

3 September 2019

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 10 September 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 (if present)

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes – to approve the minutes of the Meeting held on 30 July 2019 (Enclosed **pages 23 to 31 of 2019-20**)
4. Items for Information and Updates on matters not included in the reports of Principal Speakers or the Town Council Manager/Clerk
5. 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

6. Reports from Principal Speakers

To consider reports from Principal Speakers

Community Projects and Events

Hednesford Festival

*Staffordshire Regiment Association (Hednesford Branch) – Freedom March
21 September 2019*

Silver Sunday – 6 October 2019

Christmas Event – 6 December 2019

#VE75 – 8 to 10 May 2020

Armed Forces Day – 27 June 2020

Homelessness and Vulnerable Adults

*Fact finding with Cannock Chase District Council and invitation to Housing
Options team to meeting Councillors*

Severe Weather Emergency Protocol

Communications and Engagement

*PR and Media Support -To report that the support provided by the PRwoman
has now ceased and to consider arrangements for the future including
website refresh and administration.*

*In respect of these matters members need to refer to documents circulated
previously from Big Bear Comms (Stuart Haynes), Mark Binnersley and
DEDRED. **Members are advised that the financial proposals contained
therein are confidential and not for publication***

*It is estimated that the costs of maintaining a similar level of PR and Media
Support can be funded mainly from the provision in the 2019-20 budget.
However, should the Council wish to increase that level of support this would
result in additional expenditure in the current year*

*In respect of the website refresh it is likely that this would cost between £2000
and £3000*

*With regard to interim arrangements for maintaining the website please see
item 11 a) below*

*Town Council Magazine – To report proposals for the production of a
Magazine*

Display Boards – To confirm the action taken to update the Town Council information display boards

Finance and Council Procedures

Finance/Procedures - update

Community Grants Review – update – To consider adopting revised arrangements for dealing with grants to Community Organisations (Enclosed **agenda pages 1 to 9**)

Safeguarding Adults at Risk Policy – To consider adopting this policy (Enclosed **agenda pages 10 to 22**)

Highways

Station Road Bridge

Bestmore Industrial Estate – Cooper's Recycling yard clean up

Land on Co-op Car Park against the railings

Pedestrian crossings Station Road and Victoria Street

Land rear of bus stops – Victoria Street

Three trees in Market Street

Loading bays in Market Street

Rain gullies (approx. 5) Station Road/McGhie Street

Booth Street – pot holes (2)

Wooden Rail on bridge – rear footpath Samson Blewitt PH

Sign on Greenheath Road – one pole needs replacing outside flats at bottom of hill

Environment

Climate Emergency Task Force - update

Rewilding - update

Youth and Community Cohesion

Graffiti and to consider options for cleaning areas of the town blighted by this damage – the cost is likely to be less than £1000

School engagement project - update

Wellbeing, Isolation and Loneliness

Places of Welcome

Emergency Services

Other matters for information from Principal Speakers

7. DVSA – Use of Pye Green Community Centre as a Test Centre (Enclosed **agenda page 23 to 25**)

8. Proposals for Café and Kiosk – Pavilion, Hednesford Park (Enclosed **agenda pages 26 to 28**) (see also item 11 b) below)

9. Report of the Town Council Manager/Clerk
To consider the following:

a) Planning

To confirm the action of the Town Council Manager/Clerk in consultation with the Principal Speaker in submitting observations on planning applications (Enclosed **agenda page 29**) *With commentary by the Principal Speaker for Planning*

b) Electoral Review – To report on the decision of the Local Government Boundary Commission to carry out an electoral review of the Cannock Chase District (Enclosed **agenda pages to 30 to 33**)

c) Commonwealth Games - Update

d) Speed Indication Devices - Update

e) Commemorative Plaque – Station Entrance

To consider carrying out repairs estimated to cost less than £500

f) Chairman's Badge of Office

The former Chairman acquired a gilt chain for use with the existing badge of office. For the 2 sections to become one piece of civic regalia some work is required. The badge needs to be gilded to match the chain and to bring both parts together a velvet collar mounting would be required. In addition, the existing storage case for the badge would need to be replaced with a new box to house the badge, chain and collar. The case is essential to ensure that the items are stored securely and not damaged in transit.

There are 3 main suppliers and manufacturers of civic regalia, Thomas Fattorini, Toye, Kenning and Spence and Vaughtons. Initial enquiries with them indicate that the cost of carrying out the work and supplying a bespoke case would be in the region of £680 to £780

Members are asked to consider if they wish to commission the work to be carried out

g) CAB – To receive notes of a meeting held on 7 August 2019 (Enclosed **agenda page 34**)

h) CCTV Monitoring

To consider the monitoring report for July 2019 (Enclosed **agenda pages 35 to 36**).

i) Continuity Plan – To consider adopting a plan (Enclosed **agenda pages to 37 to 41**)

j) Accounts

To confirm payments made and note income received up to 31 August 2019 (Report to Follow)

k) Notice of Completion of Audit of the Accounts for the Year ended 31 March 2019 (Enclosed **agenda pages 42 to 48**)

8. Minutes and Matters from Community Groups

a) Heart of Hednesford

To receive the minutes of the meeting held on 7 August 2019 (excluding the documents relating to an internal disagreement which it is not considered to be appropriate for the Town Council to publish. Anyone wishing further information regarding this is invited to contact the Chairman of this group) (Enclosed **agenda pages 49 to 51**)

9. Items for next agenda

10. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted

11. Confidential Report of the Town Council Manager/Clerk

To consider the following

a) Proposal for Interim Arrangements for Maintaining the Website (Enclosed **not for publication agenda page 52**)

b) Commercial Information Relating to the Future of the Café & Kiosk – Pavilion Hednesford Park (Members need to refer to the not for publication spreadsheet previously circulated)

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HEDNESFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT 7:30 PM ON TUESDAY 30 JULY 2019 AT PYE GREEN COMMUNITY CENTRE

PRESENT: Cllrs P Woodhead (Chairman and Communications and Engagement Speaker), R Kingston (Vice-Chairman and Community Projects and Events Speaker), D Cartwright (Homelessness and Vulnerable Adults Speaker), M Deakin (Emergency Services Speaker), K Downs (Youth and Community Cohesion Speaker), M Dunnett (Environment Speaker), A Fittes (Planning and Economic Development Speaker), G Jones (Finance and Council Procedures Speaker), S Jagger (Wellbeing, Isolation and Loneliness Speaker) and A Roden (Highways Speaker)

IN ATTENDANCE: P Harrison (Town Council Manager/Clerk), K Love (Media Adviser), County Cllr P Hewitt, District Cllr A Pearson, and 8 members of the public (including representatives of Town Organisations)

APOLOGIES: County Cllr B Jones

PUBLIC PARTICIPATION

The Chairman made all those present aware that this would be the first meeting to be recorded and broadcast on Facebook Live

Prior to the formal commencement of the meeting several matters were raised. District Cllr Pearson referred to a serious assault which had occurred and asked if further information could be sought from the Police regarding the incident and any action taken

County Cllr Hewitt referred to:

Speed Indication Devices (SID's) – Following a meeting with County Highways it was noted that proposals for any alterations to the junction with Pye Green Road/Broadhurst Green would not be finalised for some time and there was still a need for two SID's. One in Pye Green Road and one in Lime Pit Lane. SID Devices could be relocated if the need arose. The County Council would pay for the supply and installation of special poles required for the SID's

Station Road/McGhie Street Junction Gully– a works order had been raised

47 Station Road Overgrown Hedge – on inspection it was deemed this was not causing a highway safety concern

Brindley Heath Road Flooding (Brindley Heath Parish) – It was reported that due to intense rain over recent days the road was impassable. County Councillors were looking at how required works could be funded

Station Road Gully's - these were due to be cleansed in November as part of the general maintenance programme. To do them sooner would incur additional costs preventing other works being carried out

Problems with parking on footpaths - obstructions needed to be reported to the Police. SCC was limited to the Clear Streets Team only taking action when vehicles contravened parking restrictions.

Proposed Puffin Crossing Pye Green Road – a crossing was to be installed near to the entrance to the new school. Concern was expressed about the lack of footways and the inadequacy of bus stops on the west side of Pye Green Road. County Cllr Hewitt would look at this issue

Station Road Bridge Cyclists Dismount Sign – this was not considered to be a priority

Parking Restrictions, Keys Park – representations were being made to amend the planning conditions in respect of the housing development to ensure that parking controls were not restricted to Saturdays but could also be enforced on match days or when other significant events were being held at the stadium. It was noted that it was likely that any alterations to planning conditions would require the consent of the Planning Authority

Land South East of Victoria Street Overgrown Grass Verge – a question was raised as to who was responsible for maintaining this area of land. Enquiries would be made

1. MINUTES

Subject to minor typographical amendments as annotated on the signed copy the minutes of the meeting held on 25 June 2019 were approved as a correct record

2. INFORMATION AND UPDATES

The Chairman and the Town Council Manager were in the process of drafting a continuity plan for consideration by the Council. With regard to the Freedom March for the Staffordshire Regiment Association CCDC had indicated that there would be no charge for making the Road Closure Order. Endeavours were continuing to be made for a public meeting to discuss parking problems at Hednesford Race Way. The Council's observations on Charitable Collections had been submitted to CCDC

3. CHAIRMAN'S ANNOUNCEMENTS

On behalf of the Council the Chairman had attended:

St Peter's Summer Fair – 28 June

Ibstock Enover Trust's Annual Public Meeting – 3 July

Our Lady of Lourdes 50th Anniversary Diocesan Pilgrimage - 7 July

Ridware Arts Group Private Viewing at the Museum – 16 July

1st Hednesford Scouts end of year games night and BBQ - 16 July

The Chairman advised that he was pursuing the possibility of arranging a visit to Frome Town Council for Town Councillors

4. PYE GREEN COMMUNITY CENTRE MANAGEMENT COMMITTEE

RESOLVED:

That the report of the meeting of the Committee held on 2 July 2019 and the recommendations contained therein be approved and a quote be obtained for the installation of an air conditioning unit in Meeting Room 1

