



5 November 2019

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 12 November 2019 at Pye Green Community Centre, Bradbury Lane, Hednesford. You are invited to attend for consideration of the matters shown on the agenda

**Please note that Henrietta Piggott will be giving a presentation on the Inspiring Healthy Lifestyles Project immediately prior to the meeting at 6:15 pm**

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 10 September 2019  
(Enclosed **pages 32 to 40 of 2019-20**)
4. Town Councillor Resignation  
To report that Cllr M Deakin has submitted his resignation as a Town Councillor and to indicate how the casual vacancy is to be filled
5. Chairman's Announcements

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6. Draft Action Planner/Monitor and Future Business  
To consider/review the above (Enclosed **agenda pages 1 to 4**)

7. Reports from Principal Speakers  
To consider reports from Principal Speakers

### **Communications and Engagement**

*PR and Media Support -To update on support for PR/Media and website refresh and administration*

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

### **Finance and Council Procedures**

#### **Homelessness and Vulnerable Adults**

*Meeting with Cannock Chase District Council – update*

*CAB Collaboration - update*

#### **Highways**

*Parking Bays and Situation outside Library, Market Street*

*On Street Parking Strategy – County Council Consultation (details circulated to all members previously)*

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

*Dementia Action Week 11 to 17 May 2020 and Mental Health Awareness Week 18 to 24 May 2020*

*NALC/LGA Document – Reaching Out – Guide to help councils tackle loneliness (circulated previously to all members)*

#### **Environment**

*National Community Energy Campaign  
To consider the following:*

*“I am contacting you to ask you to help our campaign for more local, clean energy generation that would benefit local communities.*

*We” (Power for People) “are a not-for-profit organisation campaigning for the Local Electricity Bill – that we authored – to become law. The Bill is currently supported by a cross-party group of 115 MPs.*

The Bill aims to solve the current problem whereby local renewable energy generators, such as community energy groups, are unable to sell energy that they generate to local people. This is because of the huge setup and running costs involved in doing so.

The Bill would fix this problem by establishing a Right to Local Supply that would make the costs of selling locally generated clean energy proportionate to the scale of the operation. This would benefit the existing community energy groups across the country and, even more excitingly, create the opportunity for huge growth in such groups and other local clean energy providers.

If the Bill became law it would be excellent news for Parish and Town Councils that wished to set up their own energy companies to sell locally generated renewable energy to local people, as the set up and running costs involved would be proportionate and thus a fraction of what they are now. The revenues received by such councils could be ploughed back into local emissions reduction schemes and other local services and facilities.

**could you please help by doing the following?**

**1. Ask Hednesford Town Council to pass a motion in support of the Local Electricity Bill.** A model resolution is below.

**2. Sign up to the campaign** which you can do here: [www.powerforpeople.org.uk/sign-up](http://www.powerforpeople.org.uk/sign-up)

Please reply if you would like to ask anything about our campaign.

Yours sincerely

Steve Shaw  
Director

Power for People  
[www.powerforpeople.org.uk](http://www.powerforpeople.org.uk)

### **Council Draft Resolution**

That [*insert council's name*]

- (i) acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;
- (ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;
- (iii) further recognises
  - that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
  - that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
  - that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;

- (iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and
- (v) further resolves to
- inform the local media of this decision,
  - write to local MPs, asking them to support the Bill, and
  - write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or [info@powerforpeople.org.uk](mailto:info@powerforpeople.org.uk)) expressing its support.”

### *Rewilding*

### *Consultation regarding Cannock Chase*

## **Youth and Community Cohesion**

### *Schools Engagement*

## **Community Projects and Events & Chair of Pye Green Community Centre Management Committee**

### *Remembrance Sunday – 10 November 2019*

### *Christmas Event – 6 December 2019*

### *Armed Forces Day – 27 June 2020*

### *#VE75 – 8 to 10 May 2020*

## **Emergency Services (Portfolio vacant)**

*Neighbourhood Watch – Staffordshire Police advise that a toolkit for anyone wishing to set up a new watch can be found at [www.ourwatch.org](http://www.ourwatch.org). In addition, updates can also be received using the Staffordshire Smart Alert App*

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

### **8. Town Centre Developments**

To report on the announcement of the closure of the Co-op in Anglesey Street on 26 January 2020 and the closure of B&M in Market Street on 19 November and its relocation to the Victoria Shopping Park from 28 November 2019

### **9. Budget – Estimates of Income and Expenditure 2020-21**

To receive a report of the Chairman of the Council and the Principal Speaker for Finance and Council Procedures outlining the arrangements for consideration of Estimates of Income and Expenditure for 2020-21 and to note that the Council at its meeting on 7 January 2020 will need to determine

the precept to be demanded from Cannock Chase Council (Enclosed **agenda page 5**)

10. Report of the Town Council Manager/Clerk

To consider the following:

a) Council Meetings

To review the arrangements for Council Meetings including commencement time and venue

b) Planning

To confirm the action of the Town Council Manager/Clerk in consultation with the Principal Speaker in submitting observations on planning applications (Enclosed **agenda pages 6 to 7**) *With commentary by the Principal Speaker for Planning*

c) Commonwealth Games – Update (Please see emails circulated by the Chairman in respect of Economic Prosperity Strategy and Draft Strategic Transport Plan)

To consider appointing 2 or 3 members to form a small group to work with other interested parties to secure benefits to the local area as a result of the Commonwealth Games cycling events being located on Cannock Chase

d) Speed Indication Devices - Update

e) Proposals for Café and Kiosk – Pavilion, Hednesford Park

To report that Cannock Chase Council is pursuing the option of this facility being operated on a commercial basis

f) Proposed Payphone Removal

To consider the notification received from Cannock Chase Council under Section 49 (4) of the Communications Act 2003 (Enclosed **agenda pages 8 to 10**). The cut-off date for any additional observations is noon on 20 November 2019

g) CCTV Monitoring

To consider the monitoring report for September and October 2019 (Enclosed **agenda pages 11 to 14**) and to note that it is anticipated that the new format for reporting will be introduced in January 2020

h) Community Grants

To note that publicity has been given to this and several enquiries have been received from organisations interested in applying. The Town Council is requested to consider appointing a small panel of members to be involved in the initial scrutiny of applications as envisaged under the new process agreed by the Council

i) Chase Lighthouse Christmas Lunch

To consider funding the Chase Lighthouse Christmas Lunch at a cost of £210 (The official request will be circulated to members when received). If the

Council agree to the request it is recommended that this be funded from the budget for Community Grants

j) Air conditioning – Meeting Room 1 – Pye Green Community Centre  
Members will recall that it was agreed that enquiries be made into the cost of installing air conditioning in meeting room 1. Quotations have been obtained for the supply and fitting of an air conditioning unit the lowest of which is £2753 plus a further £500 for a security cage

k) Accounts

To confirm payments made and note income received up to 31 October 2019  
(Enclosed **agenda pages 15 to 22**)

#### 11. Minutes and Reports from Community Groups and Others

a) Staffordshire Police, Fire and Crime Panel

To consider the report submitted to the Panel Meeting on 15 July 2019  
(Enclosed **agenda pages 23 to 25**)

b) VE Day Project Group

To receive the minutes of the meeting held on 6 September 2019 (Enclosed **agenda pages 26 to 31**)

c) Armed Forces Working Group

To receive the minutes of the meeting held on 11 October 2019 (Enclosed **agenda pages 32 to 36**)

d) Hednesford in Partnership

To receive the minutes of the meeting held on 27 June 2019 (Enclosed **agenda pages 37 to 39**)

e) Heart of Hednesford

To receive the minutes of the meeting held on 2 September and 2 October 2019 (Enclosed **agenda pages 40 to 45**) and to note that this group is being renamed Friends of Hednesford

f) CHAPS

To report on the campaign to fund the erection of a National Miners' Memorial at the National Memorial Arboretum (Enclosed **agenda pages 46 to 47**)

#### 12. Items for next agenda

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

# HEDNESFORD TOWN COUNCIL

## MINUTES OF A MEETING OF THE COUNCIL HELD AT 7:30 PM ON TUESDAY 10 SEPTEMBER 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), 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), Chief Inspector S Wainwright, Ms K Wright (CCDC-CCTV), District Cllr S Crabtree and 10 members of the public (including representatives of Driving Instructor Associations and Town Organisations)

**APOLOGIES:** Town Cllr M Deakin, County Cllrs P Hewitt and B Jones, District Cllr A Pearson and PCSO R Evans

### PUBLIC PARTICIPATION

Prior to the formal commencement of the meeting several matters were raised

Representatives of local driving instructors outlined the difficulties experienced due to there being no local DVSA Test Centre and requested the Council to support a proposal that DVSA be offered the use of Pye Green Community Centre as a local Test Centre

Reference was made to developments in the area and the inadequacy of infrastructure and services. There was concern that future development would place an even greater strain on the area. It was noted that at this time Cannock Chase Council was consulting on the update to the Local Plan. Suggestions for development of land that could be included in the Plan were being sought. In this respect it was important that local people engaged with the consultation process and made sure that they expressed their views

Chief Inspector Wainwright gave a report on the main policing priorities for Hednesford and the action being taken. These included tackling anti-social behaviour, vehicle crime and speeding. Regarding speeding it was noted that voluntary Community Speedwatch had been active recently. An additional constable had been appointed to join the Hednesford Neighbourhood Policing Team

### 1. MINUTES

The minutes of the meeting held on 30 July 2019 were approved as a correct record

### 2. INFORMATION AND UPDATES

The following matters were still being progressed or investigated:  
Hednesford Raceway meeting, Media Policies, Heritage Lottery Bid (HiP),  
Bus shelters/stops improvements and Ethical Investment Policy

The County Council had received funding in connection with the proposal to fence part of Cannock Chase and subject to demand it might be appropriate for the Town Council to facilitate another meeting with interested parties to discuss this matter further

Monogrammed clothing requested by Town Councillors had been received and was available for collection

### **3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported that Cllr Deakin had sustained an injury and wished him a speedy recovery

The Chairman referred to the recent Hednesford Festival and although the weather had been somewhat inclement, he thought there had been a good turn out. He praised everyone who had been involved in the event. The date of the Festival in 2020 would be 8 August

On behalf of the Council the Chairman had visited the Matt Sayers – "Community" Art Exhibition on 23 August

He had attended the Best Kept Village Awards where Hednesford had been highly commended. He thanked all the individuals and organisations who had been involved in the preparation work for the competition

The Vice-Chairman had represented the Council at an event to mark the 80<sup>th</sup> Anniversary of CAB held on 4 September

The Chairman referred to "You Can Foster" campaign and encouraged everyone to promote this initiative

The Chairman indicated that he had offered to be a member of a Panel on Climate Change at the NALC Annual Conference

It was reported that the new Poppyfields School was set to open on 19 September

Reference was made to the death of Mrs Janice Street who was the daughter of former Cllr John O'Leary. On the death of her father Mrs Street had gifted to the Town Council several items including the "Nye" Bevan desk and items of civic regalia. Condolences had been sent to the family

The Chairman referred to continuing problems on the Chaseline and the endeavours being made to improve the situation

