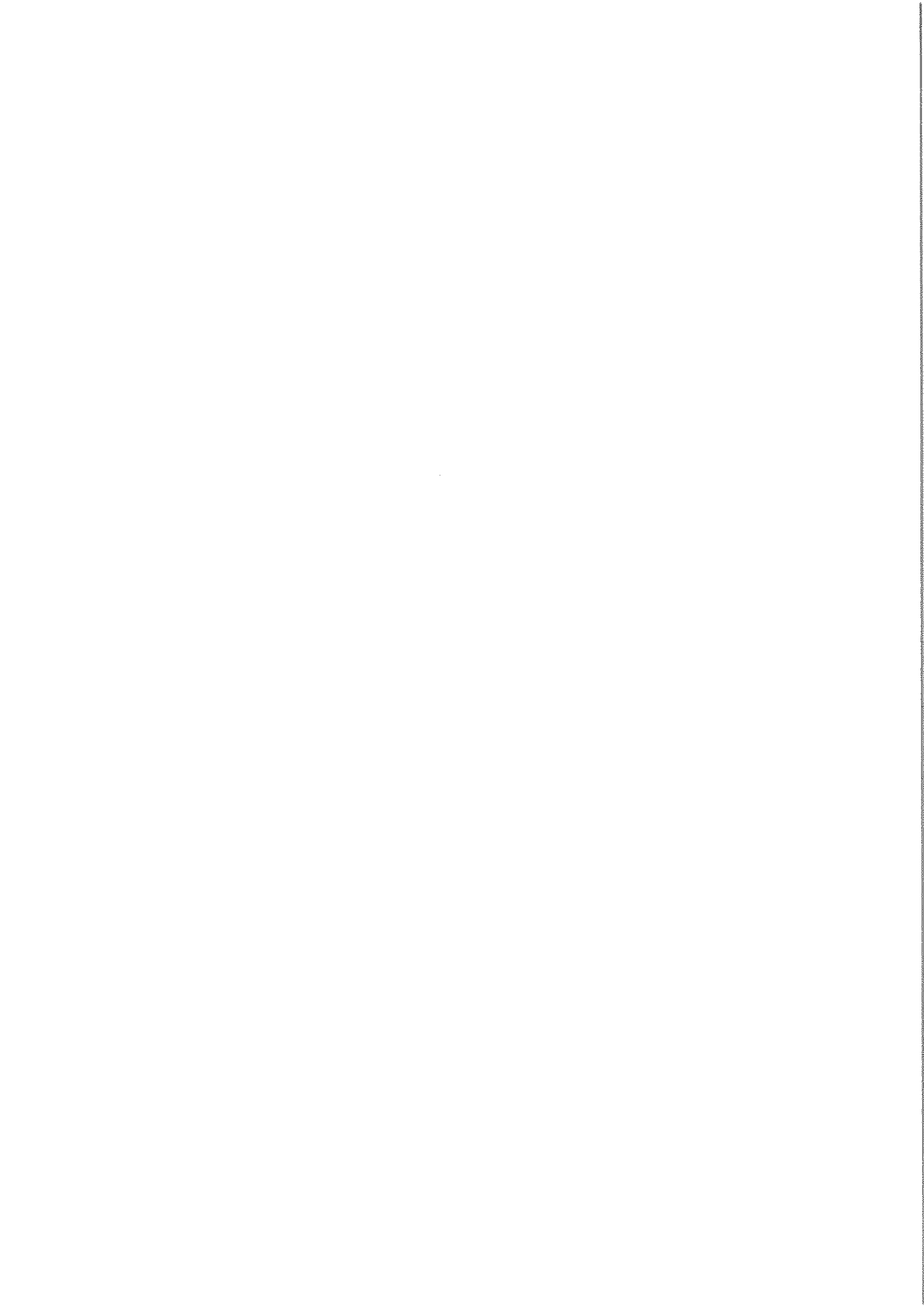
Signed:

Dated:

## Annex 1

### Council Meeting 27 March 2018 – List of Planning Applications

18/066	Variation of CH/15/0131 to allow a further 2 years temporary use for the storage of caravans - Common Farm, 427 Pye Green Road	No Objection subject to there being no adverse implications for the development of land west of Pye Green Road
18/065	Variation of CH/15/0007 to allow use of existing land and buildings for use as a cattery for a further two years - Common Farm, 427 Pye Green Road	No Objection subject to there being no adverse implications for the development of land west of Pye Green Road
18/038	Retrospective app – Retention of timber structure – 203 Hill Street	No Objection
18/025	Extension – 13 Chancery Drive	No Objection
18/020	Erection 2 industrial units – Plots 8 & 9 Ridings Park, Hawk's Green	No Objection
18/012	Replace timber cladding with aluminium – Café at Tesco Victoria Street	No Objection



## Council Meeting 15 May 2018 – List of Planning Applications

18/121	Residential development comprising 52 no. dwellings including access, landscaping etc – Common Farm, Pye Green Road	<p>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. The proposed housing types do not include any bungalows. However the Town Council is pleased to see the proposals for social housing</p> <p>There is concern about the increased volumes of traffic using Pye Green Road and the difficulties that will arise from parked vehicles in light of the County Council decision to refuse to include car parking provision as part of the planning approval for the new school to be built on the land west of Pye Green Road</p> <p>The existing boundary hedges are a feature of this part of Pye Green Road and where possible these should be retained and maintained. The proposed removal of caravan storage and unsightly buildings together the new landscaping features will substantially improve the visual amenities of the area</p> <p>There are no local health facilities in the area with residents being directed to use the GP surgery in Huntington with no direct bus services</p>
18/115	Erection of fence etc. – 52 Bond Way	No Objection
18/082	Extensions – 145 Station Road	No Objection
18/080	Reserved Matters application for phases 2 & 3 comprising 481 dwellings with associated access	The Town Council's observations are as follows:

	<p>(appearance, landscaping, layout and scale for approval) pursuant to outline planning permission CH/11/0395 Land west of Pye Green Road</p>	<p>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. The proposed housing types do not include any bungalows</p> <p>There is concern about the increased volumes of traffic using Pye Green Road and the difficulties that will arise from parked vehicles in light of the County Council decision to refuse to include car parking provision as part of the planning approval for the new school to be built on the land west of Pye Green Road</p> <p>Use of public transport is not being encouraged as there are no proposals for buses to serve the estate. In addition there are no footways on the west side of Pye Green Road and access to existing bus stops is difficult for pedestrians. There is also no designated pedestrian crossing at this point in Pye Green Road</p> <p>The existing boundary hedges are a feature of this part of Pye Green Road and where possible these should be retained and maintained</p> <p>As part of the landscaping proposals consideration could be given to including features (such as a ha-ha) to deter wildlife and especially deer from straying in to the estate</p> <p>There are no local health facilities in the area with residents being directed to use the GP surgery in Huntington with no direct bus services</p>
18/078	Residential development – Erection of new dwelling (Resubmission of CH/17/104) – Land adj 53 High Mount Street	No Objection
18/076	Replacement boundary fence – 2 Herondale	No Objection

