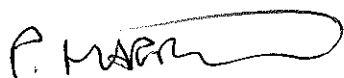


19 June 2019

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 25 June 2019 at Pye Green Community Centre, Bradbury Lane, Hednesford. You are invited to attend for consideration of the matters shown on the agenda

Yours sincerely



Peter Harrison  
Town Council Manager/Clerk

## PUBLIC PARTICIPATION

Members of the public are invited to address the council and ask questions before the meeting begins

Additionally, County and District Councillors and local PCSO

## AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes – to approve the minutes of the Meeting held on 2019 (enclosed **pages 1 to 6 of 2019-20**) and update of actions arising from the minutes
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. Reports from Principal Speakers

To consider reports from Principal Speakers

### **Communications and Engagement**

*Communications and Engagement Plan for consideration (enclosed **agenda pages 1 to 4**)*

### **Finance and Council Procedures**

*Finance/Procedures update (enclosed **agenda pages 5 to 7**)*

### **Highways**

*Loading bays -Market Street  
Flooding Station Road*

### **Wellbeing, Isolation and Loneliness**

*Healthwatch AGM*

*Health Service – Consultations*

Consultation is taking place about a proposal to combine the current six Clinical Commissioning Groups into one for the whole of Staffordshire and Stoke-on-Trent

In a separate exercise consultation on the provision of health services is being carried out under the banner of “*Together we are better*”

<https://www.twbstaffsandstoke.org.uk/>

Members are asked to consider if they wish to submit any observations on these matters

### **Environment**

*Climate Emergency and Action Plan*

To consider this matter (enclosed **agenda page numbers 8 to 14**)

*Free Food Project*

To consider making further investigations into the project

*Staffordshire Warmer Homes*

To highlight this new programme which can provide funding for heating in homes where individuals meet certain criteria

### **Youth and Community Cohesion**

*Staffordshire University Academy*

### **Community Projects and Events**

*VE Day 75*

To provide notice of this national commemoration taking place in 2020

*Silver Sunday*

To consider participation in this event on 6 October 2019

*Raceway inconsiderate parking*

To consider arranging a public meeting

*Christmas Lights or other town decorations*

To consider suggestions (enclosed **agenda page number 15**)

### *Freedom March*

The Staffordshire Regiment Association intends to exercise its right to march through the town on 21 September 2019 and has asked if the Town Council will fund the cost of the Road Closure which would be approximately £300

### **Homelessness and Vulnerable Adults**

Update on fact finding with Cannock Chase District Council

### **Other matters for information from Principal Speakers**

#### 6. Report of the Town Council Manager/Clerk

To consider the following:

##### a) Planning

To confirm the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications (enclosed **agenda pages 16 to 17**) *Introduced by the Principal Speaker for Planning*

##### b) Charitable Collections Policy

To consider responding to the consultation being carried out by Cannock Chase Council on this matter. A copy of the proposed policy has been circulated to all members by email and can also be viewed on CCDC website

##### c) CAB Outreach

To consider the Annual Report for 2018-19 (enclosed **agenda pages 18 to 26**)

##### d) CCTV Monitoring

To consider the monitoring report for May 2019 (enclosed **agenda pages 27 to 28**). To note that endeavours are still being made to arrange a meeting with CCDC concerning CCTV

##### e) Accounts

To confirm payments made and note income received up to 31 May 2019 (enclosed **agenda pages 29 to 31**)

#### 7. Receive minutes and matters from community groups

##### a) Heart of Hednesford

To receive the minutes of the meeting held on 15 May 2019 (enclosed **agenda pages 32 to 35**)

#### 8. Items for Information and next agenda

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

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# HEDNESFORD TOWN COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

HELD AT 7:30 pm ON WEDNESDAY 22 MAY 2019

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

**PRESENT:** Cllrs. A Pearson (Retiring Chairman), P Woodhead (Chairman Elect), D Cartwright, M Deakin, K Downs, M Dunnett, A Fittes, G Jones, S Jagger R Kingston and A Roden

**IN ATTENDANCE:** Mr P Harrison (Town Council Manager/Clerk), L Aitchison (Media Advisor) County Cllr B Jones, PCSO Mitch Cooper, Lyn Evans (Hednesford Park and Dementia Champion), Sean Middleton (Lions) and 4 members of the public

### **1 MINUTES**

The minutes of the meeting held on 2 April 2019 were approved as a correct record

### **2 CHAIRMAN'S ANNOUNCEMENTS**

#### **Outcome of Local Elections 2019**

The Chairman congratulated everyone who had been elected as a Town or District Councillor for Hednesford and wished them all the best during their terms of office

#### **Brenda Marshall**

The Chairman reported the death of Brenda Marshall whose funeral he had attended on the 13 May. Brenda had been the driving force behind the production of the Hednesford "Gateway to the Chase" embroidery displayed at Pye Green Community Centre. She conceived the design and toiled for over 4 years with many other contributors to complete the work. She was also an enthusiastic member of CHAPS and would be sadly missed

#### **Blue Plaque Unveiling– Albert Stanley MP CC**

The plaque unveiling had taken place on 13 April and had been attended by Charles Hawley, Deputy Lord Lieutenant of Staffordshire. The Chairman had been pleased to welcome descendants of Albert Stanley who had travelled from as far away as Oxford and Hampshire to be present at the ceremony

Once again, he placed on record thanks to everyone who made the event such a success including David Wisehall, Derek Davis and Hednesford Lions

#### **War Memorial**

The Chairman thanked local Lions who had erected a fitting tribute to our armed forces at the entrance to the War Memorial. The work had been completed in time for the judging of the Best Kept "Village" competition and he also thanked all the volunteers who had been out and about around the town making preparations for that

#### **Chairman's Valedictory Statement**

The Chairman had been proud to represent the Council for several years and as he was no longer to continue in office he took the opportunity to thank his former colleagues and expressed best wishes to the new Council for the future. He referred to the many achievements over the years including the improvements and extension to the Pye Green

Community Centre and the support that the Council had given to local organisations

**3 ELECTION OF CHAIRMAN FOR THE 2019-20 MUNICIPAL YEAR**

**RESOLVED:**

That Cllr P Woodhead be elected Chairman of the Council for the 2019-20 Municipal Year  
He thereupon completed the Declaration of Acceptance of Office

The Chairman thanked Cllr Pearson for his previous service as Chairman and also all other former council members

**4 APPOINTMENT OF VICE-CHAIRMAN FOR THE 2019-20 MUNICIPAL YEAR**

**RESOLVED:**

That Cllr R Kingston be appointed Vice-Chairman of the Council for the 2019-20 Municipal Year  
He thereupon completed the Declaration of Acceptance of Office

At this point the Chairman closed the meeting for a period of public questions and discussions

PCSO Mitch Cooper gave an update on local policing and indicated that he would be leaving his current post to take up a full-time position as a police officer. Everyone expressed best wishes to him and thanked him for his work in Hednesford.  
Arrangements for his replacement were still uncertain

Lyn Evans reported on Dementia Awareness week and the walk that had been created to link the town centre with the park. She mentioned initiatives relating to young people

County Cllr Bryan Jones congratulated new members on their election. He referred to ongoing problems with parking at Hednesford Raceway on race days. Investigations were being made in to providing additional parking spaces, but this was unlikely to be resolved before the Spring Bank Holiday meeting. Residents in the vicinity of the new residential developments in Pye Green Road were complaining of nuisance and he was taking up various matters with the planning authority and the developer

Sean Middleton expressed appreciation to the previous Town Council for its support towards the Lions and was looking forward to working with new members

David Wisehall stated that he was disappointed at the lack of publicity given to the work he had undertaken to renovate the grave of Albert Stanley. He indicated that in future he would be concentrating his attention on matters associated with the station adoption

The Chairman formally re-opened the Town Council Meeting

**5 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 and Local Plan Consultation  
That arrangements be made for members to be briefed on the current position regarding implementation of the policies contained in the Plan and, if possible, this be combined with a briefing on the Local Plan Consultation

c) Meeting and Administrative Arrangements

i) Committee

That the following Committee be constituted for the forthcoming Municipal Year and the Chairmen and members thereof be as indicated:

Pye Green Community Centre Management Committee

*Chairman – Cllr R Kingston and Cllrs K Downs, M Dunnett, G Jones, A Roden and representatives of users of the Community Centre*

ii) Appointment of Principal Speakers

That the following be appointed as Principal Speakers on behalf of the Council:

Planning and Economic Development (*Cllrs A Fittes and S Jagger (Deputy)*)