5. REPORTS FROM PRINCIPAL SPEAKERS

Consideration was given to reports from Principal Speakers

RESOLVED:

a. Communications and Engagement

- i Media and Social Media Policies – Update
That it be noted that policies were in the process of being drafted
- ii Gazebo
That the action of the Town Council Manager/Clerk in consultation with the Principal Speaker in ordering a monogrammed gazebo be confirmed and approved
- iii Town Council Monogrammed Clothing
That the Town Council provide one item of monogrammed clothing for each member costing up to £20 per garment
- iv Town Council Newsletter/Magazine
That further enquiries be made into the options for content, production and distribution of a Town Council Newsletter/Magazine with the cost being met from local advertising and this matter be considered formally by the Town Council at its next meeting with a view to a final decision being taken
- v Town Council Website
That a report be submitted to a future meeting of the Town Council on the options and costs of refreshing the website

b. Finance and Procedures

- i Community Grants Review
That it be noted that the review had commenced and proposals were being formulated for the Council to consider
- ii Finance/Procedures Update
See minute 6 i) below

c) **Homelessness and Vulnerable Adults**

- i Fact Finding with Cannock Chase Council – Update
That it be noted that the Principal Speaker was pursuing this but there was nothing to report at this stage

d) **Highways**

- i Vehicles Parking on Footways in Station Road and outside the Library in Market Street
That it be noted that incidents of vehicles obstructing footways should be reported to the Police and that at the present time no parking order existed in respect of vehicles loading in Market Street
- ii Reinstatement of “Cyclists Dismount” Sign – Station Road Bridge
That correspondence from County Highways be followed up to ascertain if any action was to be taken
- iii Former Cooper’s Recycling Yard
That the Environment Agency be requested to confirm what action was being taken to clear the site and it be noted that the Principal Speaker had raised the matter with the MP
- iv Pedestrian Crossing Victoria Street
That it be noted that the Principal Speaker was making representations to the County Council for the crossing to be repainted
- v Puffin Crossing Pye Green Road
That the Council welcome the provision of a Puffin Crossing in connection with the development of the new school and seek ways of improving the situation for pedestrians by calling for provision of footways and improved bus stops on the west side of Pye Green Road from the junction with Lime Pit Lane to Broadhurst Green

e) **Wellbeing, Isolation and Loneliness**

- i Healthwatch AGM – 9 July
That it be noted that the Principal Speaker had been unable to attend this meeting but would be pursuing the possibility of becoming a Healthwatch volunteer
- ii Consultation – Future Clinical Commissioning Groups
That it be noted that a response on behalf of the Council had been sent objecting to the proposed CCG merger
- iii Consultation – Together We are Better
That it be noted that the Principal Speaker had responded to the online survey and requested individual members also register their views by completing the survey

- iv) **Chatter and Natter**
That it be noted that this initiative to address loneliness had been set up in the Costa Coffee in Hednesford and it was thought likely that this could also be extended to other venues

- v) **Dementia and Support for Carers**
That the report in respect of dementia and meetings of the Dementia Action Alliance and the lack of support for carers be received and it be noted that the Principal Speaker would be continuing to be involved with these issues

f) Environment

- i) **Public Meeting – Proposals to Fence parts of Cannock Chase**
That it be noted that the public meeting held on 23 July had been well attended when the County Council had set out its proposals for fencing part of Cannock Chase and members of the public had asked questions and expressed opinions and it also be noted that following the assessment of a pilot scheme at Moors Gorse the County Council would carry out further consultation on whether or not other areas should be fenced

- ii) **Climate Emergency and Action Plan**
That it be noted that the Principal Speakers for the Environment, and Communications assisted by Sandra Wright would be working on how the action plan agreed by the Council should be implemented and would report back to the Council on this matter in due course

- iii) **Rewilding Survey**
That it be noted that the Principal Speaker would, in liaison with the County and District Councils, be looking at the possibility of rewilding areas of public open space with a view to achieving environmental benefits and potential cost savings

g) Youth and Community Cohesion

- i) **Attendance at St Peter's Parents' Evenings**
That it be noted that the Principal Speaker had represented the Town Council and had appreciated the opportunity to meet with staff and parents

- ii) **Proposed Hednesford/Cannock Chase Pride Event**
That it be noted that an organisation had been established to arrange a local Pride Event on 6 June 2020

- iii) **Youth Council Engagement Plan**
That it be noted that following the summer break the Principal Speaker would be liaising with local schools and others with the intention of arranging for a representative body of young people to attend the Council Meeting on 17 December 2019 to discuss future engagement with the Town Council

h) Community Projects and Events

- i Hednesford Festival
That it be noted that, subject to any problems with inclement weather, everything was organised for the Festival on 10 August
- ii Silver Sunday
That it be noted that the venue for this event would be School Court and nearby residents would be encouraged to attend with all members requested to attend to help host the event
- iii Armed Forces Day 2020
That the Council agree to an event being organised in Hednesford to mark Armed Forces Day
- iv #VE75
That the report of the Principal Speaker giving information on a number of events being organised to mark this occasion involving the Museum of Cannock Chase, Hednesford Park and local retailers be noted

6. REPORT OF THE TOWN COUNCIL MANAGER/CLERK

Consideration was given to this report

RESOLVED:

- a) Principal Speaker Roles
That Cllr M Deakin be confirmed as Principal Speaker for Emergency Services
- b) Planning
That the action taken by the Town Council Manager/Clerk in submitting observations on planning applications as detailed in Annex 1 to these minutes be confirmed
- c) Commonwealth Games Update
That it be noted that the Chairman would be circulating information regarding this to all members and this item would be included on future agenda so that members could be updated on developments
- d) Heritage Lottery Bid by Hednesford in Partnership (HiP)
That it be noted that HiP was preparing a bid to the Heritage Lottery fund and may be seeking Town Council support by way of some match funding
- e) Meeting with CAB
That it be noted that a meeting for Council Members with CAB had been arranged for 11:00 am on 7 August 2019
- f) Speed Indication Devices (SID's)
 - i That it be noted that the Staffordshire Safer Roads Partnership had approved funding of up to £5000 for 2 SID's (one in Pye Green Road and one in Lime Pit Lane)

- ii That the suggestion that a mini roundabout was to be constructed at Pye Green Road had not been confirmed and a SID would still be needed at that location
- iii That the Council fund the shortfall in funding estimated at £940 and this be met from general balances subject to the County Council meeting the cost of poles that would need to be installed on which the SID's would be mounted
- iv That it be noted that the Council would be responsible for the ongoing maintenance costs of the SID's and of their relocation if this was considered necessary in the future
- g) Adoption of Bus Shelters
 - That it be noted that bus shelters in the area belonged to either the County or District Council and it be agreed that the Town Council give consideration to the possibility of adopting these in the future
- h) CCTV Monitoring
 - That the monitoring report up to 31 May 2019 be received and it be noted that following representations made to the Managing Director of CCDC arrangements would be made for members to be briefed on CCTV immediately prior to the next Meeting of the Council on 10 September 2019 when it was anticipated that the local Chief Inspector of Police would also attend
- i) Accounts
 - i That it be noted that the Principal Speaker for Finance and Procedures had met with officers and had revised the method of producing the spreadsheets which formed the basis of the regular finance reports to members
 - ii That payments made be confirmed and income received be noted up to 30 June 2019
 - iii That the structure for quarterly variance reporting as proposed by the Principal Speaker for Finance and Procedures be approved
 - iv That it be noted that due to increased income from Community Centre bookings and recovered VAT (not in the budget) the budget position for Quarter 1 was slightly better but that higher than anticipated election costs received in July would impact on Quarter 2
 - v That it be noted that a general savings account had been set up with Unity Bank
 - vi That pending consideration of an ethical investment policy, investments with Nationwide at the end of their current term be reinvested with Nationwide 125 Saver Account
 - vii) That an ethical investment policy be drafted for consideration by the Council to guide its financial decisions

7. MINUTES AND MATTERS FROM COMMUNITY GROUPS

RESOLVED:

That the minutes of meetings of the following be noted:

a) Heart of Hednesford – 12 June 2019

b) World War I Working Group – 25 April (and Cllrs S Jagger or R Kingston be confirmed as the Council's representative on the Group)

c) Hednesford in Partnership – 27 June 2019

8. ITEMS FOR INFORMATION AND NEXT AGENDA

Cannock Chase Council – Lease of the Café and Kiosk in Hednesford Park

The meeting ended at 9:45 pm

Signed:

Dated:

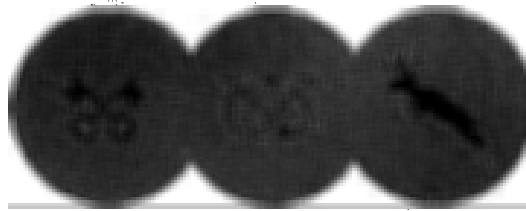
Annex 1

Council Meeting 30 July 2019 – List of Planning Applications

19/228	Outline application - demolition of existing retail unit, erection of 2x no. residential units comprising 7x no.2-bed, 1x no.1-bed dwellings, all matters reserved.(Re-submission of CH/18/343) - 145 Green Heath Road	There is concern with regard to potential problems with access to the development. However it is believed that the building could be constructed considerably so as to be in keeping with the area and would provide much needed affordable housing
19/225	Proposed detached garage – 29 Blewitt Street	No Objection
19/224	Minor Material Amendment to Reserved matters consent (CH/18/080) for hipped roofs to certain house types garages, changes pursuant to CH/11/0395 – Land west of Pye Green Road	No Observations Submitted

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Hednesford Town Council



Gateway to the Chase

COMMUNITY GRANTS SCHEME: 2019-2020 ROUND

GUIDANCE NOTES AND CONDITIONS OF FUNDING

Introduction

The Town Council wishes to assist local voluntary and community organisations with or without charitable status which provide benefits to residents within the civil parish of Hednesford. Please ensure that you read these Guidance Notes and Conditions of Funding before completing the application form. Failure to meet the conditions will mean that your application will be disqualified.

Guidance Notes and Conditions of Funding

1. Community Grant Applications can only be accepted from organisations that provide a benefit to the local community or enhance the image and identity of the civil parish of Hednesford.

For the current year priority will be given to applications focussed on tackling social isolation and loneliness

2. There is a limited Community Grants budget each year and the total amount requested by applicants usually exceeds the amount available. It is therefore important that all the questions on the application form are answered as fully as possible to provide a detailed picture of the activities of your organisation within the Parish. Grants will usually be limited to a maximum of £500 but may exceed this amount in exceptional circumstances. Applications that demonstrate commitment through match funding or volunteer contributions are favoured.

