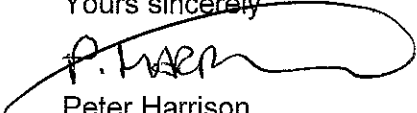


11 December 2018

Dear Councillor

A Meeting of the Finance & General Purposes Committee will be held at the Pye Green Community Centre, Bradbury Lane, Hednesford at **10:30 am on Tuesday 18 December 2018**. You are invited to attend for consideration of the matters shown on the agenda.

Yours sincerely



Peter Harrison
Town Council Manager/Clerk

To: All Members of the Council

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes of Meeting held on 9 June 2018 (Enclosed – pages 1 to 2)
4. Report of the Town Council Manager/Clerk

a. Estimates of Income and Expenditure – 2019-20

To consider the enclosed estimates of income and expenditure, review provisions accounts and investment arrangements for 2019-20 and make recommendations thereon to the Full Council on 8 January 2019 (Agenda pages 1 to 3)

Estimated expenditure has taken into account likely increases due to inflation etc...

Members are requested to confirm the provisions accounts and the investments

Items Requiring Special Consideration

Town Council Election Costs

The quadrennial election for the Town Council will be held on 2 May 2019. The cost

Peter Harrison JP BA (Hons) Town Council Manager/Clerk
Pye Green Community Centre Bradbury Lane Hednesford WS12 4EP
Email: peter.harrison@hednesford-tc.gov.uk
Web: www.hednesford-tc.gov.uk
Tel: 01543 424872

must be met by the Town Council but will be shared with the District Council. The Returning Officer has given a provisional estimate of the cost in the sum of £15000

In addition, it will be necessary to set aside a further sum to cover the cost of any bye-election required during 2019-20 as a consequence of a casual vacancy arising

At the present time the Council has a provisions account of £9000 for this purpose

CAB Outreach at Pye Green Community Centre

To consider whether support should continue to be given to CAB in respect of the Outreach Service at Pye Green Community Centre. £5000 was contributed in the current financial year. Members will recall that the Annual Report detailing the outcomes of the outreach was reported to the Council on 19 June 2018 and is available for reference on the Town Council website at <https://www.hednesford-tc.gov.uk/wp-content/uploads/2018/06/Council-19-June-18.pdf>

Hednesford Summer Festival

To consider the following received from the Chairman of Hednesford in Partnership:

"Firstly, on behalf of Hednesford in Partnership can I thank the council for considering our request for funds for the Summer Festival.

I think you will all agree the festival has been a great success both in 2017 and again this year.

2017 was a lot easier to plan as we were lucky enough to have £10,000 in national lottery funding to finance the event.

However, this year's event proved more difficult to plan as we had very little in the coffers when we started.

Thankfully funds were made available by the COOP and a generous contribution was made by HTC for which we are very grateful.

Knowing our budget in advance helps with planning, booking entertainment and the scope of the Festival.

We feel an ongoing budget of around £3000 would give us the scope to present a great event again next year.

Our aim is for the festival to be a community engagement event rather than money spending and will always work to get the community to showcase itself to the good people of Hednesford.

We would also like to ensure that HTC is, and remains core to the festival and other HIP events"

Provision of Defibrillators

To consider the following from the Chairman of Hednesford in Partnership

"As you are aware, the Hednesford community lottery has been established for a year now from when we launched at the Christmas light last year.

The feedback early on was that people would buy a ticket if they knew exactly what the fund raising was for.

At the same time we had our second fatality in the town where an AED could have saved a life. From this time we have been promoting the sale of tickets in relation to establishing an AED further along Market Street within the town to complement the existing AED by the COOP store.

Subsequent to this the Town Council had considered whether to fund an AED and after the initial lack of support for the idea in the public meetings where councillors were aware of the fundraising ongoing in the community, it made the decision to purchase an AED through the meeting of the finance committee using capital funds it has access to. Until recently we were not aware of this decision.

Whilst it is welcome news that the Town Council has taken a decision to fund an additional AED for the town, there has been a breakdown in communication between us and we now have duplicate funds being raised to purchase the same piece of life saving equipment for the same location.

Indeed the suggested location came through conversations between the HiP management team and local traders.

We have a proposal we would like to suggest to the Town Council to help resolve the issue. Would the Town Council receive a donation from Hednesford in Partnership to part fund the AED alongside the Town Council, from the money we have raised to date for AED. Circa £1400.

Subsequent to this would the Town Council consider allocating the money not spent by the Town Council on the AED to contribute to the bus shelter art project to allow us to spread the number of panels beyond the 12 we currently have the fund to undertake. Each full length panel is £150 and this would allow another 9 panels across another 3 bus shelter locations

School Patrol Crossings

The County Council has advised that it is looking for community funding in order to maintain the school crossing patrol service. Information from the County Council Cabinet Member for Highways and Transport is enclosed (Agenda page 4)

County Cllr Bryan Jones has asked if the Town Council would consider providing funding for this purpose and has supplied details of the possible costs and this is enclosed (Agenda pages 5-6)

Note: not all the schools listed are in Hednesford and the intake from many, such as Kingsmead and SUA, will come from a much wider catchment area including non-parished areas such as Chadsmoor. The list does not include the new Poppyfields School in Pye Green Road which will be opening from September 2019

Precept Information

With regard to the level of Precept, information is enclosed from the Head of Finance at Cannock Chase Council (Agenda pages 7-8)

There is also a schedule giving examples of increasing the budget per elector and for Band D properties per annum (Agenda page 9)