Wellbeing, Isolation and Loneliness (*Cllr S Jagger*)

Homelessness and Vulnerable Adults (*Cllr D Cartwright*)

Youth and Community Cohesion (*Cllr K Downs*)

Highways (*Cllr A Roden*)

Finance and Council Procedures (*Cllr G Jones*)

Communications and Engagement (*Cllr P Woodhead*)

Community Projects and Events (*Cllr R Kingston*)

Environment (*Cllr M Dunnett*)

iii) Submission of Planning Observations

That with regard to submission of observations on planning applications the Town Council Manager/Clerk consult the principal speaker on Planning & Economic Development and be authorised to submit observations on non-contentious applications with the register of planning applications together with the comments made being submitted to the full Council for information and confirmation of the action taken and the principal speaker for Planning & Economic Development ensure that other members of the Council are consulted as appropriate prior to submission of observations

iv) Schedule of Meetings

That meetings be scheduled as follows:

25 June 2019 (Council)

30 July 2019 (Council)

10 September 2019 (Council)

12 November 2019 (Council Budget)

17 December 2019 (Council)

7 January 2020 (Council Precept)

11 February 2020 (Council)  
7 April 2020 (Council)  
5 May 2020 (Annual Council)  
1 June or 28 May 2020 (Annual Town Meeting to be confirmed)

All meetings to commence at 7:30 pm

- v) Appointments to other Bodies  
That the following appointments be made:  
Cannock Chase Council – Standards Committee (*Cllr S Jagger*)  
Cannock Chase AONB (*Cllr G Jones Deputy Cllr M Dunnett*)  
CHAPS (*Cllr S Jagger*)  
Christmas Lighting Joint Committee (*Cllr R Kingston*)
- d) Training Courses for Local Councillors  
That places be reserved for 7 members to attend the SPCA training on 18 June 2019
- e) Annual Town Meeting  
That a report of the meeting held on 16 April 2019 be noted
- f) Speed Indication Devices  
That the action taken by the Town Council Manager/Clerk in submitting an application for a grant of £5000 for 2 speed indication devices be confirmed and further consideration be given to the number of devices required and how the shortfall in funding can be met if the application is approved
- g) CHAPS  
That a report of meetings held on 1 March 2019 be noted
- h) Hednesford in Partnership  
That the Council confirm its membership of Hednesford in Partnership and appoint Cllr K Downs to be its representative thereon
- i) Heart of Hednesford  
That reports of meetings held on 20 March and 17 April 2019 be noted
- j) CCTV Monitoring  
That the monitoring reports for March and April 2019 be received and arrangements be made for a briefing for all members regarding the operation and effectiveness of CCTV in Hednesford
- k) Specialist and Other Services  
That the current arrangements be noted and reviewed in due course
- l) Review of Risk Assessment  
That the Risk Assessment be approved



- m) Approval of the Annual Governance and Statement followed by Approval of Accounting statements as contained in Sections 1 and 2 respectively of the Annual Return for 2018-19

That the Annual Internal Audit Report 2018-19 be noted and that Section 1 Annual Governance Statement 2018-19 followed by Section 2 – Accounting Statements 2017-18 as contained in the Annual Return for the Audit of Accounts for the year ended 31 March 2019 be approved subject to the Explanations of significant variance item 4) being amended to state “Bar income decreased in 2019” and a covering letter be sent to the external auditor advising that no recently elected Councillors had any involvement with the Town Council during the 2018-19 financial year

- n) Proposed Fencing of Cannock Chase

That the Town Council Manager/Clerk arrange a meeting with interested parties to discuss this matter

- o) Investment Strategy

That consideration be given to this matter in due course

- p) Town Centre Christmas Lights

That enquiries be made regarding the costs of additional lights and further consideration be give to the options in due course

## **6. MEMBERS ITEMS FOR INFORMATION**

Cllr Jagger advised that Volunteer Appreciation Week was the first week in June and there would be an exhibition on 1 June

The Chairman advised that he had attended a meeting of the Cannock Chase District Patient Group when he had been made aware of consultations in respect of Stroke Care, Carer's and Carer Support, Proposals to combine Clinical Commissioning Groups and the work of “Together we are better”. It was considered that the Town Council may wish to consider responding. Reference was also made to the complication of local hospitals being administered by different Health Trusts

The meeting ended at 8:45 pm

Signed:

Dated:

## Annex 1

### Council Meeting 22 May 2019 – List of Planning Applications

19/133	Extension – 55 Bond Way	No Objection
19/130	Extension – 80 Stagborough Way	No Objection

# Communication and Engagement Plan

## Principles and Synopsis

With an effective plan for communication and engagement with the Town Council we will build a connection to understand the needs, wishes and priorities of the community we serve. If captured correctly and translated in to effective action this engagement will show demonstrable value of the work of the Town Council and its contribution to our community.

## Engagement

Our work as Town Councillors must be informed by the community and our first duty is to understand what our community want us to do within the confines of the remit of a Town Council. I propose several ways this intersects with our communication routes as both are inter-related.

## Council Meetings

The dates of the meetings are determined at the beginning of the municipal year and stated on the website. These are currently publicised by official notice a week ahead of the meeting date and this is circulated by the clerk. The papers are published on the website by hyperlink and sent to Councillors and other stakeholders.

Meetings are taken in public in the meeting room at Pye Green Community Centre with the opportunity for the public to ask questions. The public includes principal authority councillors, the police and any other person or group from the town.

### Suggested actions to increase engagement with Council Meetings

- Refresh the agenda to increase the relevance of discussions to community priorities
- Promote the dates and business of the council more widely across more platforms for example social media and a Town magazine
- Make specific invitation to principal authority councillors and the police to attend and update the council of matter of concern as part of the public participation
- Ask directly if all community, groups, organisations and charities wish their minutes of record to be received by the Town Council and published as part of the agenda
- Live stream or record and publish the meetings via Facebook Live or YouTube
- Organise and promote themed council meetings to address particular sections of our community, for example work with the various schools to listen to their School Councils and bring them altogether to make collective representations maybe holding the Council Meeting at one of the schools. The same could be taken for the elderly and isolated etc.

## The work of the Council

Councillors are most effective when they are undertaking the work of the community because they understand the priorities of the community to deliver positive change. This means we have a challenge to engage and communicate, communicate and engage. From

our continued work within the community and the various volunteer roles undertaken by each of the councillors some ideas and priority areas are being developed, this is not taken for granted and ongoing work with the whole community needs to be structured and imbedded in the work on the Council

#### Suggested actions to increase engagement between Council Meetings

- Offer to attend appropriate community group meetings listen to the issues and promote engagement with the work of the Council
- Attend as Councillors and Chairman all community events at invitation and work with organisations to create further invitations. Consider this as an information stall to have a visible presence. With a branded gazebo, pull up banners and information leaflets would require a budget of up to £1000.
- Arrange engagement events in public spaces to discuss budget priorities or projects involving the Town Council on a regular basis.
- Create a Town Magazine distributed to every household in the Town on a quarterly basis. This will use commercial revenues from supporting advertising sales to cover the cost of production. If Councillors are happy to volunteer time and work with others distribution could be at nil cost.
- Use the newly created Facebook page, the Twitter account, a refreshed website and other social media platforms across Instagram, NextDoor, YouTube etc. to keep the community informed of the work of the Council
- Create both proactive and reactive press response to events which affect our community across the work of principal speakers
- Establish a series of blog posts to communicate the narrative of work of the Council as another medium of communication. These maybe recorded video blogs and/or written informative pieces published on website and promoted through other platforms.

#### **Work of Councillors**

Beyond the work of council itself as individuals and as a collective we sought election to represent and engage directly with the community. This is broadly along two streams firstly our neighbours and residents within the ward we represent and secondly with community groups representing or engaging with our particular areas of interest.

As a group we will coordinate our efforts and energies in both these areas and use our internal communication avenues to keep each other informed of engagements, issues and matters arising as well as the events, opportunities for sharing and moments of celebration. Individual Councillors will observe the agreed protocols and procedures when representing or speak for and on behalf of the council as a whole.

Councillors within a ward will be directly available and engage with residents within their ward and could consider allocating neighbourhoods within the ward as a connection priority for each Councillor to cover the ward as a whole. Within each of these neighbourhoods Councillors will be working to create a network of zones and zone representatives to assist

with the upward flow of information to help inform the work of the council as well as disseminate the messages and news through the community.

Where Councillors are already engaged with groups or subsequently build these relationships from the engagement activities centred around their particular area of interests by mutual consent these will develop as a two-way dialogue to ensure the Council understands the specific challenges and good work involved. This dialogue will also create opportunities for direct representation to the whole council when appropriate and build a breadth of engagement that benefits the whole community.

