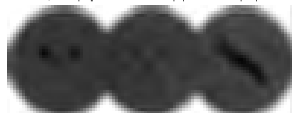


Hednesford Town Council



Gateway to the Chase

4 September 2018

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 11 September 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

A handwritten signature in black ink that reads 'P. HARRISON'.

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 31 July-2018 (enclosed **pages 12 to 16 of 2018-19**)
4. Chairman's Announcements

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

5. Report of the Town Council Manager/Clerk

To consider the following:

a) Planning

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

b) Neighbourhood Plan Update

To report that despite requests to NALC, Cannock Chase Council, the Electoral Commission, the Ministry of Housing Communities and Local Government and Locality no definitive response has been received regarding the extent to which (if any) the Town Council can legally publicise the referendum on the Neighbourhood Plan

c) Heart of Hednesford

To receive notes of meetings held on 18 July and 15 August 2018 including comments from the Best Kept Village Competition judges (enclosed **agenda pages 2 to 10**)

d) Chase Arts for Public Spaces

To receive notes of a meeting held on 13 April 2019 (enclosed **agenda pages 11 to 12**)

e) New Post Office – Broadway

To receive correspondence from the Post Office (enclosed **agenda pages 13 to 16**)

f) WW1 Commemorative Bench

To consider purchasing and locating a bench at the War Memorial. (enclosed **agenda pages 17 to 18**)

g) Proposed Local History/Heritage Day – 10 November 2018

Due to lack of interest it is being suggested that this event be held at some future date

h) Christmas Event – 7 December 2018

To note the arrangements being made

i) CCTV Monitoring

To receive the monitoring reports up to August 2018 (enclosed **agenda pages 19 to 22**)

j) People Helping People Initiative

The County Council Cabinet Support Member for Communities (County Cllr Phil Hewitt) has invited Town and Parish Councils and District Councillors to attend a meeting to discuss this initiative at a meeting to be held at 6:00 pm on 13 September 2018 at the Civic Centre, Cannock (enclosed **agenda page 23**)

k) Completion of the audit for the year ended March 2018
To consider the report of the auditor (enclosed **agenda pages 24 to 31**)

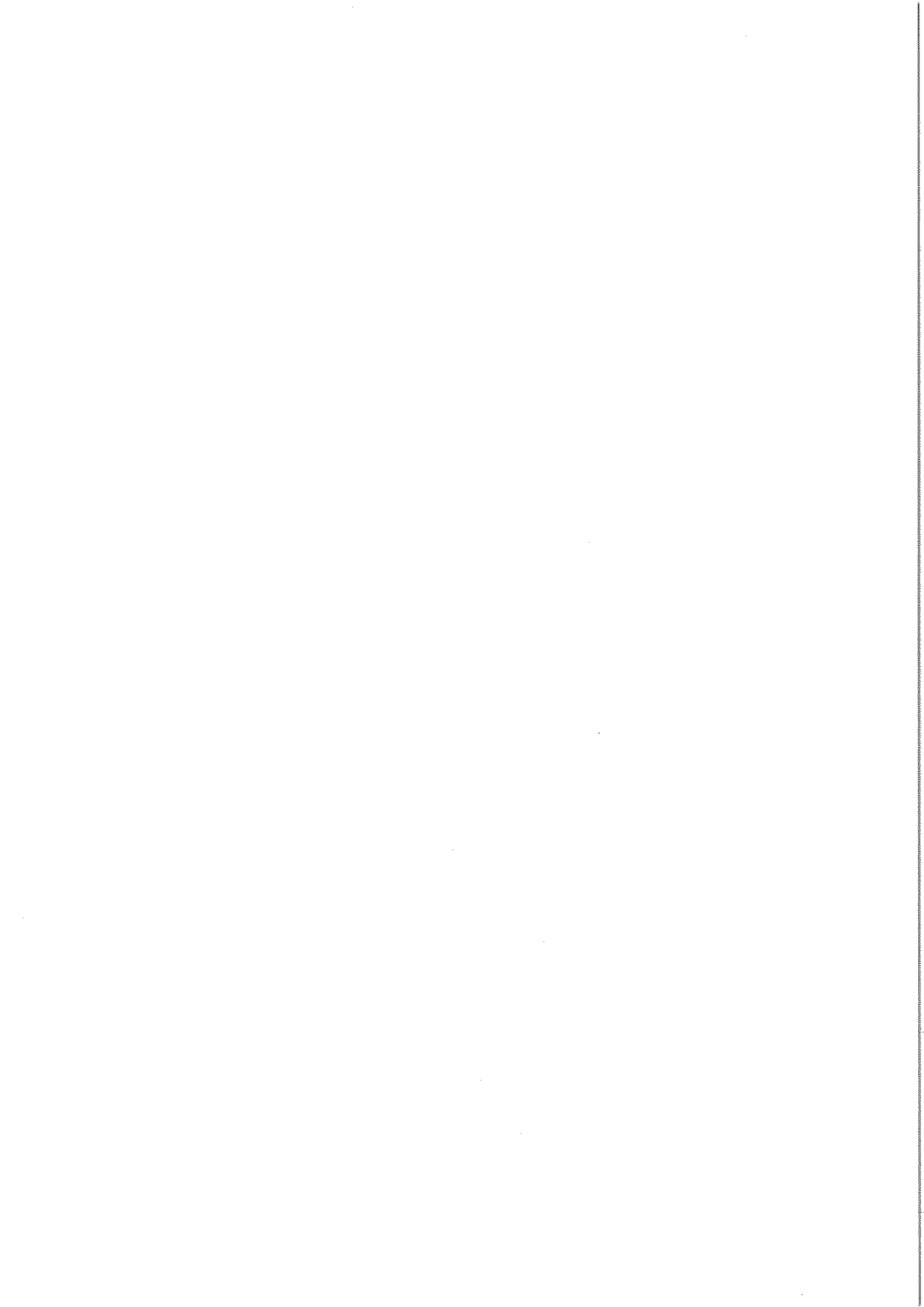
l) Finance
To note income received and confirm payments made up to 31 August
2018 (enclosed **agenda pages 32 to 34**)

6. Members Items

- a) Hednesford in Partnership – AGM (Cllr M Davis)
- b) Town Centre Bus Shelters (Cllr M Davis)
- b) Town Signage (Cllr M Davis)
- c) Land at junction of Station Road Bridge and Rugeley Road (Cllr A Pearson)

7. Items for Information and next agenda

8. 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 31 JULY 2018

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

PRESENT: Cllrs. A Pearson (Chairman), Mrs S Cartwright, D J Davis and M Davis,

Apologies for absence were received from Cllrs G Adamson Mrs D Grice and B Gamble and County Cllr B Jones

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

PUBLIC PARTICIPATION

Prior to the commencement of the meeting a Ms C Egginton a Planning Officer from Cannock Chase Council gave details on the district local plan and answered questions thereon

The Police had sent apologies for non-attendance and a written report was received setting out incidents of anti-social behaviour, shoplifting, theft from motor vehicles, burglary and drugs related matters

To acknowledge the 100th Anniversary of the RAF Mr Wisehall advised that containers and a roundel at the entrance to the station had been planted with red, white and blue flowers. He also reported that WM Rail had now appointed a Community Liaison Officer

1 MINUTES

The minutes of the meeting held on 19 June 2018 were approved as a correct record subject to the names of Cllrs B and S Hardman being added to the list of those present

2 CHAIRMAN'S ANNOUNCEMENTS

Bridgtown Parish Council

On 24 June the Chairman had attended a service to dedicate a WW1 Memorial Bench, a 6ft aluminium 'Tommies' from the 'There but Not There' project and the unveiling of a Heritage Board to commemorate the 30 years anniversary of the establishment of Bridgtown Parish Council

Armed Forces Day

On 25 June the Chairman had attended the flag raising ceremony at the Civic Centre, Cannock to mark Armed Forces Day

War Memorial – Rededication

On 7 July the Chairman had attended a service to rededicate the War Memorial conducted by the Vicar of Hednesford in the presence of Lord Anglesey. The ceremony had been very well attended. Arising from this the Town Council Manager/Clerk was to make enquiries into the possibility of a bench being located in the War Memorial grounds to commemorate the 100th Anniversary of the end of World War 1

Cannock Chase Council Civic Service

The Chairman had represented the Council at the Civic Service for the Chairman of Cannock Chase Council held on 15 July 2018

Thai Cave Rescue

A letter had been sent to the Thai Ambassador following the rescue of the Thai Wild Boar footballers and their coach. A reply received from the Consul stated "I am writing to thank you for your kind thoughts and prayers expressed in your letter. The rescue mission of trapped boys in a flooded cave would not have been successful without international support. A team of divers from the British Cave Council played a crucial role in locating these boys and bringing them out to safety. We are thankful for all support rendered to us in time of great distress. The navy officer Saman Gunan, who lost his life trying to save others is a true hero and will be remembered"

Fires on Hednesford Hills

Along with many others the Chairman had been greatly distressed by the recent fires that had devastated many of the habitats on the Hills and appalled by the fact that it was being reported that this had been an act of arson. He expressed appreciation to all the emergency services involved in quelling the fire and in particular the Fire and Rescue Service whose action had prevented even further devastation and he had written to the Chief Fire Officer accordingly asking her to pass on this to all the officers involved

3 PYE GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE

Consideration was given to a report of this Committee held on 24 July 2018

RESOLVED:

That the report and recommendations contained therein be approved

4 REPORT OF THE TOWN COUNCIL MANAGER/CLERK

Consideration was given to this report.