Mention was made of the NALC Quality Council Scheme

### **4. REPORTS FROM PRINCIPAL SPEAKERS**

Consideration was given to reports from Principal Speakers

RESOLVED:

#### **a) Community Projects and Events**



i Hednesford Festival

That the Council place on record appreciation to all those involved in the organisation and it be noted that the Town Council had contributed £3000 towards the event

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

That it be noted that the arrangements for this event (including the Road Closure Order were in place and that the Chairman of the Council would have a place at the saluting base in Anglesey Square

iii Silver Sunday – 6 October 2019

That it be noted that arrangements for this event were being finalised and it was anticipated that the Council would be requested to contribute up to £150 to cover incidental expenses

iv Christmas Event – 6 December 2019

That it be noted that a planning meeting of interested parties was to be held shortly regarding this event

v #VE75 – 8 to 10 May 2020

That it be noted that several events were being planned to mark this occasion and members would be kept up to date regarding this

vi Armed Forces Day – 27 June 2020

That the Principal Speaker update the Council on proposals to mark Armed Forces Day in due course

**b) Homelessness and Vulnerable Adults**

i Fact Finding with Cannock Chase Council (Homelessness) and Severe Weather Emergency Protocol

That Officers from the Cannock Chase Council Housing Options Team be invited to meet Town Councillors to discuss these matters

**c) Communications and Engagement**

i PR and Media Support

That it be noted that the support provided by the PRwoman had ceased and she be thanked for her past service

That a suitable replacement be engaged to provide this service on the basis of no additional cost being incurred in the current year with consideration being given to the future level of budget when the estimates for 2020-21 are decided

That the Council website be refreshed at an estimated cost of £2000 to £3000

That the proposal from Creative Souls to provide interim arrangements for website administration be accepted

ii Town Council Magazine

That the publication of a Magazine be approved on the basis that:

it will be at no cost to the Council  
distribution would be by volunteers  
the content would be 50% community and Council  
articles/information and 50% commercial advertising

iii Display Boards

That the action taken to update the Town Council information display boards be confirmed

**d) Finance and Council Procedures**

i Finance/Procedures

That it be noted that work had commenced on drafting estimates of income and expenditure for 2020-21 for initial consideration at the next meeting of the Council

ii Community Grants Review

That the Council approve the revised procedure for dealing with grants to Community Organisations as set out in the report enclosed with the agenda

iii Safeguarding Adults at Risk Policy

That the Council adopt the policy as set out in the report enclosed with the agenda

**e) Highways**

i Station Road Bridge

That that situation regarding reinstatement of "Cyclists Dismount" signs be noted

ii Bestmore Industrial Estate – Cooper's Recycling yard clean up

That it be noted that Cannock Chase Council and the Environment Agency were continuing to progress this with the landowner

iii Land on Co-op Car Park against the railings

That the licence holder of land at this location be requested to cut back overhanging brambles etc.

iv Pedestrian crossings Station Road and Victoria Street

That it be noted that the crossing in Station Road was to be dealt with as part of the Beehive Island improvements and representations regarding the need for the crossing in Victoria Street to be repainted continue to be made

v Land rear of bus stops – Victoria Street

That it be noted that the grass had been cut and that for the future, this piece of land may be suitable for rewilding/community orchard

vi Three trees in Market Street

That it be noted that a request for these to be trimmed back had been made

vii Loading bays in Market Street

That the Principal Speaker pursue with the County Council the need for loading and unloading bays to be formally identified in Market Street

viii Rain gullies (approx. 5) Station Road/McGhie Street and Booth Street – potholes (2)

That it be noted that the Principal Speaker had reported the need for repairs to be carried out

ix Wooden Rail on bridge – rear footpath Samson Blewitt PH

That it be noted that this had been repaired

x Sign on Greenheath Road

That it be noted that the Principal Speaker had reported that one pole needed replacing outside flats at the bottom of the hill

xi Highway Repairs – Reporting

That, in future, arrangements be made for progress on highway repairs etc. to be published on the Town Council website

#### **f) Environment**

i Climate Emergency and Action Plan - update

That it be noted that a meeting of the task group had been held and initiatives to encourage cycling and walking had been discussed and that articles had appeared in the press highlighting the action being taken by the Council

ii Rewilding

That it be noted that the Principal Speaker would be seeking suggestions for areas of land that would be suitable for rewilding and would investigate funding opportunities that might be available

#### **g) Youth and Community Cohesion**

i Graffiti

That a proposal for volunteers to remove graffiti which had blighted areas of the town be adopted and the Council agree to contribute up to £1000 towards the cost of materials

ii School Engagement Project

That it be noted that the Principal Speaker had written to Head Teachers regarding this

#### **h) Wellbeing Isolation and Loneliness**

i Together We Are Better

That it be noted that the NHS consultation had ended and that there had been a low level response

ii Places of Welcome

That it be noted that the Library would be participating in this initiative and that others would be encouraged to take part

iii Chatter and Natter

That it be noted that Chatter and Natter was proving a success at Costa Coffee

#### **5. DVSA – USE OF PYE GREEN COMMUNITY CENTRE AS A TEST CENTRE**

Consideration was given to a briefing paper setting out the implications of a proposal for establishing a driving test centre at Pye Green Community Centre

Prior to the meeting local driving instructors had provided background to the difficulties now faced due to there being no local test centre

RESOLVED:

That further discussions be held with DVSA to ascertain if they wish to pursue the possibility of using the Community Centre as a Test Centre on the basis that the Council would be prepared to offer a discounted room hire fee with any proposed terms of such use to be reported to the Council for approval

#### **6. PROPOSALS FOR CAFÉ AND KIOSK – PAVILION, HEDNESFORD PARK**

Consideration was given to a briefing paper advising that Cannock Chase Council had asked any interested parties to express an interest in letting and running the café and kiosk. Members discussed the potential for community use of the facility and the possibility of the Town Council, jointly with Hednesford in Partnership, submitting proposals

RESOLVED:

That Cannock Chase Council be advised that the Town Council:

- a) Does not wish to see the café building closed when the existing operator ceases to trade
- b) Considers that the preferred option would be for a commercial operator to take over and run the café subject to agreement being reached with them to enhance the level of community use and requests that the Town Council be involved in discussions with any potential future operator regarding this
- c) Would enter into further discussions with Hednesford in Partnership and Cannock Chase Council with a view to a community led offering in the event that no commercial operator can be identified

#### **7. REPORT OF THE TOWN COUNCIL MANAGER/CLERK**

Consideration was given to this report

RESOLVED:

a) Planning

That the action of the Town Council Manager/Clerk in consultation with the Principal Speaker in submitting observations on planning applications as shown at Annex 1 be approved

b) Electoral Review

That the decision of the Local Government Boundary Commission to carry out an electoral review of the Cannock Chase District be noted and further consideration be given to this in due course when there is more information regarding the implications for Town and Parish Councils in the area and, in the meantime the views other parish/town Councils in the area be sought on the possibility of a Parish Review for the entire District

c) Commonwealth Games – Update

That it be noted that there was nothing further to report at this stage

d) Speed Indication Devices (SID's) – Update

That it be noted that grant monies had been received and that the quotation from Morelock for the supply of SID's (including maintenance and signage) be accepted with any costs to be met by the Council being funded from CIL monies

e) Commemorative Plaque – Station Entrance

That repairs be carried out to the base of the plaque

f) Chairman's Badge of Office

That no action be taken on this at the present time

g) CAB

That the report of a meeting held on 7 August 2019 be received and it be noted that the Principal Speakers for (1) Wellbeing, Isolation and Loneliness, (2) Homelessness and Vulnerable Adults and (3) Youth and Community Cohesion would continue to liaise with CAB to establish closer collaboration

h) CCTV Monitoring

That the monitoring reports for July and August 2019 be noted

h) Continuity Plan

That the Continuity Plan enclosed with the agenda be approved

j) Accounts

That payments made be approved and income received be noted up to 31 August 2019

k) Notice of Completion of Audit of the Accounts for the Year ended 31 March 2019

That the comments of the Auditor on the Annual Return be accepted and that due to additional income received in 2018-19 it be noted that the Council had found itself in the higher charging band for the audit and this would now cost £600 instead of the estimated £400

## **8. MINUTES AND MATTERS FROM COMMUNITY GROUPS**

RESOLVED:

That the redacted minutes of Heart of Hednesford held on 7 August 2019 be received

**9. URGENT ITEMS**

The Chairman agreed to the following items being dealt with urgently as responses were required before the next scheduled Council Meeting

SPCA Executive Committee

RESOLVED:

That subject to further information regarding the timing of meetings Cllr G Jones be nominated to serve on the Executive Committee

Motions for SPCA AGM

RESOLVED:

That subject to obtaining support from another town/parish council a Motion be submitted for consideration in respect of the Climate Emergency resolution approved by the Council with the Chairman and Town Council Manager/Clerk being authorised to agree the wording

The meeting ended at 9:45 pm

Signed:

Dated:

## Annex 1

### Council Meeting 10 September 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

Draft Action Planner/Monitor & Future Business

Instigated	Item	Action Required	Current Position	Due Date	Responsible
	Monogrammed clothing for members	Items to be obtained up to value of £20 per member	Completed	Completed	PH/LB
	Meeting regarding parking at Hednesford Raceway	Meeting to be arranged	It has been impossible to get a response from operator	?	RK/PH
	Heritage Lottery Bid including use of CIL Monies	To be progressed with HiP	More information awaited	?	PW/PH
	Fencing of Cannock Chase	Consider further public meeting if demanded	Pending	None	
	Bus shelters/stops improvements	To consider what action to take regarding this	For further consideration and has been raised with St Modwen development	?	PW/PH
	PR & Social Media Policy	Policies to be drafted for Council to consider	Under review	17/12/19	PW/PH
	Inspiring Healthy Lifestyles	Presentation to Council	Arranged	12/11/19	PH

Instigated	Item	Action Required	Current Position	Due Date	Responsible
	Estimates for 2020-21	To be prepared	Under consideration	12/11/19 and 7/1/20	GJ/PH/LB
	CCTV Monitoring Form	CCDC asked provide update	CCDC requested	12/11/19	PH
	Youth Engagement	Presentation to Council	Schools contacted	17/12/19	KD
	Council Meeting Arrangements	Review time and venue	On draft agenda	12/11/19	PH/ALL
	BT Telephone Kiosks -- Consultation	Response to the consultation	Members views sought	16/10/19 and confirm at Council 12/11/19	ALL
10/9/19	DVSA Test Centre	Negotiation with DVSA for use of PGCC as a local test centre	DVSA contacted	Not known	PW/RK/PH/LB
10/9/19	Cafe Kiosk Hednesford Park	Seek greater use of building for community use	Discussions entered into with CCDC and HIP	Not known	PW/PH
	Press and Media Support	BigBear to be formally engaged to provide this service	Arrangements being made	ASAP	PW/PH
	Website Refresh and administration	DeRed to be formally engaged to provide this service	Arrangements being made	ASAP	PW/PH
	Homelessness and Severe Weather Policy	Meeting to discuss with CCDC Housing Options Team	Meeting requested	12/11/19	DC/PH
	Ethical Investment Policy	Policy to be drafted for Council to consider	Enquiries being made	12/11/19	PW/PH