### **Public Relations**

The Council has an ongoing relationship with the PRWoman to support the council in its communications objectives, this relationship is being reviewed and proposals sort to agree a work plan, associated costs and demonstrable outcomes. The current Council has a mixed skill base which supports some of this work and a reviewed relationship would focus on the value added service to support the council in the communication and engagement plan.

As well as supporting the output from individual Councillors acting on behalf of the Council consideration will be given to relationship and content to traditional media outlets in print, radio and television.

The budget options are being established to be presented to Council for consideration.

### **Website**

The council website is managed by Creative Souls Marketing and content is periodically updated with the regular updates being around the publication of official notices whilst the booking of Pye Green Community Centre is viewed through a linked online calendar. The static nature of the current website does not promote engagement and needs regular content to be relevant and become a platform for communication.

Actions to improve the website

- Video or written blogs by councillors
- A community calendar for all regular community group activities and events
- Biographical or get to know me profiles of councillors
- New suite of photographs updated annually
- Active links to more active social media platforms

The budget options are being established to be presented to Council for consideration.

### **Social Media Platforms**

The Council has a Twitter account managed and populated by the Clerk and a newly adopted Facebook Page as well as an inactive YouTube channel. A protocol will be developed authorising who can post what where as an internal document including guidance of conduct for Councillors posting in an individual capacity.

The Council should consider if it wants to utilise other platforms including Instagram and Pinterest for example and how it might want to engage with the NextDoor platform.

Any social media should be linked to the website and vice versa

### **Annual Town Assembly**

The Annual Town Assembly has traditionally been held as a gathering to receive reports in April ahead of the election date held for Town, District or County Councils. The current Council has moved this to coincide with the annual national event for Volunteers Week in June. The principal speaker for events will work with colleagues to build this as an event to celebrate all the community led activities in the town from 2020 onwards

### **Councillor Development**

Supporting the role and effectiveness of Councillors through their time of service and the outcomes for the Town from the Town Council is often under appreciated. However, like any new job or role training and development is key to the role being undertaken to a high standard. This will be considered through three stems of continuing professional development

- Training and development opportunities through positive engagement with NALC and other suitable organisations. This would require some budget set aside to cover the costs and expenses.
- Visits and observations to other Councils to observe and distil best practice both inside and outside the council chamber. Councillors have visited other local Town and Parish Councils to observe and build relationships and a self-funded trip to Frome Town Council is being discussed.
- Consider membership of a community support organisation to assist with access to networking and development opportunities. I recommend membership of Support Staffordshire at a cost of £25. *Note Councillor Jones has a conflict of interest in this decision and has recused himself from the decision consideration*

**Agenda Item XX:** Finance and Procedures Update

**Author:** Garry Jones, Lead Cllr for Finance & Procedures

**Introduction**

Following the Finance Induction meeting held on 5 June, this paper gives an overview of the main areas which I am now looking into, as well as making some immediate recommendations. Further recommendations are expected to follow.

The finance induction was attended by Cllrs Garry Jones, Paul Woodhead, Robin Kingston, Sharon Jagger, Kathryn Downs, Mandy Dunnett and Arthur Roden.

We covered the following main items:

- Accounting
- Spending and authorisation
- Budgeting
- Receipts and the Precept
- Fees and charges at PGCC
- Contracts for services
- Insurances
- Reporting
- Reserves and investments
- The Loan
- HR and other policies

**Recommendations**

**1. Chairman's Allowance**

Although evidence has been provided in the past, this does not appear to have always been systematic. Whilst we do not at this stage wish to change the allowance, we are keen that it become completely transparent that it is spent for the benefit of the community. This needs to be scrutinised to the same extent as any other council spending. As such, it is proposed that the Chairman be required from now on to provide clear and complete evidence of spending for inclusion in the finance reporting to each council meeting. Expenses should follow the same process as for staff, with car mileage for example being claimed in arrears, through an expenses claim form; which should be authorised by the Vice Chair and at least one other Cllr, as per the bank mandate.

**2. Bank Mandate**

Previously as many Cllrs as possible have been registered to the mandate on the basis that this gives maximum flexibility for authorising of payments to cover holidays etc. However, we are concerned that this also leaves the system open to potential abuse, with the possibility of no two of the same Cllrs authorising payments for many months. It also tends to discourage continuity and any one Cllr from developing a more detailed

understanding of how our finances work. It is therefore proposed that signatories are from now on limited to a maximum of five Cllrs, with a named order of preference as follows, and that if the two main signatories are not used, an expectation that they are informed of the payments that have been made in their absence.

- i. Garry Jones – main signatory
- ii. Robin Kingston – main signatory
- iii. Kathryn Downs
- iv. Andy Fittes
- v. Paul Woodhead

### **3. Community Grants**

The current community grants, including the grant of £10,000 to Citizens Advice (Staffordshire Southwest), do follow an application process. However, there are limited criteria or aims set for the grants, beyond being for the benefit of Hednesford residents. We may also wish to review the timeframe for the application, award and spending of grants. Further there is limited reporting upon the outcomes of the grants. It is proposed that we invite Citizens Advice to provide a further written report and to present its contents in person. It is further proposed that we establish a task and finish group to review the grants process, aims, timing etc. and that this group bring a report and any recommendations back to the Council, ideally by September. The current website pages should be updates to reflect the review. GJ is willing to lead the Grants T&F Group – suggest 2-3 other Cllrs please, plus Peter/Laurie to support.

### **4. Finance Systems**

Whilst we have no major concerns, the finance induction did throw up a few queries around systems and processes. It is proposed that GJ meet with Laurie Bowman to look into these matters further, with a view to improving, simplifying and making more understandable and transparent, our financial and other processes. This would include looking at:

- i. Regular payments
- ii. Monitoring and reporting
- iii. Purchasing
- iv. Personnel related recording
- v. Budgeting
- vi. Policies; specifically Health & Safety

### **5. HR Policies**

The Council has no established HR Policies beyond those contained with terms and conditions. Whilst we recognise this is a small organisations, we believe there is a need for some priority policies and recommend that GJ look into this further and come back with more detailed proposals.

### **6. Safeguarding Adults Policy**

The Council has no Safeguarding Adults Policy. Whilst there is no significant risk in terms of the councils own activities. The potential for hire of the Pye Green Community Centre to



groups working with Adults with Care & Support needs, leads us to conclude we do need a policy, with some urgency. It is recommended that GJ draft a policy for consideration and approval at the next Council meeting.

## **7. Business continuity**

We have no business continuity policy or plans in place. Again whilst there are no immediate concerns, it is noted that too much knowledge sits only with the senior staff. It is recommended that the Clerk and Chairman be tasked with drafting a Business Continuity Policy and action plan to reduce this risk.

## **8. Budget Deficit**

It is recognised that the previous Council approved a deficit budget for the 2019-2020 year of approximately £28,000. The Council currently has a general reserve of only £12,000. Following the Finance Induction, we are not clear that the previous council had made any plans for this scenario which is to say the least, perplexing.

If we spend in accordance with the budget we would have to draw upon one of the other designated reserves for costs not necessarily associated with those designations. Whilst we could cover £12,000 from reserves this year, we could not then repeat the overspend next year.

It is recommended that the new council needs to discuss this matter with some urgency and decide which of the following options or a combination of them is to be followed:

- i. Reduce budgeted spending by at least £16,000, perhaps up to £28,000 – the least difficult, though not necessarily the most appropriate, way of doing so would be by cutting activities
- ii. De-designate one of the reserves by at least £16,000, perhaps £28,000 – the most obvious, perhaps only realistic one, would be the building reserve (currently £90k)
- iii. Seek to raise additional income of £16,000 to cover specified expenditure; or
- iv. Apply the Community Infrastructure Levy income (CIL) to some of the expenditure in year, which would need to be identified specifically

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## Hednesford Town Council - Climate Emergency Declaration

### Council notes:

- that the impacts of climate breakdown are already causing serious damage around the world.
- that the 'Special Report on Global Warming of 1.5°C', published by the Intergovernmental Panel on Climate Change in October 2018, (a) describes the enormous harm that a 2°C average rise in global temperatures is likely to cause compared with a 1.5°C rise, and (b) confirms that limiting Global Warming to 1.5°C may still be possible with ambitious action from national and sub-national authorities, civil society and the private sector.
- that all governments (national, regional and local) have a duty to act, and local governments that recognise this should not wait for their national governments to change their policies;
- that strong policies to cut emissions also have associated health, wellbeing and economic benefits;
- and that, recognising this, a growing number of UK local authorities have already acknowledged and declared a Climate Emergency.