18/066	Variation of CH/15/0131 to allow a further 2 years temporary use for the storage of caravans - Common Farm, 427 Pye Green Road	No Objection subject to there being no adverse implications for the development of land west of Pye Green Road
--------	--	--





## INDEPENDENT EXAMINATION OF THE HEDNESFORD NEIGHBOURHOOD PLAN

EXAMINER: BOB YUILLE MSc DipTP MRTPI

Sarah Jones  
Principal Planning Policy Officer  
Cannock Chase Council

Peter Harrison  
Clerk to Hednesford Town Council

Examination Ref: 01/RY/HNP

Via email: [peter.harrison@hednesford-tc.gov.uk](mailto:peter.harrison@hednesford-tc.gov.uk)  
[SarahJones@cannockchasedc.gov.uk](mailto:SarahJones@cannockchasedc.gov.uk)

23 April 2018

Dear Mr Harrison and Ms Jones

### HEDNESFORD NEIGHBOURHOOD PLAN EXAMINATION

Following the submission of the Hednesford Neighbourhood Plan (the Plan) for examination, I would like to clarify several initial procedural matters.

#### 1. Examination Documentation

I can confirm that I am satisfied that I have received a complete submission of the draft Plan and accompanying documentation, including the Basic Conditions Statement, the Consultation Statement and the Regulation 16 representations, to enable me to undertake the examination.

Subject to my detailed assessment of the draft Plan, I have not at this initial stage identified any very significant and obvious flaws in the Plan that might lead me to advise that the examination should not proceed.

#### 2. Site Visit

I intend to undertake a site visit to the neighbourhood plan area during the week commencing 7<sup>th</sup> May 2018. This will assist in my assessment of the draft Plan, including the issues identified in the representations.

The site visit will be undertaken unaccompanied. It is very important that I am not approached to discuss any aspects of the Plan or the neighbourhood area, as this may be perceived to prejudice my independence and risk compromising the fairness of the examination process.

#### 3. Written Representations

At this stage, I consider the examination can be conducted solely by the written representations procedure, without the need for a hearing. However, I will reserve the option to convene a hearing should a matter(s) come to light where I consider that one is necessary to ensure the adequate examination of an issue, or to ensure that a person has a fair chance to put a case.

#### 4. Further Clarification

I may have a number of questions seeking clarification on various matters, which I will wish to put to the Hednesford Town Council and Cannock Chase Council (or any other interested party). If this is necessary, I will set the questions out in a separate letter.

#### 5. Examination Timetable

As you will be aware, the intention is to examine the plan (including conduct of the site visit) with a view to providing a draft report (for 'fact checking') within 4-6 weeks of submission of the draft Plan.

I see no reason at this juncture to consider that I will not meet the anticipated timetable, subject to my not needing to seek any further written clarification. Once I have conducted the site visit, the IPE office team will provide an indication of the expected date for receipt of my draft report.

If you or the qualifying body have any process questions related to the conduct of the examination, which you would like me to address, please do not hesitate to contact the office team in the first instance.

In the interests of transparency, may I prevail upon you to ensure a copy of this letter are placed on the Town Council and Local Authority's websites.

Thank you in advance for your assistance.

Your sincerely

*Bob Yuille*

Examiner

**HEDNESFORD TOWN**  
**MINUTES OF THE ANNUAL TOWN MEETING**  
**HELD AT 7:00 PM ON TUESDAY 17 APRIL 2018**  
**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 and District Council and 8 Electors of the Parish

**1. WELCOME**

The Chairman welcomed everyone to the meeting and received apologies for absence from County Cllr P Hewitt, Town Cllr B Gamble and Staffordshire Police

**2. CITIZEN AWARD**

Prior to the commencement of the meeting the Chairman of the Town Council presented a Citizen Award to Ms J Turner to recognise her community spirit and commitment to the care of the local environment

Nominations for awards could be made at any time to the Town Council

**3. MINUTES**

The Minutes of the last Annual Town Meeting held on 18 April 2017 were approved

**4. REPORTS OF TOWN ORGANISATIONS**

Reports were received in respect of the Heart of Hednesford and Hednesford in Partnerships. The Chairman expressed appreciation to everyone involved in various projects to improve and promote the town

**5. 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

**6. DEMENTIA FRIENDLY HEDNESFORD**

Lynn Evans reported on the ongoing initiatives to raise awareness of dementia and support that was being given to families living with dementia

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

**7. GENERAL DISCUSSION AND QUESTIONS**

a) Police

It was reported that there was to be another review of the way that Police services were provided and that Cannock would become one of 3 "hubs" in Staffordshire. It was anticipated that there would be a return to a more neighbourhood style of policing with additional PCSO's being appointed

- b) Station Bridge  
All agreed that the art project on the bridge had been a success
- c) Speeding  
It was noted that the North Staffordshire Speedwatch was now operational. It was also reported that Police had also been seen monitoring traffic in Bradbury Lane
- d) 5's Parking  
It was reported that the County Council had refused to contribute to the cost of providing additional car parking on the site of the 5's in the future. However, Cannock Chase Council would now be funding the project. In the meantime it was reported that the Police and 5's employees were taking action to discourage inconsiderate parking
- e) Craft Market  
It was reported that these would be held on the 3<sup>rd</sup> Saturday of each month during the summer/autumn in Anglesey Crescent only thereby allowing Market Street to be open for traffic
- f) Town Centre Flags  
These would be flown again with flags of local organisations alongside the union and St. George's flags
- g) Town Lottery  
A request was made for sponsors to fund the cost of printing lottery tickets. So far around £500 had been raised for the community from the sale of tickets
- h) Best Kept Urban Village Competition  
Voluntary groups would be carrying out a number of practical projects in support of the entry to the Competition. However, it was noted that there was a need to raise awareness of the competition and promote pride in the town

The meeting ended at 8:05 pm

# CHAPS [Chase Arts for Public Spaces]

## MINUTES

Of the meeting held following the AGM on Friday 13<sup>th</sup> April 2018  
52, Hatherton Road, Cannock  
The meeting opened at 2.30pm

Present: Pat Ansell [Chair]; Sheila Harding [Vice-Chair]; Mike Mellor [President, Treasurer]; Trish Mellor [Secretary]; Amanda Milling MP; Roger Loader; Brian Garner; Ray Betteridge; Craig Watts; Brenda Marshall.

