



# PERTON PARISH COUNCIL

7<sup>th</sup> February 2024

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday, 12<sup>th</sup> February 2024 at 7.00pm.

Yours faithfully

**Mrs Becky 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

### **160/23 - Public Open Session**

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

South Staffordshire Councillor Mrs K Perry MBE - Local heritage assets and funding

**161/23 Apologies for Absence** – to note apologies received from Councillors

### **162/23 To receive reports for information**

- a) Police, Fire and Crime reports
- b) Weekly Clerk's reports – previously distributed also available on the website

**163/23 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.

**164/23 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)

### **165/23 Minutes**

- a) To approve minutes of the Parish Council meeting held on 8<sup>th</sup> January 2024
- b) To approve minutes of the Parish Council meeting held on 15<sup>th</sup> January 2024
- c) To correct attendance on Minutes for 11<sup>th</sup> December 2023
- d) To receive for information draft minutes or notes from the following committees/working parties:
  - i. Allotment Committee on 17<sup>th</sup> January 2024
  - ii. Health & Safety working party on 18<sup>th</sup> January 2024
  - iii. Pavilion and Playing Fields working party on 31<sup>st</sup> January 2024
  - iv. Finance meeting held on 6<sup>th</sup> February 2024

### **166/23 Finance**

- a) To approve list of Payments for January 2024
- b) To receive the Cash Book to date for information
- c) To receive the Income Statement to date for information
- d) To receive the Expenditure and Budget to date for information
- e) To consider a donation to Kingsway Foodbank

**167/23 Funding opportunities**

To consider options for applications to the following funds

- a) UK Prosperity Fund through SSDC – Expression of interest submitted for Perton Pavilion - 70% of costs available from the grant scheme.
- b) FCC Communities Foundation grants awarded between £2,000 - £100,000

**168/23 Pavilion and Playing Fields**

- a) Update on lease discussion with District Council
- b) Update on funding for Pitch improvements through Staffordshire FA funding
- c) To discuss options for repair/replacement of the playing fields roller

**169/23 Solar Panels** - To receive an update**170/23 Allotments** - To receive an update**171/23 Clerks Office** - To formalise working arrangements**172/23 Future dates**

- a) To agree Parish Council meeting date, including committees for 2024/25
- b) To agree Flicks in the Sticks movie dates for 2024/25

**173/23 Health & Safety** - To receive an update on risk assessments**174/23 Policies for review** - to consider the following policies:

- a) Document retention [Document Retention and Disposal Policy](#)
- b) Email & use of internet [Email and use of internet Policy](#)
- c) Media Policy [Media Policy](#)

**175/23 Staffordshire County Council**

- a) To receive for information written report from the County Councillor
- b) To receive Severn Trent update for information
- c) To receive an update on the maintenance and tree for the inner south island

**176/23 South Staffordshire Council**

- a) To receive for information written reports from District Councillors
- b) To consider locations and sharing costs for a SID
- c) Planning Applications:

**Applications for consideration previously distributed:**

**Application no. :** 24/00028/FULHH

**Location:** Perton Orchard, Pattingham Road, WV6 7HD

**Proposed:** single storey side/rear extension to house a swimming pool, gym and associated amenities. (resubmission of approved application 19/00804/FUL)

**177/23 - Date and time of next meeting – Perton Civic Centre, Board room 7pm**

Full Council Meeting of Perton Parish Council - 11<sup>th</sup> March 2024

**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.

# Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 8<sup>th</sup> January 2024, 7.00pm

## PRESENT:

Councillors Mrs P Allen, Mrs S Beardsmore, N Caine, P Davis (Vice-Chairman), K Elder, Mrs J Evans, C Evans, D Glynn (Chairman), Mrs R Heseltine, S Payne, C Rathbone, J Sargent and Mrs B Walters

Parish Clerk Mrs B Hodgetts  
Assistant Clerk Mrs L Higgins

Also in attendance:  
1 member of public

## 140/23 PUBLIC OPEN SESSION

There were no questions or comments from the public present.

## 141/23 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs Mrs A James and J Turner

## 142/23 REPORTS – received for information

- a) A written report from PCSO S Fryer was made available to members.
- b) Weekly Clerks reports – previously distributed. The reports are also available on the website.

## 143/23 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

146/23 a) 5168, 5185 and 5187 payments – Cllr N Caine.

## 144/23 REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

No requests received.

## 145/23 MINUTES

- a) **Resolved** that the minutes of the Parish Council Meeting held on 11<sup>th</sup> December 2023 were a true and correct record.
- b) Noted for information the draft minutes of the following committees/working parties:
  - i. Finance Committee meeting held on Thursday 4<sup>th</sup> January 2024

## 146/23 FINANCE

- a) **Paid Expenditure Transactions** between paid between 01/12/23 and 31/12/23.

**Resolved** payments approved.

Payment Reference	Date Paid	Tn no	Gross	Details
DD ASH11	01/12/23	5165	£224.90	ASH Waste Services Ltd General Waste & Recycling Collection
DD Rates12	01/12/23	5166	£1,248.00	South Staffordshire Council Business Rates - December
Bacs DLSa	04/12/23	5167	£1,080.00	D L S Electrical - Installation of Xmas Lights
Bacs SPCA11	04/12/23	5168	£33.40	Staffordshire Parish Council Ass. Training - Bid Writing 23/11/23
Bacs SGS11	04/12/23	5169	£1,182.00	S G S Systems Limited CCTV Additional Cameras
Bacs	04/12/23	5170	£215.47	Halls SMS Hand Towels, Centre Feed & Toilet R
Bacs HRJ11	04/12/23	5171	£600.00	H R J Gould Ltd Christmas Tree - Anders Square
DebitCard	04/12/23	5172	£58.50	South Staffordshire Council Planning Application Fee
DD	05/12/23	5173	£91.23	Waterplus Water Charges - Pavilion
Bacs PEN10	07/12/23	5174	£4,977.25	Staffordshire County Pension Fund - October
DD BPayCon11	07/12/23	5175	£11.69	Brightpay - Connect Monthly Subscription
Bacs IR11	08/12/23	5176	£5,945.65	Inland Revenue Tax & NI - November
DD Ricoh11a	08/12/23	5177	£171.64	Ricoh Office - Rental Charges: 01/11/23 - 31/01/24 and Copies
Debit Card	11/12/23	5178	£37.50	South Staffordshire Council Planning Application Additional Fee
DebitCard	11/12/23	5179	£13.20	TerraQuest Location Plan for Solar Panel Planning Application