3. All applications will be considered in accordance with the timetable shown below. No second application from any organisation will be considered until the scheme year after the expiry of the initial grant award date – except in exceptional circumstances or in an emergency

4. The scheme provides start-up grants for new organisations as well as grants to organisations already operating

5. All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the “Guidance Notes and Conditions of Funding”

6. Applications will not be considered from individuals

7. Applications will not be considered from organisations active or intending to:

- I. support or oppose any political party
- II. discriminate on the grounds of race, gender, age, disability, sexual orientation or religion
- III. promote religious evangelism

8. Applications will not be considered from private organisations operated as a business to make a private profit; however, not for private profit social enterprises may apply
9. Applications will not be considered from “upwards funders”, i.e. local groups whose fundraising is sent to their central headquarters for redistribution
10. Applications may be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, provided funds are not already available from their national bodies, or the funds already available are inadequate for a specified project
11. Statutory duties such as education, health or social services for which the Central Government, Health Authority, District or County Council are the appropriate funder will not be considered; though local schools may apply for projects which would not be considered statutory in their nature
12. The organisation must have clearly stated aims and objectives set out in writing and endorsed by the governing body
13. The organisation is required to provide a written Constitution or Governing Document that has been formally adopted by the members of that organisation
14. The organisation must provide, or propose to provide, an activity or service that will be of benefit to the Hednesford community or to a particular group of residents in that community
15. Applicants may include costs for projects, staffing, events, equipment, running costs and other legitimate costs associated with delivering the project or activity. Applicants may not include costs for alcohol or drugs, unspecified contingencies, loans, fundraising costs, or recoverable VAT.
16. The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year or, in the case of a newly formed organisation, a budget and associated business plan
17. The organisation is required to have a bank account in its own name, which operates with at least two authorised signatories for all transactions
18. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form
19. Organisations that receive a grant will be required to acknowledge the Town Council’s contribution on all publicity/printed material so as to promote public awareness of the role of the Town Council in promoting the work of voluntary organisations. Where possible organisations who are awarded funding will be expected to attend a reception where they will be presented with their grant and a certificate
20. All grant recipients should complete a Feedback Form and submit it to the Town Council within 6 weeks of completion of their project and no later than 12 May in the year after that of the award
21. All applications will be considered on their merits, but it must be fully understood that there is no guarantee of a grant or a continuing grant

Timetable for Applications

1. Closing date for submission of applications is 1 December in any year
2. A panel of Town Councillors will assess applications in January/February and make recommendations on grants to be awarded to the full Town Council
3. The Town Council determine grants to be made in February and applicants will be informed of the outcome
4. Successful applicants will receive their grants in advance and no later than 14 April in the following financial year

For any enquiries regarding the Grant Scheme please contact:

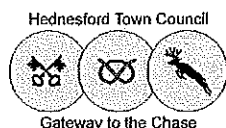
Town Council Manager/Clerk
Hednesford Town Council
Pye Green Community Centre
Bradbury Lane
Hednesford
WS12 4EP

Tel: 01543 424872

Email: peter.harrison@hednesford-tc.gov.uk

Community Grants Timeline

September	launch grant process including 'Priority theme for the year'
Oct/Nov	promote with local partners and press
December	deadline for receipt of applications
January	clerk to review and raise any queries
Jan/Feb	panel to review applications and agree awards
Feb/March	applicants informed of awards
March or April	funds paid out to successful grantees
April-March	projects delivered
Following May	final feedback deadline



COMMUNITY GRANT APPLICATION FORM

Before completing the form please read the Guidance Notes for Applicants

To enable this form to be photocopied please complete all sections using black ink or type

<u>SECTION A</u>	
NAME OF ORGANISATION	

CONTACT DETAILS OF PERSON MAKING THIS APPLICATION	
NAME	
ADDRESS	
POSTCODE	
TEL: DAYTIME	
MOBILE NUMBER	
EMAIL	
YOUR ROLE/POSITION	

NAMES OF TWO AUTHORISED SIGNATORIES FOR YOUR ORGANISATION	
PERSON 1	
PERSON 2	

SECTION B

WHAT DOES YOUR ORGANISATION DO AND HOW DOES IT CURRENTLY BENEFIT THE RESIDENTS OF HEDNESFORD?

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ARE YOU A REGISTERED CHARITY?	YES/NO NUMBER:
ARE YOU PART OF, OR AFFILIATED TO, A NATIONAL ORGANISATION?	YES/NO
IF YOU ARE NOT A CHARITY, PLEASE DESCRIBE YOUR ORGANISATION'S STATUS IN YOUR OWN WORDS	

BRIEFLY DESCRIBE THE PROJECT OR PURPOSE FOR WHICH YOU ARE APPLYING FOR A GRANT. PLEASE STATE WHEN AND WHERE IT WILL TAKE PLACE, HOW IT WILL BENEFIT THE LOCAL COMMUNITY OF HEDNESFORD, AND IF AND HOW IT MEETS OUR PRIORITY FOR THIS YEAR

EXPLAIN HOW YOU KNOW THIS PROJECT OR ACTIVITY IS NEEDED AND HOW YOU WILL WORK WITH EXISTING COMMUNITY PROJECTS, LOCAL KNOWLEDGE, ASSETS AND SKILLS

WHAT IS THE AMOUNT OF GRANT YOU ARE SEEKING? (MAXIMUM £500 EXCEPT IN EXCEPTIONAL CIRCUMSTANCE)	£		
PLEASE OUTLINE THE BROAD COSTS AND HEADINGS FOR YOUR PROJECT, Eg. STAFF/EVENTS/EQUIPMENT			
WHAT IS THE TOTAL COST OF THE PROJECT/ANNUAL BUDGET FOR WHICH YOU ARE SEEKING A GRANT?	£		
HAVE YOU APPLIED TO ANY OTHER ORGANISATION FOR A GRANT IN RESPECT OF THIS PROJECT? (INCL. LOCAL AUTHORITIES)	YES/NO IF YES PLEASE GIVE DETAILS BELOW INCLUDING UNSUCCESSFUL APPLICATIONS:		
ORGANISATION	SUCCESSFUL	AMOUNT	
1.	YES/NO	£	
2.	YES/NO	£	
3.	YES/NO	£	

GIVE DETAILS OF YOUR OWN FUNDRAISING EFFORTS, INCLUDING DETAILS OF YOUR FEES/CHARGES/SUBSCRIPTIONS
PLEASE DESCRIBE THE CONTRIBUTION THAT VOLUNTEERS ARE EXPECTED TO MAKE TO YOUR PROJECT

<p>HAVE YOU PREVIOUSLY RECEIVED, OR APPLIED FOR A GRANT FROM THIS COUNCIL?</p>	<p>YES/NO IF YES PLEASE GIVE DETAILS:</p>
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<u>DECLARATION</u>	
<p>I DELCARE THAT I HAVE READ AND ACCEPTED THE GUIDANCE NOTES AND CONDITIONS OF FUNDING AND THAT I HAVE ANSWERED THE QUESTIONS TRUTHFULLY. I ALSO DECLARE THAT ANY GRANT RECEIVED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION. I UNDERSTAND THAT HEDNESFORD TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.</p>	
NAME	
SIGNED	
POSITION	
DATE	
<p><u>PLEASE REMEMBER TO SEND THE FOLLOWING WITH YOUR APPLICATION</u></p> <p>1. A STATEMENT OF YOUR ORGANISATIONS AIMS AND OBJECTIVES (EG CONSTITUTION, BUSINESS PLAN)</p> <p>2. YOUR GOVERNING DOCUMENT, IF DIFFERENT FROM ABOVE</p> <p>3. COPIES OF YOUR ORGANISATIONS LAST ACCOUNTS AND A RECENT BANK STATEMENT OR A BUDGET AND ASSOCIATED BUSINESS PLAN FOR NEW ORGANISATIONS</p> <p>YOU MAY ALSO INCLUDE ANY SUPPLEMENTARY INFORMATION WHICH YOU FEEL WOULD SUPPORT YOUR APPLICATION (EG. ADDITIONAL LITERATURE, LEAFLETS, ANNUAL REPORTS)</p>	

RETURN TO

HEDNESFORD TOWN COUNCIL, PYE GREEN COMMUNITY CENTRE, BRADBURY LANE, HEDNESFORD, WS12 4EP

LAST DATE FOR APPLICATIONS - 1 DECEMBER

Community Grants Feedback Form

All grant recipients should complete the feedback form below and submit to the Town Clerk (preferably by email) within 6 weeks of the completion of their project, and no later than 12 May in the year following the year of the award.

Basic Details

Organisation in receipt:

Project name:

Project start date:

Project end date:

Brief description of the project (from original application):

Amount awarded:

Name of person completing this form:

Position/role in organisation:

Contact email:

Contact phone number:

Finances

Did you spend all of the grant?

If not please explain why not:

If not, please propose whether you wish to spend it on something else (explaining this) or intend to pay it back (alternative proposals will need to be approved by the Town Council):

Did our funding help you to secure additional resources or 'match fund' from anyone else? (Please give details of amounts and who from):

Project Outcomes

Please briefly explain what you achieved in no more than 100-250 words (what you did, who was involved, where it took place, how it benefitted the local community):

How many Hednesford residents did you engage in your project in total? (Please estimate if you were not able to count them precisely):

Did you involve any volunteers in your project? (Please give details of how many and in what way):

What have you learned from this project or activity that will inform your future work or projects?

Please provide a brief case study of an individual or group who have benefitted from the work, outlining ideally in their own words, how they have benefited from the project or activity (no more than 100 words):

Please insert a photograph (which we may use in publicity) that captures the spirit of your achievements:

Feedback to the Town Council

Overall how straightforward has it been applying for, receiving and feeding back to us in relation to this grant?

Do you have any suggestions for how we could make the process better?

Thank you for completing this feedback form – please return to

Town Council Manager/Clerk -Hednesford Town Council

Pye Green Community Centre

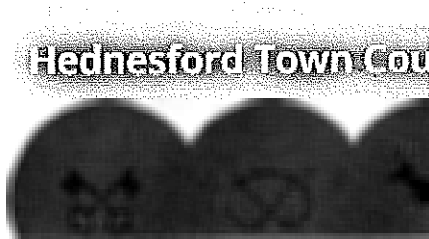
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Email: peter.harrison@hednesford-tc.gov.uk

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Safeguarding Adults at Risk Policy

Adopted: 10 September 2019

Next Review: 10 September 2020

Policy Statement

Hednesford Town Council is committed to ensuring the protection of adults at risk through the implementation of this policy and best practice. Members of the Council, staff and volunteers recognise and accept our responsibility to raise awareness of the issues involved in working with adults at risk. Relevant legislation and guidance relating to the protection of adults at risk are reflected in this policy, including:

- Human Rights Act 1998
- Youth Justice and Criminal Evidence Act 1999
- Domestic Violence, Crime & Victims Act 2004
- Mental Capacity Act (MCA) 2005, amendment 2012
- Mental Health Act (2007)
- Introduction of Deprivation of Liberty Safeguards into the MCA in April 2009
- Care Act 2014
- Care and Support Statutory Guidance issued under the Care Act – March 2016.

Who is an adult at risk?

Safeguarding duties apply to any adult who is in need of care and support, is experiencing, or at risk of abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Designated lead/s for safeguarding

The current designated safeguarding lead is the Town Clerk and the Deputy Town Clerk in their absence. In the unlikely event of both being absent, the matter should be raised with the Chair of the Council, or then the Vice Chair.

This policy is based on the following principles:

- Providing an environment in which adults at risk can feel safe
- All adults at risk, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- Everyone at the Town Council (all staff, volunteers and councillors) have a responsibility to be aware of the issues and to report any concerns to a designated person
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

We will aim to safeguard adults at risk by:

- adopting a general code of conduct including which all councillors, staff & volunteers will work to
- exercising our Duty of Care and sharing information and/or concerns in a confidential manner with the appropriate outside agencies
- following appropriate procedures for recruitment and selection of staff and volunteers
- implementing safeguarding induction and training as appropriate
- managing staff and volunteers in accordance with this policy
- reviewing and updating this policy and our practice as required and at least annually

Recognising and initial responses to allegations of abuse

Principles

- i. Empowerment – people being supported to make their own decisions and informed consent
- ii. Protection – support and representation for those in greatest need
- iii. Prevention – it is better to take action before harm occurs
- iv. Proportionality – proportionate and least intrusive response appropriate to the risk presented
- v. Partnership – local solutions through services working with their communities; who have a part to play in preventing, detecting and reporting neglect and abuse
- vi. Accountability – accountability and transparency in delivering safeguarding

Definitions of abuse

Abuse may be defined as the wrongful application of power by someone in a dominant position. It involves an imbalance of power and exploitation without a full and informed consent. Abuse can take several different forms and may be a single act or repeated acts. Please see Appendix 3a for a further breakdown of categories and types of abuse.