1. Apologies – George Adamson, Lisa Shephard, Alex Smith, Jenny Dunn, Roger Ford
2. Minutes of the last meeting held 22<sup>nd</sup> September 2017 were accepted as a true record and signed by the Chairman, Pat Ansell
3. Matters arising – there were none
4. Officers reports:
  - Chair/Vice Chair )
  - Secretary ) all as for AGM held prior to this meeting
  - Treasurer )
5. CHAPS logo and letterhead – Lisa had actioned design work from Neil Hudson. 3 designs had been circulated to officers and some committee members; a final design was approved.
6. Miners Memorial – Hednesford
  - a) New plaque for memorial – Is in place and has been acknowledged by the Sunley family.
  - b) Information within Hednesford Library – within AGM report from secretary. Mike, through HIP, is hoping to acquire the lectern from St Saviour's Church [now closed] to be used for display of folders in the Library.
7. Hednesford in Partnership – Mike continues to represent us; CHAPS will provide an information stand at the 11<sup>th</sup> August event in Hednesford Town Centre. It is important that we support them how and when we can to give our thanks for the ongoing support with the Mining Memorial. Mike arranged for Interact to plant 30 saplings in Hednesford Park, photo shoot to follow!
8. Pye Green Embroidery – this was officially 'opened' in February, sadly Brenda was unwell and not able to attend. Lisa produced a film of the event, Brenda is to have a copy. The Chadsmoor Tapestry group is now involved in producing a panel depicting scenes from WW1 and in making poppies in various ways as part of Cannock's recognition of the end of WW1. Lisa is leading the project and may ask for help from CHAPS. There will be events including performing arts and visual arts.
9. Norton Canes projects – Sheila updated the Committee:

Gates to park area showing history of mining in the area– there is no design as yet but an application for a grant is to be made; a banner depicting various elements of Norton and also art work of the area is to be produced 7yds long by 4feet high. It will be fixed to the Co-op wall. Craig offered to help with this. There is a desire to make the banner artwork permanent by producing it on Perspex – it would be fixed

in the same place as the banner. Amanda indicated that section 106 monies are available for such a thing.

10. Possible future projects for CHAPS – updates if available or appropriate

a) Artwork for Rugeley [Roger Loader; Ray Betteridge] – this is not currently active. It was suggested that the artwork should perhaps go to Rugeley Town Council for approval, also that it should be kept as a CHAPS agenda item for review. In light of that it was suggested that CHAPS may benefit from having a Rugeley County Councillor on the Committee – this will be pursued.

b) Brereton & Ravenhill Heritage Committee proposals Ray Betteridge & Pat Ansell reported that a site in the park has been identified but very slow progress is being made.

c) Project proposal regarding a mining memorial at the National Memorial Arboretum [NMA]. Mike reported that Amanda Milling MP has been in conversation with the NUM and the Coalfields Regeneration in Westminster and they will, it seems support a scheme in principle. The Coalfields Regeneration Trust will be able to give us a complete list of constituencies with a mining history, Amanda will then work to get all of those MPs involved.

Mike is to meet with a member of the NUM in Barnsley on Tuesday 17<sup>th</sup> April when he will take with him the preliminary designs we have from Andy de Comyn. Mike has spoken to Andy to suggest an addition to the design to depict the role of miners as tunnelers in WW1. Jenny Dunn will get the funding [£1,000, non-returnable] for the application to the NMA – this will not happen until the design is finalised. Amanda reported that a Mining Museum is to be opened in Kent; there is already one in Yorkshire.

11. AOB – Brenda asked about permissions to use names from the Chadsmoor War Memorial within an embroidery – these have to be obtained from the families.

12. Date of next meeting – Friday 7<sup>th</sup> September 2018 at 2.00pm

The meeting closed at 3.20pm

## **CHASE ARTS FOR PUBLIC SPACES**

### **Treasurer's Report to the AGM**

13<sup>th</sup> April 2018

Account balances at 31<sup>st</sup> January 2018:

General Account	£523.83
Queen Square Account (no movement since 31.01.14)	£5.27
Hednesford Memorial Account	<u>£623.11</u>
Total funds held at HSBC bank	<b><u>£1152.21</u></b>

Balance sheet attached detailing income and expenditure for the period 01.02.17 to 31.01.18

Notes:

1.
  - a) The main expenditure during the last financial year has been in respect of costs incurred for the 4<sup>th</sup> and final dedication service of the Hednesford Mining Memorial
  - b) All remaining books have been sold resulting in a surplus on the latest reprint of £431.00. This amount has been incorporated into the Hednesford memorial account.
  - c) The third plaque on the memorial has recently been installed by A Walker & Sons, its cost therefore will need to be met from funds held in the memorial account.

Michael C Mellor

Honorary Treasurer

13.04.17

## ***Chase Arts for Public Spaces***

### **Chair's Report - April 2018**

Welcome everyone to the 2018 AGM and thank you Mike & Trish for the use of their lovely home to hold our meetings.

It has once again been a privilege and a pleasure to be your Chair and to actually be here at this AGM in person.

I would like to praise the Committee for all the hard work that has been put in to achieve everything that we stand for, Promoting the Arts for Public Spaces.

Thanks so much to Mike and Trish Mellor, our President and Secretary for all the time and effort they give to supporting all the projects that CHAPS take on. It has been my privilege to be involved in three of the four phases of the Hednesford Mining Memorial dedications, but it is the end of an era. Phase Four being, once again, an extremely successful, very emotional occasion, but a fitting end to the four phases. All of which would not have been, but for the dedication of Mike, our President, ably assisted by Trish and supported by all members of the Committee.

It was a pleasure to attend the event at Pye Green Community Centre in February to commemorate the wonderful Pye Green Tapestry, created by the Chadsmoor Tapestry Group. The amount of work and dedication that goes into producing such a spectacular work of art for Cannock Chase is a fitting tribute to this Group.

I would like to thank all members of the Committee who have given their time to support CHAPS by attending meetings and particularly Mike and Sheila for attending external meetings on our behalf.

I know there are lots of things that our President and Treasurer will report on, particularly future projects that I haven't mentioned.

I am looking forward to seeing the new Logo being used and I wish all well and much success with future projects.

Cllr Pat Ansell - Chair



# Minutes of CHAPS AGM

2.00pm Friday 13th April 2018  
52, Hatherton Road, Cannock WS11 1HQ

Present: Pat Ansell [Chair]; Sheila Harding [vice-Chair]; Mike Mellor [President, Treasurer]; Trish Mellor [secretary]; Amanda Milling MP; Roger Loader; Brian Garner; Ray Betteridge; Craig Watts; Brenda Marshall.

1. Apologies: George Adamson; Lisa Shephard; Dave Martin; Alex Smith; Brian Batey.
2. Minutes of the AGM held 7<sup>th</sup> April 2017 were accepted as a true record and signed by the Chair, Pat Ansell.
3. Matters arising from those minutes – there were none.
4. Chair's report: Attached
5. Secretary's report: Following the Dedication of the 4<sup>th</sup> and final phase of the Mining memorial I sent letters of thanks to all who had contributed.

I have submitted information to update our website on the home page, the Name the Bricks page and on the Phase 4 page. It now states that we will be laying no more bricks; gives details of the memorial and a report of the Dedication service along with the plan which shows where the bricks in the four phases can be located. It also says that information is available at the Library in Hednesford and at Hednesford Mining Museum. We have been asked if more books can be printed. A price has been obtained but no further books ordered.

Heart of Hednesford asked if they could put together information for the Library. Mike and I met with the ladies concerned and invited them to a specially convened December meeting. Those who managed to attend were thrilled with all that was done – folders with all names, plans of the bricks: all making it easier for people to locate their named brick within the memorial. We're very grateful to Sue and Debbie.

Press reports have been sent to the Chronicle, Express & Star, Staffordshire Outlook, Penkrige Advertiser and have been used by all media.

