7th May 2025

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday, 12th May 2025 at 7.00pm.

Yours faithfully



**Mrs B Hodgetts**

**Clerk to the Council**

*All persons attending this meeting are hereby notified that this meeting will be recorded by the Parish Council to assist the Parish Clerk in the compilation of minutes. The recording will be deleted once the minutes have been approved.*

# AGENDA

## **Public Open Session**

*Time for this session is limited to 30 minutes as per Standing Order number 3F.* Members of the Public are invited to address the Parish Council (limited to 3 minutes per person as per Standing Order number 3G)

## **01/25 Election of the Chairman for the term 2025/26**

## **02/25 Signing of Chairmans Declaration of Acceptance of Office**

## **03/25 Election of the Vice Chairman for the term 2025/26**

## **04/25 To note apologies for Absence**

## **05/25 Declaration of Interest**

## To receive Declarations and Other Interests from the Agenda. Councillors are reminded of their responsibility to declare any disclosable pecuniary and other interests they may have in any item of business on the agenda. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.

1. Reminder to all councillors to regularly check their Disclosable Pecuniary Interest Declaration.

## **06/25 Code of Conduct – Dispensation -** To approve requests for Code of Conduct Dispensations. (A request for a dispensation must be made in writing to the Clerk and be granted by decision of the Council)

## **07/25 To receive for information the following report:**

## Police, Fire and Crime reports

## Weekly Clerk’s reports – previously distributed also available on the website

## **08/25 To agree membership and Chairman of the following committees/working parties** [Committees](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EUJ6W2cFSg1JruW62PSiqMEB2dK1B8bWBnbDeyAn_PHosw?e=puMwcW)

1. Management – maximum 9 members
2. Finance - maximum 7 members
3. Human Resources - maximum 9 members
4. Planning – maximum 7 members
5. Youth working party
6. Pavilion & Playing Fields working Party
7. War Memorial working party

**09/25 Allotment Committee**

1. To provide an update on the newly formed Jubilee Garden Allotment Association
2. To approve the dissolution of the Allotment Committee as per Standing Order 4 xii)
3. To approve the minutes from the final meeting held on 25th March 2025 [Allotment Minutes 2025.03.26](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EYwn280jtnFApXlj8VrWl9MBQ5Mpd46ot7xueWV7O1pZHg?e=5CBkvf)
4. To form an Allotment Oversight Committee – 4 non representative

## **10/25 To agree HSBC bank account signatories for 2025-26**

## **11/25 Minutes**

1. To approve minutes of the Parish Council meeting held on 14th April 2025 [2025.04.14 April PPC minutes](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EcbuesKXwHdEvvuC1imno0cB-UfqBmws_SSSY7PF6rtRww?e=Ipso7B)
2. To receive for information draft minutes or notes from the following committees/working parties:
	* 1. Finance meeting held on 6th May 2025 [1 Finance minutes 06.05.2025](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishCouncil2/EUyo1EhNtzZMs6oI3Cyw8fsB3Bgl2_Jv46KMitwa7p9kig?e=sz1o3A)

## **12/25 Finance**

1. To approve list of Payments for April 2025 [Expenditure transactions - April 2025](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EUXzcqMfJh1BtELIdeOG8TEBAR7PgcVKLEK3jTOLXo-TVw?e=0j7lwA)
2. To receive the Cash Book to date for information [Financial Summary Cashbook to date](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Eeyn-zyfPX9HnpS1X9LnHRIBHVpSvU8xo8h_iooiTIZflw?e=fvnCt8)
3. To receive the Income Statement to date for information [Income April 2025 - March 2026](https://pertonparishcouncil.sharepoint.com/%3Ax%3A/s/ParishOffice/EdFzHvG3eVRIi-LeNCZGaLsBpVp8qdPI-CF2mHkZRJ4aTA?e=uTfqoX)
4. To receive the Expenditure and Budget to date for information [Financial budget Comparison](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EX0_p9AuNX1AjqsAzLhNzf0BIIQ7COdWV_3rBYdzPJKJMg?e=M5sa2T)
5. To consider providing a prepaid card for the Allotments Association with a £500 budget