Recognising abuse

There are many potential indicators and signs of abuse, most of which may also be signs of other forms of injury or ill health. Those working with adults at risk should familiarise themselves. Please see Appendix 3b for a list of potential signs of abuse.

Responding to an adult at risk making an allegation of abuse

- Stay calm, listen carefully to what is being said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others-do not promise to keep secrets
- Allow the adult at risk to continue at his/her own pace
- Ask questions for clarification only; avoid asking questions that suggest a particular answer
- Reassure the adult at risk that they have done the right thing in telling you
- Establish their views and what they would like to happen next
- Be aware that evidence may be needed
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the adult at risk's own words and ask the person reporting to read it back and sign & date it as a true record of the discussion
- Report to the designated lead

Helpful statements to make

- I believe you (or showing acceptance of what the adult at risk says)
- Thank you for telling me
- Its not your fault
- I will help you

Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises

Do

- Call for help if necessary from emergency services
- Ensure the person's immediate safety
- Act within the individual's wishes, as far as possible
- Reassure them that they will be supported

Do not

- Promise not to tell anyone

- Act within the individual's wishes if it would put them or others at risk
- Be judgemental
- Contact the alleged perpetrator or anyone else in the allegation
- Touch or move anything/ contaminate evidence

Physical injury, including sexual abuse or neglect

If an adult at risk has a symptom of physical injury or neglect the designated lead will support you to ensure:

1. Any emergency medical attention is sought immediately and that the medic is informed of any suspicions of abuse or neglect
2. Social Services are contacted for advice in cases of suspected deliberate injury or concerns about the immediate safety of the adult at risk. Family members or carers should not be informed in these circumstances until advice has been sought, as this may place the adult at further risk
3. When appropriate the family member or carer is contacted, and encouraged to seek help from Social Services. If the family member or carer fails to act the designated lead should in case of real concern support the adult at risk, with contacting Social Services directly
4. Under no circumstances should you or the designated lead attempt to carry out any investigation into the allegations or suspicions. The role of the designated lead is to clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter

What to after someone reports abuse to you, if you suspect that abuse may have occurred or that someone is at risk of abuse

1. Make further written notes as soon as possible about the allegation or write down the nature of your suspicions. In addition to the record you have made of the allegation, you should write down exactly what you said in reply and what was happening immediately before being told (i.e. the activity being delivered). You should record the dates, times and when you made the record. All hand written notes should be kept securely. You should use the form "Reporting Suspected Abuse" (Appendix 2).
2. You should report your discussion with the designated lead for safeguarding as soon as possible. If the designated person is implicated you need to report to the Chair of the Council. If both are implicated report directly to Social Services.
3. The designated lead should carefully consider whether or not it is safe for an adult at risk to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.
4. Suspicions should not be discussed with anyone other than the designated lead and/or a statutory risk protection official
5. It is the right of any individual to make direct referrals to the adult at risk protection agencies. If for any reason you believe that the designated lead has not responded appropriately to your concerns, then it is your right to contact the adult at risk protection agencies directly (see Appendix 1)

The role of the designated lead is to support with

- Obtaining information from the person who has reported the adult at risk concerns and to record this information accurately
- Assessing the information quickly and carefully and ask for further information as appropriate
- Consulting with a statutory adult at risk protection agency such as the local Social Services department to clarify any doubts or worries
- Making a referral to a statutory adult at risk protection agency or the police without delay (see Appendix 1)

The designated lead has been nominated to support with referring allegations or suspicions of neglect or abuse to the statutory authorities. The designated lead will make a judgement as to who is in the best position to convey/make the actual referral. If in doubt they will make the referral.

Recruitment and appointment of workers and volunteers

In recruiting and appointing workers, the Town Council will be responsible for the following:

- We will identify the tasks and responsibilities involved and the type of person most suitable for the job.
- We will draw up the selection criteria and put together a list of essential and desirable qualifications, skills and experience; including those relating to adults at risk
- All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience.
- We will make sure that we measure the application against the selection criteria.
- The Rehabilitation of Offenders Act (1974) requires that people applying for positions working with adults at risk must declare all previous convictions. They are also required to declare any pending case against them. It is important that your applicant in this particular category understands that all information will be dealt with confidentially and will not be used against them unfairly. This will be reflected on the application form.
- For appropriate roles, applicants will be notified that a Disclosure and Barring (DBS) Check will be undertaken and assessed at the application stage.
- We will always interview our candidates.

Following an offer of employment or volunteering:

- We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport.
- We may request to see documentation of any qualifications detailed by the applicant.
- We will request two written references from people who are not family members or friends and who have knowledge of the applicant's experience of working with adults at risk if relevant to the post. We will ask the referee to comment on their suitability for working with adults at risk.
- If relevant to the post we will ensure that our successful applicant obtains the appropriate level of DBS check as required from the Disclosure and Barring Service. They will need to show the Enhanced DBS before we will confirm them in post.
- We will include our safeguarding adults at risk policy in the induction process including the code of conduct (appendix 4)

Support and Training

The Council is committed to the provision of adult at risk protection training and refresher training for all relevant personnel.

Additional arrangements for the management of Council activities/services

We will further aim to protect adults at risk from abuse and our team members from false allegations by adopting the following guidelines:

- We will keep a record of the job roles and activities in which we are involved where adults at risk are present or likely to be present (this may take the form of the register of DBS checked roles)
- Personnel will record the dates/times they are present in relation to the above and sign in and out using the attendance logs provided, whether Council or at external organisations/premises
- Our team members will record any unusual events using incident forms
- Where possible our team members should not be alone with an adult at risk, although we recognise that there may be times when this may be necessary or helpful
- We recognise that physical touch between adults and adults at risk can be healthy (eg. a hand shake) and acceptable in public places. However this is discouraged in circumstances where an adult and adult at risk are left alone
- All team members should treat all adults at risk with dignity and respect in attitude, language and actions

Allegations against Town Council personnel

We will assure all staff, volunteers and Councillors that the Town Council will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing an adult at risk. Where there is a complaint against our personnel there may be three types of investigation:

- A criminal investigation
- An adult at risk protection investigation
- A disciplinary or misconduct investigation.

The results of the police and adult at risk protection investigation may well influence the disciplinary investigation, but not necessarily.

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.
- If the allegation is about poor practice by the designated lead or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair of the Council, who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

2. Concerns about suspected abuse

- Any suspicion that an adult at risk has been abused by council personnel should be reported to the designated lead, who will take such steps as considered necessary to ensure the safety of the adult at risk in question.
- The designated lead will refer the allegation to the Social Services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the adult at risk will be contacted as soon as possible following advice from the Social Services department.
- If the designated lead is the subject of the suspicion/allegation, the report must be made to the Chair who will refer the allegation to Social Services.

3. Internal Inquiries and Suspension

- The designated lead will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Social Services enquiries.
- Irrespective of the findings of the Social Services or police enquiries the organisation will assess all individual cases to decide whether personnel can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the adult at risk should remain of paramount importance throughout.

Appendix 1: Reporting allegations or suspicions of abuse

If you have any concerns about an adult at risk being abused you should inform the designated lead

Important contacts outside the organisation

Staffordshire County Council Social Services

Phone: 0345 604 2719

Email: vastaffordshire@staffordshire.gov.uk

A trained member of staff will be available to help you between 8:30am - 5:00pm, Monday-Thursday (excluding Bank Holidays) and 08:30am - 4:30pm Fridays

To report a concern outside of these hours, please contact the **Emergency Duty Service**

Phone: 0345 604 2886

Fax: 01785 277321

Text: 07815 492613

Other numbers

Staffordshire Police, non Emergency	101
Crimestoppers	0800 555 111
Action on Elder Abuse	0808 808 8141
Care Quality Commission (CQC)	03000 616 161

If you believe someone is at immediate risk of harm you should call the emergency services on 999

Appendix 2: Reporting Suspected Abuse - Recording Sheet

Organisation

Name of person reporting

Name of adult at risk

Age and date of birth

Ethnicity

Religion

First language

Disability

Family Member/Carer's name(s)

Home address/Tel no

Are you reporting your concerns or reporting someone else's. Please give details.

Brief description of what has prompted the concerns:

Details of harm caused to adult

Immediate action required to protect adult

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the adult at risk? If so, what was said? Did they agree to a referral?

Have you spoken to the family member/carer(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, please give details?

Are there any others at risk? If so, please give details?

Have you consulted anybody else? Please give details

Person reported to and date of reporting

Signature of person reporting

Today's date

Action taken

Notes relating to adults views and wishes, information relating to mental capacity and views of yourself making the referral

Appendix 3a: Categories and Types of Abuse

Physical abuse

- Bodily assaults resulting in injuries e.g. hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions
- Bodily impairment e.g. malnutrition, dehydration, failure to thrive
- Medical/healthcare maltreatment

Sexual abuse

- Rape, incest, acts of indecency, sexual assault
- Sexual harassment or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting
- Sexual abuse might also include exposure to pornographic materials, being made to witness sexual acts and encompasses sexual harassment and non-contact abuse

Psychological/emotional abuse includes:

- Including threats of harm, controlling, intimidation, coercion, harassment, verbal abuse, enforced isolation or withdrawal from services or supportive networks
- Humiliation
- Bullying, shouting, swearing

Neglect and acts of omission

- Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services
- The withholding of the necessities of life, such as medication, adequate nutrition and heating – importantly, it may not always be clear in the case of an adult at risk, who is responsible for the neglect

Financial or material

- Including theft and fraud
- Exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Discriminatory abuse

- Including racist, sexist, or based on a person's disability, and other forms of harassment, slurs or similar treatment.

Self-neglect

- Including failure to take care of own basic needs
- Neglecting care for personal hygiene and surroundings and hoarding

Modern Slavery

- Including slavery, human trafficking, forced labour, domestic servitude, coercion, deception, and life of inhumane treatment

Organisational abuse

- Including denial of rights, denial of access to family, friends, Doctor, Solicitor, denial of access to money or information
- Neglect, poor care practice, threats of punishment, loss of personal possessions and evictions to ensure compliance, lack of choice of meal times, bed times due to the fact it makes it easier for the organisations

Domestic abuse

- Including threatening behaviour, intimidation, violence
- Between family members or those who are or have been intimate partners. Includes sexual, financial, emotional, physical and "honour based" violence

Appendix 3b: Signs of Abuse

Physical abuse signs

Note: Some ageing processes can cause changes which are hard to distinguish from some aspects of physical assault e.g. skin bruising can occur very easily due to blood vessels becoming fragile.