Instigated	Item	Action Required	Current Position	Due Date	Responsible
	Internal Audit Review	Review of internal audit arrangements before audit of 2019-20 accounts	Enquiries being made	31/3/20	GJ/PH/LB
	Installation of SID's	Installation of 2 SID's	Order for work has been placed	1/12/19	PH
	Climate Emergency Motion for SPCA	Motion to be drafted, seconder to be obtained and submitted to SPCA	Motion drafted seconder being sought	8/11/19	PW/PH
	Climate Emergency Task Group	To recommend proposals for action	Meetings being held	Ongoing	MD
	Rewilding	To identify areas of land for rewilding and/or community orchards and investigate means of funding	Publicity release issued. Further enquiries being made	12/11/19 Council Update and ongoing	MD
	Christmas Event	Preparations for the event	Meeting to be held to confirm arrangements. Action taken for lights to be installed	7/12/19	LB/PH ALL
	Local Government Boundary Review	To consider the implications of the boundary review of the Cannock Chase District	Views of Cannock Chase Parishes being sought	2021 ?	PW/PH

Instigated	Item	Action Required	Current Position	Due Date	Responsible
	VE75	Coordination of events in connection with this Anniversary	Principal Speaker to update Council regularly	10/5/20	RK
	Armed Forces Day	Event to mark Armed Forces Day	Ditto	27/6/20	
	Commonwealth Games	Consider opportunities for Hednesford	Awaiting further information item on every Council agenda		
10/9/19	Graffiti Removal	Arrange for volunteers to remove graffiti	Paint ordered	12/11/19 Council update	KD
14/9/19	Neighbourhood Watch	To consider this matter	Included on agenda for 12/11/19	12/11/19	
10/9/19	CAB	To explore greater collaboration with CAB	Follow up meeting to be arranged	12/11/19 Council update	DC/KD/SJ
19/9/19	Dementia Action Week 2020	To note change of date and consider participation	Include on agenda for 12/11/19	17/12/20 & ongoing	SJ/PH

## Budget Report

Paul Woodhead and Garry Jones

### Background

Prior to our election in May and subsequently we have committed to reviewing the money the Council raises and utilises through Council Tax and its activities. Our commitment was, and remains, to engage with our community to improve understanding of what the council can and does do and consider what the Council could and should do.

The Council raises approximately £137,500 from Council Tax and further funds from the hire of Pye Green Community Centre and grant applications. Key spending covers the costs of running the community centre, the costs of running the council including employment and activity costs around CCTV, CAB and grant funding to the community groups in our town.

Whilst the Town Council has a relatively small budget it does have some freedom of how to deploy this money and the priorities it chooses to deliver. A Town Council must not just exist for being a council it must have a purpose and the community must experience the value of having a Town Council.

There are many opportunities for the Town around embracing the growing community spirit, the challenges of town centre prosperity and the arrival of the Commonwealth Games.

### Actions

There have been three principle themes of work we have been working through over the last few months to help shape the next few years and the priorities which reflect the wishes of our community.

Understanding the priorities of our community is our first and foremost energy and following from informal conversations before and since election we have worked to improve the communication platforms with changes to Twitter, new Facebook and Instagram accounts, refreshed approach to news stories through the media, a new website and a town magazine. We have also drafted a vision document which sets out some ideas for the town and links to a survey for residents to tell us what to work on in the years ahead.

Since election all Councillors have been working with the clerk to review our ongoing commitments to contracts and outgoings and have been considering all expenditure and income. The roles and responsibilities of staff and the supporting services

We have also been meeting with the organisations we support and reviewing our relationships with other councils to look at ways forward which give best value for our community

### Decisions

Resulting from this work to be completed over the coming weeks there are a wide range of decisions to be made and agreed at our Precept Meeting on 7<sup>th</sup> January 2020. To help with this three initial options have been drafted around any potential budget: remaining the same (around £10 per elector per year for a Band D home) or increasing the budget are options. The review of outgoing costs as well as the results of the survey from residents will inform the final budget coming to the January meeting.

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## Council Meeting 12 November 2019 – List of Planning Applications

19/377	Extension of canopy etc. – 63 Broadhurst Green	No Objection
19/364	Non Material Amendment to provide additional short length of footway at site access to provide a safe link to bus stop (pursuant to CH/15/0411) – Land west of Pye Green Road	Welcome the proposal and would highlight the need for the provision of footways and improved bus stops on the entire length of the west of Pye Green Road from the junction with Lime Pit Lane to Broadhurst Green
19/362	Proposed first floor extension over existing garage with rear two storey extension, tiled roof to existing rear extension and removal of hedgerow to front – 56 Maycroft Close	No Objection
19/347	Detached garage to rear (resubmission of CH/19/225) – 29 Blewitt Street	No Objection
19/345	Demolition of existing outbuilding to rear and erection of No. 1 detached bungalow and associated works Previously Approval CH/18/429 – 1 West Hill Avenue	No Objection
19/319	Detached garage etc – 16 Bond Way	No Objection
19/318	Amendment to permission CH/18/420 substitute house type – Land west of Pye Green Road	No Objection
19/317	Proposed two storey side and single storey rear extension - 32, High Mount Street, West Hill	No Objection
19/316	Erection of a 3 storey 66 no. bed residential care home for the elderly and associated works – Land west of Pye Green Road	<p>There are concerns around parking and access especially for those with limited mobility</p> <p>There are potentially 50 staff, 66 residents and then visitors but only 21 parking spaces</p> <p>Other concerns are the impact of the 3-storey building on other residents and the homes proximity to the school which could affect the residents of the care home. That closeness could also lead to more traffic issues especially around busy drop off and pick up school times.</p> <p>Balanced against that there is need to this</p>

## Council Meeting 12 November 2019 – List of Planning Applications

		<p>type of facility in the area. The care of the elderly is something that should be incorporated within the community not hidden away so in many ways it is a good thing that it is close to a school</p> <p>If the concerns around access and parking could be addressed a care home would be an asset to the local community</p>
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 for 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
19/279	Proposed larger home extension – 68 Hill Street	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



## Proposed Payphone Removal

British Telecommunications plc (BT) is currently consulting upon the removal of the payphones listed below.

Address	Post Code	Decision	Reason(s)
PC01 RED LION LANE NORTON CANES CANNOCK	WS11 9QP	CONSENT	B.T. proposes to remove the payphone due to low usage of the service which makes it financially unviable. No representations have been received raising any material considerations that would warrant objection.
PCO PC01 NORTON EAST ROAD NORTON CANES CANNOCK	WS11 9RT	OBJECT	Norton Canes Parish Council has objected to the removal of this kiosk amid concerns that elderly residents living in the area rely on this payphone and due to its proximity to a defibrillator.
PCO PC01 NORTH STREET CANNOCK	WS11 0BA	CONSENT	B.T. proposes to remove the payphone due to low usage of the service which makes it financially unviable. No representations have been received raising any material considerations that would warrant objection.
JCN EDWARD RD PC01 PYE GREEN ROAD CANNOCK	WS11 5RY	OBJECT	Due to representations received raising concerns that elderly residents rely on this kiosk and high usage.
O/S ANGLESEY HOTEL PC01 ANGLESEY STREET HEDNESFORD CANNOCK	WS12 1AB	OBJECT	Due to central location within town centre, high usage over the last 12 months and location of elderly and vulnerable residents nearby.
PCO PC01 CLARION WAY CANNOCK	WS11 4NJ	CONSENT	B.T. proposes to remove the payphone due to low usage of the service which makes it financially unviable. No representations have been received raising any material considerations that would warrant objection.

Full details are available from the Development Control department by emailing [developmentcontrol@cannockchasedc.gov.uk](mailto:developmentcontrol@cannockchasedc.gov.uk), on request by telephone (01543 464514) or on the Council's website at [www.cannockchasedc.gov.uk/planning](http://www.cannockchasedc.gov.uk/planning)

Any comments you may wish the Council to consider before making its final decision should be put in writing and sent to the Development Control department by **12:00 Noon on 20<sup>th</sup> November 2019**. Any comments received after this date will not be considered. The final decision will be posted at the payphone affected, in the local library, Council office and on the Council's website. Please send all written representations to Development Control, Cannock Chase Council, Civic Centre, PO Box 28, Beecroft Road, Cannock, WS11 1BG. All email responses should be forwarded to [developmentcontrol@cannockchasedc.gov.uk](mailto:developmentcontrol@cannockchasedc.gov.uk).

## Notification under Section 49(4) of the Communications Act 2003

Draft decision by Cannock Chase District Council in response to a proposal by British Telecommunications plc for the removal of a public call box pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

1. Cannock Chase District Council, in accordance with section 49(4) of the Communications Act 2003 ('the Act'), hereby make the following draft decision in response to a proposal by British Telecommunications plc for the removal of a public call box pursuant to Part 2 of the Direction.
2. The draft decision is set out in the Schedule to this Notification.
3. The effect of, and Cannock Chase District Council's reasons for making, the draft decision is set out in the Schedule to this Notification.
4. Cannock Chase District Council considers that the draft decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal.
5. In making the draft decision, Cannock Chase District Council has considered and acted in accordance with the six community requirements in section 4 of the Act.
6. Representations may be made to Cannock Chase District Council about the draft decision by 12.00 mid-day on the 20<sup>th</sup> November 2019.
7. A copy of this Notification has been sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
8. The Schedule to this Notification shall form part of this Notification.

*R. M. Sunter*

Mr. R. Sunter  
Development Control Manager

The person authorised by Cannock Chase District Council to sign this Notification  
23<sup>rd</sup> October 2019.

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

tel 01543 462621 | fax 01543 462317 | [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)

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## Schedule

Cannock Chase Council in response to a proposal by British Telecommunications plc for the removal of a public call box pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

	Telephone Number	Location	Decision (Object/Consent)	Reason(s)
1	01543274740	PC01 RED LION LANE NORTON CANES CANNOCK	CONSENT	B.T. proposes to remove the payphone due to low usage of the service which makes it financially unviable. No representations have been received raising any material considerations that would warrant objection.
2	01543274747	PCO PC01 NORTON EAST ROAD NORTON CANES CANNOCK	OBJECT	Norton Canes Parish Council has objected to the removal of this kiosk amid concerns that elderly residents living in the area rely on this payphone and due to its proximity to a defibrillator.
3	01543502271	PCO PC01 NORTH STREET CANNOCK	CONSENT	B.T. proposes to remove the payphone due to low usage of the service which makes it financially unviable. No representations have been received raising any material considerations that would warrant objection.
4	01543503581	JCN EDWARD RD PC01 PYE GREEN ROAD CANNOCK	OBJECT	Due to representations received raising concerns that elderly residents rely on this kiosk and high usage.
5	01543879275	O/S ANGLESEY HOTEL PC01 ANGLESEY STREET HEDNESFORD CANNOCK	OBJECT	Due to central location within town centre, high usage over the last 12 months and location of elderly and vulnerable residents nearby.
6	01543879284	PCO PC01 CLARION WAY CANNOCK	CONSENT	B.T. proposes to remove the payphone due to low usage of the service which makes it financially unviable. No representations have been received raising any material considerations that would warrant objection.