Income from Community Infrastructure Levy

Members will note that, to date £25,857.91 income has been received in respect of the Community Infrastructure Levy (CIL). With £3211.88 spent leaving a balance of £22,645.93. With the adoption of the Neighbourhood Plan the Town Council will now be entitled to receive an increase from 15% to 25% of CIL monies. Under the current rules the sums received must be spent within 5 years of receipt and must be in respect of:

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that the development places on an area

A statement showing income and expenditure for CIL is enclosed (Agenda page 10)

It is suggested that a Working Group be established to consider and recommend to the Council suggested projects that could be funded from CIL monies

Section 137 Expenditure

The amount of any expenditure under section 137(4) (a) of the Local Government Act 1972 for 2018-2019 was **£7.86** per elector and is likely to remain at a similar amount for 2019-20

Section 137 permits councils in England which do not have the general power of competence to incur expenditure for purposes for which they do not have a specific power. The expenditure must be commensurate with the benefit to the community (It cannot be used to spend money on an individual).

Publicity

Where the Council Precept is more than £140,000 there is a requirement for Town and Parish Council's to formally publicise and notify council taxpayers about the budget

b. Applications for Financial Assistance

For the year 2018-19 the Town Council agreed to include in its budget the sum of £5,200 for grants/donations

The Town Council is requested to consider the following requests that have been received and to give priority to approving those required to cover rental charges for hire of the Pye Green Community Centre. Copies of applications are enclosed

Name	Amount Requested	Report Page Numbers	Amount Granted 2017-18	Note
Brindley Village Legacy Group	£1000	1 to 10	£500	3
Chadsmoor, Hednesford & District Competitive Music Festival	£100	11 to 16	£0	
Chase Parkinson's Group	£300	17 to 19	£200	
Community First Responders (Vehicle)	£40000	20	£0	
AFC Greenheath	£1800	21 to 23	£300	
Hednesford Probus Computer Club	£418	24 to 27	£352	2
Hednesford Town FC Supporters Association	£350	28 to 32	£100	
Katherine House Hospice	n/s	33 to 35	£100	
Support Staffordshire Voluntary Car Scheme	£900	36 to 40	£0	1

Notes:

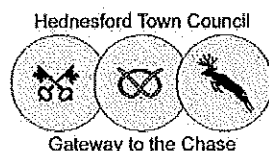
1. This application was accompanied by a large number of supporting documents which may be viewed by contacting the Town Council Manager/Clerk
2. The sum requested is to cover the cost of room hire at Pye Green Community Centre
3. The Town Council decided that last years grant would be a one off and the organisation is aware that it was made on that basis

In determining the award of any financial assistance, the guiding principle is that in the opinion of the Council it is in the interests of or will directly benefit the area or its

inhabitants, or part of it, or some of them. Grants cannot be awarded to individuals

c. Town Centre Christmas Event

In previous years the Town Council has made financial contributions to organisations involved in organising or participating in the Town Centre Christmas event. Members are asked to consider if they wish this practice to continue and if so determine what action to take



Finance & General Purposes Committee

Pye Green Community Centre, Bradbury Lane, Hednesford

10:30 am Tuesday 8 June 2018

Present: Cllrs D J Davis (Chairman), D. Grice, B Gamble and A Pearson

In attendance P Harrison (Town Council Manager/Clerk)

(Apologies for absence were received from Cllrs G Adamson, M Davis, B Hardman and S Hardman)

1. Minutes

The Minutes of the Meeting held on 19 December 2017 were approved

2. Report of the Town Council Manager/Clerk

a. Siting, supply and fitting of a defibrillator in the town centre

The Town Council on 15 May 2018 had referred this matter to the Committee for consideration. In addition the Committee were advised of representations received from District Cllr P Woodhead regarding the siting and funding of the equipment and were provided with details of the breakdown of the estimate of costs from AEDonate

RECOMMENDED:

That the estimate received from AEDonate for the supply and installation of a defibrillator be accepted subject to the Town Council Manager/Clerk, in consultation with the Chairman of the Committee, identifying and agreeing the siting for the defibrillator at a location towards the south east side of Market Street with the total cost being met by the Town Council

b. “There but not there” Statuette

The Town Council on 15 May 2018 had referred this matter to the Committee for consideration

RECOMMENDED:

That no action be taken regarding this matter

c. Street Furniture – Bus Shelters – Town Centre Maintenance

Consideration was given to what measures the Town Council could take to deal with maintenance issues that the County and District Councils were no longer undertaking due to service cuts

RECOMMENDED:

That the Town Council Manager/Clerk, in consultation with the Committee Chairman, investigate the possibility of the Town Council undertaking minor maintenance such as painting of benches and cleaning of bus shelters etc

d. **Standing Orders - Policies and Procedures**

The Town Council on 15 May 2018 referred this matter to the Committee for consideration. NALC had advised that due to changes in legislation Councils should review their Standing Orders

The Committee considered revisions to the Standing Orders and also reviewed several other policies and procedures

RECOMMENDED:

i) That the Council approve the following policies and procedures:

Standing Orders
Financial Regulations
Publication Scheme
Data Protection Policy
Data Breach Policy
General Privacy Notice for the Public
Privacy Notice for Staff, Councillors, Former Councillors and Role Holders Media Policy
Equality and Diversity Policy
Child Protection Policy
Recruitment Policy
Complaints Procedure

ii) That the Town Council Manager/Clerk make enquiries regarding the need for a policy relating to vulnerable adults