### To facilitate the reduction of carbon emissions, this council resolves to:

- Declare a 'Climate Emergency' that requires urgent action.
- Commit to becoming a carbon-neutral organisation by 2030, to include scope 1, 2 and 3 emissions<sup>2</sup>. Create a carbon audit and roadmap for achieving this aim by the end of 2019.
- Create a grant pot to encourage and enable carbon-reduction schemes within Hednesford. The primary criterion for applications to the fund should be CO<sub>2</sub> savings per pound spent. This pot will be £10k for the 2020-21 financial year.
- Include environmental implications of recommendations in officer reports alongside legal, financial and equality implications. These will include the impact of recommendations on CO<sub>2</sub> emissions as well as any other relevant environmental factors.
- Seek ways to facilitate and encourage our community in reducing direct and indirect CO<sub>2</sub> emissions and to become resilient to changes caused by the changing climate. We will take active steps where possible to encourage:
  - More sustainable transport
  - Reductions in energy use in homes, businesses and elsewhere
  - Co-operation with organisations seeking to develop low carbon and community-led affordable housing in Hednesford
  - Use and development of renewable energy sources
  - Production, sale and consumption of locally sourced food
  - Reduction in consumption of animal products
  - Any other methods of achieving the aims above

### Our place in reducing CO<sub>2</sub> emissions

Hednesford Town Council acknowledges the urgent need for global society to reduce carbon emissions. We recognise the part which we have to play and commit to taking an active role in achieving this, by:

- Pro-actively reducing our CO<sub>2</sub> emissions as an organisation

- Seeking to encourage and enable our community to decrease their emissions and improve their resilience to climate change
- Seeking to influence the policies of other organisations to encourage them to reduce their emissions.
- The council acknowledges that 'business as usual' is not an option in the face of the climate emergency, and that society in its current form is unsustainable. Therefore, to meet our obligations below, we may need to strategically reassess and adjust the scope of our current activities.

#### **References and notes**

1. [www.ipcc.ch/report/sr15/](http://www.ipcc.ch/report/sr15/)

2. "Scope 1 and 2 cover direct emissions sources (e.g., fuel used in company vehicles and purchased electricity), scope 3 emissions cover all indirect emissions due to the activities of an organization."  
[www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions/](http://www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions/)

## Hednesford Town Councils: Changes required to become a Carbon Neutral 2030

### A briefing for action to take to address the climate change emergency.

To become a Carbon Neutral Council by 2030 is a very ambitious target and will require partnership with a wide range of partners and all the citizens of the area. For the vast majority of councils this target is technically feasible but there are likely to be considerable political and regulatory constraints. There is also potential public resistance because this is no longer business as usual it is an emergency which will require radical action. However, taking purposeful action creates great opportunities and the potential to realise significant economic, social and environmental benefits as well as minimising future litigation risk.

Hednesford Town Council will set up a small working group made up of councillors and members of the community to begin working on the implementation of a plan to address key actions for the council and the community at large. A key role for the town council is to provide leadership and effective communication to the residents and businesses within our area.

Many Town and Parish councils are declaring a climate change emergency and it will be important for us to link up to share expertise, knowledge and experience.

The changes required over the next 11 years to become carbon neutral are already well understood. They are, by and large, the changes required nationally and internationally to move to a low carbon economy, as documented in official Government national strategies and plans.

These fall into several broad categories as set out below. Potential actions to be taken by town and parish councils are then listed. In order to become carbon neutral by 2030 action will need to be taken on all or most of the 9 nine points below: it is not matter of either/or; action is required on every front by the majority of the population within the town. Priorities should be to cut energy use and to maximise renewable energy generation.

### **A complete shift to very low or zero carbon electricity generation, mostly renewable and much of it decentralised;**

- Currently 30% of electricity in the UK is from renewable sources and the Government target is for at least 50% by 2030. Therefore, each town and parish council should be aiming to generate 50% of its electricity from renewable sources within the Town by 2030.
- Electricity use is reported at District council level by the UK Government on an annual basis (*Beis 2017*) <https://www.gov.uk/government/statistical-data-sets/regional-and-local-authority-electricity-consumption-statistics>. An estimate for the electricity use in your parish/town by households can be made by multiplying the number of houses within the parish/town by the mean electricity use per domestic meter for the District. For urban areas the electricity use will be lower than the average and in rural areas it will be higher. Business and industrial electricity use is my complicated to calculate at a town level and is obviously dependent on the number and type of businesses in the area.
- To estimate the current renewable energy generation within the town, we could map and record the number and size of renewable energy generation sites. These will be largely in the form of PV on domestic and business roofs.
- To increase the percentage of renewable energy generation:

- the Council can use its own buildings and land. This could be in the form PV on the roofs on council owned properties or, if suitable, wind turbines.
- New renewable generation may be funded out of council funds, loans via Salix <https://www.salixfinance.co.uk/loans/parish-councils> or through crowd funding and /or a community share offer.
- Work with community energy groups to develop new renewable energy generation within the town boundary.
- Switch to 100% Green electricity being supplied from a company that is investing in new renewable energy generation
- Propose areas for renewable energy generation in the Neighbourhood Plan or next revision of the Neighbourhood Plan
- Introduce policies in the Neighbourhood plan for all new buildings within the town to be Carbon Neutral
- Introduce policies in the Neighbourhood plan to support installation of PV on housing with the town
- Actively support small and large planning applications for new renewable energy in the Town boundary

**Smarter and more flexible management of electricity demand, including storage, to enable higher penetration of variable renewable generation and to optimise electricity system operation;**

- If the council has or is planning to install PV on its own buildings, it should consider adding battery storage to allow the use of energy generated during the day and night. Salix funding may be available <https://www.salixfinance.co.uk/loans/parish-councils>
- Introduce policies in Neighbourhood plan to support installation of Battery storage within the town.
- Where Town councils include areas that have the potential for large amount of renewable energy generation linked to new development option for energy independence/energy islands separate from the national grid should be considered

**Huge reductions in energy demand by improving significantly the energy performance of all buildings (across all sectors and all tenures) and the equipment and processes within them;**

- We should monitor their energy use within the buildings directly under our control This will then allow the setting of energy reduction targets.
- Action to improve energy performance of building could include reducing drafts, insulation of walls and roofs and then windows and floors, installation of more efficient heating systems and replacing of lighting with the currently most efficient diode lighting. Salix funding may be available <https://www.salixfinance.co.uk/loans/parish-councils>
- Parish & Town councils and their Councillors can actively promote improving the energy performance of all housing within the area. Larger older houses in rural areas tend to have much poorer energy performance than smaller more modern housing and therefore result in much greater CO<sub>2</sub>e emissions. However, owners of larger older houses tend to have more disposable

income and can afford to improve the energy performance of their homes, drastically reducing CO2 emissions and making significant savings on their energy costs.

- We should investigate encouraging groups of households, particularly those houses of similar construction to approach retrofit companies to offer bulk discounts for works on several houses within the town. The council may be in position to act as honest broker in negotiating such discounts. **Link to Energy** is a free-to-use online directory helping you to find sustainable energy installers and tradespeople in the West Midlands and surrounding areas <https://www.linktoenergy.org.uk/> This is run by the charity Severn Wye Energy <http://www.severnwye.org.uk/>
- There are still a small number of government grants available to those households meeting certain criteria to improve their energy performance. Check with Warm and Well for latest details <http://www.warmandwell.co.uk/> 0800 500 3076. This is run by the charity Severn Wye Energy <http://www.severnwye.org.uk/>

#### **Decarbonisation of heat (i.e. stop relying on fossil fuel gas and oil) for buildings, hot water and industrial processes;**

- to remove fossil fuel from the gas network and replace with biomethane and or hydrogen will require action at a national level. However, the town councils could switch from the use of oil or gas to heat their buildings to electricity by using air or ground source heat pumps, potentially powered by PV and energy stored in batteries. Salix funding may be available <https://www.salixfinance.co.uk/loans/parish-councils>
- Parish and Town councils in rural areas can support farmers and landowners to diversify and build anaerobic digesters to use farm waste and/or silage to create biomethane to inject directly into the gas grid network, replacing fossil fuels.