DebitCard	12/12/23	5180	£35.20	Sainsbury's Refreshments for December PC Meeting
Bacs	14/12/23	5181	£291.17	South Staffordshire Council Pavilion Business Rates
Bacs BFS12	14/12/23	5182	£561.36	Banner Fire & Security Fire Extinguisher annual maintenance
Bacs	14/12/23	5183	£213.70	Concept Elevators (UK) Ltd Annual Service Contract
Bacs BUS12	14/12/23	5184	£1,026.00	Shelutions Cleaning of Bus Shelters x19
Bacs GC11	14/12/23	5185	£48.00	N P Caine Playing Fields - Grass Cutting
Bacs EDF11	14/12/23	5186	£774.45	EDF Energy Pavilion - Electricity (3 months)
Bacs Clean	14/12/23	5187	£60.00	B Osagie Pavilion - Cleaning
Bacs WPC11	14/12/23	5188	£117.00	Wombourne Parish Council Training - Fire Marshall x3
WATER11	18/12/23	5189	£800.18	Waterplus Pavilion - Water Charges
DD BT11	18/12/23	5190	£93.93	British Telecom Telephone & Broadband
Bacs WC12	18/12/23	5191	£138.91	Wolverhampton Council 25 x HI-VIS Vests
Bacs MDG12	18/12/23	5192	£822.00	MDG Construction Ltd Skylight Repair - Civic Centre
Bacs FRTS12	19/12/23	5193	£83.20	First Rescue Training Supplies Ltd - Replacement Defib Pads
Bacs Film12	20/12/23	5194	£300.00	Arts Alive Film Screening - Bolans Shoes
Bacs ECI12	20/12/23	5195	£121.20	Evac Chair International Maintenance Contract
CHG HSBC12	21/12/23	5197	£14.04	HSBC UK Bank Charges
Bacs	22/12/23	5196	£11,777.05	Salary M9
Bacs AE12	22/12/23	5198	£84.00	Acquiesce Environmental Compliance Ltd Legionella Monitoring
Bacs	22/12/23	5199	£179.24	Halls SMS Toilet Rolls
DD GAS11	27/12/23	5200	£914.85	Total Energies Gas & Power Gas Charges - November
DD ELEC11	28/12/23	5201	£891.54	Total Energies Gas & Power Electricity Charges - November
CreditCard	28/12/23	5202	£34.70	MP Fittings Replacement Toilet Door Lock
DD Water11	29/12/23	5203	£97.90	Waterplus Water Charges - Civic Centre

**Total £35,370.05**

- b) Cash book to date received and noted for information.
- c) Income statement to date received and noted for information.
- d) Expenditure and budget to date received and noted for information.
- e) Consideration was given to purchasing 10 x A3 30mph self-adhesive stickers for the bus shelters. The cost of these stickers has increased by £4 each to £19.99 + vat. **Resolved** to review following refurbishment of the bus shelters

#### **147/23 PAVILION & PLAYING FIELDS**

- a) Lease – a date has not been set for the discussion with District Council as yet. **Resolved** confirm availability with Councillors Mrs J Evans and P Davis.
- b) Pitch improvements – unfortunately the soil sampling has not been completed due to illness and weather. **Resolved** to arrange as soon as possible.
- c) Refurbishment of the Pavilion – unfortunately the District Council have confirmed that the proposed maintenance cannot be funded through the Police & Crime Commissioner funding stream. **Resolved** to look at other options.

#### **148/23 SOLAR PANELS**

The solar panel planning application form has been submitted 23/00998/OTHERS but no decision has been received.

#### **149/23 CHRISTMAS 2024**

**Resolved** to form a working party with the following Councillors Mrs P Allen, Mrs S Beardsmore, P Davis, Mrs R Heseltine and Mrs B Walters. The working party will consider the options of providing something for the lonely, vulnerable and isolated residents in the run up to Christmas.

### 150/23 ALLOTMENTS

The land transfer has been signed by both parties. The developer has given permission for the contractor to start on site whilst the documents are being finalised. The contractor is scheduled to commence work on Monday 15<sup>th</sup> January 2024.

The section 106 monies for £93,539.92 has been applied for and a contract is being drawn up by SSDC.

There are currently 91 residents on the waiting list, with a minimum of 59 half plots and 8 raised beds being available.

### 151/23 - STAFFORDSHIRE COUNTY COUNCIL

- a) No report received from the County Councillor. The Council are aware that a highways meeting was held to which not everyone was invited. **Resolved** the Clerk request that all councillors are made aware of any meetings in future.
- b) Severn Trent - Cllr K Elder has tried contacting Severn Trent again, unfortunately there has still been no response.

### 152/23 - SOUTH STAFFORDSHIRE COUNCIL

District Council written report presented from Cllrs P Davis, C Evans and Mrs R Heseltine. The reports were noted for information.

### 153/23 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm

- a) **Resolved** that the Precept meeting on 15<sup>th</sup> January 2024 be rescheduled for 7.30pm, to allow all Councillors the opportunity of attending for the council photograph at 7pm.
- b) Full Council Meeting of Perton Parish Council - 12<sup>th</sup> February 2024

**Meeting closed at 8.40pm**

Signed .....  
Chairman

Date: .....

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 30/11/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£14,270.44
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£171,961.51

RECEIPTS	Net	Vat	Gross
Parish Council	£242,123.35	£0.00	£242,123.35
Civic Centre	£63,752.18	£0.00	£63,752.18
Pavilion & Playing Fields	£526.00	£0.00	£526.00
Total Receipts	£306,401.53	£0.00	£306,401.53

PAYMENTS	Net	Vat	Gross
Parish Council	£145,971.87	£3,236.07	£149,207.94
Civic Centre	£100,382.49	£5,046.90	£105,429.39
Allotments	£796.70	£159.34	£956.04
Pavilion & Playing Fields	£2,465.65	£106.13	£2,571.78
Total Payments	£249,616.71	£8,548.44	£258,165.15

Closing

## Ordinary Accounts

Co-operative Bank	£441.07
HSBC Current Account	£8,506.82
Petty Cash Account	£250.00
Public Sector Deposit Fund	£211,000.00
	£220,197.89
Total	£220,197.89

Uncleared and Unpresented

Statement Closing

## Ordinary Accounts

Co-operative Bank	£441.07
HSBC Current Account	£8,506.82
Petty Cash Account	£250.00
Public Sector Deposit Fund	£211,000.00
Total	£220,197.89

## Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 15<sup>th</sup> January 2024, 7.30pm

### PRESENT:

**Councillors** Mrs P Allen, Mrs S Beardsmore, P Davis, K Elder (Chairman), Mrs J Evans, C Evans, D Glynn (Vice Chairman), Mrs R Heseltine, Mrs A James, S Payne, C Rathbone, J Sargent, and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

### 154/23 - APOLOGIES FOR ABSENCE

Apologies received and noted from Councillors N Caine and J Turner

### 155/23 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of interest were received.

### 156/23 - CODE OF CONDUCT DISPENSATIONS

No requests for dispensation received.

### 157/23 – BUDGET

The previously distributed outline budget shows the anticipated cash balance carried forward from 2023/24 with projected income and expenditure for 2024/25.

Councillors discussed the outline budget and headings and **RESOLVED** that a total budget of £466,338 be set for 2024/25.

Costs for power to be supplied to the war memorial for a PA system to be sought.

Any repairs to the civic centre roof to be arranged when the solar panels are installed if possible to save on scaffold costs.

The installation of an accessible swing to be looked at through grant funding.

There are additional costs for the allotments for tree and ground works of £2800. This can be taken out of the £10,000 contingency in the original quote.

The increase in budget and subsequently the precept is due in part to the Parish Council taking responsibility for the Pavilion and football pitch maintenance at the playing fields.

### 158/23 – PRECEPT

Following agreement on the budget, it was **resolved** to request a precept of £248,001 for 2024/25.

The agreed Precept requirement is an increase of 9.59% with the annual charge increase of £6.26 per annum based on a 'Band D' property.

### 159/23 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm

Full Council Meeting – 12<sup>th</sup> February 2024

**Meeting closed at 9.02pm**

Signed .....  
Chairman

Date: .....