3. **Blue Plaques Commemorating Notable Hednesfordians**

Pursuant to minute 8. C) of the Town Council Meeting held on 10 May 2016 the Chairman reported that he had identified a local company that could produce the blue plaques (or any other colour) at reasonable cost. Further consideration would need to be given as to determining the names of any individuals to be honoured and agreements would need to be entered into with property owners to allow the plaques to be attached to their buildings

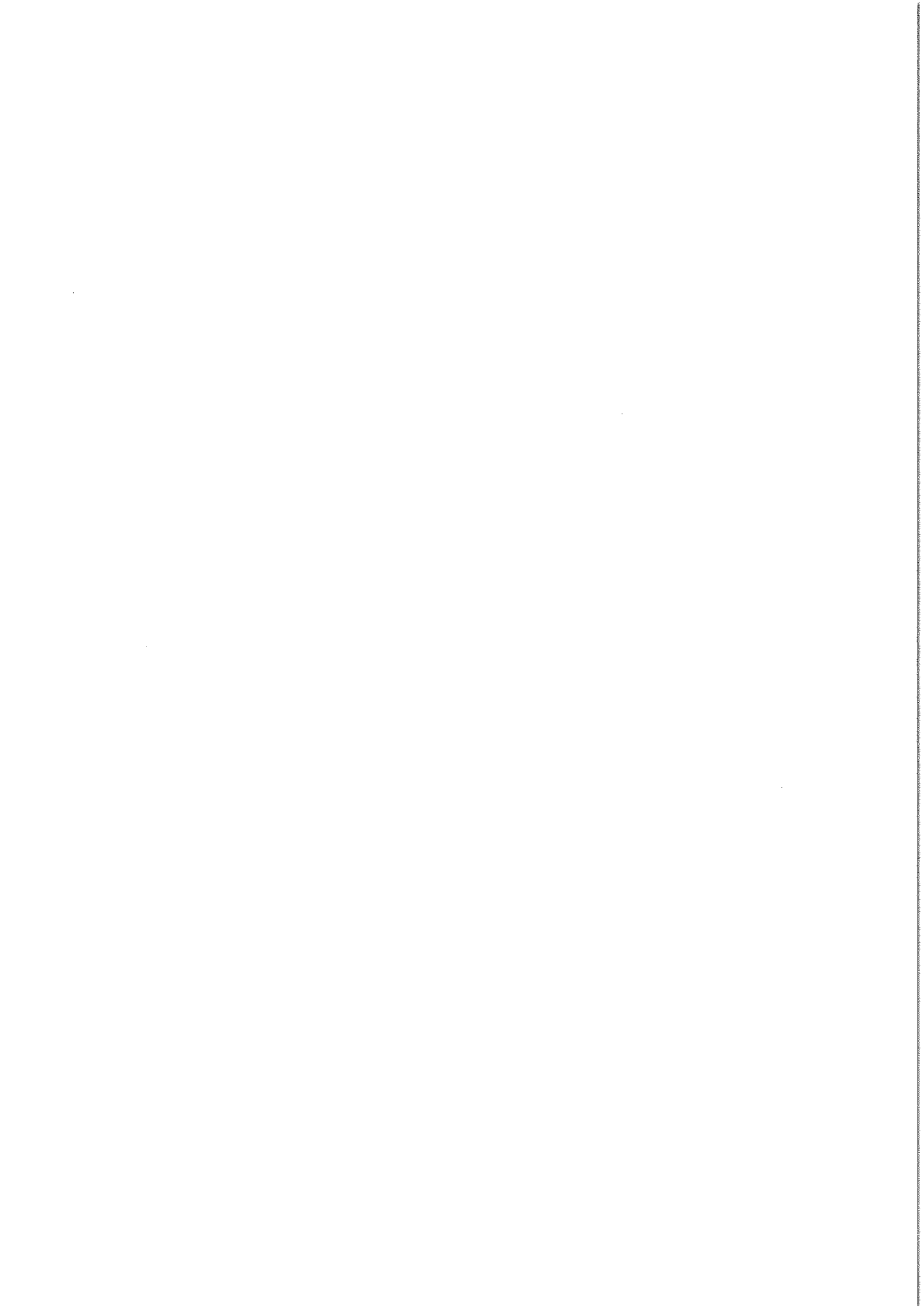
The meeting ended at 11:35 am

Signed:

Dated:

**HEDNESFORD TOWN COUNCIL
BUDGET 2019/20**

	Budget 2018/19	Actual to 30.11.18	Expect to Spend	Budget 2019/20	
Expenditure					
Clerks Department					
Salaries	50,000	30,569	50,000	52,000	
Travelling	100	6	6	100	
	50,100	30,575	50,006	52,100	
Council Running Costs					
Telephone/Broadband	1,000	892	1,200	1,200	
Stationery Items	250	199	250	250	
Postage	700	609	770	800	
Photocopying	750	543	730	750	
Computer software & Maintenance	100	2101	2,101	300	New laptops
Furniture & Equipment	200	0	0	200	
Subscriptions	1400	1079	1,400	1400	
Insurance	1500	0	1,500	1500	
Audit Fees	400	400	400	400	
Professional Fees	400	745	745	745	Data protection advice
Councillor Training	150	0	0	200	
Clerk Training	50	0	0	50	
Conference Fees	100	0	0	100	
Chairmans Allowance	1,000	998	1,000	1,000	
Bank Charges	200	65	135	150	
	8,200	7,631	10,231	9,045	
Pye Green Community Centre					
PGCH - Electric	5,000	3287.1	5,000	5,000	
PGCH - Annual Utilities Checks, Fire Exting Srv	600	837.6	850	700	Fire Training & new emergency lights
PGCH - Water Rates	1,500	0	1,273	1,500	
PGCH - Insurance	1,200	0	1,200	1,300	
PGCH - Salaries & Payroll costs	24,000	16846.16	25,500	26,000	
PGCH - Rates	7,500	4640	7,000	7,500	
PGCH - Licencing	180	180	180	180	
PGCH - Rubbish Collection	1,000	715.7	1,052	1,100	
PGCH - Sanitary Disposal	350	0	350	350	
PGCH - Minor Repairs, Uniform, Gardening, Equi	1,200	399.45	700	1,000	
PGCH - Cleaning Materials	800	632.82	900	900	
PGCH - Security, CCTV, Alarm	700	460	700	700	
PGCH- Furniture & Equipment	200	0	0	200	
PGCH - Building Maintenance & Upgrades	3,000	6,600	6,600	3,000	New section of roof
PGCH - Advertising & Marketing Cost	150	0	0	150	
PGCH - Loan Repayment	17,432	8,716	17,432	17,432	
	64,812	43,315	68,737	67,012	
Activities					
S.31 CCTV - Running Expenses	24,000	0	24,000	24,000	
Publicity & Promotion	4,100	3,706	5,038	4,500	advertised in chase matters
S137 Donations, grants, misc	5,200	0	5,200	5,200	
Citizen Advise Bureau	5,000	5,000	5,000	5,000	
Hednesford Christmas Lights	5,000	855	5,000	5,000	
S.144 Events & Christmas	7,000	1,065	5,500	9,000	Hednesford Festival Contribution
Heritage	500	0	0	500	
Election costs	0	0	0	12,000	
Neighbourhood Plan	500	0	0	0	
Town Centre Maintenance	0	560	560	800	
Misc	1,000	311	1,000	1,000	
	52,300	11,497	51,298	67,000	
Total Expenditure	175,412	93,018	180,272	195,157	