#### **Dramatic steps to cut the CO<sub>2</sub>e emissions of transport by switching to walking, cycling, efficient mass transport (not powered by fossil fuels), cutting out flying and a huge rise in the use of electric vehicles;**

- Replace any council owned vehicle with suitable Electric models when existing petrol, and diesel vehicles come to the end of usable life.
- Development of safe walking and cycle routes in partnership with district and county councils.
- Promote cycling and walking as the preferred form of transport around the town
- When replacing council vehicle with EV consider making EV charging points available to public when not required by council vehicles.
- Offer cycle to work loans (including Electric cycle as well) for all Town staff
- Install sufficient safe secure cycle parking
- Work with local companies and business to promote walking and cycling to work
- Promote car free streets, car free days, cycle to work summers

#### **Ensuring new build developments achieve their full low carbon potential and contribute effectively to a smarter energy system;**

- in responding to planning applications request all new building to be low carbon development

- Any new building developed by council or on council land to be carbon neutral

**A dramatic reduction in greenhouse gas emissions from agricultural food production and land use**

- Actively promote low carbon/methane/nox emission food consumption (vegetarian, vegan, extensive pasture grazed animals)
- Minimise cutting of council owner grassed area to minimise carbon emissions and maximise potential for wildflower and pollinators

**A huge reduction in the generation of waste and a dramatic increase in low carbon means of dealing with waste;**

- Minimise waste generation from own operations
- go single use plastic free
- Ensure council maximises recycling from own buildings
- If council rents out room for a public event, it should ensure all food waste is not sent to landfill and sent to an aerobic digester
- set up a Terracycle Scheme for hard to recycle material not typically collect by District Council schemes. See <https://www.terracycle.com/en-GB/>

**A dramatic increase in the capture of carbon particularly, but not necessarily exclusively, through tree planting and land management.**

- Town council can reduce the frequency of cutting of grasses areas.
- encourage the development of woodland either by tree planting or re-wilding of council owned land.

Although, in the continuing age of austerity there are few government grants available, loans via Salix funding may be suitable for some projects <https://www.salixfinance.co.uk/loans/parish-councils>

Not all these ambitious targets can be realised by the town council acting alone; it will require concerted effort from the district and county council, national government, national network operators, national and local businesses and finance working together. However, there are several crucial roles that a Council can play working in partnership with their citizens, key statutory and non-statutory partners and, most importantly, with businesses. These include leadership & delivery, coordination, engagement, policy development and planning.

Many town and parish councils may want to establish baseline figures for CO2e emissions from their own operations. Government publish data by principal Local Authority area Beis 2018 <https://www.gov.uk/government/collections/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics> but not at a parish level. However, estimates can be made based of the average emissions per person in the district multiplied by the population of the town. Adjustments as to rural or urban areas and the presence of large industrial estates may then need to be made.

The town council may want to audit our own emissions. This can be done by measuring energy and fuel use through the years and calculating using recognised conversation factors. The Carbon Trust provides details on conversation factors and carbon calculators <https://www.carbontrust.com/resources/tools/>



It needs to be recognised that delivery will require dramatic changes which are likely to lead to resistance from various quarters and it will be important to remain highly focussed and purposeful whilst avoiding being distracted by potential conflict.

#### Background Documents

2016 Carbon Emissions *Beis 2018* (<https://www.gov.uk/government/collections/uk-local-authority-and-regional-carbon-dioxide-emissions-national-statistics>)

Annual Electricity Consumption (*Beis 2017*) <https://www.gov.uk/government/statistical-data-sets/regional-and-local-authority-electricity-consumption-statistics>

Annual Gas Consumption 2017 (*Beis*) <https://www.gov.uk/government/collections/sub-national-gas-consumption-data>

Renewable Energy Generation by local authority (2016) <https://renewablelocator.green-alliance.org.uk/>

Draft Stroud Carbon Neutral 2030: Implementation of Climate Change emergency Motion: Stroud District Council

Change Starts Now: Towards Carbon Neutral Bristol 2030

Here are some links to some of the carbon calculators

WWF calculator <https://footprint.wwf.org.uk/#/> simple but well researched a good starting point for individuals

National Energy Foundation <http://www.carbon-calculator.org.uk/> Good calculator that show calculation, conversation factors and assumptions

The Resurgence Carbon Calculator <https://www.resurgence.org/resources/carbon-calculator.htm>! This is a much more detailed calculator that although developed over ten years ago can provide a good insight to the emission from you house and lifestyle

Carbon Trust <https://www.carbontrust.com/resources/tools/> range of tools and a calculator for small business

Carbon Footprint <https://www.carbonfootprint.com/calculator.aspx> ... more detailed commercial site which will offer you way to offset you emissions relatively low costs.

UK Carbon Footprint <https://www.gov.uk/government/statistics/uks-carbon-footprint> how the government calculates the UK Carbon footprint

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**Estimates for Hednesford Xmas extras**

**Jun-19**

	<b>One-off Cap Cost£</b>	<b>Annual Instaln +TRS £pa</b>
<b><u>small tree down LHS of High st</u></b>		
80m/1m festoon+lamps+T/fmr	534	596
incl feed cable		
110v or 24v plus GB lamps		

- One-off fee plus Installation cost  
£834 Guide price

<b><u>bigger tree down LHS of High St</u></b>		
80m/1m festoon+lamps+T/fmr	554	600
incl feed cable		
110v or 24v plus GB lamps		

- " £854 Guide price

**3 poles along western side of Rugeley Rd, starting at traffic lights cnr with High St**

Pole elect infra	1,050	
Pole stress test		400
pole elect test		50
3 Avg displays cost	1,050	428

One off fee plus annual fee  
- £2,975

**central display using temp pole & festoons**

SL pole cost	250	
Gnd socket cost	1,200	
Festoon cost	651	1,117
new wall fixings	600	
requires building owner approval		

"  
£3,300 Guide price

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## Council Meeting 25 June 2019 – List of Planning Applications

19/221	Extension – 52 Priory Road	No Objection
19/181	Retrospective – boundary fence – 4 Poynter Drive	No Observations Submitted
19/179	Single storey extension etc. – 20 Hill Street	No Observations Submitted
19/177	Single storey extension – 56 East Cannock Road	No Observations Submitted
19/172	Installation 2 vehicle charging devices – KFC East Cannock Road	No Observations Submitted
19/151	Bin Collection area etc – 73 McGhie Street	No Observations Submitted
19/141	Extension etc. – 56 Priory Road	No Observations Submitted
18/366	Proposed Car Wash – Former Car Park Globe Inn Cannock Road AMENDED May 2019	<p>The Town Council object to the application as the proposed use for a car wash is inappropriate in this location</p> <p>The potential for nuisance and disturbance to be caused to adjoining residential properties in East Cannock Road and Swallowfields Drive</p> <p>There is concern for highway safety and traffic movement. East Cannock Road at this location can become very congested. This is due to traffic to the KFC restaurant and the industrial premises on the south east side of East Cannock Road. Drivers of heavy vehicles have difficulty manoeuvring their vehicles in to the industrial estate road</p> <p>Note the application does not specify the proposed opening hours</p> <p>Approval of the application may lead to the improvement of what is</p>

		currently a derelict and unsightly piece of land, but any such approval might prejudice a more appropriate, long-term comprehensive development of this site"
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## **Hednesford Town Council – Pye Green Community Centre – Annual Report 2018-19**