Perton Parish Council	2024/25		
Income	Revenue £	Capital £	Total £
Civic Centre	£56,210		
Parish Council	£12,950		
Allotments	£1,750		
Playing Fields / Pavilion	£3,000		
Interest	£4,000		
cash carried forward	£140,427		
<b>Total Income</b>	<b>£218,337</b>	<b>£0</b>	<b>£218,337</b>

Expenditure	Revenue £	Capital £	Total £
Civic Centre	<b>£154,407</b>		
Parish Council	<b>£210,831</b>		
Allotments	<b>£2,560</b>		
Playing Fields / Pavilion	<b>£17,540</b>		
Operating reserves	<b>£30,000</b>		
Ringfenced	<b>£21,000</b>	<b>£30,000</b>	
<b>Total expenditure</b>	<b>£436,338</b>	<b>£30,000</b>	<b>£466,338</b>

Precept requirements 2024/25

£248,001

Precept 2023/24

£225,000

Movement in Precept

£23,001.00 increase

2023/24 tax base

3445.58

2024/25 tax base

3465.66

0.58%

Band D Council tax per annum

2023/24 Band D

£65.30

2024/25 Band D

£71.56

9.59%

£6.26

#### Ringfenced breakdown

Elections	£10,000
Operating reserves	£30,000
Youth	£10,000
Civic Centre Maintenance/refurb	£30,000
Electrical Inspection	£1,000
<b>Total</b>	<b>£81,000</b>



<b>INCOME</b>			<b>Anticipated budget 2024/25</b>
<b><u>PARISH COUNCIL</u></b>			
Litter - Agency Fee	1		3,850
VAT	2		5,000
Precept	3		248,001
Public Sector Deposit Fund Interest	4		4,000
Events	5		100
Funding	6		-
Miscellaneous	7		-
Perton Walkers Map	8		-
Co-op Bank - Comm Support Hub	10		-
			<b>£260,951</b>

### **CIVIC CENTRE**

Bar Commission	51		-
Bar charges	52		-
Deposit - Room Hire (Refundable)	53		-
Drinks Machine (hot)	54		200
Funding	55		-
Hire of Rooms	56		60,000
Photocopies	57		10
<b>Total</b>			<b>£60,210</b>

### **ALLOTMENT**

Plot rent	301		1,750
Miscellaneous	302		
<b>Total</b>			<b>£1,750</b>

<b>INCOME</b>			<b>Anticipated budget 2024/25</b>
<b><u>PAVILION / PLAYING FIELDS</u></b>			
Pitch hire			2,500
Pavilion room Hire			-
Scouts (electricity/water recharges)			500
Funding			-
Misc			
<b>Total</b>			<b>£3,000</b>
<b>TOTAL INCOME</b>			<b>£325,911</b>
			<b>£140,427</b>
			<b>£466,338</b>

<b>EXPENDITURE</b>		<b>Agreed budget 2024/25</b>
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### **CIVIC CENTRE**

Salaries	201	105,157
Advertising	202	100
Automatic Doors	203	1,500
Bank Charges	204	150
Boilers	205	1,000
CCTV	206	500
Consumables	207	1,500
Drinks Machine	208	700
Electrical Inspection - PAT testing	209	200
Fire & Security Alarms	210	1,500
Fire Extinguisher Maintenance	211	500
General Maintenance	212	2,000
Insurance Renewal	213	2,100
Legionella Monitoring	214	1,000
Lifts	215	1,500
Miscellaneous CC	216	500
Office equipment	217	500
Performing Rights Society & PPL	218	1,000
Photocopier	219	600
Power	220	18,000
Rates	221	15,000
Refreshments	222	200
		-
Refuse & Hygiene services	223	3,000
Staff Uniforms	224	100
Telephone & Broadband	225	600
Water & Sewerage	226	1,500
<b>Total Expenditure</b>		<b>£160,407.00</b>

### **PARISH COUNCIL**

Salaries	101	106,310
Litter salaries	102	16,000
Members' Allowances	103	14,000
Advertising & Signage	104	300
Audit	105	1,200
Bus Shelter Maintenance	106	2,500
CCTV - Anders Square	107	5,000
Christmas Decorations	108	3,000
Civic Functions/Civic Sunday	109	750
Civic Awards	110	200
Contingency	111	15,000
Events	112	6,000
Flower tubs & hanging baskets	113	3,750
Graffiti Removal	114	100

Grants & Donations	115	4,000
H&S Consultancy Services	116	2,000
Insurance Renewal	117	2,100
Litter supplies	118	150
NSALG membership fee		-
Newsletter	119	400
Notice Boards	120	1,000
Office Equipment	121	2,500
Partnership Working	122	5,000
Photocopier	123	650
Play Area / Outdoor Activities	124	2,000
Premises Licence Fee		-
Premises Licence Fee	125	180
Skatepark	126	-
Staff Training	127	2,000
Stationery & Postage	128	500
Subscriptions	129	1,900
Telephone & Broadband	130	600
Website	131	300
Walkers Map	132	-
War Memorial	133	5,000
Ringfenced Items ***	134	83,000
Co-op Bank: Community Support Hub	140	441
		<b>£287,831.00</b>

<b><u>ALLOTMENTS</u></b>		
NSALG membership fee	351	60
Annual Licence fee - software	352	500
Maintenance	353	1,000
Electric	354	-
Water	355	1,000
<b>Total</b>		<b>£2,560.00</b>

<b><u>PAVILION / PLAYING FIELDS</u></b>		
Cleaning (Pavilion)	451	<b>1,170</b>
Grass cutting	452	<b>1,560</b>
Line marking	453	<b>1,560</b>
Insurance	454	<b>1,500</b>
Maintenance	455	<b>6,150</b>
Utilities	456	<b>4,000</b>
Rates	457	<b>1,600</b>
		<b>£17,540.00</b>

<b>Total Expenditure</b>		<b>£468,338.00</b>
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<b>EXPENDITURE</b>		Agreed budget 2024/25
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**Ringfenced breakdown**

Elections	10,000
Operating reserves	30,000
Youth	10,000
Civic Centre Maintenance/refurb	30,000
Electrical Inspection	1,000
<b>Total</b>	<b>£81,000</b>

**To discuss further requirements**

- Lengthsman
- Civic Centre heating pipe work repairs - To obtain quotations i
- Skatepark
- MUGA lighting
- Senior youth club
- War memorial including electricity point

## Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 11<sup>th</sup> December 2023, 7.00pm

### PRESENT:

Councillors Mrs S Beardsmore, N Caine, P Davis (Vice-Chairman), K Elder, Mrs J Evans, C Evans, D Glynn (Chairman), Mrs R Heseltine, Mrs A James, S Payne, C Rathbone, ~~J Sargent~~ and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins

*Sent apologies*

Also in attendance:

3 members of public

County Councillor J Abrahams (part of the meeting)

### 123/23 PUBLIC OPEN SESSION

A resident raised several concerns:

- Public footpaths on Bradshaws estate have been ploughed and are difficult to walk on. County Councillor Abrahams will speak to the owner to try and get them re-instated.
- Pump house, Dippons Lane. The current pumps do not seem to be capable of catering for the new houses as there are still continuous emissions.
- Severn Drive, road surface at pedestrian crossing – disappointed that this has not been done. County Councillor Abrahams explained that the work required was outside his budget but would be looked at in future.

### 124/23 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs Mrs P Allen and J Sargent

**Resolved** to change the order of business (item number 137/23 a)) as per standing order 10a vi)

### 137/23 - STAFFORDSHIRE COUNTY COUNCIL

a) Cllr Jak Abrahams presented his report to members:

- Happy to help with financial contribution towards a tree for the inner south Island
- Large Give Way sign could be looked at if required but they cost £1,000. This was raised by a resident but the Community Highway Manager confirms that there is no requirement to provide give way signs at all junctions and the DfT guidance indicates that signs should be used sparingly where there is justification.
- The grit has been delivered for Roundway Down grit bin.
- There is an afternoon planned with highway representatives to look at all the issues in Perton. Some of the items suggested by councillors were as follows:
  - ❖ Rear of Perton First School -overgrown bush
  - ❖ lining of the side roads
  - ❖ Severn Drive
  - ❖ Depressions in the speed humps and remarking needs attention. Cllr N Caine to submit details of the worst one.