RESOLVED:

a) Planning

That the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications shown at Annex 1 be confirmed

b) Neighbourhood Plan

That it be noted that, following acceptance of the proposed modifications by the independent examiner, a referendum of the electors of Hednesford would be held on 11 October 2018 to determine whether or not the plan should be adopted and that this would be the first such referendum in Cannock Chase

c) Heart of Hednesford

That the notes of a meeting held on 13 June 2018 be received

d) County Council Update

That the following information from County Cllr Bryan Jones be noted:

- i) Broadway was not currently on the forward plan for pavement resurfacing
- ii) A request had gone to the Chair of the Community Safety Meeting for Safety Camera Enforcement in Heath Street

- iii) The Clear Streets team had been asked to visit West Hill Primary School and Pye Green Academy
 - iv) Safety Camera Enforcement activity was being arranged for Pye Green Road and the possibility of delivering 30 mph sign stickers for local residents' bins was being looked at
 - v) Discussions had taken place with the infra structure manager regarding concerns around the Beehive Island and the blocked drain in Station Rd at McGhie Street
 - vi) Highway repairs had been completed in Heath Street
 - vii) Concerns regarding crossing Anglesey Street had been raised with the infra structure manager and discussions were ongoing with a view to finding £2400 to provide a dropped kerb
 - viii) Dog Poo bags had been removed from Sunrise Hill and enquiries were ongoing to trace the offender
 - ix) Vehicle parking problems in McGhie Street were being addressed
- e) Application for a Premises Licence – Four Oaks Farm, Rugeley
That it be noted that the application had been withdrawn prior to the Licensing Committee hearing on 16 July 2018
- f) Brindley Village Legacy Group and Heritage/History Day
- i) That it be noted that discussions had taken place with the Legacy Group and it was anticipated that the Brindley Village Exhibition (or parts) would transfer from the Museum of Cannock Chase to the Pye Green Community Centre in the latter part of October and would remain there for several weeks including the 11 November which would mark the 100th anniversary of the end of WW1
 - ii) That the proposal of the Council's Heritage Spokesperson that a Heritage Day be held on 10 November at Pye Green Community Centre involving displays from local history groups and presentations about the history/heritage of the local area be supported
- g) Town Centre Bus Shelters and Benches
That it be noted that the County Council had not objected to the Town Council arranging for their shelters to be cleaned and the action of the Town Council Manager/Clerk in making arrangements for this and also for painting of town centre benches be confirmed
- h) CCTV Monitoring
That the monitoring report up to June 2018 be received
- i) Finance
That income received be noted and payments made be confirmed up to 30 June 2018

5. PROPOSED EXTENSION OF EXISTING PARKING RESTRICTIONS ALONG CHURCH HILL HEDNESFORD

The Chairman had agreed to this item being including on the agenda as a matter of urgency as the County Council had asked for comments by 10 August 2018

RESOLVED:

That the Council support the proposed extension of parking restrictions at this location

The meeting ended at 8:35 pm

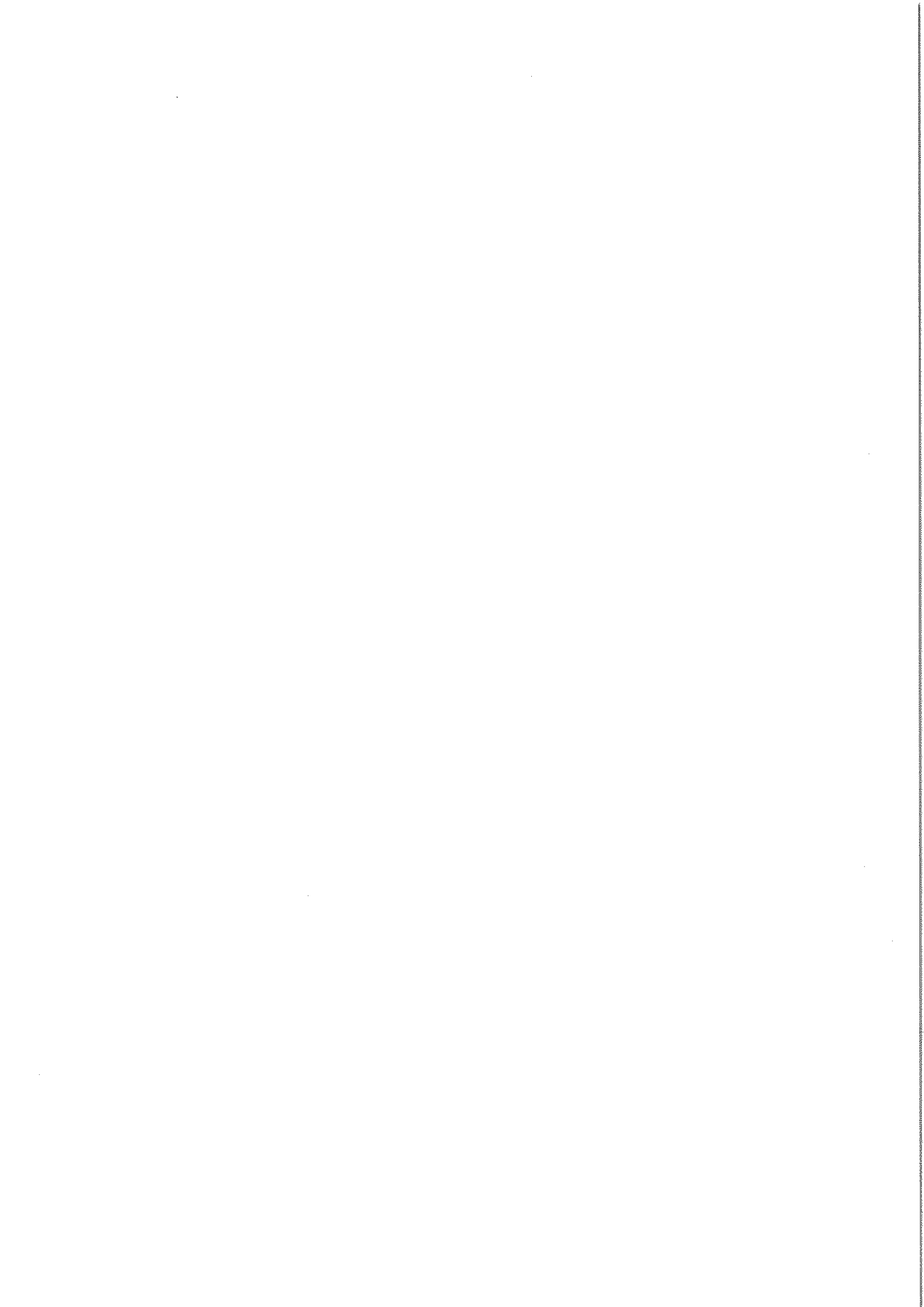
Signed:

Dated:

Annex 1

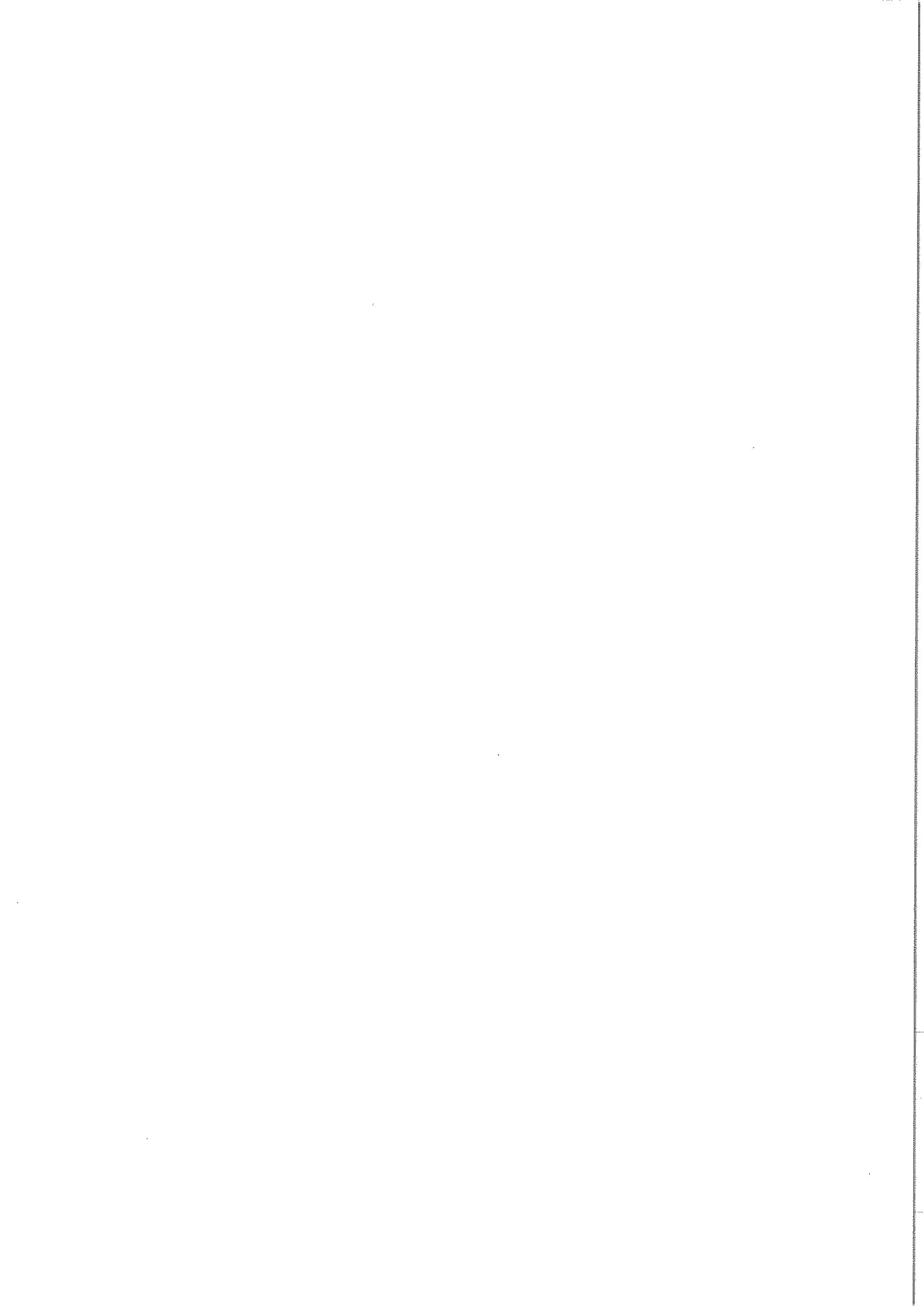
Council Meeting 31 July 2018 – List of Planning Applications

18/243	Variation to approved plans – Land at former Tennants Craft Bakery 13a Wood Lane	
18/233	Single storey wrap round extension etc.- 17 Chancery Drive	No Objection
18/223	Sub Division of retail Unit – Roadrunner of Hednesford, Greenheath Road	There is some concern about the possibility of additional traffic going to and from the site. However, the applicants proposals regarding measures to address problems of noise with the proposed opening hours and not using hydraulic or noise generating tools are welcomed and should be incorporated as conditions into any planning permission that is granted
18/219	Retrospective to complete part constructed outbuilding – 426 Pye Green Road	No Objection



Council Meeting 11 September 2018 – List of Planning Applications

18/281	Single storey dining area linking house to garage etc. – 101 Wood Lane	No Objection
18/251	Extension – 29 Bond Way	No Objection
18/243	Variation to approved plans – Land at former Tennants Craft Bakery 13a Wood Lane	No Objection



Minutes of meeting held at
Bella's Coffee House
Wednesday 18th July 2018



Present:

David Wiseshall (Chair)
Margaret Fitch
Janet Bolton
Alan Thornton
Chris Richards
June Sheasby
Sarah Walker

Dot Farish
Keith Fitch
Susan Thornton
Olly Kingston
Wendy Yates
Paul Woodhead

Mary Wynne
Sue Humphries
Samantha Jennings-Temple
Pam Richards
Liz Williams
Mark Walker

Apologises:

Ruth Heslop
Bryan Jones
Susan Fisher-Meddings

Susan Schofield
Robin Kingston

Deb Burnett
Martyn Jennings-Temple

Vice Chair

DW asked if anybody was willing to help him at least till December due temporarily living outside Hednesford. Wendy Yates agreed to become Vice Chair of HoH till the end of the year. This was agreed by all those present.

Minutes of meeting held 13th June 2018

The minutes of the meeting held on 13th June 2018 were approved.

Best Kept Village Competition (BKV)

DW expressed his concern about the number of plants that have died in the planters along Market Street. Unfortunately some of the traders who agreed to water plants outside or near their premises have not done so. Would it help if HoH supplied them with watering cans?

PR advised the meeting that she had seen the judges making a second visit to Hednesford the previous week and she was asked how often the area around the Miners Memorial was cleaned and where the children's artwork was being displayed. Chris had to advise them that this year there was no artwork. The meeting agreed next year there needs to be more engagement with schools and local groups involved with children.

PW mentioned Sunday 16th September is 'World Clean-up Day' and this would tie in well with the HoH September town centre litter pick planned for that day. HoH had missed the date for the deputation to the council at their August meeting, the next meeting being 26th September with advice to the Council required by 17th September.

The deputation would be to ask the council to go over and above what they are presently doing in respect of the clearance of rubbish from around the town.

PR thanked those who had helped her and CR plant out the plants along Market Street. She also has found a good contact for the supply of plants for the Autumn.

Hednesford in Partnership (HiP)

External meeting not held yet. Date to be confirmed.

DW & LW attended the internal meeting and David gave an update advising Shaun Middleton had been proposed as Chair subject to agreement. A Whatsapp group was set up to aid communication between members. Also 3 preliminary courses of action were proposed:

1. Arrange a drop in and presentation for town traders to increase their engagement.
 - a. Come up with a short list of a few questions etc. to enquire with the traders.
 - b. Produce a presentation
 - c. Arrange and distribute invitations
 - d. Finalise date at the library probably early September.
2. Signage to let people know what is in the town
 - a. Price up industrial estate type signs with slots for shop information
 - b. Propose locations
 - c. Produce business case to release section 106 money.
3. Town toilets
 - a. Look into temporary solution for use of library toilets with tokens
 - b. Understand land ownership for area next to Eskrett Street
 - c. Look at capital and running costs.

PW advised planning approval for toilets in Hednesford Park now granted.

Station adoption.

DW advised a group of 10 station adopters had a wonderful day out on the Severn Valley Railway on 26th June courtesy of West Midland Trains. We met with a number of WMT managers and we raised a lot of subjects with them. Response was very positive and David is hoping that in the coming months a vast improvement in community rail matters will be seen. Lots of good ideas including having a community page on WMT website was discussed. David stressed the group will hold them to their word.

WMT have appointed a new Community Rail Officer, Fay Easton, an excellent choice as she was instrumental in starting the adoption group at Wellington in Shropshire, and in addition has huge town centre managerial and business experience as she was the town centre manager for Shrewsbury. David is hoping Fay will be a valuable contact both for the station adoption group and the town. KF and DW will be meeting Fay the next day only her third day in the job.

The plants at the station are looking good although a couple of the trailing lobelia have died. Not bad considering the temperatures they have experienced. Now they are in full bloom David will be taking some photos and putting them on Facebook. David thanked those on the daily plant watering rota.

The waiting shelter on platform 1 has become an annoying source of graffiti since the metal panels were painted. David reported an incident to British Transport Police (BTP) on 1st July when he spotted youths openly smoking spliffs on the station. Should any incidents be seen please contact BTP on 0800 405 040, text 61016 or email 61016@btp.pnn.police.uk. It is important that all incidents, no matter how small are reported to enable BTP to build up a picture of what is happening. Anybody not wanting to report something themselves should contact David with details of the incident, number of people involved plus time and date. If a photo can be taken please do so, but do not inflame the situation and stay safe at all times.

The planned timetable changes and introduction of electric trains on the Chase Line in December has unfortunately been delayed till May 2019. A huge disappointment for everyone who has worked so hard on the Chase Line Project. It was one of the few electrification projects that was on time but has been delayed due to major timetable issues with changes introduced in the North and around London in May that are still operating as they should.

Hednesford Summer Festival. Saturday 11th August 11am – 4pm

PW advised everything is now coming together and will include 60+ classic cars, Cannock Chase Radio, a fair, arena displays, dog events, live music stage and market stalls. There will be a walking parade from the library to the park to open the event.

HoH will be having a stall with 2 games for visitors to participate in.

Miners Memorial

Weed killer has been applied to the brickwork around the memorial killing all the weeds that were trying to take over the area.

PR asked if some cards could be printed giving details of the work being done, why and something about HoH. She would then be able to give them out whenever anyone asked about the work that is being done. DW agreed to place an order for 500 postcard size cards.