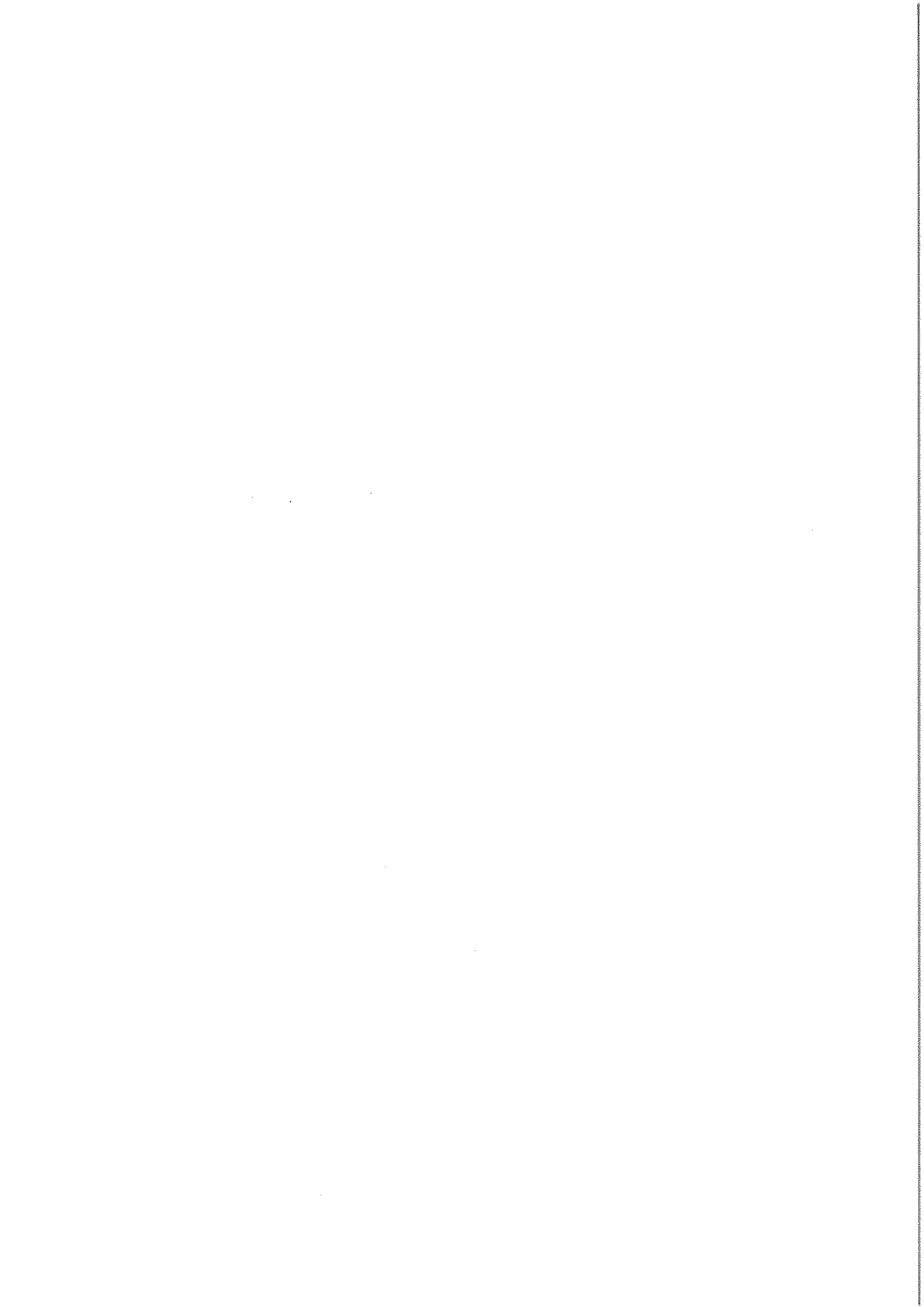


HEDNESFORD TOWN COUNCIL
BUDGET 2019/20

	Budget 2018-19	Actual to date	Expected Income	Budget 2019-20
	£	£	£	£
Income				
Precept	137,500.00	137,500.00	137,500.00	137,500.00
Interest Received	700.00	450.00	700.00	700.00
Miscellaneous Income	100.00	3.00	3.00	100.00
General Income	138,300.00	137,953.00	138,203.00	138,300.00
PGCC - Lettings	30,000.00	24,688.00	35,000.00	33,000.00
PGCC - Bar Takings	500.00	444.00	550.00	500.00
Community Hall Income	30,500.00	25,132.00	35,550.00	33,500.00
Total Income	168,800.00	163,085.00	173,753.00	171,800.00
Less Total Expenditure	175,412.00	93,018.00	180,072.00	195,157.00
Surplus/-Deficit	-6,612.00	70,067.00	-6,319.00	-23,357.00

Y/E Reserve analysis 2019/20

Council Computer Replacement Programme	2,000.00
Election Costs	5,000.00
Building Repairs & Renewals	90,000.00
General reserve	12,593.17
Community Support Fund	5,000.00
CIL Income - Town Centre Maintenance	22,645.93
	<u>137,239.10</u>



**Hednesford Town Council
Lloyds TSB Bank Reconciliation 30/11/18**

Bank Balance per Statement

LESS O/S cheques

Bank Balance per Statement	Unity Trust Bank	£	136,508.75
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LESS	O/S cheques		
	City Electrical Factors	91.93	

		-£	91.93
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Cash Book bank balance at 30.11.18		£	136,416.82
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Cash Book Balance		£	136,416.82
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1 Year Long Term Savings		£	50,565.28
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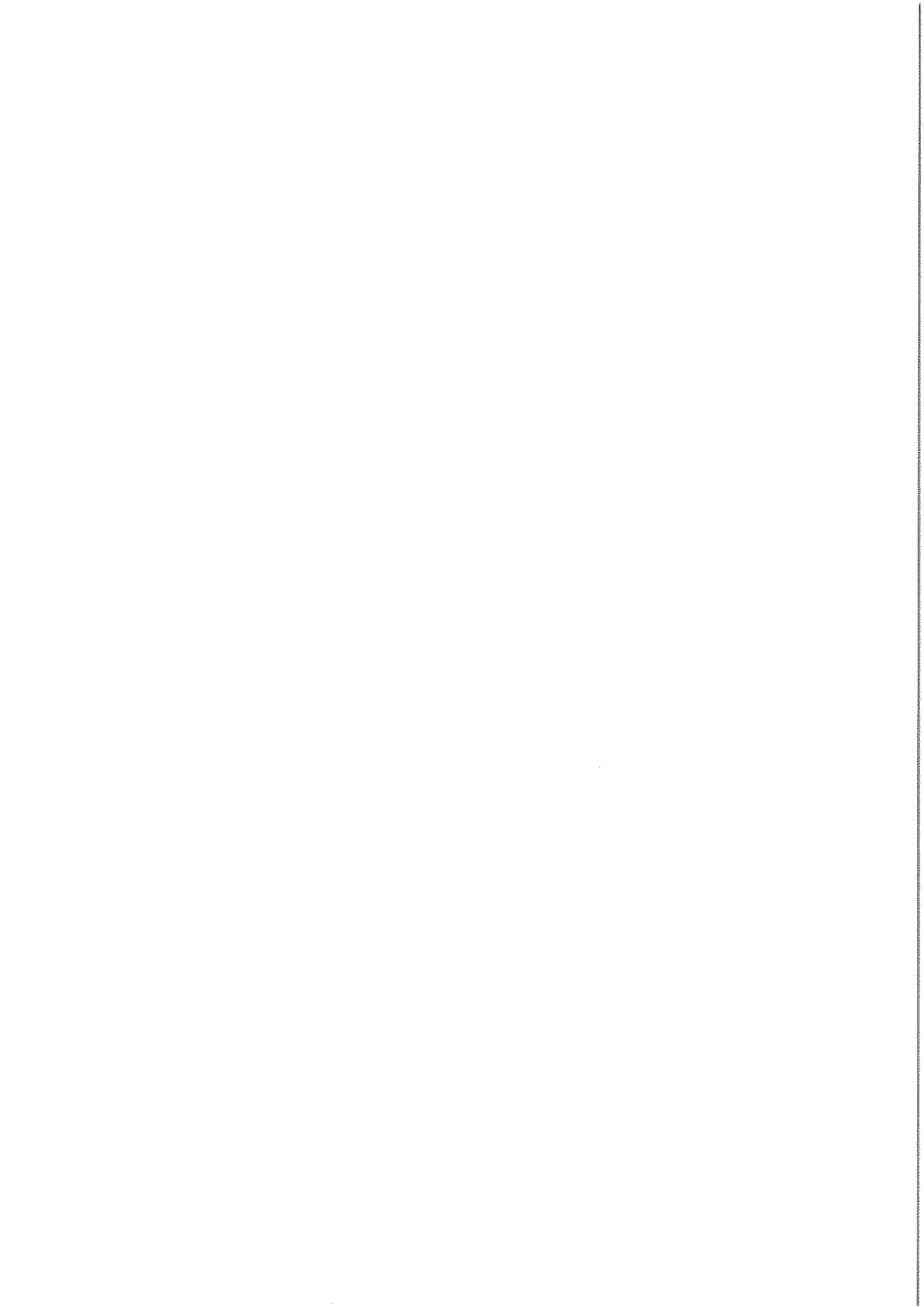
1 Year Long Term Savings		£	50,000.00
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Total Cash Balances		£	236,982.10
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Reserves B/F	£	145,808.64
Receipts	£	188,268.60
	£	334,077.24
Less: Expenditure	£	97,095.14
TOTAL	£	<u>236,982.10</u>