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Dear Hednesford Town Council,

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

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

ANTI SOCIAL BEHAVIOUR	4
ASSAULTS	
AUTOCRIME	0
BURGLARY	
DAMAGE	0
DISTURBANCE	
DOMESTIC	
DRUGS	
DRUNKNESS	
GRAFFITI	
MISSING PERSON	1
SUSPICIOUS	1
THEFT	1
TRAFFIC	1
WELFARE CHECK	0
<b>TOTAL</b>	<b>8</b>
AREAS MONITORED (NON-CRIMINAL)	180
POLICE ADVISED US	4
WE ADVISED POLICE	2
RESOURCE DEPLOYED	2
96% OF MONITORING WAS NON REPORTABLE	
4% OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH/POLICE	

September was a little quieter than previous months. The theft from Tescos saw a prolific shoplifter arrested.

Anti social behaviour was witnessed as a couple of arguments outside night time venues and a possible assault which was found not to be the case but two people playing.

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

Kind regards

Linda Newton  
CCTV Operator



Dear Hednesford Town Council,

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

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

ANTI SOCIAL BEHAVIOUR	9
ASSAULTS	1
AUTOCRIME	0
BURGLARY	0
DAMAGE	2
DISTURBANCE	1
DOMESTIC	0
DRUGS	0
DRUNKNESS	1
GRAFFITI	0
MISSING PERSON	0
SUSPICIOUS	3
THEFT	3
TRAFFIC	0
WELFARE CHECK	0
TOTAL	20
AREAS MONITORED (NON-CRIMINAL)	192
POLICE ADVISED US	18
WE ADVISED POLICE	3
RESOURCE DEPLOYED	3
90% OF MONITORING WAS NON REPORTABLE	
10% OF MONITORING WAS OF OBSERVING REPORTABLE ACTIVITIES TO THE PARISH/POLICE	

October bought quite a lot of ASB, this included a vehicle damaged on Tesco's car park, a male who was being verbally aggressive in a shop, youths hanging around outside a shop – Police attended and moved them on, and boy racers in Tesco's car park.

Regarding the last, CCTV and the Police worked together in an operation to stop the boy racers. During the operation no racing was seen but Police spoke to a group of people in cars. This appears to have worked so far.

Suspicious incidents included a male suspected of having been assaulted outside a night time venue. Police and ambulance attended and it was found that male was a little drunk and had fallen over a step on the outside of the venue. Also Police asked us to look for a vehicle that might have been used in a theft.

There was a theft at a garage outside of town – the male was later arrested and two bicycles were stolen from outside Tesco's.

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



**Hednesford Town Council**  
**Lloyds TSB Bank Reconciliation 31/10/19**

Bank Balance per Statement

LESS O/S cheques

Bank Balance per Statement Unity Trust Bank	£ 49,726.34
Instant Savings	£ 130,535.45

LESS O/S cheques

Cash Book bank balance at 31.10.19	<u>£ 180,261.79</u>
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Cash Book Balance	£ 180,261.79
2 Year Long Term Savings	£ 50,944.52
125 Day Savings	£ 50,533.66

Total Cash Balances	<u>£ 281,739.97</u>
---------------------	---------------------

Reserves B/F	£ 164,191.33
Receipts	<u>£ 223,670.89</u>
	£ 387,862.22
Less: Expenditure	<u>£ 106,122.25</u>
TOTAL	<u>£ 281,739.97</u>

Signed: .....

Dated: .....

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Hednesford Town Council - Payments 19-20

Date	Chq No	check	Payee	TOTAL	VAT on Payments	Clerk - Salary	Clerk - PAYE/NI	Clerk - Pension	Clerk - Travel	Telephone Broadband	Stationery Items	Postage
04/10/2019	D/D		121 Information Commissioners	£ 35.00								
			122 Cannock Chase Council	£ 593.00								
			123 The PR Woman	£ 333.00								
			124 Big Bear Comms	£ 350.00								
			125 Creative Souls	£ 250.00								
			126 Cool Flow (Midlands) Ltd	£ 420.00	£ 70.00							
			127 Tony Wall Music	£ 100.00								
11/04/2019	D/D		128 Pitney Bowes	£ 23.00	£ 1.00							£ 22.00
15/10/2019			129 British Gas	£ 588.66	£ 98.11							
22/10/2019			130 Staffordshire County Council	£ 1,283.69			£ 1,093.13					
			131 Jackie Smith	£ 369.54								
			132 Peter Harrison	£ 1,576.48		£ 1,576.48						
			133 Michael Bradbury	£ 547.18								
			134 Laurie Bowman	£ 1,047.11	£ 2.00	£ 517.56				£ 10.00		
			135 Dawn Richards	£ 598.23								
			136 Big Bear Comms	£ 350.00								
			137 City Electrical Factors	£ 246.00	£ 41.00							
			138 GEZE UK	£ 168.00	£ 28.00							
			139 Cannock Chase Council	£ 180.00								
17/10/2019			140 Post Office Ltd	£ 50.00								£ 50.00
28/10/2019			141 Biffa Waste Services	£ 113.04	£ 18.84							
28/10/2019			142 Pitney Bowes Finance	£ 75.49	£ 12.58							£ 62.91
31/10/2019			Manual Handling Charge	£ 20.40								
			Month Total	£ 9,317.82	£ 271.53	£ 2,094.04	£ 1,093.13	£ -	£ -	£ 10.00	£ -	£ 134.91





Grants	Citizens	Publicity, Pro Election	Events	Hednesfor	Heritage	Misc	Town Centr	Community
Section 13 Advice	Website, PR's costs		Section 144 Lights	Committee			Maintenance	Infrastructure Levy
	£ 333.00							
	£ 350.00							
	£ 250.00							
			£ 100.00					
£ -	£ -	£ 1,283.00	£ -	£ -	£ -	£ -	£ -	£ -

Hednesford Town Council - Actuals against Budget 2019-2020

As at: 30/09/2019

	Budget		Actual		Variance to date		Actuals											
	2019/20	30/09/2019	2019/20	30/09/2019	from Budget	from Budget	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>RECEIPTS</b>																		
Receipt	137500	137500	137500	137500	0	0	68,750.00	0.00	0.00	0.00	0.00	58,750.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales of Assets	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grant Received	0	0	8,109	8,109	8,109	8,109	6,009.78	0.00	0.00	0.00	982.27	0.00	0.00	1,106.80	0.00	0.00	0.00	0.00
Interest Received	700	350	569	219	0	219	0.00	0.00	0.00	0.00	450.69	66.62	49.80	0.00	0.00	0.00	0.00	0.00
Grants Income	0	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Sponsorship	0	0	5,000	5,000	0	5,000	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	100	50	0	0	0	(50)	0.00	72.00	0.00	(72.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Infrastructure Levy	0	0	46,859	46,859	46,859	46,859	46,858.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-total General Income	138300	137900	198,037	197,537	60,137	60,137	121,618.72	72.00	0.00	0.00	920.27	5,430.69	68,818.82	1,156.90	0.00	0.00	0.00	0.00
GCC - Meeting Room Lettings	0	8250	10,665	2,440	2,440	1,893.06	1,616.50	2,412.00	2,143.05	1,780.45	96.80	887.70	0.00	0.00	0.00	0.00	0.00	0.00
GCC - Function Room Lettings	33000	8250	15,065	6,815	6,815	1,271.85	2,616.30	1,788.50	2,704.40	1,618.30	2,820.00	1,938.99	307.20	0.00	0.00	0.00	0.00	0.00
GCC - Bar Takings	500	500	187	(313)	(313)	0.00	69.00	0.00	80.09	38.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sub-total Community Hall Income	33500	17000	25,941	8,941	8,941	3,124.91	4,200.80	4,200.50	4,927.54	3,436.75	2,916.80	2,826.63	307.20	0.00	0.00	0.00	0.00	0.00
<b>TOTAL RECEIPTS</b>	<b>171800</b>	<b>154900</b>	<b>223,978</b>	<b>69,078</b>	<b>69,078</b>	<b>124,743.63</b>	<b>4,272.80</b>	<b>4,200.50</b>	<b>5,847.61</b>	<b>8,887.44</b>	<b>71,735.42</b>	<b>3,963.29</b>	<b>307.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

	Budget		Actual		Variance		Actuals											
	2019/20	30/09/2019	2019/20	30/09/2019	from Budget	from Budget	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>PAYMENTS</b>																		
General Administration	0	0	2,371	2,371	2,371	2,371	471.93	326.71	193.63	226.57	232.30	647.93	271.53	0.00	0.00	0.00	0.00	0.00
Grant on Payments	26000	13000	10,987	(2,013)	(2,013)	2,094.04	2,094.84	2,094.04	517.56	2,094.04	2,093.94	0.00	2,094.04	0.00	0.00	0.00	0.00	0.00
Bank - Salary	28000	13000	17,260	4,250	4,250	1,093.13	1,093.13	4,037.43	2,669.41	1,093.13	1,093.13	6,181.03	1,093.13	0.00	0.00	0.00	0.00	0.00
Bank - Tax,N.Pension	100	50	1	(49)	(49)	0.00	0.00	0.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	0.00	0.00	0.00
Bank - Travelling	1200	600	585	(15)	(15)	0.00	10.00	275.52	0.00	0.00	0.00	298.06	0.00	0.00	0.00	0.00	0.00	0.00
Telephone/broadband	250	125	121	(4)	(4)	107.24	0.00	0.00	3.96	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00
Postage	800	400	414	14	14	62.51	113.00	5.00	67.91	5.00	25.47	134.91	0.00	0.00	0.00	0.00	0.00	0.00
Photocopying	750	375	365	(10)	(10)	0.00	0.00	187.09	0.00	0.00	0.00	178.07	0.00	0.00	0.00	0.00	0.00	0.00
Computer software & Maintenance	300	150	240	90	90	0.00	0.00	0.00	0.00	0.00	0.00	240.00	0.00	0.00	0.00	0.00	0.00	0.00
Furniture & Equipment	200	100	0	(100)	(100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subscriptions	1400	1400	1,104	(296)	(296)	1,044.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	1500	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Credit Fees	400	640	640	240	240	0.00	0.00	0.00	0.00	0.00	0.00	640.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional Fees	745	373	427	55	55	0.00	232.00	0.00	185.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Councillor Training	200	100	75	(25)	(25)	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Training	50	25	0	(25)	(25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Conferance Fees	100	50	0	(50)	(50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Travel	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chairman's Allowance	1000	500	0	(500)	(500)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	150	75	108	33	33	0.00	0.00	32.70	6.00	15.40	32.70	20.40	0.00	0.00	0.00	0.00	0.00	0.00
Sub-total General Expenditure	61145	30723	34,699	3,976	3,976	4,873.25	3,868.68	6,825.41	3,786.41	3,440.77	8,243.46	3,655.01	0.00	0.00	0.00	0.00	0.00	0.00