DW also agreed to look into the cost of a suitable trolley for transporting plants, tools, water etc. over the bridge to platform 2. He also agreed to investigate the possibility of a water carrier although there would need to be a method of transferring the water from the carrier to watering cans etc.

Website and social media.

DW expressed his thanks for the work Martyn Jennings-Temple had done changing over the HoH email provider. Martyn has also started work on sorting out the HoH website now HoH have full control.

David mentioned full control had yet to be obtained for the HoH Twitter account however this would be immensely useful as WMT will re-tweet anything we put on there right across the network.

Any other business,

DW advised the meeting an oak tree was due to be planted in Hednesford Park on Friday 20th July dedicated to Graham Burnett. It was agreed HoH should be represented by Wendy Yates (Vice Chair), Pam and Chris Richards and Dot Farish.

The Cannock Chase Local Plan is being consulted on during late July and DW suggested group members should check this out as the plan contains several references to Hednesford including staffed station facilities.

On Friday 14th September there will be an AONB Conference being held at the Aquarius Ballroom in Hednesford. The morning conference includes lunch and will include an update on the Partnership's activities, a presentation about the national family of AONB's and work across the country. Plus there will be the opportunity to help identify the priority actions for the partnership over the next 5 years. Booking is essential and anybody interested should email: cannockchase@staffordshire.gov.uk for booking and/or further information.

WY agreed to set up contact with Support Staffordshire for the volunteer register.

HoH litter pick:

10 am Sundays 19th August and 16th September 2018.

Meet by the station entrance in the Co-op car park

Hednesford Market:

Saturdays: 18th August and 15th September 2018 (by Hednesford Library)

Next HoH Meeting:

Wednesday 15th August 2018 at 6 pm

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

Keith Fitch

8th August 2018

Minutes of meeting held at
Bella's Coffee House
Wednesday 15th August 2018



Present:

David Wisehall (Chair)	Dot Farish	Mary Wynne
Margaret Fitch	Keith Fitch	Janet Bolton
Paul Woodhead	Deb Burnett	Pam Richards
Chris Richards	Bryan Jones	Sue Childs
Sally Ann Jenkins	Robin Kingston	Ruth Heslop
Liz Williams	Maxine Akins	Alan Thornton
Samantha Jennings-Temple	Susan Thornton	Susan Schofield
June Sheasby	Sarah Walker	

Apologises:

Wendy Yates	Phil Hewitt	Phil Bradley
Susan Humphries	Sharon Jagger	Susan Fisher-Meddings
Martyn Jennings-Temple.	Ollie Kingston	

Minutes of meeting held 18th July 2018 and matters arising:

The minutes were approved and any matters arising dealt with during the meeting.

Best Kept Village Competition:

On the previous Monday Robin Kingston (Chair of HiP) and KF from HoH had attended the BKV 'Announcement of Results' presentation ceremony at Gnosall Memorial Village Hall. Much to the surprise and delight of both Robin and Keith Hednesford came second in the Cannock Chase and Lichfield area large village competition. Full results for the Lichfield and Cannock Chase areas:

Large villages:

1st Fradley
2nd Hednesford
3rd Longdon/Upper Longdon

Small Villages:

1st Haunton
2nd Edingale
Equal 3rd Harleston and Upper Longdon

Highly Commended:

Kings Bromley, Norton Canes, Stonnall, Wall.

DW congratulated all involved with the work that has been done this year following from last year when Hednesford received Highly Commended, however we will not be able to rest on our laurels as the local schools need to be more involved for 2019. Robin confirmed HiP will be contacting the local schools in September to hopefully ensure they can include artwork for the project in their curriculum for the coming school year.

Also an anti-litter campaign needs to be started in the town to educate and raise awareness of the problem. David passed around for comment a number of posters that could be used for this purpose.

A deputation to the council is being arranged asking for support with the following:

1. Approaching businesses to take more responsibility for their and their customers' rubbish. This includes fast food outlets and traders with car parks and loading bays.
2. Enforcing existing penalties for littering
3. Visiting schools as part of an education programme.

A question was asked about what happens when a deputation is presented. PW explained that anybody presenting a deputation has 10 minutes to present their case and the councillors can then ask questions.

AT asked if we knew what the council were actually responsible for.

PW advised he had previously been supplied with a list and he would forward a copy to Alan. The next council meeting is at 4pm on 26th September although the group's intention to present a deputation needs to be notified to the council by 17th September. The meeting will be at the Civic Centre, Beecroft Road, Cannock.

Paul mentioned 5 people would be able to attend and Ruth, Robin, Alan, Maxine and Deb all offered to attend with David. Anybody not part of the deputation could attend as members of the general public.

HiP external and internal groups

Internal group: DW gave an update

Toilets: The group agreed to explore the use of the library toilets by shoppers and visitors with possibly a token system charging 20p to go towards the upkeep of the facilities. Tokens would be available in the library and from retailers around the town. Currently cleaning is done by contractors but this may need to be extended or done by volunteers.

PW gave further details saying SCC are supportive of the idea but he needs to put forward a business case. He confirmed they consist of 1 male, 1 female and a disabled facilities toilet.

Bus shelters: Investigating the possibility of using the artwork used on the railway bridge on the bus shelters to improve the look of the shelters and to continue the theme of a transport hub. Also improve the cleaning and install planters. The bus shelters are the property of SCC but they do not wish to take any responsibility for their upkeep.

Town maps: Proposed town maps for access points around the town. Sites suggested include the railway and bus stations, Tesco, and Rugeley Road Shopping Park. Each site could show a town centre map and a map covering an area around the town. A similar design to that used in the park has been suggested but if retailers names or trades or used needs to be easily updated to reflect any changes.

PW confirmed the external group was still not up and running but he expected this to happen shortly.

Station adoption

Plans need to be made for the autumn planting of the flower beds and planters at the station and the areas in the town planted by the adoption group. DW advised the meeting plug plants had been ordered from Brookside Nursery at Hints. These included 350 Viola Sorbet Citrus in mixed colours and 40 trailing Pansies Freefall mixed and Freefall Purple Wing. The pansies will be collected w/c 27th August and the Violas w/c 10th September. This should give time for them to become established before planting and give a good winter flowering display.

It may be possible to create a further garden area at the entrance to the Walsall bound platform.

RH suggested lavender could be planted in any planters in the town not watered regularly.

DB suggested cuttings could be taken from strong plants in members gardens.

The tattoo parlour is looking after the flowers in the planters near their premises hopefully more retailers can be encouraged to look after other flower beds in the autumn.

DB suggested signs could be put up advising who is sponsoring/looking after each bed.

Brian Gamble from Hednesford Town Council has requested photos of the present display featuring the RAF Roundel for sending on to the RAFA magazine.

A good quality trolley has been sourced for gardening use. Should be available from stock at the end of August or early September.

In the autumn once other commitments have quietened down consideration will need to be given to the repainting of the container or at least the door and ensuring the container is watertight and in other ways ready for the winter.

DW reminded adopters that they need to record when they are on site by signing in and out. Sheet

and pen are on the shelf framework immediately to left on entry. As well as Health and Safety this information is required to support any claim for match funding.

KF reported that at the recent CCRPG meeting David Whitely of West Midland Trains had confirmed the change from diesel to electric trains on the local Chase Line has been delayed from December till May 2019. Although he thought the actual electrification and extension of the platforms to accommodate the longer trains would be completed before May there had been major problems with new timetables introduced in the north and around London in May which as yet have not been fully resolved and this had a knock on effect.

Also at the present time a great deal of engineering work is going on involving London Euston being closed for 3 weekends in August, Derby being closed for most of August and September and Chase Line trains being replaced by buses on most Sundays and some Saturdays in August and September.

Hednesford Summer Festival

DW confirmed it had been a superb day and wished to thank all the HoH members who worked so hard preparing the card game and chuck a chicken both of which were excellent. He also thanked all those who came along on the day to set up and run the stall or turned up to have a go and offer support. David was very pleased to see so many in attendance. Chuck a chicken raised a whopping £87.50 whilst the card game was close behind raising a fantastic £80.60. In total £168.10

David gave out leaflets detailing the work being done by the group and made several new contacts with people who may be interested in attending our litter picks and/or meetings. In addition contact details had been received of a cycling organisation with some very innovative ideas which could benefit the whole community. David will pass on details to HiP.

RK confirmed Hednesford Lottery ticket sales were continuing to increase with August being the best month ever helped by sales made at the Festival.

PW said many had commented about the festival being better than in previous years with an estimated 5,000 attending. Only complaint being about lack of seating for the elderly. This will be looked at for 2019.

Miners Memorial

The lectern should be delivered to the library very soon now confirmation has been received that it can be used for the books listing the names shown on the memorial.

SS had been making poppies in preparation for the 11th November commemorations and has 50 knitted and 50 fabric already. The plan is to place the poppies on the low fencing around the around memorial gardens in the town centre. More contributions would be welcome.