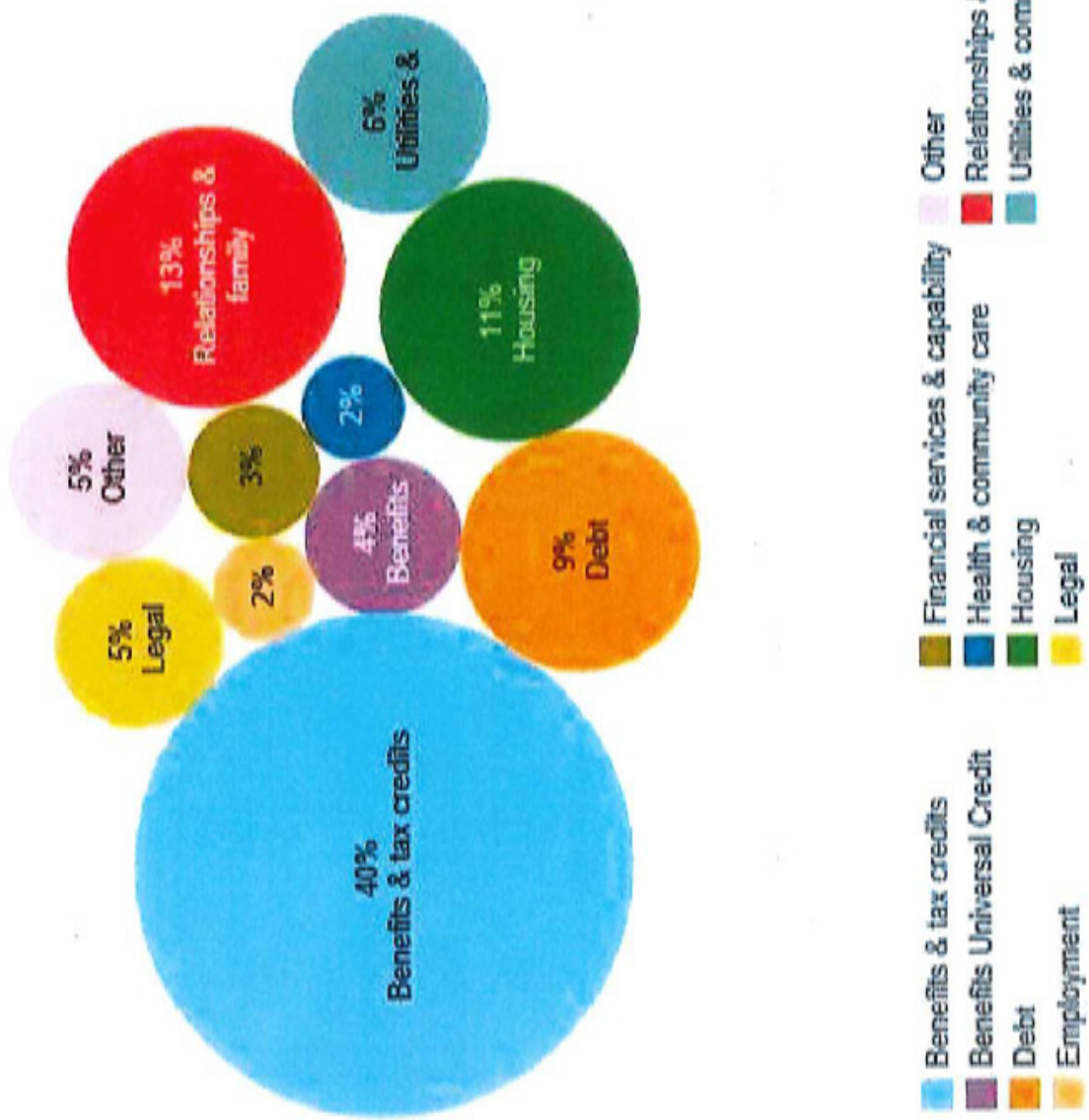
Citizens Advice Staffordshire South West (CASSW) receives funding from Hednesford Town Council to provide an advice service at the Pye Green Community Centre since 2009. The service provides an advice worker on a Thursday, weekly. The service is available for people to drop in and wait, rather than fixed appointment times, and, informal feedback shows that this suits service users best.

The service has proved its value in 2018-19. In total CASSW has helped 355 individual clients from the Hednesford area; with 93 enquiries being made at the Centre. Some clients are referred into the main service to see specialist caseworkers for debt or housing issues that need additional support. Debt recorded for Hednesford residents was £571,229 for the year. In total CASSW have recorded income gains of £134,704 for Hednesford residents as a result of advice interventions. This in turn provides benefit to the local economy.

From the 93 enquiries that were made at the centre, 143 activities were recorded showing that a client can be seen numerous times at the centre to be assisted with their issue to take it to a possible resolution. 40% of issues dealt with related to Benefits and Tax Credits, followed by Relationships and family (13%), Housing (11%) and Debt (9%).

A local outreach service is vital for those people who would ordinarily have difficulty in accessing face to face advice services. 66% of clients seen at this outreach are recorded as having a disability or long-term health condition.

**Advice Issues dealt with**





## Hednesford Residents Satisfaction Survey

	Very Happy	Happy	Unhappy	Very Unhappy
Access to our Service	80.00%	20.00%	0.00%	0.00%

	Yes	No	No Response
Would the client use the service again?	100.00%	0.00%	0.00%

	Very Happy	Happy	Unhappy	Very Unhappy
Information and Advice received	86.70%	13.30%	0.00%	0.00%

	Yes	No	No Response
Would the client recommend using the service to others?	86.70%	13.30%	0.00%

	Very Happy	Happy	Unhappy	Very Unhappy
Happy with Overall service received	80.00%	20.00%	0.00%	0.00%

## Effects on clients life following advice

Confidence	No difference	Some difference	A lot of difference	No Response
	0.00%	20.00%	80.00%	0.00%
Knowledge about how things work	No difference	Some difference	A lot of difference	No Response
	7.70%	38.50%	53.80%	0.00%
Peace of mind and well being (e.g stress)	No difference	Some difference	A lot of difference	No Response
	0.00%	26.70%	73.30%	0.00%
Ability to help themselves	No difference	Some difference	A lot of difference	No Response
	0.00%	53.80%	46.20%	0.00%
Health and comfort (e.g physical health)	No difference	Some difference	A lot of difference	No Response
	7.70%	23.10%	69.20%	0.00%

**These case studies are an example of how we have helped clients in the local area:**

### **Case study 1**

#### **Client Profile**

The client is 66 years old, single and lives in a 1 bedroomed bungalow rented from Cannock Council with the client paying £263 per month rent.

The client has a long term health condition which significantly impacts the client's mobility.

The client receives the following benefits but is unsure as to whether he receives housing benefit

1. PIP, £468 pm including standard rate daily living and enhanced rate mobility
2. State pension, £634 pm
3. Private pension, £251 pm
4. Council Tax Reduction, Single Person Allowance

#### **Description of client's enquiry**

The Client had received a council tax bill for 2019/20 from Cannock Chase Council.

The client was unsure how to pay the council tax bill as the client does not have internet access to pay the monthly instalments online and did not want to pay the bill by direct debit from the client's bank account. The client was very frustrated and wanted to make payments on time and not fall into arrears.

The client wanted a payment card so that a payment could be made each month to Cannock Council.

The client also questioned the amount of council tax that he paid, as the client knows many people who pay a lot less or nothing. The client's Council Tax is Band A, £877 per year

The client was not confident on the phone and cannot use the internet and requested support with these issues

#### **Advice Given and issues discussed**

The adviser discussed with the client the two issues:

1. Payment of the Council Tax – help to make arrangements to pay monthly
2. Benefit Entitlement – a benefit check was completed to identify any further entitlement for the client.

The client was happy to proceed and gave permission to the adviser to ring Cannock Council to discuss the council tax payment card.

The council tax officer advised that the council have a system known as the Council Tax Plastic Payment Card.

The client was advised that the monthly council tax payment could be made at any Post office in the UK using the payment card. Payments would be automatically receipted. The council tax officer agreed to send the client a Payment Card through the post.

#### Benefit Entitlement

The adviser completed a benefit check for the client and it was identified that the client would be entitled to the following further benefits based on the information provided by the client

1. Pension Credit - £32.07 per week
2. Council Tax Support- £16.42 per week
3. Housing Benefits- £60.69 per week

Support was given in contacting the relevant departments due to him needing support making calls and not able to complete forms.

The adviser made an appointment for the client to assist the client in making the benefits claims.

The adviser contacted the Pension Credit claim line and started the claim with effect from the date of the appointment.

Pension Credit informed the client that they would automatically contact local council with regard to his Council Tax and Housing Benefit once the pension credit award is made.

The client would receive the entitlement letter within 2 weeks.

#### **Outcomes for the client**

The additional benefit claims for Pension Credit, Council Tax Support and Housing Benefit will provide an additional £3204 income per year, an income increase of 20%.

The client has received the Council Tax Payment card and has successfully made payment using the card.

The client was very happy with the outcome and the client's frustrations have been removed regarding the payment of the client monthly council tax bill.

### **Case study 2**

#### **Client Profile**

The client is single, and lives in a 1-bedroom housing association property. The client is retired and has no savings or debts.

The client has a long-term mental health condition; Schizophrenia and has psychiatric support, help with daily living and engages with St George's hospital. The client requires help with reading and writing and does not use the internet.

The client receives the follow benefits Personal Independence Payment, Housing Benefit, Council Tax Reduction, State Pension, and Pension Credit.

#### **Description of client's enquiry**

The client had received a letter from the DWP regarding an ESA review relating to the period 15/06/12 to 19/06/14. This was when the client was transferred from Incapacity Benefit (IB) to ESA.

The client had received an ESA3 form with the letter asking her to complete this and had 10 working days to return the form to the DWP.

Due to the client's health condition the client only feels comfortable to attend the Citizen Advice service at Pye Green.