Hednesford Town Council - Actuals against Budget 2019-2020

As at: 30/09/2019

RECEIPTS	Budget 2019/20	Budget to 30/09/2019	Actual 2019/20	Variance to date from Budget	Actuals April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Five Green Community Hall	5000	2500	4,806	2,306	2,040.44	1,271.31	99.48	330.01	317.35	256.55	490.55	0.00	0.00	0.00	0.00	0.00
PGCH Electric	700	350	882	532	0.00	0.00	0.00	391.60	0.00	0.00	490.00	0.00	0.00	0.00	0.00	0.00
PGCH Monthly/Annual Utility Checks, Fire Exting Sen.	1500	750	594	(156)	0.00	0.00	593.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGCH Water Rates	1300	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGCH Insurance	26000	13000	17,570	4,570	2,339.93	2,094.79	3,070.38	2,450.65	2,245.47	3,175.75	2,293.06	0.00	0.00	0.00	0.00	0.00
PGCH Salaries/pension/tax	7500	3750	4,154	404	595.91	593.00	593.00	593.00	593.00	593.00	593.00	0.00	0.00	0.00	0.00	0.00
PGCH Rates	180	90	0	90	0.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00	0.00	0.00	0.00	0.00
PGCH Licencing	1100	550	707	157	94.20	94.20	117.75	94.20	94.20	117.75	94.20	0.00	0.00	0.00	0.00	0.00
PGCH Refuse Collection	350	175	0	(175)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGCH Sanitary Disposal	1000	500	193	(307)	0.00	93.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGCH Minor Repairs	900	450	589	139	66.03	66.03	76.60	60.00	119.14	190.88	0.00	0.00	0.00	0.00	0.00	0.00
PGCH Cleaning, Refreshments, Gardening	3000	1500	27	(1,473)	0.00	0.00	0.00	0.00	0.00	27.49	0.00	0.00	0.00	0.00	0.00	0.00
PGCH Building Maintenance & Upgrades	200	100	780	430	0.00	0.00	0.00	0.00	105.00	470.00	295.00	0.00	0.00	0.00	0.00	0.00
PGCH Security	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGCH Bar Equipment	150	75	0	(75)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGCH Furniture & Equipment	17432	8716	8,716	(90)	0.00	0.00	0.00	8,715.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PGCH Advertising & Marketing Cost	67012	32856	39,197	6,341	5,126.53	4,212.33	4,550.97	12,655.34	3,544.16	4,831.42	4,275.81	0.00	0.00	0.00	0.00	0.00
PGCH Public Works Loan Board																
Sub-total PGCC																
Service & Support Activities	24000	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ICTV - Running Expenses	5200	0	-200	(200)	0.00	0.00	0.00	0.00	(100.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants Section 137	10000	10000	10,000	0	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Citizens Advice	4600	2250	3,203	953	0.00	566.00	587.60	333.00	393.00	0.00	1,263.00	0.00	0.00	0.00	0.00	0.00
Utility, Promotion, Website, PR Support	12000	12000	14,451	2,451	0.00	0.00	0.00	14,451.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Election Costs	9000	3000	3,747	747	0.00	0.00	220.00	1,600.05	1,324.63	502.20	100.00	0.00	0.00	0.00	0.00	0.00
Events Section 144	5000	0	118	118	0.00	0.00	0.00	(200.76)	0.00	318.90	0.00	0.00	0.00	0.00	0.00	0.00
Hednesford Street Lights	1000	500	518	18	280.50	0.00	0.00	15.83	0.00	222.05	0.00	0.00	0.00	0.00	0.00	0.00
Heritage Committee	800	200	389	189	0.00	160.00	0.00	0.00	0.00	228.04	0.00	0.00	0.00	0.00	0.00	0.00
Misc	72000	29200	32,227	4,027	280.50	826.00	807.60	26,089.48	1,557.83	1,272.19	1,383.00	0.00	0.00	0.00	0.00	0.00
Town Centre Maintenance																
Sub-total Activities																
Community Infrastructure Levy																
Sub-total CIL																
TOTAL PAYMENTS	200157	91779	106,122	14,344	10,280.38	8,907.01	12,183.98	42,541.23	8,542.76	14,949.07	9,317.82	0.00	0.00	0.00	0.00	0.00

Surplus/Deficit	£ 28,357	£ 63,122	£ 117,856	£ 54,734
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Reserves B/F 164,191  
Reserves C/F 232,047

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## **Staffordshire Police, Fire and Crime Panel**

Report of the Chairman of the Police, Fire and Crime Panel

To Member Local Authorities

In accordance with agreed practice I am reporting on matters dealt with by the Police, Fire and Crime Panel at its meeting on Monday 15 July 2019.

The main items considered were:

**Police Establishment Numbers** - When supporting the Commissioner's Precept for 2018/19 and 2019/20 the Panel had particularly noted that part of the increase would be to fund additional Police Officer posts. The Commissioner had stated his intention to recruit an additional 69 Officers over that 2 year period, The Panel have sought evidence that those posts have been created.

A workshop on Police Establishment numbers was held in April, following which Members asked for more clarification on those numbers as they differed from statistics recorded by the Home Office. A further Briefing Note was submitted to this Panel meeting.

Lengthy discussion took place on the way in which Establishment numbers were calculated and the need to identify a base figure from which any increase in Establishment could be clearly calculated. The Commissioner was keen to explain that the changing nature of crime (eg Cyber crime, CSE) had changed the skills and expertise required of the core Force. This in turn affected the allocation of funding for staff however the Commissioner gave assurances that the increased number of Police Officers were being recruited.

The Panel will continue to monitor this issue.

**Commissioner's Annual Report 2018/19** - One of the Panel's statutory duties is to 'consider and make comment on' the Commissioner's Annual Report on the progress of delivery of his Police and Crime Plan. (For Staffordshire this is the Safer, Fairer, United Communities Strategy). The Panel's views on the Annual Report have to be forwarded to the Commissioner and published on the Panel's website.

The main points covered in the Panel's feedback include:

- Acknowledgement of the success of the SPACE scheme, with 2018 attendances reported to be 30,000 with a 41% reduction in Anti Social Behaviour during the period when the scheme is in operation. Panel members commented on the dependence of the scheme on a Partnership approach.
- The development of a scheme to improve offenders' access to the Labour Market. The Commissioner reported the intended commissioning of a new service in 2019 aimed at offering employment opportunities in the construction

sector, for offenders. He also reported his views on the need for Prison Service reform to give emphasis to rehabilitation and prevention of re-offending

- The Panels' interest in the work of 'Catch 22' a social, not for profit business, delivering support for victims of CSE and children who go missing. In 2018/19 3,126 reports were received of children missing from home/care, involving 1,421 children. The Commissioner reported on multi agency work on addressing this issue both within the UK and beyond. In addition, Catch 22 had received 365 referrals for children requiring support around CSE.

**IT Transformation – Boeing Contract** -The Commissioner/Staffordshire Police have a contract with Boeing UK for the delivery of IT Transformation projects over a 10 year period at an originally reported contract price of around £100m. Panel had asked for an update on the contract as it has been in operation for 3 years.

The Commissioner reported that to date Boeing's main focus had been on the delivery of the Niche integrated records management system which would replace 12 core systems which had been in use over the past 8-20 years. Originally savings of £0.5m -£1m per annum had been predicted from updating IT capability however the Commissioner explained that any savings were affected by the level of demand for that IT. The wider the roll out of the technology, the more cost. The roll out and costs were considered as part of the normal budget allocation processes.

**Review of the Police Estate** – In his update report on collaboration between the Police and Fire and Rescue Services, the Commissioner reported that as part of the rationalisation of the Police Estate 8 police service buildings were currently being marketed for sale. Panel members quoted differing experiences of alternative arrangements for public access to the Police Service following the closure of Stations, with effective arrangements reported for Newcastle under Lyme whilst concern was expressed at the absence of alternative provision in the Cannock area.

**Fire and Rescue Corporate Safety Plan** – Progress on the delivery of projects under the Corporate Safety Plan was reported with the Commissioner making particular reference to his intention to build on the successful Safe and Well initiative via collaboration between the Police and Fire and Rescue Services. Responding to a question on staffing levels the Commissioner acknowledged the challenges in recruiting adequate numbers of Retained Firefighters and stressed his determination to secure appropriate cover across the County.

**Fire and Rescue Plan – Interim Plan for 2019/20** - As the Fire and Rescue Authority, the Commissioner is required to produce and issue a Fire and Rescue Plan setting out the strategic vision, priorities and objectives for the Service shortly after taking office. As the Commissioner did not intend to seek re-election in May 2020, he submitted a draft Interim Plan for comment. He explained that its temporary nature would allow any successor to align that Plan with the Corporate Safety Plan and the

Integrated Risk Management Plan both of which had to be produced for the period 2020-24.

**Other matters discussed at the meeting:**

- County Councillor Robinson presented a 'public question' asking the Commissioner to meet with community representatives for the Kidsgrove, Butt Lane, Talke area to discuss policing levels in the area and concerns at increased criminal activity and anti-social behaviour. Mr Robinson also presented a petition to the Commissioner opposing the closure of Kidsgrove Police Station the public police desk at Kidsgrove.
- The Annual Report on the use of the Home Office grant towards the running costs of the Panel (that Grant had been increased during 2018/19 to reflect the widened remit of the Panel to include the Fire and Rescue Service)
- The Annual Report on the handling of complaints against the Commissioner and his Deputy (None had been recorded)

For more information on these meetings or on the Police, Fire and Crime Panel in general please contact Julie Plant (01785 276135 e mail [Julie.plant@staffordshire.gov.uk](mailto:Julie.plant@staffordshire.gov.uk)) or Helen Phillips (01785 276143 or [helen.phillips@staffordshire.gov.uk](mailto:helen.phillips@staffordshire.gov.uk))

*Details of Panel meetings are issued to contact officers in each of the District/Borough Councils in the County and Stoke-on-Trent City Council for posting on their own web sites.*

Stephen Sweeney

Staffordshire Police, Fire and Crime Panel Chairman

Staffordshire County Council

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**VE Day Project Group Meeting  
held on Friday 6 September 2019**

**MINUTES**

**In attendance:**

- Kate McBey, Marketing & Campaigns Officer, Cannock Chase Council
- Robin Kingston, Hednesford in Partnership & Hednesford Town Council
- Wendy Yates, Hednesford Lions
- Louise Rose, Community Wellbeing, Inspiring healthy lifestyles
- Pete Sidgwick, Chairman of Cannock Chase Arts Council & Tower Players
- Rachel Gentle, Museum of Cannock Chase
- Lynn Evans, Hednesford Park, Cannock Chase Council
- Liz Williams, Coordinator at Hednesford Library

**Apologies:**

- Shaun Middleton, Hednesford Lions
- Sharon Jagger, Hednesford Town Council

**1. Welcome and introductions**

Kate opened the meeting and welcomed everyone. Kate agreed to take on the role of chairing the meeting and coordinating minutes to ensure the group continues to work together and identified actions are achieved. The group were happy for Kate to take the lead and expressed their full support throughout the planning and development process.

**2. Minutes & actions from last meeting**

This is the first set of 'official' minutes, however two previous meetings have already taken place and actions were discussed throughout the meeting.

**3. VE Day 2020 – local commemorations – HEDNESFORD**

The local community across Cannock Chase District will be hosting a number of events to mark the commemoration of VE Day. VE Day 75 will be held on Friday 8 May 2020. There will be a number of events taking place across the District and this group with focus on Hednesford.

Kate went round the group and asked each lead officer for the various elements to provide a progress update.

The event will take place on Friday 8 May 2020 between 11am and 4pm.