Several phone calls have been received from members of the public unable to find their brick – occasionally they can be quite rude. Each phone call has been followed up and the bricks located.

We maintain membership of Cannock Chase Arts Council, represented by Pat Ansell, Sheila Harding and George Adamson 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 in Partnership meetings.

We have been asked to assist with a possible memorial for Miners at the National Memorial Arboretum and exploratory work has been undertaken.

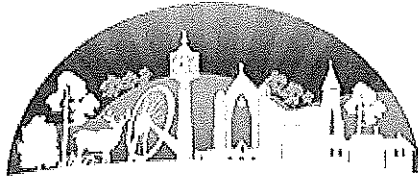
Many of us attended the unveiling of the Pye Green Tapestry, undertaken by the Chadsmoor Tapestry group, led by Brenda Marshall. It is magnificent – we were sad that Brenda was unwell and not able to attend the occasion herself.

I have sent information to committee members as appropriate and I am grateful for the replies I receive to those emails. I've followed up where necessary with phone calls to establish emails were being received and that those members wish to continue serving on this committee.

6. Treasurer's report and presentation of the accounts up to year end 31<sup>st</sup> January 2018 - attached

7. Elections of Officers – the current officers expressed their willingness to stand again for the forthcoming year and were unanimously voted in.
8. Election of Executive Committee - Dave Martin had written to say that, because of family circumstances, he is resigning from his position on the Committee. Roger Loader gave his resignation, again owing to personal circumstances and his inability to attend meetings. Brian Batey is now operating his own taxi service, working full time and so is no longer able to play an active role as a Committee member. The Chair and all present wished to record their grateful thanks to the parts all three have played over the years. All will be kept informed of future events and will be welcomed at any time should they wish to come along. Ray Betteridge explained that he will need to review his position over the forthcoming year but will currently remain a serving member of the Committee. All others present plus George Adamson, Lisa Shephard and Alex Smith were voted as continuing members of the Executive Committee of CHAPS.
9. AOB – It was unanimously decided to co-opt Jenny Dunn and Roger Ford as Committee members for the duration of a possible new project to erect a mining memorial at the National Memorial Arboretum.

The meeting closed at 2.30pm



# Hednesford

*in partnership*

## **Minutes of the Meeting**

Held on 12th March 2018, at Staffs University Academy

### **Attendance:**

Robin Kingston - HIP Chair  
Paul Woodhead - HIP Vice Chair  
Lesley Yates - HIP Treasurer  
Mike Mellor- CHAPS  
Wendy Yates - Hednesford Lions/Resident  
David Wiseshall - The Heart of Hednesford  
Keith Fitch - CCRPG  
Liz Williams - Hednesford Library  
Matthew Davis - Hednesford Town Council  
Erica Bennett - Friends of Hednesford Park  
Paula Smith - Hednesford Football supporters

### **Apologies:**

Bryan Jones - Staffordshire County Councillor  
Phil Hewitt - Staffordshire County Councillor  
Andy Fittes- HIP Secretary  
Rob Ryder - Hednesford 1st scouts.  
Jo Palmer - Staffs University Academy  
Steve Williams- Hednesford Football supporters

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

None.

### **2. Opening Words from The Chair.**

Robin thanked everyone for attending.

### **3. Treasurers Update**

Nothing new to report.

### **4. Update regards Hednesford Town Lottery**

Robin reported that the lottery sales were slightly down this month at 248 tickets being sold, this seems to be a normal trend for this time of year, and the snow has had a massive impact on traders which has in turn affected lottery ticket sales. There

are now 22 outlets selling tickets, including a new addition McDonalds. Paul has had a meeting with the new manager of Tesco's and they have agreed to start selling the lottery tickets. Two other businesses have also expressed an interest in selling the tickets. Sponsorship for the cost of the tickets for the April and May draw has been secured, but work needs to be done to secure sponsorship beyond that.

## **5. Bridging Communities Artwork**

Paul confirmed which artwork had been voted for by the Public. Lesley confirmed that everything was on schedule with regard to artwork being completed on the Bridge; She explained that due to the bad weather she had not been able to agree two dates for Gez the artist to go into the schools, and that she would keep working on this or look at alternatives. Paul has confirmed with highways that they can provide and apply the anti graffiti coating to the finished artwork. Keith Fitch and David Wisehall suggested HIP informed Network Rail about the work even though they have already agreed to the artwork proposals. Paul agreed to contact Network Rail.

## **6. Markets Updates**

Paul informed the group that Sketts had confirmed that they would not be continuing with the markets in Hednesford as there wasn't enough profit in it for them. Paul explained he had approached Bescot promotions but they are currently unable to commit to any additional markets. Paul has been working up proposals for a smaller 'craft' market managed by HIP. The market would be held within Anglesey Crescent, meaning that Market Street could remain open. Hednesford Town Council will be contacted about the closure of Anglesey Crescent. Paul has put a pricing structure in place and stalls will be offered first of all to local people. The market will be held monthly from April to September and will be held on the 3rd Saturday of the month. (with one also being held in December in line with the xmas event). Paul said he would be posting all the details on Face book and asked for partners to share the post. Erica Bennett, volunteered to help Paul with the markets.

## **7. Best Kept Village 2018 (BKV)**

Paul is putting the application together for the BKV entry.

David Wisehall explained that the Keep Britain Tidy event had been cancelled due to the freezing temperatures and adverse weather. The event will be rescheduled.

The Station Adoption Group are checking whether they are still covered on the insurance now the new provider has taken over the running of the station.

Heart of Hednesford now have equipment for collecting cigarette butts, the equipment was funded by the Staffs county Councillors community fund, and they also purchased a hedge trimmer.

There will be a litter pick to launch the BKV in April.

The town flag poles need to go back up, they are currently being stored in the HOH container. Some of the flags are currently being repaired. Some are beyond repair

and will need to be replaced. Paul suggested the idea of partners having their own flag in the town and that he would get some prices.

HOH are to look at planting up some of the flower beds. David is looking at obtaining some posters about dog fouling and litter from Keep Britain Tidy. David will look at some notices for the Town Council notice board and the Station notice board.

## **8. Summer Festival**

To be held on Saturday 11/8/18. There will be a events meeting on Monday 18/3/18 at 6pm and anyone wanting to support the event are very welcome to attend. Paul explained the budget is very limited. Lesley confirmed she had made a bid to the Co-op for funding but wouldn't hear the outcome until May 2018. HIP have written to HTC asking if they are able to contribute any funds or in kind support towards the event. Matthew Davis confirmed it will be discussed at the next HTC meeting. Paul thanked HOH who have agreed to donate £100 towards the event.

## **9. 60 second updates from partners.**

CRPG - Keith Fitch: Things are going well with electrification of the line and it should be finished in December. A train service every 30 minutes will start in May 2018.

CHAPS - Mike Mellor: The Rotary Club are planting 30 trees in Hednesford Park.

Hednesford Library - Liz Williams: There will be a McMillan cake day on 23/03/18. On 04/04/18 there will be an internet safety talk by NatWest.

Hednesford Lions - Wendy Yates: There will be a senior citizens tea party on 25/03/18 at Staffs University Academy. Wendy asked all partners to spread the word.