Signed:

Dated:



Peter Harrison

From: Communications <Communications@staffordshire.gov.uk>
Sent: 12 November 2018 13:57
To: Staffordshire Parish Councils Association
Subject: Community Funded School Crossing Patrols

Dear Colleague,

Community Funded School Crossing Patrols

The county council is asking communities to look to fund their local school crossing patrols from September 2019, as part of proposals to close a £35m shortfall in our budget next year.

Legally we have to balance our books and are now facing some very difficult decisions in order to bridge the gap left by funding the soaring costs of adult social care and looking after increasing numbers of children in our care.

As a result, we are proposing to still employ, train, manage and provide uniforms for patrols, but would look to communities, businesses and local organisations to fund their salaries. This would be approximately £4,000 per year.

We are also gathering feedback and asking for suggestions. You can find out more and have your say at www.staffordshire.gov.uk/patrols

The patrols all do a wonderful job and I am hoping that as many patrols as possible can become community funded.

Our final budget will be presented to Full Council in February and we asking for expressions of interest by the February half-term, with funding needing to be in place by the May half-term.

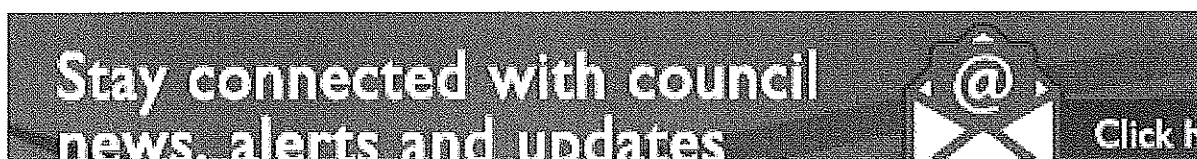
If your organisation is interested in funding a local patrol then please do contact scp@staffordshire.gov.uk