**• The Museum**

Rachel started off by updating the group on the Museum's activities. Their focus will be 'Rations'. This is an annual event which is hosted by the Museum every year. There is a small admission price of £4 per person or two for £5. Children are free if tickets are purchased in

advanced. This event is targeted at adults (however, children do attend) and has reenactors and 40s enthusiasts who are interested in getting the full 1940s experience.

Arrangements are underway, however there will be competition from the Black Country Real Living Museum who are also putting on an event next year. A Big Band is booked and the Museum is now waiting for groups/singers/performers to commit.

Rachel mentioned a Ration Book programme that has been designed and used at previous years events. Kate and Lynn suggested incorporating this into the other activities, so this will be considered as part of the promotional element.

**ACTION: Kate to include event Ration Book in communications and marketing plan.**

The Museum can accommodate a maximum of 1,000 people on the site. Rachel also confirmed she had applied for the flyover and if successful, notification of the outcome will be confirmed in the New Year.

**ACTION: It was clear from the discussions that a programme of activities will need to be coordinated, so the group was asked to confirm a proposed outline of timings etc. for the next meeting.**

- **'Community theme' Hednesford town centre –**

Robin provided an update on this element of the event on behalf of Sharon.

Hednesford in Partnership with the support of Hednesford Town Council will lead on this activity. Again, it will compliment the events in the park and at the Museum and will involve a 'street party' style event. A static street party will be held in the Soldiers Club where anyone can turn up.

A Bugle player has been arranged for the day by Bob Plumb along with a local Piper. This will link in with the service at the war memorial.

Local traders have been approached to see if they would like to support the event and most have agreed to decorate their shop windows. If the take up is good, the Town Council has agreed to offer up some prizes as part of a competition. In addition to this, the Artisan Market has been booked to come on the same day.

A bouncy castle and disco have been booked and will be located at the side of the library.

The vintage bus is currently up for negotiation as the Town Council has been approached to fund this. The group agreed that the bus should be booked as it will be a good way of linking the 3 elements together, making it easier for people to get there. The cost of the bus will be incorporated into the wider funding application.



The logistics for the vintage bus will need to be confirmed. There will be 3 bus stops and Rachel confirmed the Museum could reserve a space by the Craft Centre on the day for the bus to drop off and pick up.

**ACTION: Bus route and timings need to be confirmed by the group**

- **Library activity**

Kate asked Liz if the library was planning on doing anything on the day. Members of the group put forward various ideas including a reading challenge – ‘Become a spy!’. Liz confirmed she would be happy to take back the suggestions and discuss with her colleagues. Kate asked if this could become a District wide challenge so it incorporates all the local libraries.

Louise suggested this could link in with the work of the Cannock Chase Cultural Education Partnership.

**ACTION: Liz to confirm support at the next meeting**

- **‘Make, do & mend’ Hednesford Park –**

To support and compliment the event at the Museum, the park will host a range of activities for all the family. This event will be free and details of entertainment and activities will be confirmed.

Kate has provisionally booked the Norfolk Real Living Museum (subject to funding) who will come along with a 3 tent display and interactive activities based on the Home Guard.

Local military groups and charities will be invited to come along and provide an activity and fundraise on the day.

Louise has booked two artists and will also coordinate the activities for children under the Grow Up Great umbrella.

Background music will play throughout the day hosted by a local DJ.

Lynn will be working with schools prior to the date with the support of the Forest of Mercia. Vegetable boxes will be made using the trees that have been cut down in the park. The community will also grow their own fruit and vegetables which will be given away at the event.

Lynn will be liaising with the local Scouts to see how they can support.

Lynn also suggested the possibility of doing a spray art workshop to improve the appearance of the park our equipment.

Lynn was also keen to establish the Ration Book further and Kate agreed she would carry this action forward.

Lynn confirmed the fair will be coming, but conversations will need to be had with regards to the type of rides.

Pete suggested contacting Birmingham Pals to see if they would be happy to support the park element.

- **'Lest we forget' Hednesford War Memorial**

The group discussed this element and suggested a service to be held at the end of the day. Kate suggested approaching Rev. Paul Kelly and Cannock Ex-Servicemen's Male Voice Choir for this element. Nationally at 2.55pm the Last Post will be played followed by the playing of the Battle's O'er at 3pm. The group would like to replicate this at the event.

Wendy suggested organising a dove release as part of the service to represent peace.

The group suggested having a parade through the town to the war memorial prior to the service and there were discussions around the route due to potential road closures.

Kate asked the group if anyone would like to take the lead for this element, and it was agreed that Kate, Louise and Lynn would start pulling something together and approach the relevant people.

**ACTION: Kate to organise a planning meeting for this element of the event.**

- **Community entertainment**

Pete informed the group that he has produced a small piece of drama based on World War 2. It includes 10 actors who are each a character from the 1940s. Tower Players will perform this at the Museum, in the town and the park if possible.

Pete also mentioned Cannock's Ex-Servicemen's Choir who will also be performing throughout the day.

**ACTION: Timings need to be coordinated for these performances.**

#### 4. Funding

Kate asked the group to identify the costings for each activity so the detail can be included in a wider funding application.

The group confirmed the following associated costs:

Description of activity	Cost
PARK – Norfolk Real Living Museum	£1,200
PARK – PA & DJ	£200
PARK – Various activities	£400
PARK – Contribution to community groups (choir, Tower Players, War Wounds & Nursing)	£350
PARK – Toilet provision	£100
ALL – Vintage bus	£500
TOWN - Library activity	£200
TOWN – Red, white & blue bunting	£250
WAR MEMORIAL – Road closures	£250
WAR MEMORIAL – Dove release	£250
ALL – Promotions	£1,200
RAILWAY – Steam engine and Backstreet Theatre	£500
TOWN – Food (catering for 100), room hire, entertainment, bugler & piper	£1,000
<b>TOTAL:</b>	<b>£6,400</b>

#### Confirmed funding:

£500 from the County Council's People Helping People Fund (Councillors Phil Hewitt and Bryan Jones)

£1,000 from the Graham Burnett Trust (Sharon Jagger sourcing)

£500 from Inspiring healthy lifestyles (Artists)

£500 from Inspiring healthy lifestyles (design of promotional material)

A total of £5,000 (approx.) will need to be secured to deliver the full event.

The group agreed funding would need to be confirmed and in place by Christmas 2019.

**ACTION:** Kate agreed she would speak to the Leader of the Council and Managing Director to see if there would be a possibility of the District Council contributing funding towards this event.

**ACTION:** Lynn, Louise, Sharon and Kate to meet to discuss potential funding streams

## **5. Volunteers**

The group mentioned the need for volunteers to support the event on the day. In particular parking marshals.

**ACTION: Confirm lead to organise volunteers**

## **6. Date of next meeting – 2019**

The next meeting will take place on Friday 25 October at 10am in the Craft Room at the Museum of Cannock Chase.

**Armed Forces Working Group  
Meeting held on Friday 11 October 2019**

**MINUTES**

**In attendance:**

- Kate McBey, Marketing & Campaigns Officer, Cannock Chase Council (Chair)
- Sandra Wright, Director of War Wounds & Nursing
- Graham Wright, Chairman of RAFA
- Chloe Babi, Unit Officer for the Girls Venture Corp Air Cadets – Hednesford
- Joy Wood, Girls Venture Corp Air Cadets – Hednesford
- Sharon Jagger, Chair of Friends of Hednesford
- Pete Sidgwick, Chairman of Cannock Chase Arts Council & Tower Players

**Apologies:**

- Lynn Evans, Community & Education Officer, Cannock Chase Council
- Lisa Shephard, Creative Development Manager, Inspiring healthy lifestyles
- Bob Plumb, Chairman of the Royal British Legion – Hednesford branch
- Marion Kettle, Landor Society

**1. Welcome and introductions**

Kate welcomed everyone to the meeting and each member introduced themselves and their organisation. Kate explained the purpose of the meeting and then went through each agenda item listed.

**2. Minutes & actions from last meeting**

Kate went through the minutes and actions from the previous meeting held in July.

Sharon suggested that an amendment was made under point 3 in relation to the VE Day 2020. The minutes originally referred to the Museum applying for a 'flyover'. It was suggested to change this to a 'flypast'. Kate agreed she would get this amended.

The group approved the minutes.

**3. VE Day 2020 – local commemorations**

Kate explained the District wide approach to the commemorations. VE Day 2020 will commemorate the 75<sup>th</sup> anniversary - celebrating the formal acceptance by the Allies of World War II of Nazi Germany's unconditional surrender of its armed forces on the 8 May 1945.

Kate informed the group that she will be promoting the events that are taking place across the District with a particular focus on the events in Hednesford.

There will be a number of elements to the Hednesford event which will involve the support and commitment from a range of community groups and partner agencies. Activities will

take place at the Museum, park and town centre. It will be followed by a service at the War Memorial.

Kate invited members of the group to discuss their contributions.

Sharon explained the proposals for the town centre and updated the group on ideas. A street party is being planned which will take place inside the Soldiers Club. The entertainment has been booked.

The Artisan market will also be in the town and will be based on a 1940s theme. Traders will also be approached to see if they would be interested in dressing shop windows.

The Girls Venture Corp Air Cadets were asked if they could support this event and both Joy and Chloe agreed they would. This would link in with one of the cadet training modules.

Pete confirmed that Tower Players will be performing at various stages throughout the day as well as Cannock Ex-Servicemen's Choir.

Sharon suggested that the service at the Memorial is live streamed so it can be shown on a screen at the Soldiers.

Graham explained his input into the event and the meeting he and Sandra had had with Lynn in relation to the park activities. Graham will be making an air raid shelter that will be in the changing rooms at the Pavilion. Graham asked the group if they had any idea and contacts of people that would like to get involved and help.

Sharon mentioned the Shed Project as they might be interested in getting involved.

Graham is also working with Liz Williams at the library to develop a code breaking activity.

Sandra also confirmed War Wounds and Nursing will be putting on an interactive display in the park.

Joy mentioned Help for Heroes and her link with the Invictus Games. It was suggested that Joy could approach her contact to see if someone could come and support the Memorial Service and lead the parade.

Kate informed the group that a planning group had recently been set up to start coordinating the various elements for the event. VE Day 2020 will remain as a regular agenda item and regular updates will be provided to the group.

Kate explained to the group that smaller sub-meetings would start to take place in the New Year once the relevant funding was in place.

Kate also explained to the group that she will be promoting all the events taking place across the District for VE Day.

**ACTION: Kate to confirm a list of VE events by the New Year**

#### **5. War Wounds and Nursing**

Graham and Sandra delivered a presentation to the group to explain what 'War Wounds and Nursing' offers.

War Wounds and Nursing is a travelling museum which has been touring around Hednesford in the library and at a number of community events. Graham would like to widen this further to link in with schools and other local community groups across Cannock Chase District.

Sharon mentioned that we need to promote current wartime and military as well as the historical periods.

Both Graham and Sandra agreed they would be happy to support local groups. Sharon suggested that Graham could present the same presentation to the Friends of Hednesford at one of their meetings.

Kate confirmed she would send a copy of the presentation round to the group for information.