It was suggested posters could be put up explaining why the poppies are there and who has contributed to the making of them. They could also be personalised.

LW advised the library will be holding a poppy making demonstration in October and will forward details.

PR asked if anybody could spare a couple of hours on Wednesday mornings to help with maintaining the area around the memorial as her 2 regular helpers are not available at present. CR complimented the council on the flowers displayed around the clock and in the town and the work done keeping them going during the recent hot weather.

Website and Social Media

DW asked if MJ-T would be able to look at the HoH Twitter account.

Any other business

Support Staffordshire Volunteer Register.

WY following up

Safer Neighbourhood panels.

BJ gave an idea of what this involved.

Dates for September:

Hednesford Market: Saturday 15th September 9am onwards. (Last market before December)

Litter pick: Sunday 16th September.

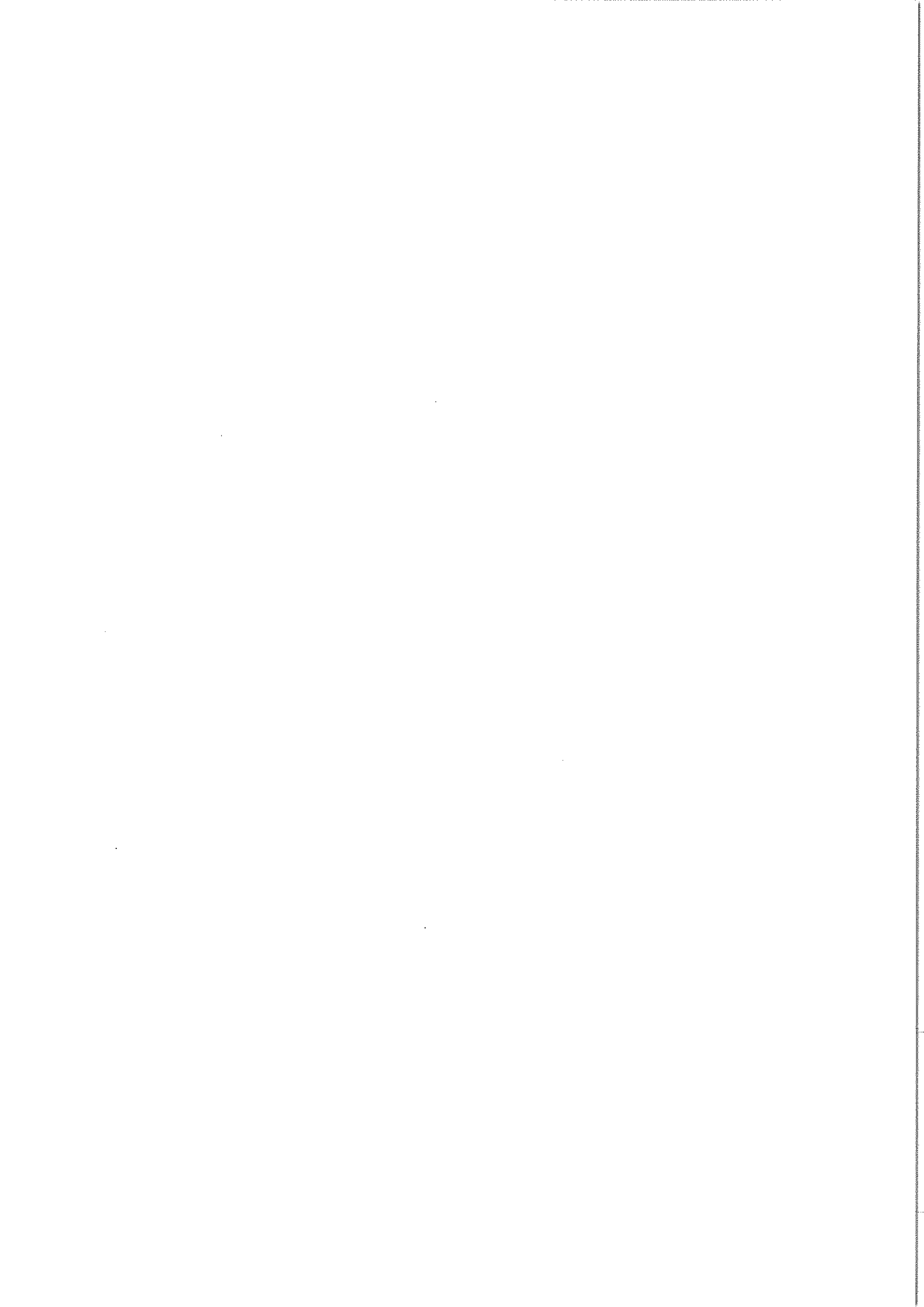
Meet by the station entrance in the Co-op car park at 10am

HoH Meeting: Wednesday 19th September at 6pm

Bella's Coffee House, Market Street, Hednesford

Keith Fitch

1st September 2018



BEST KEPT VILLAGE COMPETITION 2018 – JUDGES' COMMENTS HEDNESFORD

Considerable efforts had been made to publicise awareness of BKV through the Hednesford in Partnership (HiP) website, Twitter and Facebook, liaison with many groups and organisations to enter the supplementary BKV competitions, notices in The Museum, the Library and Community Hall and items in the weekly HiP newsletter. Whilst no BKV posters were seen there were plenty of bespoke HiP/BKV posters on noticeboards, in shop windows and elsewhere.

Only a few children's posters were seen on noticeboards and no posters or poems were seen at the Library. This aspect of Hednesford's BKV work was a bit disappointing.

The majority of noticeboards were well maintained and clean and the board at the Library was particularly good; but the board in Market Street will need attention soon. Notices were neatly displayed.

There was plenty of local information on display, especially on local councillors, local contacts, activities and events, but nothing on recycling or dog fouling awareness.

The frontage and car park of St Peter's Church was tidy and litter-free, the grass areas needed a cut in May, but by June the judges said that "all grass areas were well mown. The grave areas needed some attention in May. There was some attractive planting, but there were some weeds in the border at the rear. The surrounds of the Community Hall were very neat and tidy. Judges saw the rear areas of Our Lady of Lourdes RC Church as "very wildlife friendly" and grass was "cut to a lawn standard" around the building and graves. The planted area were well maintained early in the judging period with "lovely spring flowers"; but in July judges said that the "garden looked quite neglected". The surrounds and car park of the hall were very neat and tidy throughout the competition.

Apart from the halls at both churches which were referred to above, judges looked at the Station surrounds, the Health Centre, the central car parks and the Tesco development. There was again a commendable lack of litter and weeds in these areas, except in the Tesco car park where there was some litter at all rounds of judging.

The frontage and surrounding gardens of Hedgford Lodge and The Hen House were weed and litter-free. The frontage of the Bank was tidy and weed and litter-free. However, the edges of the car park at The Plough and Harrow were very weedy and untidy and there was some litter too. The Club in Church Hill was very untidy all round (not shown on the map).

The telephone box in Anglesey Street needed a good sweep out, there was some litter and rubbish inside and the "glass" was missing from the upper part of the door. There were weeds in the surrounds.

The modern bus shelters were in good condition and their surrounds were tidy, but both shelters near to Tesco contained a small amount of litter in both May and June.

All the seats and benches were in good condition and their surrounds were litter-free. Judges commented in particular on the benches in Hednesford Park, which were very good indeed.

The Clock Gardens and Miners' Memorial, Davy Lamp and Diamond Jubilee Stone all brought praise from the judges, but there were a few weeds between the Memorial Bricks in June. There were some interesting wood carvings in the park and the newly painted Railway Bridge

brightened up an otherwise rather dull area. There were also a number of attractive planters in the central area and judges in July met the volunteers responsible for their maintenance.

The war memorial was impressive, with lovely paving and planting. The planted areas were well maintained in May, but judges noted a few weeds creeping into the path side hedges and planting and there were some dead lavender plants too. The seats were excellent. This extensive war memorial area must be unique in Staffordshire and is a credit to those who look after it.

Hednesford Park was well mown and generally litter-free except around the perimeter in June and near the southern entrance. The Heritage Nature Trail and Anglesey Nature Reserve were also good, but there was perhaps understandably some litter in places.

The verges and numerous small open spaces were neat and tidy, well mown and with no litter or dog mess. The formal garden area around the Miners' Memorial Bricks was again outstanding.

With a few exceptions, private gardens were maintained to a high standard; where there was a concentration of paving and other hard surfaces at the front of houses there were in places a few untidy areas.

Judges said that the large children's play area was "just fantastic". The equipment and safety surfaces were well maintained and there were some good seats "for watching parents and grandparents". There were excellent hedges and gates to provide enclosure and security. It was largely free from litter. There was a significant amount of litter in the skateboard area, however.

The map was excellent, with a clear and accurate base and good graphics, which helped judges to find the BKV features to be judged. It would help the judges more, however, if the key was more clearly tied to the BKV features listed on the entry form and if children's poster sites and village features were shown.