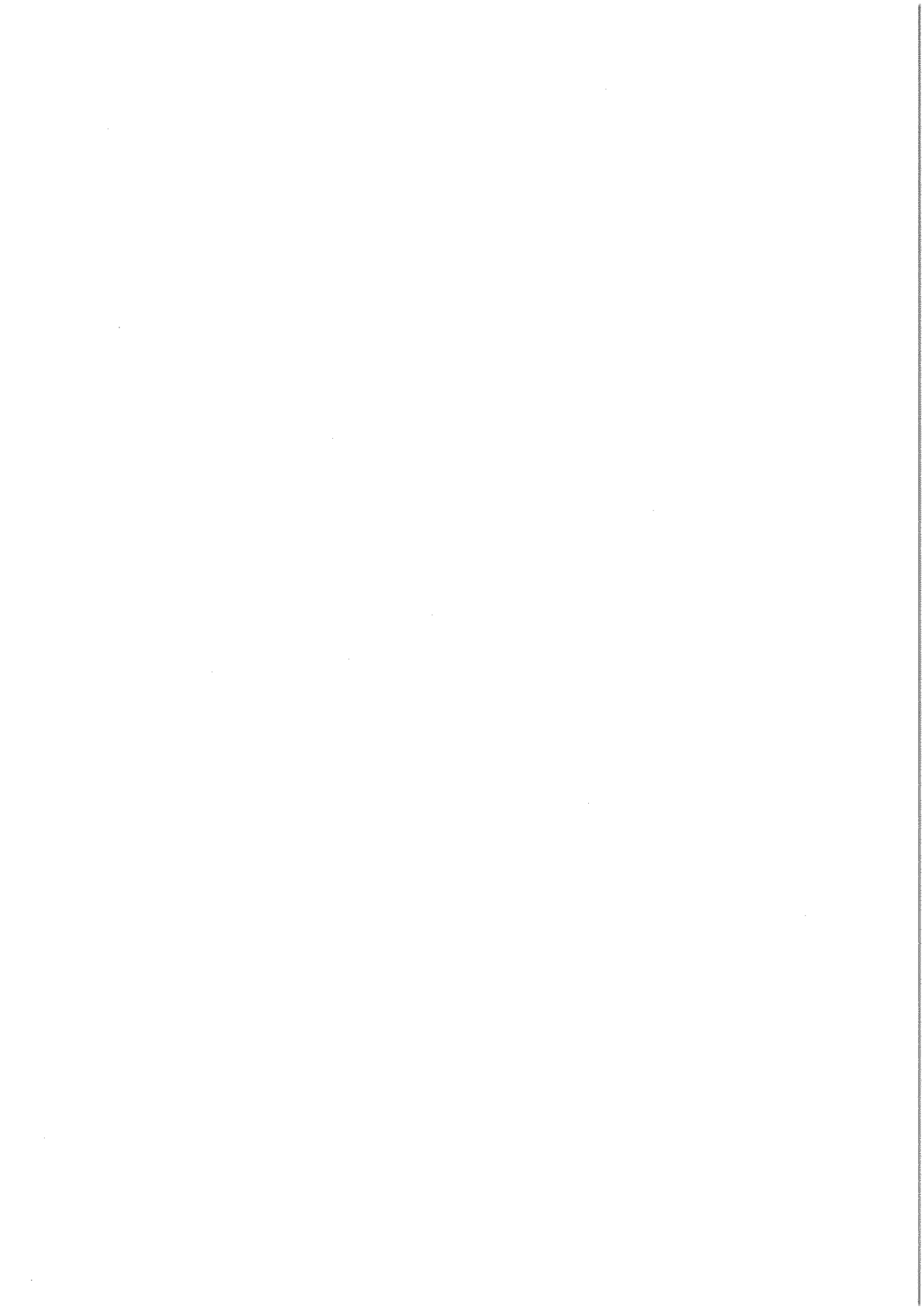
Kind Regards

Helen Fisher

Cabinet Member for Highways and Transport

Staffordshire County Council





Cost per patrol for 12 months
excl VAT

Point Ref/Cat	Status	Crossing Area	Member	Location	Schools Served & Member	Cost per patrol for 12 months excl VAT
B310	A	Active Normal Cannock	Bryan Jones	Cannock Wood Street, Hazel Slade Cannock	Hazelslade Primary - Bryan Jones & Philip Hewitt	£3,476
B324	A	Active Normal Cannock	Bryan Jones	Littleworth Rd near jct with Hill St o/s small school gate, Cannock	Kingsmead Prim - Brian Jones & Philip Hewitt	£4,056
B324a	A	Active Normal Cannock	Bryan Jones	Greenheath Rd jct with High Mount St, Cannock	West Hill Primary - Brian Jones & Philip Hewitt	£4,056
B329	A	Active Normal Cannock	Bryan Jones	Belt Road/Huntington Terrace Rd, Cannock	Staffordshire University Academy - Bryan Jones & Philip Hewitt	£3,476
B329a	A	Active Normal Cannock	Bryan Jones	Belt Road/Huntington Terrace Rd, Cannock	Staffordshire University Academy - Bryan Jones & Philip Hewitt	£3,476
B349	A	Active Normal Cannock	Bryan Jones	Wood Lane/Reservoir Rd/Church Hill, Cannock	St Peter's Primary - Bryan Jones & Philip Hewitt	£4,250
B349a	A	Active Normal Cannock	Bryan Jones	Wood Lane/Reservoir Rd/Church Hill, Cannock	St Peter's Primary - Bryan Jones & Philip Hewitt	£4,250
B366	A	Active Normal Cannock	Bryan Jones/ Phil Hewitt	Rosehill jct with Green Heath Road nr island, Cannock	Pye Green Academy - Bryan Jones & Philip Hewitt	£3,476
B373	A	Active Normal Cannock	Bryan Jones	Hill Street/Wood Lane (double islands), Cannock	St Joseph's Cath Prim - Bryan Jones & Philip Hewitt, Kingsmead - Bryan Jones & Philip Hewitt, St Peter's Prim - Bryan Jones & Philip Hewitt	£4,056
B373a	A	Active Normal Cannock	Bryan Jones	Hill Street/Wood Lane (double islands), Cannock	St Joseph's Cath Prim - Bryan Jones & Philip Hewitt, Kingsmead - Bryan Jones & Philip Hewitt, St Peter's Prim - Bryan Jones & Philip Hewitt	£4,056
B374	A	Active Normal Cannock	Bryan Jones	Uxbridge St/Wood Lane (double islands), Cannock	Kingsmead Prim - Bryan Jones & Philip Hewitt, St Peter's Primary - Bryan Jones & Philip Hewitt	£4,056

B374a	A	Active	Normal	Cannock	Bryan Jones	Uxbridge St/Hill St/Wood Lane (double islands) Hill Top Cannock	Kingsmead Prim - Bryan Jones & Philip Hewitt, St Peter's Primary - Bryan Jones & Philip Hewitt	£4,056
B380a	A	Active	Normal	Cannock	Bryan Jones	Meghie St & High Mount St, Cannock	West Hill Primary - Bryan Jones & Philip Hewitt	£4,250
								£50,990

Hednesford Town Council
P Harrison [Town Council Clerk]
Pye Green Community Centre
Hednesford
WS12 4EP

Bob Kean
Civic Offices
3rd Floor
Cannock
Staffordshire
WS11 1BG

Date: 19 November 2018

Dear Town Clerk

Council Tax Base 2019-20

I have undertaken an initial calculation of your Tax Base and will be recommending it is set at 5,260.95 Band D equivalents (as compared to 5,145.42 in 2018-19)

If the parish sets a similar precept to 2018-19 a 2.2% percentage decrease in the Band D will occur.

I look forward to receiving your precept confirmation by email (Jamesbellingham@cannockchasedc.gov.uk) or in writing as soon as practicable after the relevant parish meeting.

If you know the date of the precept meeting please could you let me know the date?

Thank you for your co-operation in this matter.