- A history of unexplained falls or minor injuries
- Bruising in well protected areas, or clustered from repeated striking
- Finger marks
- Burns of unusual location or type
- Injuries found at different states of healing
- Injury shape similar to an object
- Injuries to head/face/scalp
- History of GP or agency hopping, or reluctance to seek help
- Accounts which vary with time or are inconsistent with physical evidence
- Weight loss due to malnutrition, or rapid weight gain
- Ulcers, bed sores and being left in wet clothing
- Drowsiness due to too much medication, or lack of medication causing recurring crises/hospital admissions

Sexual abuse signs

- Disclosure or partial disclosure (use of phrases such as 'It's a secret')
- Medical problems, e.g. Genital infections, pregnancy, difficulty walking or sitting
- Disturbed behaviour e.g. depression, sudden withdrawal from activities, loss of previous skills, sleeplessness or nightmares, self-injury, showing fear or aggression to one particular person, repeated or excessive masturbation, inappropriately seductive behaviour, loss of appetite or difficulty in keeping food down
- Behaviour of others towards the adult at risk

Psychological/emotional signs:

- Isolation
- Unkempt, unwashed, smell
- Over meticulous
- Inappropriately dressed
- Withdrawn, agitated, anxious not wanting to be touched
- Change in appetite
- Insomnia, or need for excessive sleep
- Tearfulness
- Unexplained paranoia, or excessive fears
- Low self esteem
- Confusion

Neglect signs

- Physical condition poor
- Clothing in poor condition
- Inadequate diet
- Untreated injuries or medical problems
- Failure to be given prescribed medication
- Poor personal hygiene

Financial or material signs

- Unexplained or sudden inability to pay bills
- Unexplained or sudden withdrawal of money from accounts
- Disparity between assets and satisfactory living conditions
- Extraordinary interest by family members and other people in the adult at risks assets

Discriminatory signs

- Lack of respect shown to an individual
- Signs of substandard service offered to an individual
- Exclusion from rights afforded to others, such as health, education, criminal justice

Self-neglect signs

- Not engaging with a network of support
- Unwilling or unable to meet necessary care to meet needs
- Unable to make reasonable and informed decisions due to mental disorder, illness or acquired brain injury
- Unable to protect themselves against exploitation or abuse

- Refusing essential support without which their health & safety needs cannot be met and the individual lacks the insight to recognise this

Modern slavery signs

- Signs of physical or psychological abuse, malnourished, withdrawn
- Not allowed independent travel
- Seem under the influence of others, reluctant to seek help
- Don't interact with the neighbourhood
- Few or no personal belongings or document
- Avoid eye contact, appear frightened or hesitate to talk to strangers
- Living/working in the same place

Organisational signs

- Poor standards
- Inflexible routines
- Lack of personal belongings and stark or unhomey environment
- Deprived environmental surroundings and lack of stimuli
- Inappropriate physical intervention
- Inappropriate use of power
- Denial of visits by friends or family

Domestic abuse signs

- Signs can be the same as any type of abuse or neglect

Other signs of abuse

- Inappropriate use of restraints
- Sensory deprivation e.g. spectacles or hearing aid
- Denial of visitors or phone calls
- Failure to ensure privacy or personal dignity
- Lack of flexibility of choice e.g. bedtimes, choice of food
- Restricted access to toilet or bathing facilities
- Lack of personal clothing or possessions
- Controlling relationships between care staff and service users

Appendix 4: Code of Conduct

This code of conduct gives guidance on what is expected of staff and volunteers in terms of behaviour when working with adults at risk. This is in addition to the General Service Conditions for staff and the guidance in Part 8 of this policy, Supervisory arrangements for the management of Support Staffordshire activities and services.

Staff and volunteers working with adults at risk should observe the following:

1. Treat everyone with respect and dignity in respect of attitude, language and actions.
2. Follow all the policies and procedures of Support Staffordshire and to inform your line manager in the event of a breach of these.
3. Participate in any induction and training/development including safeguarding training.
4. Maintain confidentiality and never discuss or disclose any information to anyone who is not authorised to receive it.
5. If any requests come in from the media for comments or any information, pass these on to the appropriate person unless authorised to speak on behalf of the organisation.
6. If offered any gifts, check first with line manager to ascertain if they are acceptable.
7. Abide by all health & safety rules and be aware that health & safety is the responsibility of everyone.
8. Report incidents or near misses as soon as possible
9. Follow signing in and out procedures so that your presence/absence can be verified
10. Conduct yourself in a professional, presentable manner and not undermine the organisation's reputation in any way.
11. Ensure that you keep relationships with clients on a professional basis and do not become involved with clients on a more informal basis.
12. Ensure that wherever possible, you are not working in tightly enclosed spaces and never be out of sight of other adults. If unavoidable, notify a colleague of the need to be working one to one
13. We recognise that physical touch between adults and adults at risk can be healthy and acceptable in public places. However this is discouraged in circumstances where an adult and adult at risk are left alone.

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DVSA Testing Centre

Current Situation

The District of Cannock Chase has had a testing station for driving tests for many years and most recently an agreement with Staffordshire Fire and Rescue to use the community fire station in Cannock as a base two days per week. The Fire Service gave notice of a significant rental increase in 2018 which led to a notice to quit from the DVSA effective from June 2019 when the facility closed.

Currently students prepared for their driving tests can book at any one of the three nearest facilities in Stafford, Featherstone or Lichfield. The current waiting times for tests varies between 8 and 14 16 weeks leading to many cancelled or swapped test dates as students who are not ready within the predicted times need to move their dates and potentially await cancelations or a goodwill network between driving instructors. The use of driving instructor cars for tests has now become a two-hour booking and indeed to assist students in preparing on unfamiliar roads for a stressful situation of taking a test many lessons are now doubled in time and cost leading to a financial pressure on students and potentially creating discrimination with those from less affluent parts of our community.

Proposal

Cllr Woodhead was approached some months ago by driving instructors concerned at losing the local station and he spoke about the potential of two locations within the town that might be considered by the relevant bodies as a solution to re-establish a testing centre in the town. These are Pye Green Community Centre and Hednesford Library.

At a regional meeting of the driving instructors, attended by representatives from the DVSA an offer was made to the DVSA to review the potential locations and enter in to negotiations if either or both would be acceptable from a use and logistics perspective. These visits were completed in August 2019.

The requirements of the DVSA are to have a space to meet students, adequate parking, access to personal amenities, an office or desk to work from and space for a locked filing cabinet. It was considered that replicating the two days per week as previously at Cannock would be the preferred option for availability.

From the site inspections DVSA representatives expressed a clear preference for the Pye Green Community Centre over the Library. The main reasons are around flexibility of access, parking and the use of shared space.

Barriers to a testing station being established from the DVSA include the cost and longevity of tenure, recruitment of driving examiners to resource the testing station and impact/distraction of Brexit.

The consideration for the use of Pye Green Community Centre would include the use of the facility two days per week. These days would be fixed but which days would be agreed before the commencement of the agreement. This would include access and use of up to four parking spaces from 7:30am to 4:30pm, use of the communal area as a waiting area for students and instructors. It is thought instructors would wait in the communal area whilst students are out on test. Access to the toilets and kitchen. Use of Meeting Room 2 and the permanent establishment of a locked filing cabinet in the room.

The alternatives to the use of Meeting Room 2 include the IT Suite which is rarely used or shared use of the Council Office and desk space. For the latter our staff currently only work mornings, one Mon – Wed and the other each day.

Practical Considerations

The shared use of the Community Centre presents a number of practical considerations for Council to consider.

The facility would need to be open on the two operating days from 7:30am to receive the two DVSA examiners. This could be done with issuing keys and entry information to allow entry by staff as they arrive or by the time of facility opening by Caretaker staff.

The DVSA examiners would be out with students a majority of the working day and whilst driving instructors are generally left to wait at the facility for the duration of the test this cannot be guaranteed. The use of the community centre by other users is not consistent or reliable which may lead to periods when the community centre is open but unattended.

If the offer is to include shared use of the Council Offices we will need to consider the confidentiality of the information held here and shared access to the space particularly when HTC staff are not present. We would also need to consider the impact of this should we decide to employ more staff in the future.

Financial Statement

A room hire rate for meeting room 2 is £11 per hour in our schedule of rates and charges and a full charge for the use of the room at 9 hours a day 2 days a week is £10,296. The Community Centre does not have continuous hire in all rooms at all times and with the availability of both meeting room 1 and 2 and the IT suite there is flexibility of use across the facility.

Comment on Alternatives

The use of the library is an alternative suggested to the DVSA. Concerns were expressed around the public availability of parking spaces in particular and a desire for dedicated spaces for students to arrive and depart. Whilst the parking spaces are not at capacity in the town they cannot be relied upon. Consideration could be made to the highways authority to designate spaces in the same way as one is identified for the Librarian. Use of the District Council office could be considered as they only occupy for one day (Wednesday). The premises are occupied throughout the time and amenities are easier for the instructors. No further discussions have been entered in to with the various library stakeholders (volunteers, NHS and County Council) to see if something could be accommodated and any charges would be applied.

Community Benefit

Most of our community drives. This might seem like an obvious statement to make but the reality to this statement is that most of our community have taken and passed a driving test. Some on the first occasion and others taking more attempts. Driving is a fact of life and will continue to be so and therefore adequate and appropriate testing facilities are needed to support students in the community they live. Learning to drive is an expensive endeavour and balancing the number of lessons to become a competent driver with financial resources and timing this when taking a test is a critical balance.

Whilst all drivers must be able to drive on any road and in any conditions and are taught as such by skilled professionals taking a test is a stressful time. Driving on familiar roads helps build confidence and familiarity with the area helps to remove the stress. There are not just the mental health aspects

of having a testing facility but the financial aspects too in that to have some familiarity with a new area come lessons are doubled up and increasing the financial burden of learning to drive. Further most tests are undertaken in driving instructor cars and these are effectively hired for the test and need to be hired for a longer time to get to and from testing stations outside the area.

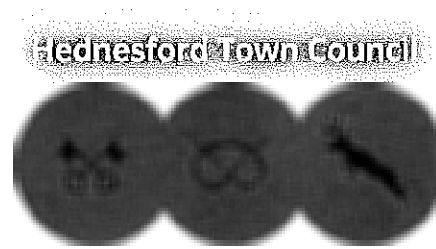
Considerations by Council

- Do we offer to accommodate the DVSA as a driving test centre?
- What office facilities do we propose?
 - Meeting Room 2
 - Desk space and shared use of Council Office
 - IT Suite
- Are we happy to offer this at nil cost recognising the community benefit of having a facility in the Town? Or is there a charge expectation for one or more of the office accommodation options above?

Recommendations to Council

We offer accommodation at a preferential rate to cover the incidental costs and disturbances incurred through the use of the Pye Green Community Centre. That this charge be heavily discounted to £2,000 per annum as an annual agreement. The Chairman and Clerk enter in to negotiations of behalf of the Council with the DVSA.

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Introduction

A composite bid by both Hednesford in Partnership and Hednesford Town Council to run the Pavilion in the Park is a truly exciting and unique opportunity to have a commercially sustainable café run for community benefit.

The Concept

To build upon the current offer in two directions, firstly to proactively establish this as a community venue with themes and engagement across the community driven by the social needs of the town. Secondly is to consider the operating times and expand this to support the users of the park at the times they are using the park.

Community Engagement

The central purpose of the renewed Pavilion in the Park will be to bring the community together in a place where they meet, socialise, learn new skills and come together across the ages. Hednesford in Partnership as an organisation is established to bring the various groups in the town together with common purpose and amplify the great work being done individually. Hednesford Town Council is the democratic and administrative lead in the Community and has the infrastructure and processes to facilitate the operation of the café.