Judges were impressed by the overall tidiness of Hednesford and very little litter was seen (except where referred to above); no dog mess was seen throughout the judging period. There was clear evidence of community awareness and effort which cannot be easy to generate in such a large urban village. The work of The Lions and Friends of Hednesford Park was noted in particular; and the whole of the Market Street area was commendably clean and tidy. The quality of Hednesford's entry pack, the maps and what had been achieved in response to BKV was impressive.

The substantial effort in 2017 in Hednesford's first entry into BKV had been maintained in 2018. There are still areas for improvement and the never ending problem of litter in particular areas will remain a challenge. Congratulations on your efforts this year and in achieving Second Place in the Large Village category in the Lichfield/Cannock Chase Area. This was a really commendable achievement. Keep up the good work and good luck in 2019.

John T Perry, MBE
Chairman, BKV Working Group

August 2018



CHAPS [Chase Arts for Public Spaces]

MINUTES

Of the meeting held following the AGM on Friday 13th 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 22nd 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 11th 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 17th 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 7th September 2018 at 2.00pm

The meeting closed at 3.20pm



Dear Customer

At the Post Office we are continually looking to refresh our network and ensure we meet our customer needs. I'm therefore pleased to let you know that we are planning to open a new Post Office in your area in Broadway Convenience Store, 50 Broadway, Hednesford, Cannock, WS12 4HP on Thursday, 11 October 2018 at 13:00.

The service will be one of our local style branches with a low-screened, open-plan Post Office service point carefully integrated into the retail counter. Customers will be able to carry out a wide range of Post Office transactions alongside retail purchases. The new service will offer long opening hours, with the Post Office opening hours in line with the retail business.

Details of the opening hours and the key products and services that will be available are provided overleaf. Please feel free to share this information with others who may be interested to hear about the new service. If there are any unforeseen changes which mean these dates change, posters will be displayed in store to let customers know.

We're carrying out this notification in line with our Principles of Community Engagement. A copy is available at the end of this letter.

We hope that you and the local community will support the Post Office network in your area.

Yours faithfully

Karen Coles

Karen Coles
Area Network Change Manager

How to contact us:

comments@postoffice.co.uk

postofficeviews.co.uk

FREEPOST Your Comments

Post Office Limited is committed to protecting your privacy. Information about how we do this can be found on our website at postoffice.co.uk/privacy

To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.

Post Office opening times & services available

Mon – Fri 07:00 – 21:00
Sat 08:00 – 21:00
Sun 09:00 – 18:00

Mail

First & Second Class mail
Stamps, stamp books (1st class 6 & 12 only, 2nd class 12 only)
Special stamps (Christmas issue only) & postage labels
Signed For
Special Delivery
Home shopping returns
Inland small, medium & large parcels
Express & contract parcels
British Forces Mail (BFPO)
International letters & postcards (inc. signed for & Airsure)
International parcels up to 2kg & printed papers up to 5kg
Articles for the blind (inland & international)
Royal Mail redirection service
Local Collect
Drop & Go

Withdrawals, deposits and payments

Post Office Card Account
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.
Postal orders
Moneygram

Bill payments

Automated bill payments (card or barcoded)
Key recharging

Travel

Pre-order travel money
Travel insurance referral

Mobile Top-ups & E vouchers

Cheques are NOT accepted as a method of payment

For information about product availability call 03457 223344 or to provide you with details of maximum value of transactions please speak to the operator. Customers can also shop online at www.postoffice.co.uk

Principles of Community Engagement on changes to the Post Office network

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following Principles will be adopted when communicating about changes to your local Post Office branch.

*We will **Notify** - where we are informing customers of changes around:*

- Opening hours
- Temporary closure¹/ temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

*We will **Engage** - where we are seeking feedback on a decision that has been made on:*

- Re-opening of a temporarily closed branch in a new location (where the branch has been closed for more than three months)
- Franchising of a Directly Managed branch in its existing site

While the decision to proceed will have already been made, we will welcome suggestions about specific aspects of the change such as access arrangements and the internal layout. We will provide four weeks' notice or, where extenuating circumstances prevent this, we will provide as much notice as possible.

During this period we will display a poster in branch and provide information online. We will contact locally elected representatives², the Consumer Advocacy Bodies and selected charities³, providing clear information on any changes to services or access arrangements at the branch. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.). We will publish the outcome of the engagement online and in branch, providing a summary of key issues raised with a clear response to each and any changes made to our original plans.

*We will **Consult** - where we are seeking feedback on proposals prior to a decision being made on the:*

- Permanent closure of a Post Office branch⁴
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week⁵ local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies and selected charities of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).

The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

These Principles have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland; the independent statutory consumer watchdogs.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Citizens Advice Scotland or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

postofficeviews.co.uk
comments@postoffice.co.uk
FREEPOST Your Comments
Call: 03452 66 01 15
Textphone: 03457 22 33 55

¹We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

² Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Assembly, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

³ Selected charities are local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. All parties referred to in 2 and 3 above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.

⁴ There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases the consultation will seek feedback on alternative Post Office service provision in the area.

⁵ If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.

DAVID OGILVIE

ENGINEERING

Quotation form

DATE: 09/08/2018
(Valid for 3 months)

Please choose which std colour you require from the following options. If you require a non std colour please contact us.

COMPANY NAME & ADDRESS

Hednesford Town Council
Peter Harrison
peter.harrison@hednesford-tc.gov.uk
01543 424872

BLACK (RAL 9005)
YELLOW (BS 363)
RED (BS538)
DARK GREEN (RAL 6005)
LIGHT GREEN (RAL 6018)
DARK BLUE (RAL 5005)
LIGHT BLUE (RAL 5012)

PRODUCT	QTY	COLOUR	PRICE PER ITEM	TOTAL
WW1 bench seat c/w feet	1	Blk/Red	£695.00	£ 695.00
Stainless steel plaque 120x80mm (if required)	1	s/s	£49.00	£ 49.00
Bolt down kit (if required)	1	-	£9.50	£ 9.50
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -

Underground leg extensions are charged at £27 per item if required

Bolt Down Kits are charged at £9.50 per item if required

Delivery Charges are calculated based on location and quantity required. Min Charge's apply

SUBTOTAL	£ 753.50
DELIVERY CHARGE	£ 105.00
TOTAL EX VAT	£ 858.50
TOTAL INC VAT	£ 1,030.20

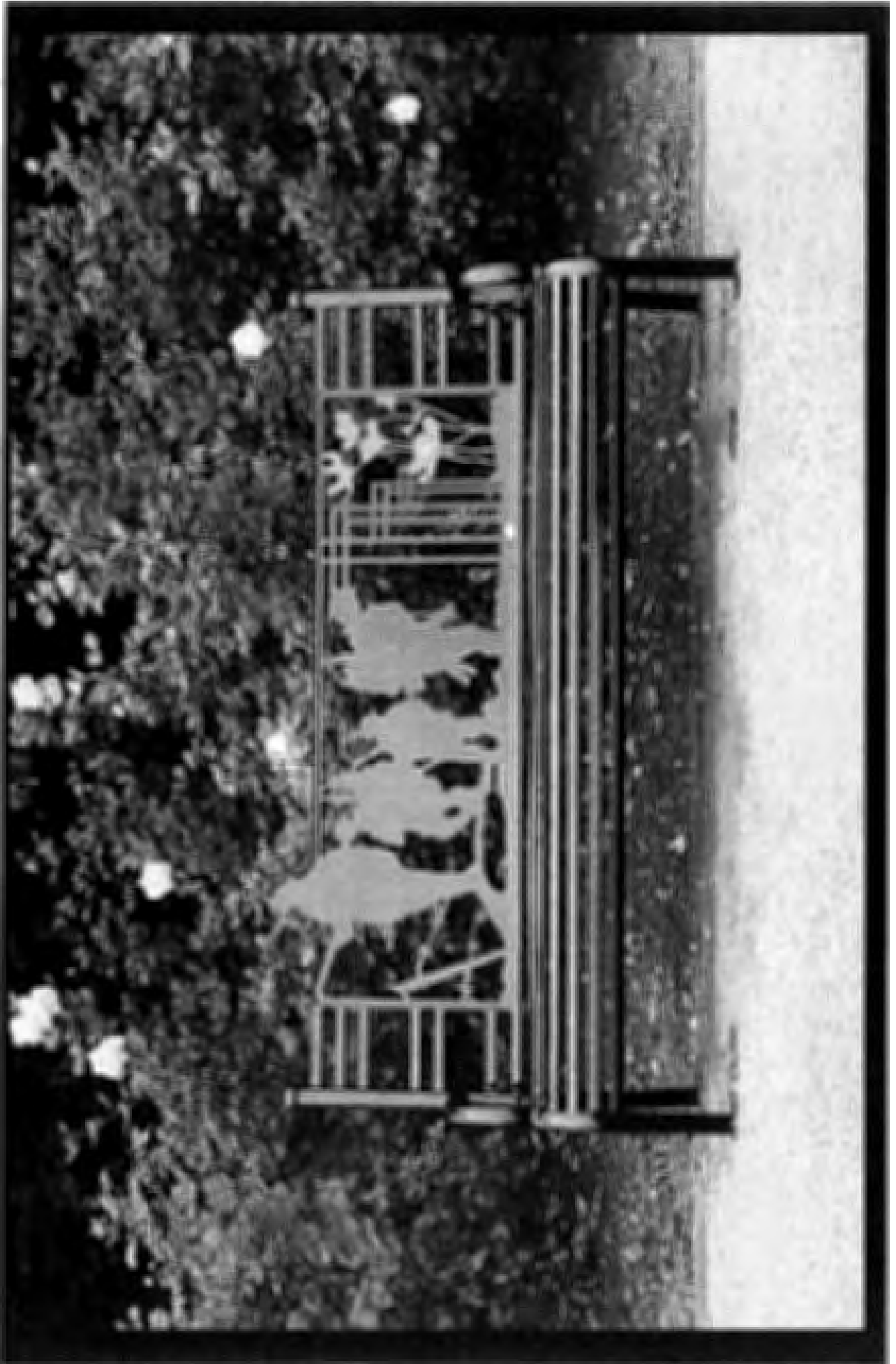
ALL PRICES ARE EXCLUSIVE OF VAT. ERRORS AND OMISSIONS EXCEPTED.
Items are made to order. Order est. time 8 weeks unless specified