The Client wanted to understand what the letter was about and whether to complete the form. The client wanted support from Citizen Advice to complete the form.

#### **Advice Given and issues discussed**

The client was advised that the letter related to the client possibly being entitled to an additional disability premium during the 2012 – 2014 period.

The DWP had set three pre-qualifying criteria relating to this period, which following discussion the client met.

The adviser also explained the information being required in the ESA3 form mostly related to the years 2012 – 2014 and apart from her current personal details

The client gave consent to the adviser to contact DWP discuss some parts of the form and the information needed.

The client was advised of the following:

1. 10% of the clients who transferred from IB to ESA might be entitled to an additional disability premium
2. The client would not owe any money as result of the review
3. The review would not impact the clients current benefits
4. Forms received after the deadline would be reviewed

Following the call with the DWP, the client was happy to proceed with the adviser completing the form.

The client's remaining action was to return the form to the DWP within the timeframe. The client was happy to do this with support of a friend

#### **Outcomes for the client**

If successful, the client will be entitled to severe disability premium of approximately £11,500 and the client will receive a lump sum payment within 12 weeks

The client was extremely grateful for the help and support given and getting help to complete the form had reduced the client's anxiety levels and enabled the form to be submitted on time to the DWP.



**Hednesford Town Council Report** Period: 1st April 2018 to 31st March 2019

**Total Debt for clients within the Hednesford area**

Category of Debt	Q1	Q2	Q3	Q4	Cumulative
Benefit Overpayment		£1,631	£1,500		£3,131
Budgeting Loan / Advance				£950	£950
Business Rent / Lease Arrears				£19,813	£19,813
Business Utility / Water Arrears				£268	£268
Catalogue / Mail Order	£969	£1,632	£8,731	£4,504	£15,838
CCJ-pending		£658			£658
Child Support Arrears				£1,321	£1,321
Council Tax	£5,689	£5,049	£11,261	£7,793	£29,792
Credit Card	£2,579	£22,510	£15,173	£19,087	£59,349
Dual Fuel				£4,020	£4,020
Electric	£470		£259	£200	£929
Friends / Family				£200	£200
Gas	£912			£1,958	£2,870
Gas / Electricity / Dual Fuel Arrears	£1,713	£3,024	£376	£1,358	£6,471
Hire Purchase (HP) / Conditional Sale	£8,517			£8,440	£16,957
Hire Purchase / Conditional Sale	£3,000				£3,000
HMRC Tax Credit Overpayment			£18,000	£7,099	£25,099
Housing Benefit Overpayment	£6,847	£777	£10,467		£18,091
Income Tax Arrears	£2,000	£4,500		£26,635	£33,135
Insurance				£2,377	£2,377
Magistrates Court Fine Arrears	£305	£1,351	£720	£1,000	£3,376
Mobile phone	£576	£3,630	£254	£5,452	£9,912
Mortgage Arrears	£7,734	£2,917		£84,500	£95,151
Overdraft	£1,112	£4,387	£3,500	£2,556	£11,555
Parking / Traffic Penalty Charges	£165				£165
Payday Loan				£1,557	£1,557
Rent Arrears	£1,053	£523	£1,968	£6,272	£9,816
Secured Loan Arrears				£28,000	£28,000
Social Fund Loan	£1,391		£100	£787	£2,278
Store Card		£2,287			£2,287
Tax Credit Overpayment	£1,000		£511	£8,425	£9,936
Telecoms Packages	£776		£79	£1,033	£1,888
Telephone / Broadband	£622	£465		£5,568	£6,655
TV licence arrears				£276	£276
Unsecured Loan	£3,246	£16,195	£65,789	£51,850	£137,080
Water Arrears	£1,260	£850	£1,113	£3,807	£7,030
<b>Grand Total</b>	<b>£51,936</b>	<b>£72,386</b>	<b>£139,801</b>	<b>£307,106</b>	<b>£571,229</b>

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Dear Hednesford Town Council,

Please see attached statistical information collated from CCTV within the month of May 2019.

**CCTV Monitoring for Hednesford Town Council**  
Criminal and non criminal activity

ANTI SOCIAL BEHAVIOUR	12
ASSAULTS	1
AUTOCRIME	3
BURGLARY	1
DAMAGE	0
DISTURBANCE	2
DOMESTIC	1
DRUGS	1
DRUNKNESS	2
GRAFFITI	0
MISSING PERSON	0
SUSPICIOUS	6
THEFT	2
TRAFFIC	2
WELFARE CHECK	2
TOTAL	35
AREAS MONITORED (NON-CRIMINAL)	210
POLICE ADVISED US	14
WE ADVISED POLICE	10
RESOURCE DEPLOYED	10
86 % OF MONITORING WAS NON REPORTABLE	
14 % OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH/POLICE	

Auto crime included two out of town vehicles wanted by Police and the ASB included evening drinkers and a domestic.

Our pubwatch members continue to support CCTV and a packet of white powder was taken from a customer in an evening venue and handed to Police. What is not listed above are requests from Police to 'observe' an area, such as when the fair

came to Hednesford or a person who has been spoken to by Police attending e.g. watch person get into taxi and leave area.

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	check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Recovered	Interest Received	PGCC Meeting Room LettIn Takings	PGCC Meeting Room LettIn Takings	Bar	Misc	Grants	Loan	Savings Transfer	Community Investment Levy
		Year Total		£ 124,743.63	£ -	£ 68,750.00	£ 5,009.78	£ -	£ 1,853.06	£ 1,271.85	£ -	£ -	£ -	£ -	£ -	£ 46,858.94
02/05/2019		Mr Gregory		144	£ 750.40				£ 128.00							Regular Hirer - Pye Green Dance
		Mr Small							£ 44.80							Regular Hirer - Sequence Dance
		Mrs Ward							£ 270.00							Regular Hirer - Slimming World
		Mrs Denny							£ 134.40							Regular Hirer - Tuesday Dance
		Mrs Winter							£ 51.20							Regular Hirer - Pilates
		Pye Green Ladies Club							£ 132.00							Regular Hirer - Pye Green Ladies Club
02/05/2019		Mr Taylor		10000	£ 507.00				£ 280.00							Regular Hirer - Chasin Tails
		Mrs Brown							£ 48.00							Children's Party Function Room 15/06/19
		Mrs Ridgeway							£ 210.00							Regular Hirer - Slimming World Saturday
		Mrs A Cragg							£ 69.00							Bar Commission 20/04/19
		EHMAA							£ 256.80							Regular Hirer - Karate
03/05/2019		West Chadsmoor Family							£ 332.80							Regular Hirer - Toddlers
07/05/2019		Deposit Refund							-£ 80.00							Private Party Deposit Refund
09/05/2019		Victoria Academies							£ 56.00							Poppyfields
10/05/2019		EDA Limited							£ 25.60							Regular Hirer - Zumba
13/05/2019		SCC County Fund							£ 703.00							Meeting Room Hire - Chaslea
15/05/2019		Victoria Academies							£ 38.50							Poppyfields
23/05/2019		HM Paymaster General							£ 316.80							Meeting Room Hire - Health Visit
24/05/2019		HM Paymaster General							£ 211.20							Meeting Room Hire - Diabetes Care
		Mr & Mrs Keay							£ 185.60							Regular Hirer - Stardust
24/05/2019		Mrs Stokes							£ 153.60							Regular Hirer - Stars
		Mr Taylor							£ 220.00							Regular Hirer - Chasin Tails
28/05/2019		EDA Limited							£ 51.20							Regular Hirer - Zumba
29/05/2019		South Staffordshire Health							£ 105.60							Meeting Room Hire - Diabetes Care
		Mr Small							£ 89.60							Regular Hirer - Sequence Dance
		Mrs Winter							£ 38.40							Regular Hirer - Pilates
29/05/2019		Midlands Psychology							£ 128.70							Meeting Room Hire
		Month Total		£ 4,272.80					£ 4,516.50	£ 2,615.30	£ 69.00	£ 72.00				
		Year Total		£ 129,016.43	£ -	£ 68,750.00	£ 6,009.78	£ -	£ 3,369.56	£ 3,887.15	£ 69.00	£ 72.00	£ -	£ -	£ -	£ 46,858.94