If there are any other issues email Cllr Abrahams. Items will be prioritised

Cllr Abrahams left the meeting.

### 125/23 REPORTS – received for information

- A written report from PCSO S Fryer was made available to members.
- Weekly Clerks reports – previously distributed. The reports are also available on the website.

### 126/23 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

129/23 a) 5154 Robins Nest Catering – Cllr Mrs A James.

### 127/23 REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

No requests received.

# Minutes of the Allotment Committee meeting of Perton Parish Council

Held at Perton Civic Centre Wednesday 17<sup>th</sup> January 2024 at 6pm

## Present:

Councillors – P Davis (Chairman), Mrs R Heseltine, K Elder, D Glynn,  
Residents, Mrs S Horrobin, R Snape

Other: Mrs B Hodgetts (Parish Clerk)

## A01/23 - APOLOGIES FOR ABSENCE

Apologies received and noted from Mrs P Allen who wishes to resign from the Committee.

The vacancy will be taken to the next full parish council meeting.

## A02/23 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declaration of disclosable pecuniary and other interests received.

## A03/23 - MINUTES OF MEETING

**Resolved** that the minutes of the allotment meeting held on 1<sup>st</sup> March 2023 having previously been distributed, were signed by the Chairman as a true and correct record.

## A04/23 – SITE

- a) There are 91 residents on the waiting list. The current plans for the site show 59 half plots and 8 accessible raised beds.

The contractor has been asked to clear an additional area to create more plots. This is currently an unknown quantity.

- b) It was resolved that the Clerk would allocate the plots.

- c) The following annual costs are to be proposed to Full Council
- i. Full plot – there are no full plots on the site.
  - ii. Half plot - £50
  - iii. Quarter plot - £25
  - iv. Raised bed – two sizes £15 and £10 dependant on size.

## A05/23 – TENANTS

It was resolved to have a start date of 1<sup>st</sup> April, with packs being sent out week commencing 19<sup>th</sup> February. If they are not returned with full payment by 1<sup>st</sup> April they will lose their allocated plot. They will be able to pay cash, cheque or bank transfer.

There has been an offer from one plot holder to control the rabbits on the site but they need Parish Council approval.

It was proposed that there should be some publicity when the first residents can go on site.

## A06/23 – ITEMS FOR NEXT AGENDA

No suggestions were made.

## A07/23 – DATE AND TIME OF NEXT MEETING

**Resolved** the next meeting to be held on Wednesday 28<sup>th</sup> February 2024 at 6pm.

Meeting closed at 6.45pm

Signed .....  
Chairman

Date: .....

# Health & Safety meeting

18<sup>th</sup> January 2024 – virtually

Present: Brenda Walters, Penny Allen, Rita Heseltine, Keith Elder, Becky Hodgetts.

Dave Glynn sent his apologies.

Keith raised the issue of increased activities of the Parish Council. The allotments were due to be completed in the next few weeks, PPFA administration and various working parties.

The use of technology was discussed, this is something that can be looked at.

It was agreed that more admin responsibility could be given to Sue. Working party meetings could be recorded and Sue type them up.

Louise has taken on the allotments admin.

The calls could also be triaged. It isn't always necessary to speak to Becky, Sue or Louise may be able to help.

Visits to the office should be kept to a minimum.

## Risk assessments:

There are only 9 risk assessments required for the Health & Safety policy all the others are already in place. Brenda is working with Sue on this and they will be organised in order of need.

Brenda will also hold a training event for the staff.

Meeting closed 9.10pm

Date of next working party:- to be agreed



Working Party for the Pavilion & Playing Fields  
**Minutes of the Meeting**  
 held on 31 January 2024 at 11.00 a.m. in the Civic Centre

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**1. Present and apologies**

- 1.1. Present: Judith Evans, Phil Davis, Keith Elder
- 1.2. Apologies: Penny Allen, Becky Hodgetts

**2. Minutes of meeting held on 5 December 2023**

**2.1. Approved**

**3. SSDC Funding application**

*3.1. Completion of form entries:*

- 3.1.1. Becky made a comprehensive start on this. Keith has been adding to it and is kindly completing all the entries ready for our 12 February meeting of the full council.
- 3.1.2. Matters are required to be shown as outputs and outcomes connected to objectives which aim to foster increased community use. This will include information on pitch usage, community hire of the long-room, and increased use of the pavilion by the football groups, including of the long-room for refreshments, meetings etc.

*3.2. Select quotes and package as required for the application:*

- 3.2.1. This application is for 70% of the cheapest quote we obtain. The remaining 30% and all other costs are from Parish Council funds. It was agreed that the best use of this type of funding is to make the Pavilion ready for hiring as simply and as quickly as possible. Cosmetic, energy, utilities, disability, and the outdoor projects will be done under different sources of funding, with some as joint applications with the Scouts.
- 3.2.2. According to the Survey we commissioned, the minimum necessary work to make the inside *safely usable* for hiring out is new ceilings in the long room and both shower areas, repositioned shower pulls, and a secure back door. Resolved: These should be works asked for in this application.
- 3.2.3. The survey further recommends restoration of the ventilation skylights and re-connection of the ventilation pipe in the roof. This is to *prevent re-occurrence* of moisture damp damage. It needs to be done reasonably soon but it could be done separately to the other ceiling work. Resolved: to get quotes for both these ventilation requirements and decide on whether that cost should be under this 70% aid or a 100% grant.

*3.3. Identify what else is needed for this application:*

- 3.3.1. We obtained quotes prior to the Survey and are having them updated to reflect Survey requirements plus any increase in costs since last year.
- 3.3.2. We need updated information on current usage of the pitches plus estimates of anticipated use from March, and the list of criteria for hiring charges from FIFA, etc.

#### 4. Other funding applications

##### 4.1. *Identify those to be pursued soon and what is needed to progress them:*

- 4.1.1. Pitch Power: we are still awaiting the results of the pitches soil assessments. Need to check progress on this.
- 4.1.2. National Lottery: still being discussed – probably a joint application with the Scouts for disabled access and disabled toilets, and safer outdoor space.
- 4.1.3. The Football Foundation: quotes are being got for a new hard core storage area to apply for a storage container.

##### 4.2. *Potential other applications in the pipeline:*

- 4.2.1. Sports Council, Sports for All: this will be for our bigger outdoor 'capital investment' projects to install a 4G pitch with fencing and lighting and will be commenced after the 'heads of terms' for our new lease have been agreed.
- 4.2.2. Howden's The Game Changer Programme: improved clubhouse kitchen facilities for junior and lower-league football venues. Being explored. Have had one kitchen fitter, QA, to provide a quote.

#### 5. Heads of terms for new playing fields lease

##### 5.1.1. *Update on meeting at SSDC in January:*

- 5.1.1.1. A very positive and productive meeting with Imre and Mark attended by Becky, Phil and Judith. We covered all aspects of what can be done to improve the Pavilion and playing fields and SSDC is supportive of our plans.
- 5.1.1.2. We are putting together our suggested heads of terms which we will submit to them for their consideration and further discussions. We are drafting our initial heads ready for consideration at our 12 February full council meeting.