**ACTION: Kate to send a copy of the presentation**

#### **6. RAF & Ready Project**

Pete explained that RAF & Ready will be a play with music telling a fictional story of wartime, training, national service at RAF Hednesford.

Pete has secured funding from Craig Watts to deliver the project, however it was suggested at the last meeting in July that the delivery of this will be on hold until 2021. This would provide more time to gain support for the project as well as confirming the level of commitment the Council could offer.

The group agreed this would continue as a regular item on the agenda.

#### **7. Cannock Chase Remembers – digital resource**

Kate presented the new resource to the group and explained that it will be going live on 8 November. The website address is: [www.cannockchasedc.gov.uk/cannockchaseremembers](http://www.cannockchasedc.gov.uk/cannockchaseremembers)

As a lasting legacy to the World War 1 commemorative period, the Council in partnership with Inspiring healthy lifestyles has developed an educational toolkit which is available to access from the District's official World War 1 website.

'Cannock Chase Remembers' not only gives visitors information on local campaigns and events commemorating World War 1, but also shares personal memories of wartime from family, friends and survivors.

It has a wealth of local information about local men from the area who lost their lives during the First World War and also highlights local wartime history.

The educational toolkit compliments the website and highlights the role Cannock Chase played during World War 1. This includes contemporary films on how to create wartime artwork, information on how to support or join local groups and showcases the District's 4 year commemorative programme.

It is available online, and as an interactive school workshop tour which can be delivered by veterans.

This website and toolkit will leave a brilliant legacy showing how the community of Cannock Chase came together to commemorate the centenary.

#### **8. Update on World War 1 Beacon**

Kate updated the group on the progress of this. A planning application has been submitted and has now been approved subject to conditions. The Council has also committed additional funding to cover the costs of the installation works.

Laser Process has adapted the current Beacon ready for the installation process.

It is hoped that the Beacon will be permanently sited in the New Year (2020).

Kate agreed she would keep the group updated on progress.

#### **9. Any other business**

##### **Remembrance Services 2019:**

Kate asked if the group could let her know the details of any Remembrance Services taking place in November so she could promote via the Council's website.

**ACTION: All members to send information about Remembrance Services**

##### **Armed Forces Day:**

There was a discussion around celebrating Armed Forces Day annually.

Kate informed the group that the Council raise the Armed Forces flag in honour of the day.

Sharon confirmed that Hednesford Town Council has agreed an annual commitment for this and will hold an event in Hednesford.

Kate agreed she would keep this item on the agenda.

##### **Katyn Memorial:**

The group also raised the 80<sup>th</sup> anniversary of the Katyn Memorial next year on Cannock Chase and suggested there may be a commemorative service/event being organised.



#### **10. Date of next meeting – 2020**

Members agreed that the group would continue to meet on a quarterly basis throughout the year. It was suggested that as certain projects progress; sub-groups will be established to deliver these.

- **Friday 31 January at 10am**
- **Friday 24 April at 10am**
- **Friday 21 August at 10am**
- **Friday 16 October at 10am**

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Minutes of the Meeting held on Thursday 27/06/19, 5.30pm at Kingsmead School

## Minutes

### 1. Attendance / Apologies and matters arising from previous minutes

Attending ; Robin Kingston (Chair HiP) , Paul Woodhead (Vice Chair HiP), Lesley Yates (Treasurer HiP), Andy Fittes (Secretary HiP), Mike Mellor (CHAPS), Malcolm Hill (Rotary), Joy Peace (S Staffs College), Ian Pritchard (Kingsmead School), Shaun Middleton (Lions), Keith Fitch (HoH), Paula Smith (HTFC), Sharon Jagger (HoH), Hetty Piggott ( Healthy Lifestyles)

Apologies ; Liz Williams , Debbie Cartwright , Rachel Gentle , Jane Johns

There were no matters arising and the minutes from the last meeting were accepted

### 2. Update on CIO application

Update from Andy Fittes is that Michelle Cliff from Support Staffordshire has provided some minor feedback and the application process can now be commenced

### 3. Lottery update/proposals

Robin gave an update that ticket sales are down to around 200 (from 400) and the lottery is becoming unviable given the amount of time it takes . It was proposed that we move to an online sale of tickets with people paying by direct debit. the pros and cons of this were debated but it was agreed this was a good way to keep the lottery in operation and reduce the burden of selling tickets.

### 4. Artisan Markets

Paul gave an update that after feedback the next market (next Saturday) will have the small animals back which proved very popular . The vintage bus was also popular but a method of funding this will need to be found if it is to continue. St Johns Ambulance

will also be attending and a vegan food stall. The market is becoming established and is popular but needs to be promoted.

## **5. Summer Festival update.**

Lesley updated that the planning for the festival is on track. There will be a car show, stunt bike riders and a 'Scruffs' dog show. So far there is around 90 confirmed stalls including 12 food stalls. The entertainment marquee will replace the stage. There will be a young persons area again. Around 5000 people attended last year and requests were made again for assistance with Stewarding. The Lions and Rotary both volunteered.

## **6. BKV 2019**

Thanks were given to the Lions and Heart of Hednesford for all their work in getting the town looking so good; especially the station and war memorial. We are hoping to improve on our 2<sup>nd</sup> place from last year

## **7. Heritage Lottery Bid – Proposal**

Paul raised the possibility of bidding for monies from the Heritage Lottery fund and asked for ideas as to what projects people could think of. They must have a 'heritage' link. The end of August is the cut off for submissions with decisions on funding coming in November. Paul will circulate an email asking for suggestions.

## **8. Working Groups**

Shaun updated the meeting that he has outlined 3 projects for the Internal Group to work on. These include artwork following on from the bridges and signage.

## **9. 30 second updates from HiP partners**

Inspiring Healthy Lifestyles have received funding to deliver projects in the area. Initially this will focus on Chadsmoor but will include Hednesford North in the second year. They are engaging to find out what local people require. Sharon would like to be involved in this process.

## **10. Any other business**

Robin mentioned that Staffs Fire and Rescue wants to engage with vulnerable people at risk from fire accidents and a meeting will possibly be held in the library

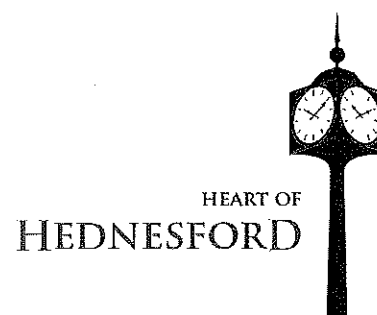
Mike mentioned that they have £100K in funding for a miners memorial at the National arboretum to commemorate VC holders who were miners. Donations are still required and the unveiling is proposed for June 2021.

11. Date of next meeting

TBC (19/09/19)

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Minutes of meeting held on  
Monday 2<sup>nd</sup> September 2019 at  
Hednesford Ex-Servicemen's Club



**Present:**

Sharon Jagger (Chair)  
Margaret Fitch  
Susan Schofield  
Dot Farish  
Phil Bradley  
Ruth Heslop

Liz Williams  
Mary Wynne  
Olly Kingston  
Sue Humphries  
Paul Woodhead

Deb Burnett  
Keith Fitch  
Robin Kingston  
Chris Richards  
Alison Poyner

**Apologies:**

June Sheasby  
Susan Fisher-Meddings  
Sandra Wright  
Janet Bolton

Phil Hewitt  
Kathryn Downs  
Mark Walker  
Carole Howard

Bryan Jones  
Graham Wright  
Sarah Walker  
David Howard

**Minutes from meeting held 7<sup>th</sup> August 2019.**

The minutes were approved without amendment

**Matters arising.**

Dealt with during the meeting.

**Best Kept Village completion (BKV)**

The judges' comments about this year's entry had not been received but should be available for circulation before the October meeting.

However the feeling of Paul Woodhead and those present at the meeting was that in 2020 more schools and volunteers need to be involved. The project needs to be up and running by Easter with everything in place by 1<sup>st</sup> May 2020 as this is when judging commences. Posters need to be displayed around the town advising Highly Commended had been achieved this year (2019). HiP will deal with all these points.

**Staffordshire Regiment Association Freedom of Hednesford parade.**

Taking place on Saturday 21<sup>st</sup> September 2019.

Market Street will be closed to traffic from 10.30 am with the parade leaving from the Soldiers and heading past the clock tower and down Market Street to the traffic lights. A drum band will accompany the parade and the area around the clock will be dressed by HoH.

Susan Schofield & Deb Burnett met with the "Hednesford Branch of the Staffordshire Regiment Association" who were impressed with the work Susan had done in preparation for the event handing over a cheque as a contribution to our work. They also stressed they were keen for us to be involved in preparations for the VE75 commemorations in May 2020.

Susan and Deb Burnett arranged a trail run for after the meeting with the full fit out of the area planned for Friday 20<sup>th</sup> September. Posters depicting the history of the regiment are being produced and will be attached to the benches.

A request for help putting out the posters and with dressing the area was put out to group members.

In addition to the parade Susan was aware of a cycle ride taking place from Whittington to Arnhem.

### **Hednesford station.**

The Summer plants will remain in place until at least the 21<sup>st</sup> September with the winter plants being put in during October.

The situation regarding lack of access to the container has gone to arbitration and there should be an update at the October meeting.

Two emails had been received from ACoRP including a copy of their latest newsletter and details of a funding scheme the maximum having recently been increased from £250 to £1,000.

WMT are also starting a funding scheme for voluntary groups within the next few weeks.

### **HiP Heritage Lottery Fund Bid**

Paul Woodhead advised the meeting an initial expression of interest had been put in by HiP for £500,000 but now they need to put together the actual bid. However, the bid could be less to ensure something is received. Funding previously received for the Park will not count against this bid.

The projects should be completed by 2022. Must have a Heritage theme and could fund a person to handle the admin.

Another funding stream entitled Spirit 2022 has also been identified.

### **Miners Memorial.**

CHAPS have confirmed they are happy with the design for the proposed lapel badge although the wording needs amending from Hednesford to "Cannock Chase Miners Memorial". PW agreed to amend the artwork.

The Lectern is now in place within the library together with the book displaying the names and location of the named bricks. There has been no formal unveiling ceremony as yet although the lectern will have to go off display for a short time for a thorough clean.

A book case is due to arrive at the library shortly to house the gradually increasing number of books donated with local themes.

SJ confirmed Hednesford Town Council had a budget for cleaning materials used by HoH whilst maintaining the area around the Miners Memorial.

### **VE75 (8<sup>th</sup> May 2020)**

SJ has arranged for the large room to be booked at the Soldiers for an indoor 'Street Party' plus entertainment in the town centre is planned with a band and a bugler. Hopefully retailers will dress their shop windows in 1940s style and open for the event, the day being a Bank Holiday. In addition there could be a market and bouncy castle.

The Museum have a pay to enter event arranged covering the weekend with a black market theme. Hednesford Park are planning an event with a 'make do and mend' theme and the Lions a 'lest we forget' event at the War Memorial.

The Staffordshire Regiment have advised they would like to be involved and the possibility of the vintage bus returning again is being investigated.

SJ considered plans for the event are still in their early stages but appear to be coming together well. SS Suggested people may like to bring along picnic tables and refreshments.



Whilst the events planned by HoH will mostly be just on the Friday the Museum and Park events will most likely run all weekend.