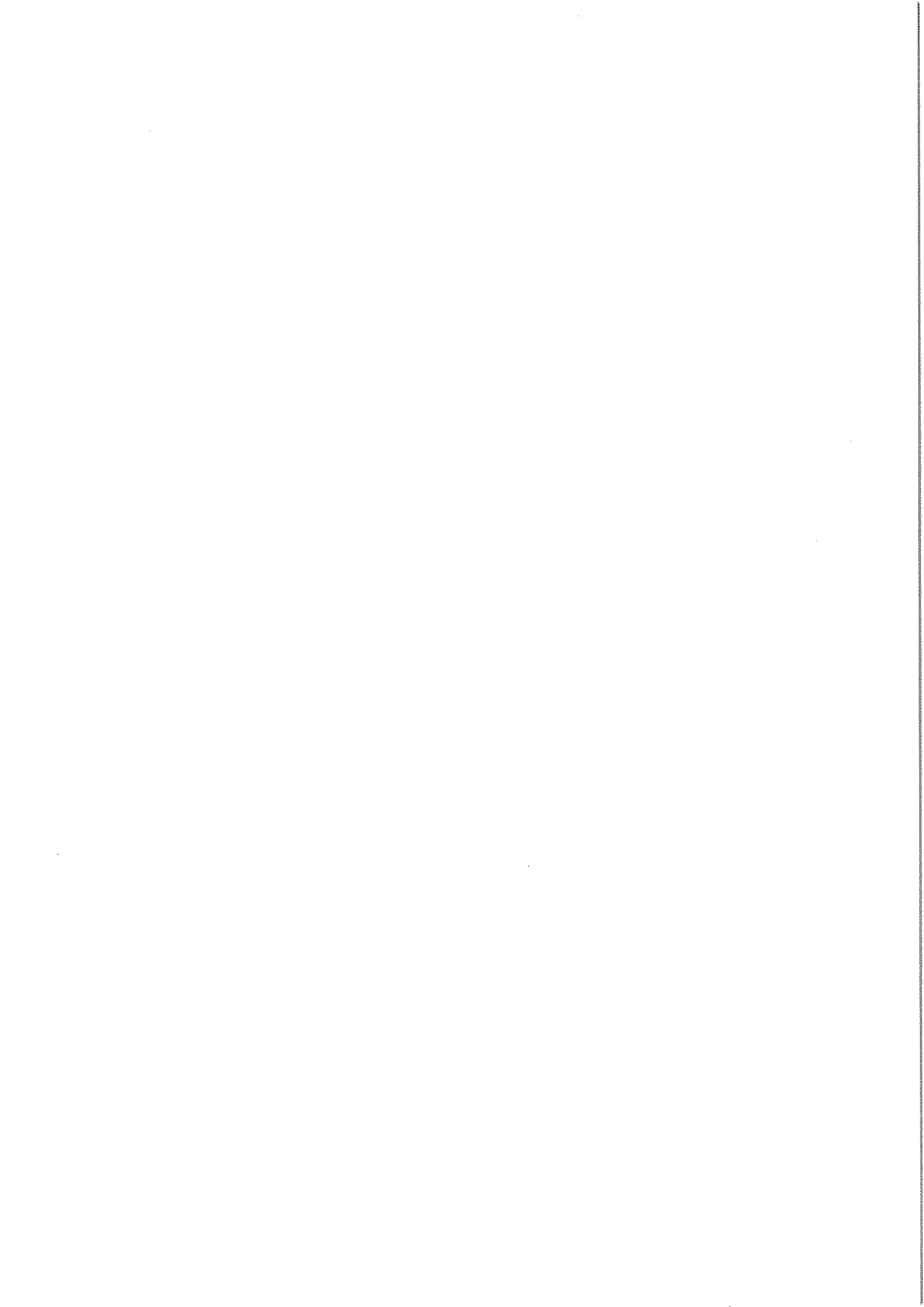
Yours sincerely

Bob Kean
Deputy Managing Director

Hednesford Parish Council Tax Charge

	<u>2019/2020</u> Parish Precept	<u>2019/2020</u> Parish Precept	<u>2018/2019</u> Parish Precept
	EXAMPLE USING 2018- 19 PRECEPT	PROPOSED	ACTUAL
	£	£	£
Precept - amount to be paid to Parish	137,500.00	137,500.00	137,500.00
Amount to be charged to taxpayers	137,500.00	137,500.00	137,500.00
Divided by the Tax Base	5,145.42	5,260.95	5,145.42
Amount per Band D Property	26.72	26.14	26.72
Percentage change to last year: Increase / (Decrease)	0.0%	-2.2%	

2018-19		2019-20		2018-19		2019-20	
Council Tax Base		Council Tax Base		Electorate		Electorate (1/12/18)	
5145.42		5260.95		13218		13437	
Precept £	Band D £	Precept £	Band D £	Per Elector Per Annum	Per Day	Per Elector £ Per annum	Per Day
137500	26.72	137500	26.14	10.4	0.028	10.23	0.02
140000	27.21	140000	26.61	10.59	0.029	10.41	0.02



Community Infrastructure Levy

	2017	2018	2019	2020	2021	2022 Balance
Oct-16		£ 380.40				£ 25.92
May-17		£ 1,584.00				£ 1,609.92
Oct-17		£ 616.59				£ 227.51
Apr-18		£ 3,395.99				£ 2,765.00
Oct-18		£ 19,880.93				£ 22,645.93
TOTAL INCOME		£ 25,857.91				
Feb-18 Staffordshire Safer Roads		£ 354.48				
Nov-18 AEDdonate		£ 1,999.00				
Nov-18 David Ogilvie Engineering		£ 858.50				
TOTAL EXPENDITURE		£ 3,211.98				
Money In		£ 25,857.91				
Money Out		£ 3,211.98				
Balance 30th November 2018		£ 22,645.93				