##### 5.1.2. *Immediate known required terms for the renewal:* the lease will stay broadly the same. Changes will include –

- 5.1.2.1. Updating for the 2 buildings now on the land (Pavilion + Scouts) and the access to these. We are still to decide whether the Scouts should now become a sub-lease from us.
- 5.1.2.2. SSDC are happy to include permission to install 4G pitches and will help with ascertaining the structural needs for this, and with installation of new storage areas with their own access from the field.
- 5.1.2.3. Maintenance of the land will remain the same. We will remain responsible for the actual pitches.
- 5.1.2.4. We discussed with Imre and Mark the possible need for changing the boundary of our lease given that Severn Trent may need the land off Gainsborough Drive for flood prevention.

##### 5.1.3. *Consideration of other requirements:* should we include:

- 5.1.3.1. Different provision for maintaining drainage of the pitches;
- 5.1.3.2. Permission to install secure pedestrian only access to the entire playing field area to stop motorised bikes, etc., from getting onto the pitches;
- 5.1.3.3. Do we want to take on the 'top field' (also known as David Bilson's field) which is currently not part of our lease.

## **6. Hiring of the pitches**

### *6.1. Review the booking method:*

- 6.1.1. Requirement: there needs to be a very flexible allocation of the pitches to cater for the fairly complex arrangements needed for league fixtures. We cannot have a group outside this league arrangement block booking a particular pitch.
- 6.1.2. Background to this request: Chris Smith asked for an emergency meeting with Becky and Judith to resolve issues that had arisen because of such a block booking, and we have agreed that the booking process be left solely in his remit for the time being. It involves a great deal of work and specialist knowledge which we cannot acquire quickly. If it isn't made to work within the league requirements, all those groups will go elsewhere.
- 6.1.3. It was agreed that this arrangement continue, and that Chris Smith be thanked for continuing to do it and for his dedication to keeping the playing fields working. We note that this is especially true given that his teams are temporarily forced off the pitches by the bad drainage making the booking complexities even greater.

### *6.2. Consideration of hiring terms and charges review:*

- 6.2.1. Agreed, this needs to be done preferably in time for the increased March start to full use of the pitches.
- 6.2.2. The terms need to reflect the booking system outlined above.
- 6.2.3. The charges for this year to be done on a 'target budget' basis. Increased set charges can be introduced when remedial works are complete.
- 6.2.4. We suggest that use of the refurbished Pavilion long room be included in the pitch hire for teams to use for refreshments, meetings etc.

## **7. Next steps**

### *7.1. Priorities and order of progression:*

- 7.1.1. Keith to continue writing up the SSDC funding application ready for our 12 February Council Meeting
- 7.1.2. Judith to contact MDG Construction, MJ Property and Raymond Tonks about updated quotes. Phil will also assist in meeting with them again at the Pavilion if it's needed.

- 7.2. *Date of next meeting*: we will call one when we know the Parish Council's views on putting in the funding application and what is preferred for the lease.

## Minutes of the meeting of Perton Parish Council

Finance Committee meeting held on Tuesday 6<sup>th</sup> February 2024 at 10.00am

### Present:

Councillors Mrs P Allen, N Caine, P Davis, D Glynn (Chairman), Mrs R Heseltine, C Rathbone and S Payne

Assistant Clerk Mrs L Higgins

### F66/23 - APOLOGIES FOR ABSENCE

No apologies received.

### F67/23 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

A declaration of pecuniary or other interests received from Cllr N Caine for expenditure transactions 5210.

### F68/23 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

### F69/23 - MINUTES OF MEETING

**Resolved** that the minutes of the Meeting held on 4<sup>th</sup> January 2024, previously distributed, were a true and correct record and signed by the Chairman.

### F70/23 - ACCOUNTS PAID

The Assistant Clerk presented a list of payments up to 31<sup>st</sup> January 2024. **Resolved** that all payments were correct and authorised. Payments for DLS Electrical was explained.

### F71/23 - INCOME RECEIVED

The schedule of income received up to 31<sup>st</sup> January 2024 was reviewed and accepted for information.

### F72/23 - BUDGET TO DATE

The budget to date was reviewed and noted. **Resolved** that the following virement be made

- £2,000 from Contingency to Grants

### F73/23 - RECONCILIATIONS

The Assistant Clerk presented the HSBC bank statement number 256 dated 31<sup>st</sup> January 2024 for reconciliation to the cashbook. Also presented for scrutiny the Co-op bank, Petty Cash records and the CCLA Public Sector Deposit Fund.

**Resolved** that all reconciliations were correct along with the Petty Cash balance and were signed-off by two Councillors and the Assistant Clerk.

### F74/23 - DATE AND TIME OF NEXT MEETING

Tuesday 5<sup>th</sup> March 2024 at 10.00am.

Meeting closed at 10.40am

Signed .....  
Chairman

Date: .....

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
DD ASH12	02/01/24	5204		£265.20	£44.20	£221.00	ASH Waste Services Ltd	General Waste & Recycling Collectio
DD Rates01	02/01/24	5205		£1,248.00	£0.00	£1,248.00	South Staffordshire Council - Rates	Business Rates - January
Reimburse CS01	02/01/24	5206		£79.52	£0.00	£79.52	Pitchcare.Com	Linemarking Paint
Bacs SGS12	04/01/24	5207		£534.00	£89.00	£445.00	S G S Systems Limited	Fire Alarm Additions
DD BPayCon12	05/01/24	5208		£11.69	£1.95	£9.74	Brightpay	Brightpay Connect Monthly Subscript
DD Ricoh12	05/01/24	5209		£191.11	£31.85	£159.26	Ricoh	Rental Charges: 01/12/23 - 29/02/24 and Copies
Bacs GC12	08/01/24	5210		£85.99	£0.00	£85.99	N P Caine	Playing Fields - Grass Cutting
Bacs Clean12	08/01/24	5211		£60.00	£0.00	£60.00	B Osagie	Pavilion - Cleaning
DebitCard H&MS01a	09/01/24	5212		£89.88	£14.97	£74.91	Home & Motorsave	Paint and Decorating Equipment for
DebitCard SSDC01	10/01/24	5213		£23.00	£0.00	£23.00	South Staffordshire Council	Premises Licence Amendment Fee
DebitCard TR01	11/01/24	5214		£10.17	£1.70	£8.47	The Range	3 x A3 Frames
Bacs AMAZON01	12/01/24	5215		£58.94	£7.17	£51.77	Amazon	Bar Refurb Supplies
Bacs ESPO01a	12/01/24	5216		£126.12	£21.02	£105.10	ESPO	Stationery and Cleaning Products
Bacs Citron01	12/01/24	5217		£233.47	£38.91	£194.56	Citron Hygiene UK Limited	Sanitary and Nappy Bin Annual Contr
Bacs PEN12	12/01/24	5218		£3,404.60	£0.00	£3,404.60	Staffordshire County Pension Fund	Pension - December
Bacs IR12	12/01/24	5219		£3,363.76	£0.00	£3,363.76	Inland Revenue	Tax & NI - December
DD BT12	17/01/24	5220		£93.93	£15.65	£78.28	British Telecom	Telephone & Broadband
Bacs DLSb	18/01/24	5221		£1,080.00	£0.00	£1,080.00	D L S Electrical T/A Summerfield Electrical	Removal of Christmas Lights in Ande
CHG HSBC01	21/01/24	5222		£10.05	£0.00	£10.05	HSBC UK	Bank Charges
Bacs CC-WATER12	22/01/24	5223		£117.31	£0.00	£117.31	Waterplus	Civic Centre - Water Charges
Bacs VA01	25/01/24	5224		£216.00	£36.00	£180.00	VendaId	Drinks Machine Filter Change x2
Bacs AMAZON01	25/01/24	5225		£13.50	£2.25	£11.25	Amazon	A4 Frames x3

166/23 a)