DEL NAME & ADDRESS

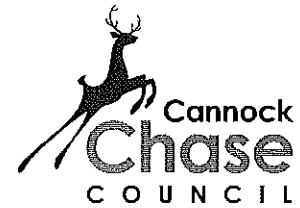
Hednesford
Staffordshire
TBC

Goods will be released on receipt of full payment.
Goods remain the property of David Ogilvie Engineering Ltd until paid in full as per Terms & Conditions.

Please see reverse page



Council Meeting – 11 September 2018 agenda Item Page 18



Dear Hednesford Town Council,

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

CCTV Monitoring for Hednesford Town Council

ANTI SOCIAL BEHAVIOUR	8
ASSAULTS	5
AUTOCRIME	3
BURGLARY	0
DAMAGE	0
DISTURBANCE	1
DOMESTIC	0
DRUGS	0
DRUNKNESS	0
GRAFFITI	0
MISSING PERSON	3
SUSPICIOUS	9
THEFT	1
TRAFFIC	1
WELFARE CHECK	3
AREAS MONITORED (NON-CRIMINAL)	215

TOTAL 250

POLICE ADVISED CCTV 27

CCTV ADVISED POLICE 13

RESOURCE DEPLOYED 12

86 % OF MONITORING WAS NON REPORTABLE

**14 % OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES
TO THE PARISH/POLICE**

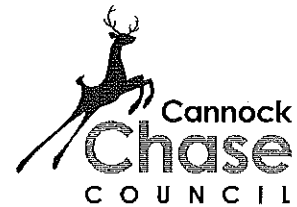
This month I have started to give you numbers for Welfare Checks. When the Police are called to these, it is usually an immediate response. This month, for example, concerns were reported of a dog left in a car in the heat, and likewise a child.

The numbers for autocrime are usually nothing to do with Hednesford itself. E.g. a car was running on false plates so we were asked to look for this car. A vehicle from Lichfield involved in a theft was seen by a CCTV Operator who liaised with the Police and the car was stopped in Hednesford and occupant arrested.

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

Kind regards

Linda Newton
CCTV Operator



Dear Hednesford Town Council,

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

CCTV Monitoring for Hednesford Town Council

ANTI SOCIAL BEHAVIOUR	8
ASSAULTS	0
AUTOCRIME	0
BURGLARY	0
DAMAGE	0
DISTURBANCE	2
DOMESTIC	0
DRUGS	1
DRUNKNESS	1
GRAFFITI	0
MISSING PERSON	2
SUSPICIOUS	6
THEFT	1
TRAFFIC	1
WELFARE CHECK	1
AREAS MONITORED (NON-CRIMINAL)	173
TOTAL	197
POLICE ADVISED CCTV	10
CCTV ADVISED POLICE	8
RESOURCE DEPLOYED	7

87 % OF MONITORING WAS NON REPORTABLE

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

Anti Social Behaviour (ASB) once again mainly due by hot weather and drinking alcohol but also the odd group of youngsters who might still be around the area after the skate park lights have gone out.

Suspicious events are those which have given the operator cause to give closer observations but ultimately prove to be nothing.

Also, a few weeks ago I was pleasantly surprised by a very healthy looking badger crossing the car park into the park!

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

Kind regards

Linda Newton
CCTV Operator

Date: 01 August 2018

Dear Colleague,

I would like to invite you to meet with me, in my capacity as the Cabinet Support Member for Communities, to discuss Staffordshire County Council's People Helping People initiative. The meeting will take place on the 13 September at 6pm in the Ball Room at Cannock Chase Council Offices.

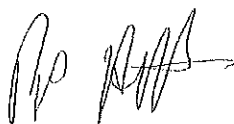
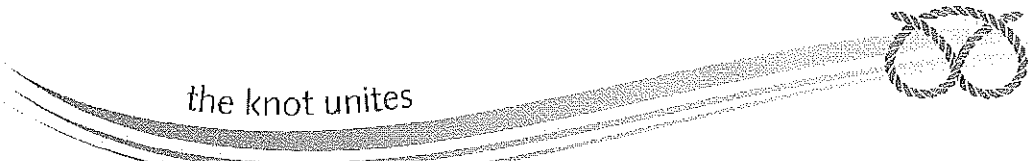
The background to this initiative is that in response to the changes that the Government are making to the way local government is financed Staffordshire County Council has re-focused the land based services it delivers in local communities. In terms of the public highway we will prioritise our resources on works that are required to keep people safe and the traffic moving, particularly where congestion and disruption could undermine local businesses and jobs.

A similar approach of prioritisation will be adopted towards the management of public rights of ways and country parks.

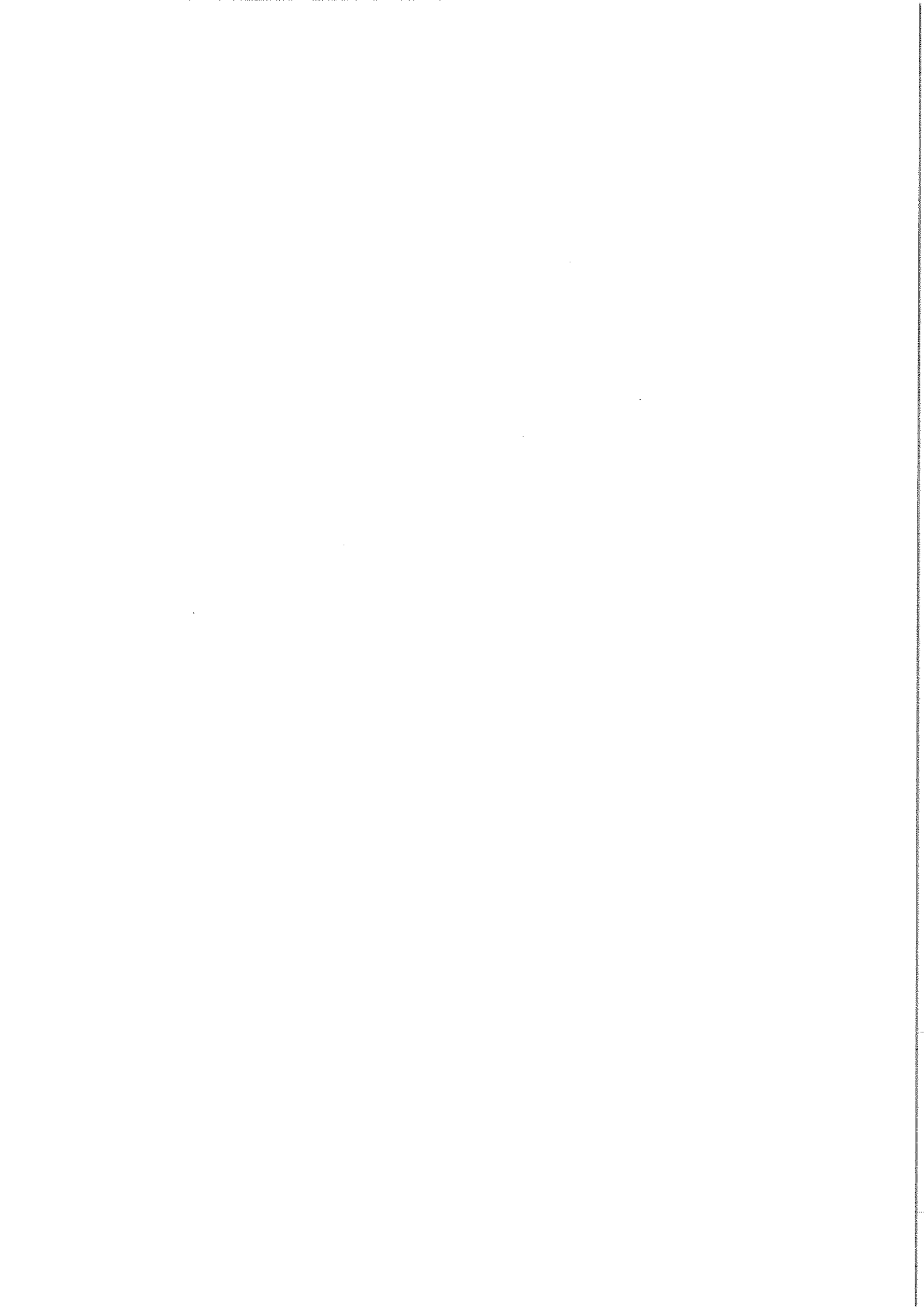
This will ensure that Staffordshire County Council will get the maximum public benefit from the resources it now has available. However we do recognise that there will be some work that we previously undertook will now not be done unless, where appropriate, local communities take on that work themselves. We also recognise that some communities will need to help to develop the capacity to take on practical work.