Hednesford Football Supporters - Steve Williams -: Gave a thanks to all that supported the quiz. There will be a skittles evening on 20/04/18.

Heart of Hednesford - David Wisehall : Two of their volunteers have visited traders in the town to discuss keeping the shop fronts tidy in readiness for BKV. There will be an information book about the miners memorial and there will be a visitors book, both will be held in the library . HOH are looking for donations of any books about the mining in Hednesford, along with any newspaper cuttings and photos. Cannock Chase Miners Historical Association have donated books and the will remain in the library as reference books.

## **10. Any Other Business**

The chair of Hednesford Traders has left. There are now two remaining members who will discuss the future of the traders association.

The litter picks at the Nature Reserve are going well.

Central News have done a piece on the use of plastics and have filmed a piece in Hednesford and it should be aired in late March.

**11. Date of Next Meeting**

23/04/18 at 5.30pm to be held at Staffordshire University Academy.



HEART OF  
HEDNESFORD

Minutes of meeting held at  
Bella's Coffee House  
Wednesday 21<sup>st</sup> March 2018

**Present:**

David Wiseshall (Chair)	Keith Fitch	Mary Wynn
June Sheasby	Margaret Fitch	Steve Wilson
Pam Richards	Chris Richards	Dot Farish
Maxine Akins	Ruth Heslop	Janet Bolton
Robin Kingston	Sarah Walker	Mark Walker
Susan Schofield	Deb Burnett	Samantha Jenkins-Temple
Bryan Jones	Susan Thornton	

**Apologises:**

Sharon Jagger	Phil Hewitt	Susan Fisher-Meddings
Phil Bradley	Paul Woodhead	Martyn Jenkins-Temple
Ollie Kingston		

The meeting commenced with Bryan Jones asking for a round of applause to remember Graham Burnett who unfortunately passed away last year but would have been 60 the day after the meeting.

**Approval of minutes from meeting held 21<sup>st</sup> February 2018**

The minutes were approved without amendment

**Best Kept Village (BKV) 2018 and Keep Britain Tidy**

In appalling weather Susan Humphries and Sue Fisher-Meddings went out visiting 55 businesses in the town regarding BKV and KBT and generally had a very positive response. In the event the Beast from the East intervened and the planned litter picks on March 2-4 were cancelled as was the further event being planned for March 18 when the Beast from the East's little brother turned up. A litter pick weekend is now planned for the weekend of April 20-21 in preparation for BKV. Further details to follow nearer the time. The submission document and posters promoting BKV have now been done ready for the event.

A letter has been received from the Community Council of Staffordshire advising of their proposal to merge with Support Staffordshire in August 2018 to create a county-wide voluntary and community sector support organisation to represent urban and rural communities. These changes will not have any impact on BKV 2018.

The winning design for the bridge artwork has been announced as no:1 and weather permitting the bridge should be painted Easter time.

A number of competitions have been put together by Paul Woodhead running to April 20<sup>th</sup>. Details on the HiP Facebook page.

It has been established that NHS property services responsible for clearing rubbish from around the Doctors Surgery on Station Road. There is no public access to this area.

A press release is being prepared for HoH by a company working for HTC and hopefully will find its way into the Chronicle and Express and Star.

### **Hednesford Summer Festival**

Update from Robin Kingston: HiP are pursuing various funding options for the event. Quiet a few stalls have already been booked. Further ideas for the event are being developed. Also working with Hednesford Town Council and various local businesses to develop the Festival although not as straight forward this year due to the lack of Lottery funding.

A discussion then followed as to whether HoH should have a tombola or chuck (throw) a chicken on our stall. Ideas will be developed over future meetings but the feeling at this meeting was if possible to have both. Prizes will be required for August whatever is decided.

### **Station adoption and litter picks.**

DW updated the meeting about the situation with the new Franchise operator West Midlands Trains. Although having emailed both David Whitley and Francis Thomas no confirmation has been received regarding insurance covering HoH members working on or around the station therefore we are unable to work onsite. David confirmed he was planning to contact Paul Webster at ACorP to find out if other groups have been having similar problems.

Following a long conversation with Allun Edge from Network Rail regarding the HoH storage container at the station it looks as though we may have gained his support to keep it in place. This is based on the main objections raised by NR having all failed to materialise over the 7 months it has been in place. Unfortunately the banner on platform 2 has recently been ripped and destroyed. This won't be replaced as it displays the now obsolete LM logo.

Nearly all the daffodils planted before Christmas are coming up and are near flowering and should make a good show in April. David advised the group will need to start planning the planting for Spring to give a colourful display over the Summer and into Autumn. It was suggested plants should feature red, blue and white as it's the 100th anniversary of the formation of the RAF. Also the RAF Association will be presented with the Freedom of Cannock Chase later in the year. A suggestion was made about planting in the shape of an RAF roundel however David wasn't certain we would have the space for this.

### **Miners Memorial.**

Pam Richards gave an update and expressed her thanks for the help given by Jackie & Julie who worked on the memorial every week whilst Pam had a month's holiday earlier in the year. Recently they have been scraping up chewing gum on the paths around the memorial.

Susan Schofield updated the meeting about the book of names being prepared for the library. Also about the books of local history and asking if anybody knows of further books that may be available.



### **Hednesford in Partnership.**

Update from Robin Kingston and David Wisehall:

Takings for the latest Hednesford Town Lottery were down slightly probably due to the inclement weather. Total prize money paid out this month £154 with the first prize being £124. McDonalds in Hednesford and Cannock are now both selling tickets and have asked for some A3 size posters to promote the lottery.

A decision has been made to hold Crafters Markets on the 3<sup>rd</sup> Saturday of each month from April through to September in the area adjacent to the side of the library. Market Street will remain open to traffic but a road closure will be required for Anglesey Crescent the area where the market is planned to be held.

DW has shared HiP Facebook post with the HoH logo added and has had around 6,000 views and 46 shares. This is in addition to the entry on the HiP Facebook page that has received around 5,000 views with 38 shares. Still space for further stalls, anybody interested should contact Paul Woodhead at HiP. Note traders need to supply their own stalls and gazebo's etc.

### **Social Media**

Martyn Jennings-Temple has now taken control of the HoH website and Facebook page and plans to meet with DW before the next meeting to sort out requirements for the sites.

### **AOB**

DW announced Sharon Jagger has tendered her resignation from the role as vice-chair with immediate effect. Sharon hopes HoH continues with the amazing progress we have made and wishes us all the best for the future. It was agreed the group should pass on our sincere thanks to Sharon for the time she has spent with us. The role of vice-chair will remain vacant till May when all posts come up for re-election at the groups AGM.

DW introduced Ruth Heslop who has had a meeting with Amanda Milling MP regarding the charges Cannock Council have set in motion for retail businesses in relation to A boards and furniture etc outside their shops. Ruth is concerned retailers will be unable to bear the cost but without the signage and other items Market Street will look bare.

Ruth also put forward some ideas regarding regeneration of the towns around the Chase. Some of the ideas had originally been suggested by Clair Bailey a Retail Expert who had been interviewed on BBC 1's Inside Out programme regarding the restoration and up lifting of Derby Cathedral Quarter.