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
Bacs FAAC01	25/01/24	5226		£492.00	£82.00	£410.00	FAAC Entrance Solutions UK Limited	Replacement Door Swingers 203
Bacs ISL01	25/01/24	5227		£336.00	£56.00	£280.00	Integrity Surveying Limited	Heating Pipes Survey 212
Bacs AE01	25/01/24	5228		£84.00	£14.00	£70.00	Acquiesce Environmental Compliance Limited	Legionella Monitoring 214
Bacs ESPO01b	25/01/24	5229		£142.62	£23.77	£118.85	ESPO	Stationery and Cleaning Products 128
Bacs SSDC01	25/01/24	5230		£1,487.00	£240.00	£1,247.00	South Staffordshire Council	Legal Fees for Land Transfer 355
DD GAS12	25/01/24	5231		£940.93	£156.82	£784.11	Total Energies Gas & Power Ltd	Gas Charges - December 220
DD ELEC12	25/01/24	5232		£873.22	£145.54	£727.68	Total Energies Gas & Power Ltd	Electricity Charges - December 220
Bacs SalaryM10	26/01/24	5233		£12,374.07	£0.00	£12,374.07	Salaries	Salaries 201/1
CreditCard EC01	26/01/24	5234		£497.99	£83.00	£414.99	E Catering	Drinks Fridge for Bar 134/4
DebitCard EF01	26/01/24	5235		£15.95	£2.66	£13.29	Easy Frame	Replacement Acrylic for Council Pho 121/3
Bacs EML01	29/01/24	5236		£4,000.00	£0.00	£4,000.00	Enovert Management Ltd	10% Donation - Solar Panel Grant 115
PettyCash H&M01	30/01/24	5243		£109.72	£18.27	£91.45	Home & Motorsave	Various 212
PettyCash Sains01	30/01/24	5244		£64.89	£6.25	£58.64	Sainsbury's	Various 222
PettyCash Mtys01	30/01/24	5245		£5.00	£0.83	£4.17	Martyns	Paper for Display Boards 128
PettyCash AD01	30/01/24	5246		£16.00	£0.00	£16.00	Angus Dunphey	History Book 112
PettyCash CG01	30/01/24	5247		£16.76	£2.79	£13.97	Codsall Glass Limited	Replacement Picture Glass 121/3
Bacs RatesPPF01	31/01/24	5237		£291.00	£0.00	£291.00	South Staffordshire Council	Pavilion Business Rates 457
Bacs UKFC01	31/01/24	5238		£1,755.00	£292.50	£1,462.50	The UK Firework Company Ltd	45% Deposit for Firework Display 03 112
Bacs HALLS01	31/01/24	5239		£95.97	£15.99	£79.98	Halls SMS	Toilet Rolls and Centrefeed Rolls 207/2
Bacs EAM01	31/01/24	5240		£4,317.72	£0.00	£4,317.72	Ecovision Asset Management	10% Deposit for Solar Panel Install 134/4
Bacs SGS01	31/01/24	5241		£108.00	£18.00	£90.00	S G S Systems Limited	Replacement Batteries for Fire Syst 210/2

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 31/01/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
Bacs EDF01	31/01/24	5242		£236.56	£11.26	£225.30	EDF Energy	Pavilion - Electricity (final bill)
								456/1



166(23 b)

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/01/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£14,270.44
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	<u>£171,961.51</u>

RECEIPTS	Net	Vat	Gross
Parish Council	£243,310.77	£0.00	£243,310.77
Civic Centre	£74,499.68	£0.00	£74,499.68
Pavilion & Playing Fields	£1,015.00	£0.00	£1,015.00
Total Receipts	<u>£318,825.45</u>	<u>£0.00</u>	<u>£318,825.45</u>

PAYMENTS	Net	Vat	Gross
Parish Council	£168,331.38	£3,721.22	£172,052.60
Civic Centre	£114,136.46	£5,784.84	£119,921.30
Allotments	£2,043.70	£399.34	£2,443.04
Pavilion & Playing Fields	£3,207.46	£117.39	£3,324.85
Total Payments	<u>£287,719.00</u>	<u>£10,022.79</u>	<u>£297,741.79</u>

Closing Balances

## Ordinary Accounts

Co-operative Bank	£441.07
HSBC Current Account	£21,354.10
Petty Cash Account	£250.00
Public Sector Deposit Fund	£171,000.00
	<u>£193,045.17</u>
Total	<u>£193,045.17</u>

Uncleared and Unpresented effects

Statement Closing Balances

## Ordinary Accounts

Co-operative Bank	£441.07
HSBC Current Account	£21,354.10
Petty Cash Account	£250.00
Public Sector Deposit Fund	£171,000.00
Total	<u>£193,045.17</u>

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

166/23c)

Summary of Income April 2023 - March 2024																
Community Centre & Parish Receipted Income										Community Centre & Parish BACS Income						
Business Income										Business Income						
Room Hire	Refund Deposit	Other	Photo Copies	Drinks	PPC events	Pitch hire	Room Hire	Refund Deposit	Precept	Interest	Grant	Commission	Pitch hire	Agency Fee	Total Income	Refunded Deposits
£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Apr 318.50	100.00	5.00	1.50		16.00		1,630.91	100.00	112,500.00	527.71					115,199.62	409.00
May 500.50			0.60	25.00			7,280.00	-100.00		500.38				266.41	8,452.89	100.00
June 660.50	100.00		3.20	28.00			9,733.50	-50.00		817.98		15.43		277.99	11,586.60	200.00
July 387.50							5,537.50	110.00		809.73		9.05		301.16	7,164.94	0.00
Aug 376.00							6,379.36	200.00		845.03				301.16	8,101.55	100.00
Sept 711.50		20.00					6,677.75	-60.00	112,500.00	774.08		39.16		301.16	120,963.65	160.00
Oct 542.50	50.00		1.50				4,858.14	50.00		678.69				301.16	6,481.99	50.00
Nov 779.50	100.00						4,563.00	-200.00		1,122.62		34.95	359.00	301.16	7,060.23	350.00
Dec 446.50				50.00			11,991.50	-150.00		1,030.65		32.43	167.00	332.33	13,900.41	150.00
Jan 777.50						162.00	9,670.00	300.00		944.56			327.00	242.86	12,423.92	0.00
Feb															0.00	
Mar															0.00	
=	5,510.50	350.00	25.00	6.80	0.00	119.00	69,301.66	200.00	225,000.00	8,051.43	0.00	131.02	853.00	2,625.39	311,335.80	272,436.61
															YTD +/-	To Date
															38,899.19	311,335.80

Community Centre &amp; Parish Receipted Income

Community Centre &amp; Parish BACS Income

Business Income

Business Income

# Financial Budget Comparison

166(23 d)