## **13/25 To review the following documents with recommendations :**

1. Standing Orders - previously distributed with amendments [Standing Orders May 2025](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EW9S7FpVcqhOiKiZPerE8mABOfyJZLusBLLZE7i1FH3vnQ?e=KmwFkF)
2. Financial Regulations - previously distributed, with amendments [Financial Regulations 2025](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EYQBOtx5n-FDpraKt-f8_GEBNfMqamHE5ZdrrIx7UBQ5Yw?e=beTEDB)
3. Governance Framework - no amendments [Governance Framework](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Eagih6TPMTtPnJpr8VTWZB4BQjH4UAzj4pC45DCfLpqb9g?e=VOCwd1)
4. Risk Management - no amendments [Risk Management record](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/Ef5wdzXKBa5HniycTo7rhzgBTkq19c-sX7-AB8r31Jdmwg?e=FLwBK7)
5. Freedom of Information Act 2000 Publication Scheme – no amendments [Freedom of Information Model Publication Scheme.docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EUg0V_AN0UNOgJ5Of5kGvTgB6qo6Bx-GhlVI6LM7DQ31lA?e=QKgLmD)
6. Terms of reference for committees - to be reviewed for a future meeting.

## **14/25 Audit**

1. To receive Internal Auditors report [Internal audit report 2024-25.pdf](https://pertonparishcouncil.sharepoint.com/%3Ab%3A/s/ParishOffice/ETBm2wx4kGhAv9TfdtWrd5oBKAut_o17Pt54B-eBJhIThQ?e=8iTcEu) [audit report.pdf](https://pertonparishcouncil-my.sharepoint.com/%3Ab%3A/g/personal/becky_pertonparishcouncil_gov_uk/Edl0O7cAsF5Lo99UGuAuJcABff0VKtiiz0LFlrXslH0PTg?e=KKgBaf)
2. To approve accounts for year ending 31st March 2025 [Cllr end of year accounts .docx](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EblNUlkJcIlBiQBowzFrBDcBYnv0LK-z3YZ4koF-AtiAzw?e=sJVInq)
3. To approve Annual Governance Statement [Governance and Accounting statement](https://pertonparishcouncil.sharepoint.com/%3Aw%3A/s/ParishOffice/EfEOa_TOW41NkCNHcMFznG4BGENl3ctTb2steuZoXM5lyA?e=O3Klf7)
4. To approve Annual Accounting Statement
5. To agree dates for notice of appointment for the exercise of public rights

**15/25 Legionella Management -** To confirm Duty Holder and Responsible Person

**16/25 Playing Fields and Pavilion**

* + - 1. To consider painting the outside of the pavilion costs approximately £1700
			2. To consider the rewiring of the Pavilion
			3. To consider improved security locks for the gates at the pavilion
			4. To consider the installation of new signage and external notice board for the pavilion
			5. To receive an update on the Parkrun
			6. To consider new play equipment from s106 funds at a cost £5,950
			7. To receive an update on the Health and Safety risk assessments

## **17/25 Staffordshire County Council**

1. To receive for information a written report from the County Councillor

## **18/25 South Staffordshire Council**

1. To receive for information written reports from District Councillors
2. Planning Applications: no applications received

## **19/25 - Date and time of next meeting – Perton Civic Centre, Board room 7pm**

Full Council Meeting of Perton Parish Council – 9th June 2025

**Crime & Disorder Implications**Section 17 of the Crime & Disorder Act 1998, places a duty on a local authority to consider crime and disorder implications and to exercise its various functions with due regard to the likely effect of the exercise of those functions and to do all that it reasonably can to prevent crime and disorder in its area. Where relevant any decisions made at the Parish Council meeting have taken this duty of care into consideration.