DW summarised by saying the Hednesford Town Plan contained a lot of interest including some of the points raised by Ruth. Also would like to encourage more specialist retailers perhaps rather than national brands. Could include pop-up shops, like art displays for local groups.

A problem at the moment is the local Traders Association has come to a standstill although there are plans for this to be re-established on a stronger footing.

The Neighbourhood Plan is out for consultation followed by a referendum later this year.

What is required is a link to the 2 million people who visit the Chase every year and the 4 million anticipated users of the new Mill Green out of town shopping centre construction of which has just commenced.

Another event is the Saturday morning Park Run that takes place in Hednesford Park and

can attract several hundred participants who tend to remain in the park and don't seem to filter through into the town for refreshments and general shopping.

Susan Schofield suggested further things that could be done to improve the town:

1. Hedges could be planted either side of the road over the railway bridge to stop litter blowing from the pavements onto the grass banks.
2. The HoH storage container could be re-painted and maintained to a higher standard.
3. Some communities are purchasing There But Not There 'shadow soldiers' artworks. Although life size are around £750 Susan believes smaller versions are available from about £42. Could be placed on benches around the park although not certain what permissions would be required. (DW will discuss with HTC)
4. People in Bloxwich have crocheted poppies and they are placed near the war memorial around Armistice Day. Could this happen in Hednesford.

Pam Richards suggested work be done by HoH to improve the flower beds in Market Street that are mostly neglected. New soil and plants will be required. DW confirmed this could happen.

As the meeting finished Susan Thornton mentioned she had just moved back to Hednesford having lived out of the area for 21 years and couldn't believe the major improvements there have been in the area in this time.

These items could be discussed further at the next meeting.

***Date/time of next HoH Meeting: 6pm Wednesday 18<sup>th</sup> April 2018***

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

Keith Fitch  
4<sup>th</sup> April 2018.

**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](mailto:mark.deaville@staffordshire.gov.uk)  
Website: [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk)

Mr Peter Harrison  
Via email

My ref: MD-57/CM

Your Ref:

Date: 13 April, 2018

Dear Mr Harrison

Thank you for your email dated 3 April 2018, regarding service provision in the Hednesford area and overall council supported and commercial provided service position.

As you will be aware the County Council consulted on supported bus service funding changes in 2017. Public transport support is unfortunately a non-statutory function, aside from the legal requirement to consider socially necessary services, which are not otherwise provided commercially by the transport operators, within the available funds. The ongoing level of bus service support was agreed by Members in order to maintain funding for Social Care, Adult Care, Highways, Entitled Home to School transport and other statutory functions, which are experiencing increased demand. These areas would be subject to additional risk and financial and delivery pressure, if the public transport savings are not delivered.

The authority fully appreciates that the decision made would have implications for bus users and is doing all it can to maintain the service links, the vibrancy of town centres and enable access to services and facilities, but with less money available to subsidise bus journeys, we are not able to continue to support all journeys previously made. The Council and its officers have therefore focused support on Monday to Friday day time services which provide access to health, education and employment. Continuing to fund evening and Sunday services was not unfortunately sustainable and would have jeopardised the Council's ability to support other more heavily used non-commercial services and fulfilment of its statutory functions.

Service options and plans have been, and will continue to be developed, in conjunction with the operators to minimise the impact of any supported service funding changes on the viability of the commercial network, which currently constitutes over 95% of the bus network in Staffordshire. The value of bus services is recognised, and officers will work to maintain service provision, where feasible, within the allocated supported bus service budget. In discharging our duty to obtain value for services, which make best use of vehicles and drivers to provide travel opportunities and access to services, officers will continue to explore all available funding sources, e.g., s106 developer funding and bid fund opportunities, including Department for Transport funding opportunities, to supplement the Council's allocated funds. Officers are also continuing to explore and develop cross sector working, e.g., health, education, in the provision of travel opportunities and effective use of joint resources, in conjunction with extensive discussions with the bus



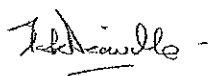
operating companies, to ensure comprehensive consideration and exploration of all service planning options.

Turning to the Arriva Midlands position, the company has separately undertaken their own business assessment which has resulted in the withdrawal of Sunday service operation from their Cannock Depot and adjustments to some of their weekday services. We have been informed by Arriva Midlands personnel that they have had to take commercial business decisions to sustain the longer term business in Staffordshire. I therefore would not be confident in the company's financial position to enhance services in areas such as Hednesford where passenger demand has not been as strong as in some parts of the county. This was unfortunately exemplified by the inability of the i54 employers to continue to fund the National Express service 154 at the financial level required, due to low levels of passenger demand. The Council's overall funding revisions will not have been the critical element in Arriva Midlands decision and the Council is not in the position to fund any unbudgeted provision. To put in context, it costs on average £115-£135k per annum for each bus on local services irrespective of the nature of the company, i.e., small, medium or large, including plcs, which illustrates the scale of required passenger usage to cover the operational costs .

In terms of service provision in other parts of the county, it is a mixed picture. Some areas, including a number of which Mr Bishop identified, either are able to sustain service provision by virtue of passenger demand and associated revenue, or because they are geographically en-route between other urban centres. Equally, there are other parts of the county which have no convenient access to public transport, whether supported by the County Council or commercially provided by the operators. Officers will continue to work with the transport operators and other partners to review viable and sustainable travel options and seek where possible partner funding to improve service provision and travel options. The issue of access to health services is also recognised, especially as specialist provision can entail longer journeys. Officers are therefore working with community transport and voluntary car scheme partners to maximise their ability to cater for some of the required health journeys. Most of the voluntary car scheme resources are already assigned to requested hospital and health centre journeys, hence the current work to encourage these sectors to increase their operational capacity and for joint partner working with the Health sector to maximise use of the transport resources which are collectively in place and which can be further developed.

I thank you for raising this matter with me and providing the opportunity to clarify the background to the current service provision position and the work in progress.

Yours sincerely



**Mr Mark Deaville**  
**Cabinet Member for Commercial**





Dear Hednesford Town Council,

Please see attached statistical information collated from CCTV within the month of March 2018.

### **CCTV Monitoring for Hednesford Town Council**

<b>ANTI SOCIAL BEHAVIOUR</b>	<b>11</b>
<b>ASSAULTS</b>	<b>4</b>
<b>AUTOCRIME</b>	<b>0</b>
<b>BURGLARY</b>	<b>1</b>
<b>DAMAGE</b>	<b>0</b>
<b>DISTURBANCE</b>	<b>2</b>
<b>DOMESTIC</b>	<b>0</b>
<b>DRUGS</b>	<b>0</b>
<b>DRUNKNESS</b>	<b>0</b>
<b>GRAFFITI</b>	<b>0</b>
<b>MISSING PERSON</b>	<b>4</b>
<b>AREAS MONITORED (NON-CRIMINAL)</b>	<b>194</b>
<b>SUSPICIOUS</b>	<b>6</b>
<b>THEFT</b>	<b>1</b>
<b>TRAFFIC</b>	<b>1</b>
<b>TOTAL</b>	<b>224</b>
<b>POLICE ADVISED</b>	<b>8</b>
<b>RESOURCE DEPLOYED</b>	<b>8</b>

**87 % OF MONITORING WAS NON REPORTABLE  
13 % OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO  
THE PARISH/POLICE**

The town centre was, on the whole fairly quiet. A few incidents with drunkenness and a bit of ASB, but thanks to close liason with those on the Storen system, these issues were quickly resolved.