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	revised	Actual Net	Balance
<b>INCOME</b>					
<b>Parish Council</b>					
1	Precept	£225,000.00	£225,000.00	£225,000.00	£0.00
2	VAT reclaimed	£0.00	£0.00	£5,928.18	£5,928.18
3	Litter - Agency Fee	£3,578.00	£3,578.00	£2,625.39	-£952.61
4	Public Sector Deposit Fund Interest	£1,000.00	£1,000.00	£8,051.43	£7,051.43
5	Events	£200.00	£200.00	£124.00	-£76.00
6	Funding	£0.00	£0.00	£0.00	£0.00
7	Miscellaneous	£0.00	£0.00	£0.00	£0.00
8	Perton Walkers Map	£0.00	£0.00	£20.00	£20.00
10	Co-op Bank - Community Support	£0.00	£0.00	£0.00	£0.00
<b>Total Parish Council</b>		£229,778.00	£229,778.00	£241,749.00	£11,971.00
<b>Civic Centre</b>					
51	Bar Commission	£0.00	£0.00	£0.00	£0.00
52	Bar Charges	£0.00	£0.00	£0.00	£0.00
53	Deposit - Room Hire (Refundable)	£0.00	£0.00	-£710.00	-£710.00
54	Drinks Machine (hot)	£150.00	£150.00	£189.63	£39.63
55	Funding	£0.00	£0.00	£0.00	£0.00
56	Hire of Rooms	£55,000.00	£55,000.00	£69,434.75	£14,434.75
57	Photocopies	£0.00	£0.00	£6.80	£6.80
<b>Total Civic Centre</b>		£55,150.00	£55,150.00	£68,921.18	£13,771.18
<b>Allotments</b>					
301	Plot Rent	£0.00	£0.00	£0.00	£0.00
302	NSALG Membership Fee	£0.00	£0.00	£0.00	£0.00
303	s106 Funding	£0.00	£0.00	£0.00	£0.00
<b>Total Allotments</b>		£0.00	£0.00	£0.00	£0.00
<b>Pavilion &amp; Playing Fields</b>					
401	Pitch Hire	£0.00	£0.00	£1,015.00	£1,015.00
402	Room Hire	£0.00	£0.00	£0.00	£0.00
403	Scouts Utilities	£0.00	£0.00	£0.00	£0.00
<b>Total Pavilion &amp; Playing Fields</b>		£0.00	£0.00	£1,015.00	£1,015.00
<b>Total Income</b>		£284,928.00	£284,928.00	£311,685.18	£26,757.18

# Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	revised	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Parish Council</b>					
101	Salaries	£97,997.00	£97,997.00	£92,397.98	£5,599.02
102	Litter Salaries	£14,000.00	£14,000.00	£12,486.98	£1,513.02
103	Members' Allowances	£15,000.00	£15,000.00	£11,654.60	£3,345.40
104	Advertising & Signage	£300.00	£300.00	£0.00	£300.00
105	Audit	£1,200.00	£1,200.00	£1,015.80	£184.20
106	Bus Shelter Maintenance	£1,000.00	£1,000.00	£855.00	£145.00
107	CCTV - Anders Square	£4,000.00	£7,000.00	£0.00	£7,000.00
108	Christmas Decorations	£3,000.00	£3,000.00	£2,733.81	£266.19
109	Civic Functions/Civic Sunday	£250.00	£250.00	£95.00	£155.00
110	Civic Awards	£200.00	£200.00	£102.31	£97.69
111	Contingency	£16,000.00	£5,720.00	£229.33	£5,490.67
112	Events	£1,250.00	£2,750.00	£4,515.94	-£1,765.94
113	Flowers tubs & hanging baskets	£4,000.00	£3,750.00	£3,454.01	£295.99
114	Graffiti Removal	£300.00	£300.00	£0.00	£300.00
115	Grants & Donations	£6,700.00	£12,700.00	£14,683.50	-£1,983.50
116	H&S Consultancy Services	£1,500.00	£2,000.00	£1,680.00	£320.00
117	Insurance Renewal	£2,000.00	£2,000.00	£1,967.08	£32.92
118	Litter Supplies	£150.00	£150.00	£83.64	£66.36
119	Newsletter	£400.00	£400.00	£200.00	£200.00
120	Notice Boards	£1,000.00	£1,000.00	£0.00	£1,000.00
121	Office Equipment	£2,500.00	£2,500.00	£1,456.30	£1,043.70
122	Partnership Working	£9,500.00	£9,500.00	£915.76	£8,584.24
123	Photocopier	£500.00	£649.00	£459.19	£189.81
124	Play Area / Outdoor Activities	£1,700.00	£1,700.00	£1,402.51	£297.49
125	Premises Licence Fee	£200.00	£200.00	£180.00	£20.00
126	Skatepark	£10,000.00	£1,000.00	£0.00	£1,000.00
127	Staff Training	£2,250.00	£2,250.00	£899.58	£1,350.42
128	Stationery & Postage	£500.00	£500.00	£431.37	£68.63
129	Subscriptions	£1,500.00	£1,900.00	£1,431.44	£468.56
130	Telephone & Broadband	£600.00	£600.00	£386.05	£213.95
131	Website	£250.00	£250.00	£258.33	-£8.33
132	Walkers Map	£0.00	£0.00	£0.00	£0.00
133	War Memorial Maintenance	£10,000.00	£10,000.00	£0.00	£10,000.00
134	*Ringfenced Items*	£78,000.00	£78,000.00	£11,355.87	£66,644.13

# Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	revised	Actual Net	Balance
140	Co-op Bank: Community Support	£1,544.22	£1,544.22	£1,000.00	£544.22
<b>Total Parish Council</b>		£289,291.22	£281,310.22	£168,331.38	£112,978.84
<b>Civic Centre</b>					
201	Salaries	£91,000.00	£91,000.00	£70,871.71	£20,128.29
202	Advertising	£0.00	£0.00	£0.00	£0.00
203	Automatic Doors	£1,500.00	£1,500.00	£410.00	£1,090.00
204	Bank Charges	£200.00	£200.00	£124.50	£75.50
205	Boilers	£1,000.00	£1,000.00	£0.00	£1,000.00
206	CCTV - Civic Centre	£500.00	£500.00	£985.00	-£485.00
207	Consumables	£1,200.00	£1,200.00	£1,462.92	-£262.92
208	Drinks Machine (Foyer)	£700.00	£700.00	£522.49	£177.51
209	Electrical Inspection	£500.00	£500.00	£150.10	£349.90
210	Fire & Security Alarms	£1,500.00	£1,500.00	£1,614.85	-£114.85
211	Fire Extinguisher Maintenance	£250.00	£250.00	£467.80	-£217.80
212	General Maintenance	£2,000.00	£7,000.00	£6,058.71	£941.29
213	Insurance Renewal	£1,900.00	£1,900.00	£1,967.07	-£67.07
214	Legionella Monitoring	£1,000.00	£1,000.00	£630.00	£370.00
215	Lifts	£1,000.00	£1,000.00	£178.08	£821.92
216	Miscellaneous CC	£500.00	£500.00	£130.00	£370.00
217	Office Equipment	£700.00	£700.00	£4.36	£695.64
218	Performing Rights Society & PPL	£750.00	£975.00	£974.08	£0.92
219	Photocopier	£500.00	£649.00	£522.74	£126.26
220	Power (Gas & Electricity)	£13,000.00	£17,600.00	£11,162.81	£6,437.19
221	Rates	£16,000.00	£16,000.00	£12,475.00	£3,525.00
222	Refreshments	£200.00	£200.00	£56.13	£143.87
223	Refuse & Hygiene Services	£2,200.00	£2,200.00	£2,072.48	£127.52
224	Staff Uniforms	£100.00	£100.00	£0.00	£100.00
225	Telephone & Broadband	£600.00	£600.00	£386.03	£213.97
226	Water & Sewerage	£2,000.00	£2,000.00	£839.60	£1,160.40
<b>Total Civic Centre</b>		£140,800.00	£150,774.00	£114,066.46	£36,707.54
<b>Allotments</b>					
351	NSALG Membership Fee	£0.00	£55.00	£55.00	£0.00
352	Annual Licence Fee	£0.00	£750.00	£722.95	£27.05
353	Electric	£0.00	£0.00	£0.00	£0.00
354	Maintenance	£0.00	£10,000.00	£18.75	£9,981.25
355	Miscellaneous	£0.00	£0.00	£1,247.00	-£1,247.00
356	Water	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	<b>2023/2024</b>	<b>revised</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Total Allotments</b>	£0.00	£10,805.00	£2,043.70	£8,761.30
<b>Pavilion &amp; Playing Fields</b>				
451 Cleaning	£0.00	£500.00	£120.00	£380.00
452 Grass Cutting	£0.00	£500.00	£133.99	£366.01
453 Line Marking	£0.00	£1,000.00	£145.79	£854.21
454 Insurance	£0.00	£0.00	£0.00	£0.00
455 Maintenance	£0.00	£10,000.00	£280.00	£9,720.00
456 Utilities	£0.00	£2,000.00	£1,945.51	£54.49
457 Rates	£0.00	£0.00	£582.17	-£582.17
<b>Total Pavilion &amp; Playing Fields</b>	£0.00	£14,000.00	£3,207.46	£10,792.54
<b>Total Expenditure</b>	<u>£430,091.22</u>	<u>£456,889.22</u>	<u>£287,649.00</u>	<u>£169,240.22</u>
Total Income	£284,928.00	£284,928.00	£311,685.18	£26,757.18
Total Expenditure	£430,091.22	£456,889.22	£287,649.00	£169,240.22
<b>Total Net Balance</b>	<u><b>-£145,163.22</b></u>	<u><b>-£171,961.22</b></u>	<u><b>£24,036.18</b></u>	