Our vision around the use of the space through the year is to capitalise in the café culture to link in communities through initiatives like an Art Café and Repair Café on different days run by the voluntary groups already doing these things in the town. Beyond this we will be engaging with all community groups to offer the opportunity to develop regular themed weekly days based on helping bringing the community together and addressing the community needs around cohesion, loneliness and isolation.

Being attached to the Park is an important factor as we work towards community cohesion and would seek to work with others organising events in the park to ensure they are catered for appropriately and also work with community groups to hold direct events led by these community groups and facilitated through Hednesford in Partnership to achieve the widest engagement.

Other community led events would be hosted in and from the Pavilion in response to community ideas whether that is a quiz night or poetry reading to scope is broad so long as it is community led and open for the community to participate.

Service Provision

The current café runs seven days a week 10am – 5pm offering refreshments, ice cream and some simple sandwiches. If we are to realise the full potential of community engagement the hours of operation would need to more closely match the hours of use of the park as well as the offering from the café become greater value for money.

The plan is to extend the operating hours and accommodate park users through daylight hours in principle 6am to 8pm would be the summer opening hours seeking to offer a provision to users of the park from early morning dog walkers to late evening skate-park users. Winter hours are planned to be 7am to 5pm. The café would be open every day except Christmas Day, Boxing Day and New Year's Day.

The balance of opening times for the Kiosk and the café will be determined but the working assumption is that the Kiosk would be open for early morning and evening service whilst the café would be open for the main hours. During busy periods particularly during the summer both the kiosk and the café would be open to ease the service pressures.

As well as refreshments around tea, coffee and soft drinks this would be supported by early morning pastries to go with the morning coffee for breakfast on the go for the dog walkers. Through the day the central offering would be wood fired pizzas freshly made to order and a range of sandwiches, cakes and ice cream/gelato.

The café would operate as plastic free and offer a range of reusable cups and water bottles branded for the town and discounted when reused. Options for all diets would be accommodated vegan, vegetarian, meat, gluten-free, dairy-free.

Core staffing would be two members of staff at all times with expected extra staff at busy times in the summer. These staff would be primarily focused on food preparation and service. It is anticipated that some degree of community support would be reflected in the service of the café from those supporting the function of the café as a Repair, Art etc. café

One member of staff would be paid more as a supervisor to manage the day to day aspects of the café and all staff would be paid a true Living Wage as defined by the Living Wage Foundation reflecting the commitment of the Town Council to pay all staff at a rate they can live on.

Start Up

It is understood the current provider will leave the Pavilion empty and is taking all fixtures and fittings to leave the unit free for establishment.

An establishment budget will cover the kitchen and café areas to be built upon gaining vacant access to the building. We would hope to be operating within two weeks of being handed the building.

An application for CIL funding from Hednesford Town Council has been made on the basis of establishing this as a community café and a commercially viable operation for the town. It is anticipated that this budget will be £15,000.

The Financial Commitments

A separate document shows the financial business plan, cashflow forecasts and variance analysis.

Analysis shows that the current service provider is operating at a significant and unsustainable loss with many opportunities not presented to customers to facilitate a profitable outlet which can support the community enjoyment of the Park.

All funds in excess of the operating costs will be reinvested in community engagement activities. It is planned that a role of community engagement will be funded from this excess with a further budget to support community activities.

To offset these significant losses HiP/HTC ask for a 100% reduction in favourable rent. This will be offset with a commitment from HTC to employ a paid Community Officer to a minimum of the favourable rent reduction to engage the community and community groups in the Town.

Our preferred rental agreement would be commitment would be for a one plus four year term to ensure the community is served by the arrangement.

Competency to Run a Café

Whilst there is limited direct experience within both Hednesford in Partnership and Hednesford Town Council in running a café the recruitment of the café manager will be a key role to deliver the quality of food and service which will enhance the reputation of the Pavilion in the Park making it a destination of choice.

Councillors and members of the Management Committee of Hednesford in Partnership share a very broad range of skills, knowledge and competence what will give the venture the best chance to succeed. We cover expertise across community engagement, running voluntary organisations, running businesses, public sector management and have skills across practical, administrative and analytical disciplines.

Considerations by Council

It should be recognised that Hednesford Town Council and Hednesford in Partnership are not a Café operators or professionals but have a role of leadership within our community in particular around engagement with organisations and individuals. We recognise the importance of having a café within the park and how this enhances the experience of park users and is a key community asset. The information provided suggest that the current café offering is not covering the costs of operation.

Do we want take on the café on the basis of the business plan developed here?

Do we want to work with any commercial operator as a preferred option instead of taking on the café to enhance the community engagement aspects of the opportunities in the park?

Should there be no commercial provider by acceptable by the District Council and the alternative is that the building will not be used what should be our plan of action?

Do we want to pursue a request to extend the area for lease from the District Council to take over the whole building and develop both the café and community space further as well as other responsibilities for the use of the building?

Recommendations to Council

That a joint bid be submitted to Cannock Chase District Council by Hednesford Town Council with Hednesford in Partnership with a supporting commentary recognising that our joint priorities relate to both the community engagement use of the space and keeping the facility open to the community.

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Council Meeting 10 September 2019 – List of Planning Applications

19/315	Erection of roof structure to hand car wash - Chase Filling Station, Cannock Road	No Objection but would comment that the proposals is more of a cover than a roof
19/309	Replacement of 6 No. wall mounted antenna with 12 No. antenna apertures, internal works to cabin and ancillary development – Mast – Pye Green Road	No Objection
19/306	Non Material Amendment Pursuant to CH/18/121 – House Type D amendment – internal and external appearance	No Objection
19/304	Suitable Accessible Natural Greens Space (SANGS) Phase 2 for development of site known as land west of Pye Green Road, (Pursuant to CH/11/0395) - Land west of Pye Green Road	No Objection
19/278	Demolition of existing garage & rear extension. Erection of single storey side and rear extension Location: 12 Berry Hill	No Objection
19/275	Single storey extension 5.6m beyond the rear wall of the existing house – 70 Lamplight Way	Subject to the proposals complying with standards adopted by the local planning authority and building regulations there is no objection to the application
19/263	Change of use of log cabin for beauty treatments etc. (Mon 09:30-17:00 Wed/Thu 09:00-20:00, Fri 09:30-17:00, Sat 09:30-13:00 – 52 Bond Way	Observations are that the Town Council welcomes in principle the creation of small enterprises. It believes that such a change of use may create a precedent for the area. The primary concern would be customer parking and the potential impact this may have on neighbours

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The
Local Government
Boundary Commission
for England

Mr Tony McGovern
Cannock Chase District Council
Civic Centre
Beecroft Road
Cannock
Staffordshire
WS11 1BG

14 June 2019

Dear Mr McGovern,

ELECTORAL REVIEW

I am writing to let you know that the Commission intends to carry out electoral reviews of all English local authorities that have not been reviewed in twelve or more years. This process will include your council.

As we build our review programme for 2020/21 onwards, I am contacting all affected councils to tell them about the process, highlight its opportunities as well as offering you the chance to influence the timetabling of your review.

Background

The Commission has a statutory duty, set out in the *Local Democracy, Economic Development and Construction Act 2009*, to carry out an electoral review of every principal local authority in England 'from time to time'. Given that your authority last took part in a review in 2000, we are now planning to include the council in our future programme.

The purpose of an electoral review is to consider the total number of councillors elected to the council, the names, number and boundaries of the wards, and the number of councillors to be elected to each ward.

A review takes around a year to complete. It is a consultative process and we aim to work closely with the council, local people and organisations throughout. The review aims not just to deliver boundaries that are fair for voters and reflect community ties but it can also help councils align their local leadership ambitions with their decision-making arrangements.

Opportunity

Local government in England has changed since the results of your last electoral review were implemented. Decision-making arrangements in many places are now fundamentally different, the ways services are commissioned, designed and delivered are constantly evolving and councillors' representational role has

Local Government Boundary Commission for England, Windsor House, 50 Victoria Street, London, SW1H 0TL

Tel: 0330 500 1525; reviews@lgbce.org.uk; www.lgbce.org.uk

Council Meeting – 10 September 2019 agenda Item Page 30

changed. That is why around 20% of all English local authorities have actively approached the Commission over the past few years to ask us to carry out an electoral review of their area before we selected them as part of our programme.

Local authorities that have requested an electoral review have sought some specific benefits. For many councils, the process has allowed them to take a strategic view about the number of councillors they now need to manage the business of the council, provide accountability and represent people. Given the pace of change for local government over the past 20 years and the likelihood of that process continuing, authorities have looked to use the review process to reflect those changes and to plan their electoral arrangements for the future.

Councils that have reformed their decision-making processes, or are planning to do so, have also found an electoral review to be a useful catalyst or logical end point for that work. Changing approaches to Mayor/Cabinet/Committee governance or redesigns of the scrutiny process have all been reasons for a review to be requested.

For other councils, the review process has provided an opportunity for the council to think about whether it wishes to change its electoral cycle and move to four-yearly elections rather than elections by thirds or halves.

In other places, local authorities simply wanted their ward boundaries to reflect the shape of local communities that had changed over time due to development and the movement of people.

Councils have also requested reviews simply to give themselves a longer lead-in time to implement the results. This has been particularly important for councils that have also taken the opportunity to reform decision-making alongside our work.

Over the past few years, the Commission has had an open-door attitude to authorities who see the review process as an opportunity to improve the way they take decisions and represent people. We are now extending that offer so that councils can bring forward their review if they think they might benefit from the opportunities I have described.

Timescale

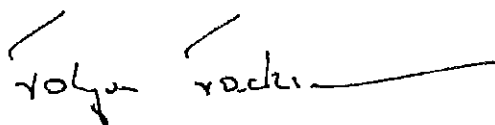
We are currently building our work programme for 2020/21 onwards. If you would like to take advantage of the opportunities inherent in the electoral review process and seek to start a review in the next twelve months, I would welcome a response to this letter. We will prioritise councils that respond to us as we shape the ongoing programme.

We do not need a definitive response from you at this stage. The Chair of the Commission and I would be happy to talk to you and your political leadership about the process and its potential benefits in your area. We can also work

through potential timescales and implementation with you.

If you would like to take us up on the offer of an early conversation, please let me know. We will also have a stand at next month's LGA Conference in Bournemouth so please feel free to come and have an informal conversation with us if you wish.

Yours sincerely

A handwritten signature in black ink that reads "Jolyon Jackson". The signature is written in a cursive style with a long horizontal line extending to the right.