Our People Helping People initiative is designed to help communities to identify what is important to them and get organised to take on these tasks. During the course of the evening I will explain in more detail what support Staffordshire County Council will be able to offer to local communities. I am also keen to hear from you regarding your priorities and of any barriers to you think might restrict community action. I look forward to meeting with you.

Yours sincerely,

Phil Hewitt
Cabinet Support Member for Communities

the knot unites



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

Direct line +44 (0)191 383 6348
Email local.councils@mazars.co.uk

13 August 2018

Dear Mr Harrison

Completion of the audit for the year ended 31 March 2018

We have completed our audit for the year ended 31 March 2018 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2010*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the signed off accounts need to be on the council's website but this period must be reasonable.

Mazars LLP – Salvus House - Aykley Heads - Durham - DH1 5TS
Tel: +44 (0) 191 383 6300 – Fax: +44 (0) 191 383 6350 – www.mazars.co.uk



Minor scope for improvement in 2018/19

The Council has left Box 11 in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate

Audit fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html>

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Cameron Waddell'.

Cameron Waddell
Partner

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 initialed 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 or from www.slcc.co.uk or from 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, property 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		
K. (For local councils only)			
Trust funds (including charitable) -- The council met its responsibilities as a trustee.			✓

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

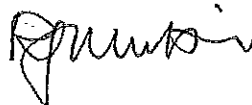
Date(s) internal audit undertaken

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' 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:

59)

15/05/18

dated

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

Chairman

Ar Pearson

Clerk

P. MARTIN

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

www.hednesford-tc.gov.uk

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

P. Martin

Date

15/05/18

I confirm that these Accounting Statements were approved by this authority on this date:

15/05/18

and recorded as minute reference:

59)

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

A.R. Pearson

Section 3 – External Auditor Report and Certificate 2017/18

In respect of Hednesford Town Council

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:

Not applicable

(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:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date 13 August 2018

*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)

**Hednesford Town Council
Lloyds TSB Bank Reconciliation 31/07/18**

Bank Balance per Statement

LESS O/S cheques

Bank Balance per Statement Unity Trust Bank £ 132,412.22

LESS O/S cheques

300154 Friends of Hednesford Park £ 50.00

-£ 50.00

Cash Book bank balance at 31.07.18

£ 132,362.22

Cash Book Balance

£ 132,362.22

1 Year Long Term Savings

£ 50,565.28

Total Cash Balances

£ 182,927.50

Reserves B/F £ 145,808.64

Receipts £ 88,400.98

£ 234,209.62

Less: Expenditure £ 51,282.12

TOTAL £ 182,927.50

£ 182,927.50

Signed:

Dated:

date	check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Rooms	PGCC Function Room Lettings	PGCC Bar Takings	Misc	Grants	Loan	Savings Transfer	Community Investment Levy
		Year Total		£ 132,930.18		£ 68,750.00	£ 1,785.71	£ 450.00	£ 2,675.30	£ 5,844.18	£ 29.00				£ 50,000.00	£ 3,395.99
02/07/2018		Stacey PG		£ 48.00						£ 48.00						Connect, monthly group
02/07/2018		Allison Fowler		£ 26.40					£ 26.40							Spanish Lessons
03/07/2018		Cruse Bereavement		£ 588.80					£ 140.80							Meeting Room Hire
		Leighsmat Pilates								£ 64.00						Regular Hirer- Pilates
		Mrs R A Ward								£ 216.00						Regular Hirer - Slimming
		D L Denny								£ 163.00						Regular Hirer - Tuesday Dance
04/07/2018		Staffordshire County Council		£ 80.00						£ 80.00						Tea Party - 29/11/18
06/07/2018		Weight Watchers		£ 307.20						£ 307.20						Regular Hirer - Weight W
07/07/2018		Allison Fowler		£ 26.40					£ 26.40							Spanish Lessons
08/07/2014		Mrs Mclean		£ 744.40						£ 130.00						Private Party July 2018
		Mr & Mrs Keay								£ 320.00						Regular Hirer - Stardust
		Mr Gregory								£ 76.80						Regular hirer - Pye Greer
		Pye Green Ladies								£ 105.60						Regular hirer - Ladies Social
		Mr Small								£ 112.00						Regular hirer- Sequence Dance
12/07/2018		Al's Catering		£ 255.60								£ 60.10				Bar Commission £60.10
		Al's Catering										£ 65.50				Bar Commission £65.50
		Room Booking								£ 130.00						Private Party 15-08-18
20/07/2018		Cruse Bereavement		£ 1,488.60					£ 180.20							Meeting Room Hire
		Cruse Bereavement							£ 66.00							Meeting Room Hire
		HM Revenue & Customs					£ 1,242.40									Vat Recovered
09/07/2018		Allison Fowler		£ 26.40					£ 26.40							Spanish Lessons
09/07/2018		Mr Taylor		£ 392.00						£ 280.00						Regular Hirer - Chasin Tails
		Mrs R M Ridgeway								£ 112.00						Regular Hirer - Saturday Slimming World
09/07/2018		Staffordshire County Council		£ 179.20						£ 179.20						Regular Hirer - West Chasds Moor Family Centre
09/07/2018		Stacey PG		£ 48.00						£ 48.00						Connect, monthly group
11/07/2018		Everyone Health		£ 1,050.80					£ 528.00							12 Week Course in meeting Room 2
		Leighsmat Pilates								£ 51.20						Regular hirer- Pilates
		Mr Small								£ 67.20						Regular hirer- Sequence Dance
		D L Denny								£ 134.40						Regular hirer - Tuesday Dance
		Mrs R A Ward								£ 270.00						Regular Hirer - Slimming World
12/07/2018		Midlands Psychology		£ 209.00					£ 209.00							Meeting Room 2 Hire
		Month Total		£ 5,470.80			£ 1,242.40		£ 1,203.20	£ 2,899.60	£ 125.60					
		Year Total		£ 138,400.98	£ -	£ 68,750.00	£ 3,028.11	£ 450.00	£ 3,878.50	£ 8,743.78	£ 154.60	£ -	£ -	£ -	£ 50,000.00	£ 3,395.99

Hednesford Town Council - Cash Book 2018/19

31/07/2018		Cheques sent out		
Date	Payee	£		Details
02/07/2018 D/D	Public Works Loan Board	£	8,715.88	Loan
04/07/2018	Cannock Chase District Council	£	580.00	Rates
23/07/2018	Citizens Advice Bureau	£	5,000.00	Grant
	The PR Women	£	333.33	Monthly PR Support
	First Point Fire	£	393.12	Annual Extinguisher Service & Pat Testing
	Dawn Richards	£	557.38	Salary
	Laurie Bowman	£	989.49	Salary
	Peter Harrison	£	1,550.22	Salary
	Mike Bradbury	£	524.70	Salary/ Cleaning Materials
	Jackie Smith	£	446.98	Salary
	Staffordshire County Council	£	1,187.69	Pension
24/07/2018 D/D	Pitney Bowes	£	75.49	Postage
30/07/2018 D/D	Biffa Waste	£	101.04	Refuse Collection
	300106 Vintage Kitchens Cancelled Cheque	-£	13.20	Unbanked Cheque
	Total	£	20,442.12	
	Cash Book Balance	£	132,362.22	
	1 Year Long Term Savings	£	50,565.28	
	Total Cash Balances	£	182,927.50	
	Reserves B/F	£	145,808.64	
	Receipts	£	88,400.98	
		£	234,209.62	
	Less: Expenditure	£	51,282.12	
	TOTAL	£	182,927.50	