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



**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>
1. Loss of or damage to fixed assets				
a) Community Centre, outbuildings, car park	L	Material Damage	Fixed asset register	Review valuations annually
b) Furniture & fittings	L		Building & perimeter locked when unoccupied. Alarm set.	Alarm serviced twice a year.
c) Computer equipment	L		Computer equipment kept in locked room.	
d) CCTV System				
e) Bar equipment	L		Bar has separate alarm and secured from rest of Centre	Alarm serviced twice a year.
f) Bar stock	L		This is the responsibility of the bar contractor	
g) Other inc art works & heritage items	L			
			Electrical wiring & emergency lighting serviced monthly	Certification from contractor
			Portable electrical equipment tested annually	Report from tester. Insure all items certified.
			Fire equipment inspected twice a year.	Obtain certificates.
			Smoking	Prohibited by law
2. Liability as consequence of asset ownership				
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	Public Liability	Health & Safety policies in place	Risks re-assessed regularly.
				Annual review of insurance cover.
3. Provision of services or amenities and organising events - damage to persons or third party property.		Public Liability		Annual review of insurance cover.
a) Hiring out centre	L		Health & safety issues pointed out to new users	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	Check annual cover	
b) CCTV coverage	L	Insured by DC		
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)	



**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>
House visits/aggressive behaviour	L	Pers. Accid.	Members should not make visits alone.	
7. Loss to Council through poor performance of or fraud by contractors or suppliers	L		Review contracts annually Obtain at least three quotes for all major work Audit all work done before payment	
8. Business risks of the Council failing to:				
Act within its legal powers			Confirm power under which expenditure made	Standing orders and Fin Regs Reviewed 2014-15
Keep proper financial records			Monthly accounts & bank reconciliations prepared	
Comply with borrowing restrictions			The Council is repaying a loan to PWLB	
Comply with employment law, IR & C&E regulations			Contracts for all employees except casual workers	Contracts reviewed
Adequate annual precept in line with budget			Quarterly returns for PAYE & NI and for VAT	Salary documentation prepared by payroll contractor
Ensure proper use of funds granted to community bodies under specific powers or Section 137			Annual budget working party. Accounts prepared against budget and reviewed monthly.	
Keep accurate minutes of council business			Reports requested from community bodies on how money used and benefit to the community.	
Respond to electors wishing to exercise their rights of inspection			Minutes and pages numbered sequentially. Signed copies kept in separate place.	
Safeguard documents			Procedures in place.	
IT - Data Protection			All documents stored/filed at the Town Council Office, available for inspection in pursuit of statutory rights	
Up to date Register of Members' Interests & Gifts & Hospitality			All computer records backed up monthly on to external hard drive. Anti Virus software and malware installed SCC engaged to be Data Protection Officer (DPO) 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. Implement measures recommended by DPO Annual reminder to all members



# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

## To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - 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

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

## Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

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

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.	N/A	

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which 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)

# Annual Internal Audit Report 2017/18

## HEDNESFORD TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This 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.	N/A		NO PETTY CASH KEPT
G. Salaries to employees and allowances to members were paid in accordance with this 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		
<b>K. (For local councils only)</b>			
Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

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

Date(s) internal audit undertaken

30/04/18

Name of person who carried out the internal audit

RICHARD JOHN NEWTON

Signature of person who carried out the internal audit



Date

30/4/18

\*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, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

**HEDNESFORD TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed		Yes	No*	Yes' means that this 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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and 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 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	N/A		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓		

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

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

## Section 2 – Accounting Statements 2017/18 for

HEDNESFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	159,080	133,220	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	137,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	72,878	51,672	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	69,423	73,626	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 authority's borrowings (if any).
6. (-) All other payments	124,149	85,526	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	133,220	145,808	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	133,220	145,808	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	700,712	700,712	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	182,144	173,114	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.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this 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 authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



Hednesford Town Council  
Lloyds TSB Bank Reconciliation 31/03/18

Bank Balance per Statement

LESS O/S cheques

Bank Balance per Statement

Unity Trust Bank £ 46,656.56

LESS O/S cheques

06/12/2018	300106	Vintage Kitchen	£	13.20	
08/02/2018	300125	West Hill Primary School	£	100.00	
	300127	Hednesford Valley High	£	100.00	
01/03/2018	300142	Gary Corbett	£	80.00	
	300143	Rebecca Gaskell	£	80.00	
27/03/2018	300147	Sandra Tyrell	£	145.00	
29/03/2018	300148	Hednesford in Partnership	£	895.00	-£ 1,413.20

Cash Book bank balance at 31.03.18 £ 45,243.36

Cash Book Balance £ 45,243.36

1 Year Long Term Savings £ 50,000.00

6 month Savings £ 50,565.28

Total Cash Balances £ 145,808.64

Reserves B/F	£ 133,220.19
Receipts	£ 189,492.11
	<u>£ 322,712.30</u>
Less: Expenditure	£ 176,903.66
TOTAL	<u>£ 145,808.64</u>

Signed: .....

Dated: .....



Hednesford Town Council - Cash Book 2017/18

31/03/2018		Cheques sent out		
Date	Payee	£		Details
06/03/2018	300145 Securitec Systems	£	114.00	Alarm annual contract
	300146 Mr A Pearson	£	65.00	Chairman's Chain gilded
16/03/2018	BT	£	166.40	Phone Bill
20/03/2018	Staffordshire Pension Fund	£	1,100.74	Pension
22/03/2018	Dawn Richards	£	520.82	Salary
	Laurie Bowman	£	953.98	Salary
	Peter Harrison	£	1,513.99	Salary
	Mike Bradbury	£	585.96	Salary/ Cleaning Materials
	Jackie Smith	£	155.18	Salary
	HM Revenue & Customs	£	4,124.77	PAYE/TAX
	Centro WebNet	£	129.56	3 month Internet
	The PR Women	£	666.00	2 month PR Support
26/03/2018	Biffa Waste	£	113.28	Refuse Collection
27/03/2018	Sandra Tyrell	£	145.00	Room Hire Refund
29/03/2018	Hednesford in Partnership	£	895.00	Grant
31/03/2018	Service Charge	£	35.10	Bank Charges
	<b>Total</b>	£	<b>11,284.78</b>	
	Cash Book Balance	£	45,243.36	
	1 Year Long Term Savings	£	50,000.00	
	6 month Savings	£	50,565.28	
	<b>Total Cash Balances</b>	£	<b>145,808.64</b>	
	Reserves B/F	£	133,220.19	
	Receipts	£	189,492.11	
		£	322,712.30	
	Less: Expenditure	£	176,903.66	
	<b>TOTAL</b>	£	<b>145,808.64</b>	