Jolyon Jackson
Chief Executive
0330 500 1290
jolyon.jackson@lgbce.org.uk

COPY

14th August 2019



Jolyon Jackson
Chief Executive
Local Government Boundary Commission for England
Windsor House
50 Victoria Street
London
SW1H 0TL

Dear Ms. Jackson

Re. Electoral Review

Further to your letter dated 14th June, I have now had the opportunity to discuss this with the four Group Leaders at Cannock Chase Council who are:

Councillor George Adamson, Leader of the Council
Councillor Olivia Lyons, Leader of the Opposition
Councillor Paul Woodhead, Leader of the Green Party
Councillor Paul Fisher, Leader of the Liberal Democrats

You asked for a proposal on timetable. The Council's preferred timetable for the Electoral Review is that it starts in Autumn 2020 (October/November) and concludes by the end of 2021/early 2022. As you are aware, the Council currently elects in 'thirds' and 2021 is the fallow year. The all out election required to implement the recommendations of the Review would then take place in May 2023. The planned District elections for May 2020 and May 2022 would proceed as now.

The Group Leaders have also asked me to invite representatives of the Boundary Commission to present on the process of the Electoral Review and associated matters. I would be grateful if this could be arranged via my office; telephone number 01543 464553 or email tonymcgovernpa@cannockchasedc.gov.uk.

Yours sincerely

Mr. Tony McGovern
Managing Director

cc. Councillors George Adamson, Olivia Lyons, Paul Woodhead and Paul Fisher

Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire WS11 1BG



Notes of Meeting Regarding CAB

11:00 Wednesday 7 August 2019

Present: Councillors D Cartwright, M Dunnett, S Jagger, A Roden and P Woodhead

P Harrison (Town Council Manger/Clerk) and S Nicholls (Chief Executive Citizens Advice – Staffordshire South West)

It was noted that at the present time the Town Council funded an outreach advice service at Pye Green Community Centre. For some years this had been £5000 per annum for a general service provided every Thursday morning. For 2019-20 the Council had increased this to £10000 which had enabled an additional session to be held on Tuesday afternoons focussed on Universal Credit issues

The Town Council also allowed free use of rooms at the Pye Green Community Centre for the advice sessions to take place

Ms Nicholls confirmed that CAB no longer received funding from the County Council but in the Cannock Chase area was reliant on funding and support from the District Council and the likes of Hednesford Town Council. Government had also made some funding available to deal with Universal Credit queries

The main contact points for advice were offices in Cannock and Rugeley but CAB found it valuable to be able to also have outreaches at places such as Pye Green Community Centre and that without the Town Council's support this probably would not be possible

Ms Nicholls referred to the annual report previously supplied to the Council and provided updated information on clients that had been assisted since April 2019. She went on to describe the types of enquiries that CAB dealt with and how advisers went about assisting their clients, especially those who, for various reasons, had difficulty accessing benefits etc "online"

Town Councillors were very aware of the financial and other problems that some of their constituents were experiencing and interventions by the CAB were appreciated

It was considered that there was a synergy with what CAB were trying to achieve and the aims of the Town Council's Principal Speakers for (1) Wellbeing, Isolation and Loneliness, (2) Homelessness and Vulnerable Adults and (3) Youth and Community Cohesion

It was proposed that the Principal Speakers should have further discussions with Ms Nicholls to explore how CAB and the Town Council could collaborate more closely going forward

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Dear Hednesford Town Council,

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

CCTV Monitoring for Hednesford Town Council
Criminal and non criminal activity

ANTI SOCIAL BEHAVIOUR	8
ASSAULTS	1
AUTOCRIME	2
BURGLARY	0
DAMAGE	0
DISTURBANCE	3
DOMESTIC	1
DRUGS	1
DRUNKNESS	3
GRAFFITI	0
MISSING PERSON	2
SUSPICIOUS	7
THEFT	1
TRAFFIC	3
WELFARE CHECK	0
TOTAL	32
AREAS MONITORED (NON-CRIMINAL)	190
POLICE ADVISED US	16
WE ADVISED POLICE	11
RESOURCE DEPLOYED	9
85% OF MONITORING WAS NON REPORTABLE	
15% OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH/POLICE	

ASB was due to drinkers on benches in town, drunkenness and youths. Police asked CCTV to monitor or look for certain individuals sometimes wanted, other times missing persons. Police attended CoOp car park as a car had rolled; they pushed it back into a bay and used chocks to secure it.

There were a couple of arrests including one for an assault and one for shoplifting. If I could make you aware that when Police attend an incident, very often they move to

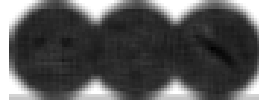
a different channel on the Police radio and therefore CCTV are not always informed of the outcomes of resources deployed.

We regularly monitor Hednesford Park and also liaise with Lynn Evans: e.g. there was an issue with youths throwing eggs at vehicles and when Lynn contacted us, we were able to get a PCSO to attend.

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



Continuity Plan

SCOPE

The Civil Contingencies Act 2004 places a duty on a local authority that it is prepared, as far as reasonably practical, to continue to provide functions/services in the event of a disruption by whatever cause. Whilst this is not a statutory duty for a Town or Parish Council, it is Hednesford Town Council's intention to recognise the importance of producing and maintaining a Continuity Plan for implementation in the event of disruptions to the day to day running of the Council.

This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Hednesford Town Council's area of responsibility.

Core Activities of the Town Council

The Council provides local services to its electorate including:

- Website, notice boards, social media and Town Council office to communicate important matters
- Maintenance and management of Pye Green Community Centre
- Act as a consultee on planning applications to represent the best interests of the Town
- Manage the finances of the Council and using the precept for the benefit of the Town including grant aid
- Liaising with the District/County Councils, health service providers and other organisations on issues that affect the Town

Potential causes of disruption:

Damage caused by

- a) Storm, tempest, flood and snow b) fire c) terrorism

Failures to

- a) Equipment b) Utilities c) Public services

Losses of

- a) Staff through death, illness, incapacity, resignation, suspension or dismissal
b) Councillors by any reason

EVENT	MINIMISE IMPACT	IMMEDIATE ACTION	CONTINUITY	LONGER TERM
<p>Loss of Town Council Manager/Clerk due to death, illness, incapacity, resignation, suspension or dismissal</p>	<p>Ensure records of key tasks are up to date including minutes and accounts</p> <p>Access to log ins and passwords are available</p> <p>Assistant Clerk to be aware of key duties</p>	<p>Chairman of the Council to be informed by Assistant Clerk Chairman of the Council to inform Council Convene EGM Assistant Clerk or Chairman to contact SPCA for advice as necessary including advertising for replacement</p> <p>If the loss results from an accident at work inform HSE and Council's Insurer</p> <p>Take appropriate action with regard to management of email account</p>	<p>Assistant Clerk to cover duties of the post holder as far as possible If necessary, recruit temporary replacement/locum Seek and employ permanent replacement</p>	<p>Review procedures to ensure minimal impact from loss</p>
<p>Loss of Assistant Clerk due to death, illness, incapacity, resignation, suspension or dismissal</p>	<p>Ensure records of key tasks are up to date including accounts</p> <p>Access to log ins and passwords are available</p> <p>Town Council Manager/Clerk to be aware of key duties</p>	<p>Chairman to be informed and Town Council Manager/ Clerk to report to Council</p> <p>Seek temporary cover</p> <p>If the loss results from an accident at work inform HSE and Council's Insurer</p> <p>Take appropriate action with regard to management of email account</p>	<p>Town Council Manager/Clerk to cover duties of post holder as far as possible Start recruitment procedures to seek replacement</p>	<p>Review procedures to ensure minimal impact from loss</p>
<p>Loss of Pye Green Community Centre Caretaking Staff due to death, illness, incapacity, resignation, suspension or dismissal</p>	<p>Town Council Manager/Clerk and/or Assistant Clerk to arrange for opening and closing of the Community Centre as necessary in liaison with remaining staff</p>	<p>Chairman of Council and Chairman of Management Committee to be informed</p> <p>Temporary arrangements put in place to ensure opening and closing of the Community Centre, regular cleaning and basic maintenance if necessary, by engaging a contractor</p>	<p>Start recruitment procedures to seek replacement</p>	<p>Review procedures to ensure minimal impact from losses</p>

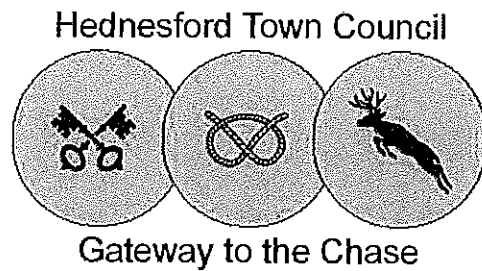
		If the loss results from an accident at work inform HSE and Council's Insurer		
Loss of Pye Green Community Centre Bar Contractor	Assistant Clerk to notify potentially affected hirer's that it may not be possible to provide a licensed bar for their function and they be offered a full refund	Chairman of the Management Committee to be informed Seek alternative provider(s)	Negotiate terms with preferred contractor and enter into formal agreement	Review procedures to ensure minimal impact from losses
Loss of Councillor(s) due to deaths or resignations (where the Council is quorate)	Town Council Manager/Clerk to notify remaining Councillors and CCDC Returning Officer	Town Council Manager/Clerk to advertise Casual Vacancy(ies) and if requested an election will be held or if not arrange for the vacancy(ies) to be filled by co-option	Election on a date to be determined or consider co-option to fill vacancies at the first possible Council Meeting	Council to review procedure for the recruitment of Councillors
Loss of Councillors due to deaths or resignations (where the Council is inquorate)	ditto	Town Council Manager/Clerk to advertise Casual Vacancy(ies) and if requested an election will be held	If no election is demanded CCDC to use its reserve powers to decide on temporary working strategy for Town Council business to be maintained followed by the instigation of a by election or co-option procedure	Council to review procedure for the recruitment of Councillors
Loss of Council documents due to fire, flood or other causes	All documents are either kept as paper records and/or stored electronically and are backed up automatically to Cloud storage	In the event of the loss of paper documents the Town Council Manager/Clerk will inform the Chairman of the Council and the insurance company if necessary In the event of the loss of documents stored electronically the Town Council Manager/Clerk will have these restored from the Cloud backup	Ensure paper documents are stored securely in locked fireproof cabinets where possible and monitor Cloud storage to confirm that electronic documents are being backed up daily	Review procedures periodically in line with guidance for the storage of documents from NALC and statutory requirements
Loss of communications (telephone/broadband/ email/website/social media) and other	Contact Centro Systems for technical support in respect of IT matters	Town Council Manager/Clerk to contact Centro for assistance If the issue cannot be resolved within 48 hours the Town Council	If necessary, send any urgent correspondence by land mail	Ensure Cloud back up is maintained