Hednesford Town Council - Cash Book 2019/20

31/05/2019		Cheques sent out		
Date	Payee	£		Details
07/05/2019	Cannock Chase Council	£	593.00	Rates
09/05/2019	THOR	£	160.00	Bus Shelter Cleaning
	AEDdonate	£	93.00	Defibrillator Training
	The PR Woman Ltd	£	666.00	2 months PR Support
	Bradleys	£	278.40	Salary Bill
	EDF Energy	£	630.58	Electricity Bill
13/05/2019	Purchase Power	£	113.00	Postage
22/05/2019	Dawn Richards	£	598.23	Salary
	Laurie Bowman	£	1,035.11	Salary
	Peter Harrison	£	1,576.28	Salary
	Michael Bradbury	£	607.68	Salary
	Jackie Smith	£	270.00	Salary
	Staffordshire Pension Fund	£	1,283.69	Pension
20/05/2019	Biffa Waste Services Ltd	£	113.04	Refuse Collection
30/05/2019	British Gas Lite	£	889.00	Electricity Bill
	<b>Total</b>	<b>£</b>	<b>8,907.01</b>	
	Cash Book Balance	£	173,075.85	
	1 Year Long Term Savings	£	50,944.52	
	1 Year Long Term Savings	£	50,000.00	
	<b>Total Cash Balances</b>	<b>£</b>	<b>274,020.37</b>	
	Reserves B/F	£	164,191.33	
	Receipts	£	129,016.43	
		£	293,207.76	
	Less: Expenditure	£	19,187.39	
	<b>TOTAL</b>	<b>£</b>	<b>274,020.37</b>	

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Minutes of meeting & AGM held on  
Wednesday 15<sup>th</sup> May 2019 at  
Hednesford Ex-Servicemen's Club



**Present:**

David Wisehall (Chair)	Margaret Fitch	Keith Fitch
Mary Wynne	June Sheasby	Sarah Walker
Mark Walker	Elizabeth Williams	Debra Burnett
Ruth Heslop	Sandra Wright	Graham Wright
Susan Fisher-Meddings	Dot Farish	Susan Humphries
Paul Woodhead	Kathryn Downes	Sharon Jagger
Phil Bradley	Wendy Yates	Shaun Middleton
Susan Schofield		

**Apologies:**

Janet Bolton	Bryan Jones	Alison Poyner
Samantha Jennings-Temple	Martyn Jennings-Temple	Alan Thornton
Susan Thornton	Robin Kingston	Ollie Kingston
Pam Richards	Chris Richards	

**Minutes from meeting held Wednesday 17<sup>th</sup> April.**

The minutes were approved.

**Matters arising.**

Dealt with during the meeting.

**Best Kept Village (BKV) Competition:**

DW advised the meeting the judging will take place in May and June. The banners funded by HoH are now in position and planters should be made by the 'Men's Shed' at the museum and be ready shortly. DB confirmed she had a source for the supply of wood for the making of the planters.

DB & SS have cleaned the framework of the Heritage Trail sign near the taxi rank in Anglesey Street but 2 other signs, on the station and further down Market Street, still need attention.

The litter pick on 30<sup>th</sup> April was supervised by RK as KF was on holiday. A further litter pick took place on 12<sup>th</sup> May with further litter picks planned for Sundays 26<sup>th</sup> May, 2<sup>nd</sup> June, 16<sup>th</sup> June and 30<sup>th</sup> June.

SS had contacted BT after some time spent trying to clean the glass/Perspex by 3 members of HoH had not achieved satisfactory results. BT confirmed they would send somebody out and if necessary change the glass/Perspex.

SJ confirmed she had heard that a meeting was being held in Chadsmoor at which the community was going to decide whether to enter Chadsmoor into the BKV competition.

### **Miners Memorial.**

DB & SS Confirmed no further progress with the Lectern and book listing names on the bricks, however a HoH team had scrubbed and cleaned the bricks.  
DW advised the badges had not been ordered as yet, however the design has been approved by Mike Mellor of CHAPS.

### **Report from Hednesford in Partnership (HiP)**

PW The market at the end of April had been cancelled due to forecast strong winds and heavy rain. The May market being held on Saturday 25<sup>th</sup> May and will feature vintage bus rides across the Chase, a bouncy castle and a small animal farm. Maxine Akins had been trying to source some buskers to provide background entertainment.

The Summer Festival will be Saturday 10<sup>th</sup> August 11am – 4pm. HoH will be attending and the stall will feature games.

Prizes will be required for the Christmas Tombola being held at the Christmas lights switch on event being held on Friday 6<sup>th</sup> December.

Collection point training will take place on 22<sup>nd</sup> May in preparation for the opening, hopefully, of Fusion Credit in the town.

Sales of lottery tickets has been quiet lately not helped by the market in April being cancelled but are expected to increase when the next market is held.

Dementia Awareness Week commences 20<sup>th</sup> May and SS will be helping “Friends of Hednesford Park” decorate the town and put memory trees in place near the signal box in the park.

### **Station adoption**

DW On Friday 10<sup>th</sup> May the Chase Line electrification project was officially opened by the Rail Minister Andrew Jones. The cost is anticipated to be in the region of £110m. Electric trains commence running Sunday 19<sup>th</sup> May when the new timetables are introduced featuring through running to Birmingham International for the airport and London Euston.

Summer planting: All the summer plants have been purchased and have been collected from the nursery by Pam & Deb. They have all been re-potted and are maturing in DW's greenhouse before being planted out in early June. A possible complication is the possibility of the wooden fencing on the station being replaced by black plastic fencing made from recycled plastic.

WMT have promised 10 litres of orange paint to repaint the container doors but as yet this has not been received. KF has chased up this request.

Welcome to Hednesford sign. DW advised the meeting MW will be commencing work on this important sign shortly. Funds have been allocated for the purchase of the wood required.

Hednesford Bridges.

PW has received the following information from Martin Tiller, Sponsor –LNW Route for NR:

**Market Street Parapet** – we have produced a detailed design for the parapet modification, which is currently being reviewed by Network Rail and Staffordshire County Council Engineers. This is



one of ten structures that require parapet modifications on the Chase Line. As the majority of structures are masonry, Market Street was one of the last designs to be produced. Concurrently to the technical review, a request for prior approval (for permitted development rights) has been submitted to the local authority, to discharge the appropriate planning requirements.

Amco's current programme has completion of site works at Market Street in August, and although we aim to keep them to this date the issues described above mean that we cannot give you 100% certainty yet. I have made a note to update you at the start of June at the latest.

**Stafford Lane Footbridge** - we have been busy completing ground investigation and survey works and progressing the design phase. Partly due to issues discovered during the surveys, it has taken longer than expected to get the design documents finalised.

The existing footbridge on Stafford Lane was successfully removed on Sunday, 14<sup>th</sup> April and our current plan is install the new one in June, with commissioning and opening as soon as possible thereafter.

ACoRP. DW will be attending a Community Stations Workshop in Manchester on Tuesday May 21<sup>st</sup>.

Community Rail Partnership. WMT are interested in helping set up a Chase Line Community Rail Partnership. To this end, Cannock Council have been asked to host an initial meeting to establish interest in a CRP on Friday 7<sup>th</sup> June. DW will be attending on behalf of HoH and KF on behalf of CCRPG.

Stakeholder Meeting. The next Chase Line Stakeholder Meeting will be held on Friday 14<sup>th</sup> June at the Civic Centre in Cannock. DW will be attending.

RH reminded HoH members that we need to think of the environment regarding further planting and other projects we deal with.

**Any other business.**

Flyers. 1,000 flyers with updated information about meeting venue etc. need printing asap.

SM on behalf of Hednesford Lions thanked HoH for the contribution towards the plants outside the War Memorial.

This concluded the first part of the meeting.

***Next HoH Meeting: Wednesday 12<sup>th</sup> June 2019 commencing at 6.30pm.***

***Venue: The Soldiers Lounge, Hednesford Ex-Servicemen's Club.***

*Keith Fitch  
26<sup>th</sup> May 2019.*

## *Heart of Hednesford*

### *AGM*

DW distributed copies of the Chairman's report.

PB gave a brief update on the finances of HoH but had been unable to finalise the year end accounts as a small number of small issues needed to be clarified.

The election of officers for 2019 followed chosen by a show of hands.

The Committee elected for 2019:

Chairman:	Sharon Jagger
Vice Chair:	Wendy Yates
Treasurer:	Phil Bradley
Secretary:	Keith Fitch

The members agreed by a show of hands that DW should be thanked for his hard work and passionate drive which has successfully propelled many HoH projects to date. The members valued his knowledge and expertise and suggested DW could become the Group's Honorary President. DW declined this offer. It was subsequently agreed to offer DW the role of Lead of the station adoption group, which is a sub-group of HoH as defined by the Constitution. DW accepted this role.

*Keith Fitch*  
*26<sup>th</sup> May 2019*