### **Silver Sunday 6<sup>th</sup> October 2019**

Robin Kingston advised the meeting about an Afternoon Tea event being organised by Hednesford Town Council at School Court on Station Road, Hednesford on Sunday 6<sup>th</sup> October. This will involve the residents of School Court plus others who are nominated by friends or family, or put their own name forward.

Any names had to be put forward by 23<sup>rd</sup> September. There is no charge and the idea is to bring together people within the community.

Robin also asked for names of anybody who would be willing to help clear up and wash up etc. on the day.

Robin can be contacted by email at: [rking015@gmail.com](mailto:rking015@gmail.com) or by phone/text on: 0799 089 2989.

### **Hednesford Summer Festival**

SJ confirmed HoH cancelled their attendance at this year's Festival late on the night before due to the forecast strong winds and heavy rain. On the day most of the stalls in attendance were from groups who regularly attend events and are well used to setting up gazebos in inclement weather conditions, however even they were having to hold onto the gazebos and other equipment due to the strong wind.

As a result of not attending the Festival HoH had a stall at the Artisan Market held on 31<sup>st</sup> August nearly £200 was raised for group funds.

Sharon thanked those who had helped at the Market and those who had prepared items for the Festival and who had planned to attend on the day.

### **Group Funding and HoH website and social media presence.**

Discussion on these items was held over for a future meeting.

### **Any other business.**

PW advised the new style Hednesford town lottery was still being worked on but the plan is for payment to be made by Standing Order with the draw taking place the following month.

Should be further information available by the October meeting.

### ***Next meeting:***

***6.30 pm Wednesday 2<sup>nd</sup> October 2019***

***At: Hednesford Ex-Servicemen's Club, The Soldiers, Anglesey Street, Hednesford.***

*Keith Fitch*

*26<sup>th</sup> September 2019.*

Minutes of meeting held on  
Wednesday 2<sup>nd</sup> October 2019 at  
Hednesford Ex-Servicemen's Club



**Present:**

Sharon Jagger (Chair)  
Liz Williams  
Margaret Fitch  
Mark Walker  
Shaun Middleton

Sandra Wright  
Deb Burnett  
June Sheasby  
Janet Bolton  
Keith Fitch

Graham Wright  
Mary Wynne  
Sarah Walker  
Kathryn Downs  
Sue Fisher-Meddings

**Apologies:**

Carole Howard  
Robin Kingston  
Robert Plumb  
Paul Woodhead

David Howard  
Bryan Jones  
Phil Hewitt  
Alison Poyner

Olly Kingston  
Dot Farish  
Phil Bradley  
Ruth Heslop

**Minutes from meeting held 2<sup>nd</sup> September 2019**

The minutes were approved.

**Matters arising.**

Dealt with during the meeting.

**Freedom of the town parade Saturday 21<sup>st</sup> September.**

It was agreed the town looked very good on the day and the work put in by members of HoH decorating the area around the clock was well received by all concerned.

Graham Wright thanked the group for all the hard work they had put in as did Susan Schofield. Sandra Wright thought that perhaps due to their age this could be the last time some of the veterans would be able to parade. A number of traders in the town had praised the work done to clean and decorate the town.

It was thought the actual parade down Market Street was over quite quickly and perhaps a pause for a short service by the clock could have taken place.

It was agreed the decorations would be removed the following Friday allowing a break before the area was decorated for Remembrance Day.

**Best Kept Village (BKV)**

The comments from the judges regarding Hednesford's 2019 entry had now been received, however discussion has been delayed till the November meeting when Paul Woodhead should be available to go through them and also update the meeting about 2020.

### **Chase Pride 2020**

As Paul had not been available to discuss BKV Kathryn Downs updated the meeting about a new event planned to take place in the Park and town centre on 6<sup>th</sup> June 2020 this being Chase Pride. It will be the first time the event has taken place and the idea is for the event to take place annually with the first year being in Hednesford followed by perhaps Rugeley or Cannock. The idea is to raise awareness of LGBT+ issues in the area.

The organisers a new charity called "Chase Pride" are hoping to have 2 stages in the park with community stalls and this will be the main area although they would like the town involved and are hoping the town centre traders will become involved decorating their shop windows. In addition they would like the town decorated although this may be difficult with the number of other projects being undertaken at that time.

The organisers are hoping to attract in the region of 2,000 visitors and have suggested an entrance fee of about £2 for the entertainment area although other areas would be free.

### **Remembrance Day**

Susan Schofield and Deb Burnett are arranging for the town to be decorated in time for Remembrance Sunday – 10<sup>th</sup> November. The plan is for the work to be done on Friday 8<sup>th</sup> November and they are also hoping extra poppies can be made by the local community to add to the 900+ made previously. It is hoped a greater area of the town centre can be decorated this year. Posters are being distributed around the town asking if local people can make the extra poppies.

In addition the meeting was advised Robert Plumb is now responsible for the distribution and sale of the traditional British Legion Poppies in Hednesford. Should anybody be able to help Robert he can be contacted by phone on 01543 275925 or email: [robertplum074@gmail.com](mailto:robertplum074@gmail.com)

Once decorations are removed following Remembrance Day the town will be dressed in readiness for the Christmas Lights switch on event on the evening of Friday 6<sup>th</sup> December 2019.

### **Miners Memorial**

Liz Williams advised the meeting that the bookcase had now arrived at the library for the approximately 60 local area books that have been donated. Liz will arrange a meeting with Deb and Susan to decide what should be put inside the covers of the books to indicate they are not general library books and therefore can't be removed. Also a decision is required about where the bookcase can be sited. It was agreed further donations of books can be accepted.

### **Station adoption and update on arbitration.**

At the request of Sharon Jagger Keith Fitch read out an email from Bryan Jones and Phil Hewitt, the arbitrators between HoH and HoHSAG, to ensure clarity about certain points in the discussions.

After some discussion about whether the group should continue to be responsible for the station adoption or whether it would be better to concentrate on the town and allow another group to take over responsibility for the station the matter was put to a vote. Also to avoid any confusion between groups whether HoH should change our name and what any new name should be. By a very large majority the following was agreed:

1. The group would give up the station adoption by revoking licences with Network Rail and West Midlands Trains.
2. Any rights to the ownership and use of the container sited on Network Rail land would be passed to the new station adoption group.
3. The group would in future be known as "Friends of Hednesford"
4. A new logo will be designed for use on any correspondence and posters.
5. The Constitution will be amended to reflect the change of name.
6. The present committee of Sharon Jagger (chair), Phil Bradley (Treasurer) and Keith Fitch (Secretary) should remain in post till the next AGM due in May 2020.
7. Any goods belonging to the group will be removed from the container as soon as possible and relocated to other storage areas in Hednesford.
8. Members of Friends of Hednesford could also be members of any new station adoption group or any other voluntary group such as Friends of Hednesford Park.
9. All names on the current 'Members and Contacts' list will be contacted requesting confirmation that they still wish to receive information from the group.

The name change will be effective from the Agenda being distributed for the November meeting and on promotion posters and Facebook from as soon as possible.

#### **Website and social media.**

These will be sorted in due course once a new logo has been agreed.

#### **Any other business**

Sharon advised the meeting about the Salvation Army starting a Community Kitchen that will be at their premises in Anglesey Street every Wednesday evening for those in need. A hot meal will be supplied between 6 & 7 pm each week on a Wednesday. At present they are looking for volunteers to help with the project and if you would like to become involved please contact the Salvation Army direct.

The Girls Air Cadet Force premises at the local Methodist Church has been broken into and much camping equipment and computer items stolen. If anybody knows anything about the incident please contact the Police.

Sally Jenkins from Bella's has kindly offered the group use of her greenhouse throughout the winter months so any young plants can be brought on ready for Spring planting in the town.

The next group organised litter pick will take place on Sunday 20<sup>th</sup> October. Please meet in the Co-op car park at 10 am.

#### **Next FoH Meeting:**

**6.30 pm Wednesday 30<sup>th</sup> October 2019 at Hednesford Ex-Servicemen's Club, Anglesey Street, Hednesford.**

*Keith Fitch  
9<sup>th</sup> October 2019.*



Thursday, 24 October 2019

*Enter title and organisation here – this one as an example*

To the President/Chairman of Probus

Dear *[hopefully you'll have an actual name rather than a position]*

We are writing to you on behalf of the CHAPS National Mining Memorial Committee to ask if your organisation and members may be able to help us.

We have embarked on a project to provide a national, permanent memorial to commemorate the men, women and children who worked in the mining industry and served or died for their country. It is to be installed at the National Memorial Arboretum in Alrewas, Staffordshire.

The memorial, designed by Andy de Comyn [who designed 'Shot at dawn' at the NMA], has all approvals in place and a site has been identified. The estimated cost of the memorial is £100,000 which is to be raised nationally through grants and public subscription. CHAPS plan to unveil and dedicate the memorial in June 2021.

We would be delighted if members of your organisation were able to support this, by making donations and by passing on the information to as many people as possible. We include a flyer which we would ask you to display – please take copies if needed.

Donations can be made directly to a designated bank account: HSBC Chaps National Miners Memorial; sort code: 40-47-11; account number 33901335.

Cheques can be made payable to Chaps National Miners Memorial and forwarded to honorary treasurer Mr R Ford, 13 Sunny Bank Park, Sunny Bank, Lapley, ST19 9QH.

More information is available on the website: [www.chaseartsforpublicspaces.co.uk](http://www.chaseartsforpublicspaces.co.uk) and on the Facebook page: [www.facebook.com/ChaseArtsForPublicSpaces](https://www.facebook.com/ChaseArtsForPublicSpaces)

Thank you for your time and, hopefully, your interest in the project.

Yours faithfully, *[change to sincerely if you have an actual name at the top of the letter]*

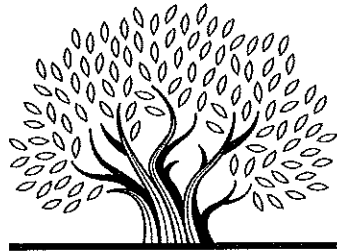
*Mike Mellor* BEM President, CHAPS

**President, CHAPS: Mike Mellor BEM**

52, Hatherton Road, Cannock, Staffs WS11 1HQ

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[www.chaseartsforpublicspaces.co.uk](http://www.chaseartsforpublicspaces.co.uk) Facebook: [www.facebook.com/ChaseArtsForPublicSpaces](https://www.facebook.com/ChaseArtsForPublicSpaces)



**C.H.A.P.S**  
Chase Arts for Public Spaces

## **National Miners' Memorial**

to be installed at the  
National Memorial Arboretum,  
Alrewas, Staffordshire

Can you help ensure those who worked  
in our mines are never forgotten?

**Please make a donation:**

CHAPS National Miners Memorial

Sort code 40-47-11

Account 33901335

or by cheque to Mr R Ford, Treasurer,  
13, Sunny Bank, Lapley, Staffs, ST19 9QH

[www.chaseartsforpublicspaces.co.uk](http://www.chaseartsforpublicspaces.co.uk)

Facebook: [www.facebook.com/ChaseArtsForPublicSpaces](https://www.facebook.com/ChaseArtsForPublicSpaces)

**THANK YOU!**