<p>technical issues relating to IT</p>		<p>Manager/Clerk to endeavour to make all Councillors aware of the problem</p>		<p>Ensure that laptops have up to date security software</p>
<p>Loss of Council equipment/furniture due to theft, fault or breakdown</p>	<p>Maintain adequate insurance cover</p> <p>Ensure security of Pye Green Community Centre and regular maintenance and replacements</p>	<p>Town Council Manager/Clerk to inform Chairman of any loss and report any theft to police and insurance company</p>	<p>Town Council Manager/Clerk to replace or repair in accordance with current Financial Regulations</p>	<p>Ensure that the Pye Green Community Centre is kept secure by locking internal, external doors and gates and setting the intruder alarm system when the Centre is not in use</p> <p>Ensure that the Town Council Office is kept secure with the door being locked at all times</p> <p>Ensure that the CCTV and intruder alarm systems are maintained and serviced on a regular basis</p> <p>Do not leave laptops on the premises when the Town Council Office is unoccupied</p>
<p>Temporary Closure of Pye Green Community Centre (for example due to inclement weather)</p>	<p>Employment of local caretaking staff</p> <p>Provision of snow clearing tools and grit</p> <p>Maintain up to date contact records</p>	<p>Town Council Manager/Clerk to inform the Chairman of the Council and the Chairman of the Management Committee and arrange for any affected hirer's to be notified</p> <p>Town Council Manager/Clerk to liaise with caretaking staff</p> <p>Town Council Manager/Clerk to arrange for information to be published</p>	<p>Re-open as soon as safe and practicable to do so</p>	<p>Keep procedures under review</p>

		on social media		
Minor damage to Pye Green Community Centre where the Centre can remain operational	Maintain adequate insurance cover Carry out risk assessments	Town Council Manager/Clerk to inform insurance company, Chairman of the Council and Chairman of the Management Committee and the Police if the damage arises from an alleged criminal act Town Council Manager/Clerk to report to Council if necessary, e.g. to approve funding for any repair work	Town Council Manager/Clerk to arrange for any damage to be repaired	Review Risk Assessment Ensure regular maintenance, servicing and testing of fire alarms extinguishers, CCTV and electrical items
Major damage to Pye Green Community Centre where the Centre cannot remain operational	Maintain adequate insurance cover Carry out risk assessments Maintain up to date contact records	Town Council Manager/Clerk to inform: * Insurance company * Police if the damage arises from an alleged criminal act * CCDC as the centre is a designated place to be used in the event of a civil emergency * All members of the Town Council * Hirer's with upcoming bookings Town Council Manager/Clerk to liaise with all employees to keep them appraised of the situation Town Council Manager/Clerk to arrange for press and social media releases to inform the wider public	Town Council office to be relocated to alternative accommodation or for office based staff to work from home Alternative venues be sought for any Council meetings, functions or events Town Council Manager/Clerk to obtain advice from suitably qualified persons on the works required to bring the premises back in to use with the minimum of delay Town Council Manager/Clerk to obtain quotes for any work needed Town Council Manager/Clerk to report to full Council for members to determine what action to take	Review Risk Assessment Ensure regular maintenance, servicing and testing of fire alarms extinguishers, CCTV and electrical items

Note: any reference to the Town Council Manager/Clerk taking action can also be applied to the Assistant Clerk (if the Town Council Manager/Clerk is unavailable to take action) and to the Chairman of the Town Council (if both the Town Council Manager/Clerk and Assistant Clerk are unavailable to take action)

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Notice of Conclusion of the Audit
Annual Return for the Year Ended 31 March 2019

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

The audit of accounts for the Hednesford Town Council for the year ended 31 March 2019 has been concluded

The Annual Governance and Accountability Return is available for inspection and may be copied by any local government elector for the area of the Council on application to:

Peter Harrison JP BA (Hons) Town Council Manager/Clerk
Pye Green Community Centre Bradbury Lane Hednesford WS12 4EP

peter.harrison@hednesford-tc.gov.uk 01543 424872

Copies will be provided to any local government elector on payment of £1.00 for each copy of the Annual Return

Peter Harrison

Town Council Manager/Clerk

30 August 2019

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority must approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both must be approved and published before 1 July 2019.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, must return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

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

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Section 1, Section 2 and Section 3 – External Auditor Report and Certificate will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- Section 1 - Annual Governance Statement 2018/19, approved and signed, page 4
- Section 2 - Accounting Statements 2018/19, approved and signed, page 5

Not later than 30 September 2019 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 & 2 of AGAR including any amendments as a result of the limited assurance review.

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority should receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor before 1 July 2019.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices can be downloaded from www.naic.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

Hednesford Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No petty cash kept
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable <input checked="" type="checkbox"/>

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

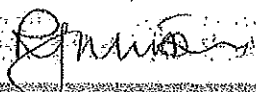
Date(s) internal audit undertaken

23/04/2019

Name of person who carried out the internal audit

Richard John Newton

Signature of person who carried out the internal audit



Date

23/04/2019

If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed)

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Hednesford Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.			

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

22/05/2019

and recorded as minute reference:

5 m)

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

Chairman

Clerk

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

www.hednesford-tc.gov.uk

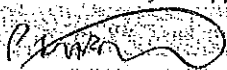
Section 2 – Accounting Statements 2018/19 for

Hednesford Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	133,220	145,808	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	137,500	137,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	51,672	66,501	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	73,626	75,730	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	17,432	17,432	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	85,526	143,701 92,456	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	145,808	112,947 164,191	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	145,808	112,947 164,191	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	700,712	751,667 700,712	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	173,114	163,658	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

22/05/2019

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

22/05/2019

as recorded in minute reference:

5 m)

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Hednesford Town Council**

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

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

The Accounts and Audit (England) Regulations 2015 require the Responsible Financial Officer to certify the Annual Governance and Accountability Return prior to approval by the Council. The Annual Governance and Accountability Return we received to audit was not certified by the RFO at Section 2. In 2019/20 the Council needs to put in place arrangements to ensure that it can meet its financial reporting responsibilities by the due date.

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

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

A: a long term investment was included at Box 8 instead of Box 9, B/ B/ unpresented cheques were not treated correctly as they were not included at Box 6.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Durham, DH1 5TS

External Auditor Signature

Mazars LLP

Date

29 August 2019

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

Council Meeting – 10 September 2019 agenda Item Page 48

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Minutes of meeting held on
Wednesday 7th August 2019 at
Hednesford Ex-Servicemen's Club



Present:

Sharon Jagger (Chair)	Keith Fitch	Margaret Fitch
June Sheasby	Bob Plumb	Graham Wright
Sandra Wright	Wendy Yates	Carole Howard
David Howard	Chris Richards	Kathryn Downes
Olly Kingston	Robin Kingston	Deb Burnett
Liz Williams	Alison Poyner	Susan Fisher-Meddings
Bryan Jones	A. Hodgkins	K Jones
David Wisehall	Janet Bolton	Sarah Walker
Mark Walker	Paul Woodhead	

Apologies:

Susan Humphries	Susan Schofield	Mary Wynne
Phil Hewitt	Dot Farish	Phil Bradley

At the start of the meeting SJ handed to DB a cheque in respect of the wooden frame made for the Miners Memorial book listing the named bricks plus £100 cash for cleaning materials and equipment for the memorial and surrounding area. The cash subsequently being passed to PR as team leader.

Minutes from meeting held 10th July 2019

The minutes were accepted with the following noted:

GW advised Kitbag Hill PDF is no longer available

A request for a rubbish bin to be sited at the entrance to the station has been passed on.

Under 'People Helping People' the comments attributed to PJ should read BJ.

Items about Funding and the Website moved forward from July to August have been moved forward again now to the September meeting.

The parade of the Staffordshire Regiment through the town is thought to be happening on Saturday 21st September, however SS is attending the planning meetings and should be able to confirm further details at the September meeting.

Heart of Hednesford Constitution

SJ confirmed the new HoH Constitution had been signed on 12th July showing SJ as Chairman, PB as Treasurer and KF as Secretary.

Best Kept Village Competition (BKV)

PW Confirmed Hednesford had received 'Highly Commended' in our category in the competition which he thought was a good result for all the effort put in across the town.

Abbots Bromley were placed first and Norton Canes second.

Official feedback should be received in the next month or so and the September or October meeting will be updated with the judges' comments.

PR Thought it had been a bit hit or miss this year due to starting late and lack of volunteers. Also more school involvement is required and thought it could form part of a local project. Sites in addition to the library should be found to display school artwork.

LW Thought most schools published their curriculum on their websites.

PW explained that there were 41 entrants and these were split into 4 areas of Staffordshire and then further into small and large villages.

PR Not as easy for Hednesford as larger area to get right and for various reasons there had been a late start this year.

PW agreed and said everything must be in place next year for the start of the competition on 1st May. We could allocate areas for various people/groups to manage and devise plans for implementation next year by the end of December.

SJ Chadsmoor are considering entering the competition in 2020 and it would be good to have some friendly local rivalry.

Station adoption update

DW was asked to update the meeting on behalf of the station adoption team and he read a prepared text, see attached document headed: 'HoH Resignation (1)', before leaving the meeting.

SJ was unable to comment at the time due to DW having departed but please see the attached headed: 'HoH Management Team Comment'.

Miners Memorial

SJ explained that the previous Town Council included provision for Miners Memorial cleaning equipment in their budget and the new Town Council has inherited this and will adhere to it. Currently checking what is the process for payment and also will ask for details of previous payments, if any, so that we can compile an accurate record. Because it is a decision of the previous Town Council, technically there is no conflict of interest, but SJ will not be dealing with this personally as a matter of good practise. KF will liaise with the Town Clerk.

The book listing the names on the memorial bricks was now on display on the lectern in the library and had been well received.

VE75 (8th May 2020)

SJ advised that plans are progressing for the event taking place on 8th May 2020 at the Museum, Park, War Memorial and in the town. Hopefully the venue is booked for the HoH contribution to the event. The following are already confirmed:

A caterer (Trinity Church's "Pop-in" catering team are giving their time free of charge).

A piper and a bugler.

On 13th August SJ is attending the next meeting of Hednesford Centennial Lions and will collaborate with them on the planning and to find out if they are able to take on the planning of a simultaneous event at the War Memorial. They can borrow our piper!

We do however, have to source funding to buy the necessary food and incidentals. SJ has already begun to make applications for various funding that's available around and about. She also emphasised that this is a collaboration of the Museum, the Park and the Town with quite a few local groups involved and will be publicised as such because this is a great achievement for Hednesford.

The group will be kept updated on events as the plans are developed.

Hednesford Festival (10th August 2019)

SJ extended her grateful thanks to all who had been involved in the planning and preparation for the event not least, Susan Schofield. Susan made all the banners and the photos to hang inside the gazebos showing what HoH do around the town.

Susan and Mark Walker joined forces to prepare some basic flyers to hand out to people on the day showing what HoH is all about. These are temporary, for use at the festival. New official flyers will be discussed at a future meeting and once artwork is agreed by all, they will be prepared for distribution around the town like the last ones were.

Games planned for the stall are a card game and chuck-a-chicken.

All the prizes are ready Sharon thanked all involved with that, also Alison and Steve from Candyland for taking her to the warehouse to buy all the prizes.

The plan for the day was to take 2 gazebos (one donated by Nicole of Kitchen Cupboard and the other loaned by Alan Thornton), tables, chairs, cash tins, and a cash float. KF & SJ intend to take everything to the park on the day and set up early. The event officially opening at 11 am.

Although a number of people had volunteered to help on the day an appeal was made for more volunteers to come forward.

AOB:

PR & CR thanked and praised GW & SW for the informative and interesting display they had put on in Hednesford Library.

KD praised the hard work done by HoH during the course of the year to better the town and hoped this would long continue.

GW & SW thanked RK for giving an informative update to the British Legion about the role of HiP within the town.

Date and venue of next meeting:

Wednesday 4th September 2019 at the Soldiers.

Keith Fitch

11th August 2019

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