Hednesford Town Council - Cash Book 2018/19  
30/04/2018 Cheques sent out

Date	Payee	£	Details
04/04/2018	Cannock Chase Council	£ 580.00	Rates
12/04/2018	Purchase Power	£ 105.50	Postage
23/04/2018	The PR Wormen Ltd	£ 333.00	PR Support
	Ascot Industrial Supplies	£ 71.11	Cleaning Materials
	Centro Webnet	£ 72.00	Web Hosting
	Staffordshire Parish Councils Ass	£ 1,044.00	Subscription
	Plum Logo Limited	£ 34.20	New workwear
	EDF Energy	£ 1,300.63	Electricity Bill
	Cannock Chase Council	£ 292.00	Markets Road Closure Order
	Dawn Richards	£ 513.04	Salary
	Laurie Bowman	£ 972.92	Salary
	Peter Harrison	£ 1,519.36	Salary
	Michael Bradbury	£ 497.83	Salary
	Jackie Smith	£ 339.73	Salary
	Staffordshire Pension	£ 1,145.11	Pension
24/04/2018	Pitney Bowes Finance Limited	£ 75.49	Postage
30/04/2018	Biffa Waste	£ 101.04	Refuse Collection
	<b>TOTAL</b>	<b>£ 8,996.96</b>	
Cash Book Balance		£ 161,478.87	
1 Year Long Term Savings		£ 50,565.28	
Total Cash Balances		<u>£ 212,044.15</u>	
Reserves B/F		£ 145,808.64	
Receipts		£ 75,232.47	
		<u>£ 221,041.11</u>	
Less: Expenditure		£ 8,996.96	
TOTAL		<u>£ 212,044.15</u>	

Date	check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Rot Room Lettings	PGCC Funct PGCC Bar Misc	Grants	Loan	Savings Transfer	Community Investment Levy
02/03/2018		Pre School Learning Allia		49 £										
		Cruse Bereavement							£1,015.80					
		Pye Green Ladies Club							£ 105.60					
05/03/2018		Garin Bailey		£					£ 110.32					
12/03/2018		Simon Stokes		£						£ 160.00				
13/03/2018		Mr Gregory		50 £						£ 344.00				
		Mrs Ward												
14/03/2018		Mr & Mrs Keay	123456 £							£ 320.00				
14/03/2018		Sum Up Machine		£						£ 67.83				
15/03/2018		AR Fowler		£						£ 26.40				
19/03/2018		Simon Stokes		£						£ 38.40				
19/03/2018		AR Fowler		£						£ 52.80				
20/03/2018		Cruse Bereavement		£						£ 118.80				
		For Court Three Brothers												
		Garry Corbett		-£						£ 80.00				
		Rebecca Gaskell		-£						£ 80.00				
		Steve Clifford		-£						£ 80.00				
		Support Staffordshire		£						£ 39.60				
		EDA		£						£ 51.20				
21/03/2018		A Scott		£						£ 28.87				
26/03/2018		Dididance		£						£ 28.00				
27/03/2018		C Clarke-Smith		£						£ 24.00				
27/03/2018		Soni Reid		£						£ 56.00				
29/03/2018		RM Ridgeway		£						£ 112.00				
		A Crage												
26/03/2018		Sandra Tyrell		-£						£ 145.00				
		Month Total		£						£ 2,567.97				
		Year Total		£						£ 189,492.11				
				£						£ 137,500.00				
				£						£ 14,810.82				
				£						£ 315.13				
				£						£ 5,497.78				
				£						£ 25,665.78				
				£						£ 833.06				
				£						£ 100.98				
				£						£ 2,200.59				

Regular Hirer - Toddlers  
Cruse Training  
Regular Hirer - Ladies Social  
Sky Team Meeting  
Regular Hirer - Stars  
Regular Hirer - Stars  
Regular Hirer - Pye Green Dance  
Regular Hirer - Slimming World  
Regular Hirer - Stardust  
Private Hire Wake - 22/03/18  
Regular Hirer - Spanish Lessons  
Regular Hirer - Stars  
Meeting Room 2 Hire  
Regular Hirer - Spanish Lessons  
Return of Deposit against Damage  
Return of Deposit against Damage  
Return of Deposit against Damage  
Meeting Room 1 Hire  
Regular Hirer - Zumba  
Music lesson Meeting Room 2  
Regular Hirer - Dididance  
Regular Hirer - Mama Heat  
Children's Party, 21st April 2018  
Regular Hirer - Slimming World  
Bar Commission  
Room Hire Refund

Heddesford Town Council - Cash Book 17-18  
30/04/2018 Income

Date	check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Room	PGCC Room Lettings	PGCC Bar Misc	Grants	Loan	Savings Transfer	Community Investment Levy
04/04/2018		EHMAA		£ 168.60						£ 168.60					Regular hire - Karate
05/04/2018		Hm paymaster		£ 102	£ 451.40										Diabetes room hire
		Pye Green Ladies Club						£ 66.00							Regular hire - Ladies Social
		Leighmar Pilates								£ 51.20					Regular hire- Pilates
		Mr Small								£ 89.60					Regular hire- Sequence Dance
		Mrs DL Denny								£ 145.60					Regular hire - Tuesday Dance
06/04/2018		Mr Stacey		£ 48.00						£ 48.00					Connect monthly group
09/04/2018		Canook Chase Council	dd	£ 68,750.00		£ 68,750.00									Council precept
10/04/2018		Mrs Fowler		£ 26.40					£ 26.40						Spanish Lessons
		HMA paymaster		£ 1,288.70					£ 706.20						Regular hire - Health Visitors & Diabetes Meeting room hire
		Cruse Bereavement							£ 160.10						Regular hire- Pye Green Dance Meeting room hire
		Mr Gregory								£ 89.60					Regular Hire - Stardust
10/04/18		Mr & Mrs Key								£ 332.80					Regular Hire - Chasin Tails
		Mr S Taylor								£ 200.00					Bar Commission
		A Craggs		£ 10000	£ 229.00					£ 47.18					Children's Party
20/04/2018		Any	Sum up	£ 47.18						£ 29.00					Regular Hire - Stars
23/04/2018		Mr S Stokes		£ 192.00						£ 192.00					Lloyds 1 year savings matured
24/04/2018		Lloyds Corporate Markets		£ 50,450.00											Connect monthly group
27/04/2018		C Jones		£ 48.00						£ 48.00					Community Infrastructure Levy
30/04/2018		G A Bailey		£ 62.80						£ 62.80					Spanish Lessons
30/04/2018		Mr Stacey		£ 48.00						£ 48.00					
30/04/2018		Canook Chase Council		£ 3,395.99											
30/04/2018		Mrs Fowler		£ 26.40											
		Month Total		£ 125,232.47		£ 68,750.00	£ -	£ 450.00	£ 1,146.90	£ 1,460.58	£ 29.00	£ -	£ -	£ 50,000.00	£ 3,395.99
		Year Total		£ 125,232.47		£ 68,750.00	£ -	£ 1,146.90	£ 1,460.58	£ 29.00	£ -	£ -	£ -	£ 50,000.00	£ 3,395.99