166/23e)

# Perton Parish Council

## Application for Grant

Name of Organisation	Perton Kingsway Foodbank
Name and Address of Applicant	
Telephone No.	
Email address:	
Position in Organisation	Co-ordinator
Type of organisation	Local Group / Registered Charity / National Charity (delete as appropriate)
Are you affiliated to other groups?	No
Aims of Organisation:	Supply of food parcels and £1 kids meal Scheme at Cafe 29
Numbers in Organisation:	Adult members: 4 Under 16: 0
Please provide the number residing in:	South Staffordshire: Perton: 4
Subscriptions/charges to members	Yes / (No)
Brief description of why the grant is required	Re stock of non perishable foods. Run £1 kids meals at Cafe 29 for February half term and Easter break.
Total cost of scheme	£ 1,000
What has been done to raise money yourselves?	Applications made to Calsan, Bilbrook and Pottingham Parish Councils
Have you applied for other grants? If so, where from?	See above.
Amount of grant requested	£ 1,000
Any other supporting information	Please see attached.

Please attach a set of the latest accounts. The application will not be considered if these are not submitted.

New groups that do not have a set of accounts can still apply, but they must show how they will benefit the parish.

All applicants must, where possible, make themselves available to attend the parish council meeting. Failure to do so may delay any decision if further information is required.



As anticipated, we have seen a big increase in the need to help and support local families with food parcels in the early weeks of this year. Furthermore, we anticipate that in the current economic climate, our help will have to further increase as we continue through the winter months. Due to the increase in food parcels we need to replenish our stocks of non-perishable foods. We do receive donations from the public via two donation points in Perton, but unfortunately, it is not enough to sustain the demand.

Also, we have found that the meals for £1 in partnership with Café 29 available to children under the age of 12, has been successful and very well utilised. We propose to run this scheme again for February half-term and for the two weeks school holidays over Easter.

I have also enquired with Codsall Parish Council, Bilbrook Parish Council and Pattingham Parish Council for further funding, as these are also areas where our services are required. I am also in talks with Andy Cox at Perton Christian Fellowship for some support and funding going forward.

I hope that Perton Parish Council will continue to support the Perton Kingsway Foodbank.



172/23 a)

# PERTON PARISH COUNCIL

## COMMITTEES/WORKING PARTIES MEETING DATES 2024 – 25

Parish Council	Finance	Management	OTHER
Monday 7.00pm	Tuesday 10.00am	Wednesday 7.00pm	<p><b>PLANNING</b></p> <p><b>ALLOTMENT</b></p> <p><b>HUMAN RESOURCES</b></p> <p><b>HEALTH &amp; SAFETY</b></p> <p>Dates to be agreed</p> <p>See Perton Parish Council website for more information.</p> <p><a href="http://www.pertonparishcouncil.gov.uk">www.pertonparishcouncil.gov.uk</a></p>
<b>2024</b>			
8 <sup>th</sup> January	4 <sup>th</sup> January		
15 <sup>th</sup> January – Precept			
12 <sup>th</sup> February	6 <sup>th</sup> February	21 <sup>st</sup> February	
11 <sup>th</sup> March	5 <sup>th</sup> March		
8 <sup>th</sup> April	4 <sup>th</sup> April *		
22 <sup>nd</sup> April - <b>Annual Parish Meeting</b>			
13 <sup>th</sup> May <b>Annual meeting of the Parish Council</b>	7 <sup>th</sup> May		
10 <sup>th</sup> June	4 <sup>th</sup> June	18 <sup>th</sup> June	
8 <sup>th</sup> July	2 <sup>th</sup> July		
9 <sup>th</sup> September	3 <sup>rd</sup> September		
14 <sup>th</sup> October	8 <sup>th</sup> October	22 <sup>nd</sup> October	
11 <sup>th</sup> November	5 <sup>th</sup> November		
9 <sup>th</sup> December	3 <sup>rd</sup> December		
<b>2025</b>			
13 <sup>th</sup> January	7 <sup>th</sup> January	29 <sup>th</sup> January	
10 <sup>th</sup> January – Precept			
10 <sup>th</sup> February	4 <sup>th</sup> February		
10 <sup>th</sup> March	4 <sup>th</sup> March		
14 <sup>th</sup> April	8 <sup>th</sup> April	23 <sup>rd</sup> April	
28 <sup>th</sup> April - <b>Annual Parish Meeting</b>			

\* Moved due to Easter Bank Holiday

The Perton Civic Centre, Church Road, Coleridge Drive, Perton, Wolverhampton WV6 7PD

Telephone (01902) 745971    E-mail: [council@pertonparishcouncil.gov.uk](mailto:council@pertonparishcouncil.gov.uk)  
Fax (01902) 747501    Website: [www.pertonparishcouncil.gov.uk](http://www.pertonparishcouncil.gov.uk)

172/23 b)



# Coming Soon to Perton Civic Centre

## Movie Afternoons

Wednesdays at 2pm

21st February 2024

17<sup>th</sup> April 2024

12<sup>th</sup> June 2024

11<sup>th</sup> September 2024

11<sup>th</sup> December 2024

19<sup>th</sup> February 2025

Films to be announced.

Please check Perton Parish Council noticeboards,  
Website or Facebook page for more details



Council@pertonparishcouncil

[www.pertonparishcouncil.gov.uk](http://www.pertonparishcouncil.gov.uk)



SID

176/23 b)

Good Afternoon All

Just a quick note to say thank you all who have replied as there has been quite a few in the past week

I am just in the process of putting all requests on a spreadsheet and then will liaise with Police to get a clearer view of problem areas/roads in which you have highlighted and we can ensure that a priority list will be drawn up.

I will then share this with you

I have a list of what is needed to get the SIDs in place

- 1) Identify road/spot post which is desired
- 2) Apply for section 50 to Staffordshire County Council for permission to install post = £385
- 3) Apply for section 171 to Staffordshire County Council for a licence to dig a post in = £258
- 4) Post installation = approx. £700
- 5) SID camera purchase = £2,500 per SID

So for 1 SID in location would cost approx. £4,000 in total to install and purchase and as you can see, 11k budget will not get to far due to this. That's why im very keen to work on a 50% share with parishes on the above.

To install just the post would be approx. £1,500 in each location

It would be nice to have 1 extra SID in each locality or have a number of new posts instead so we can move other SIDs to these locations in the future and be part of our list

Once the SID is in place we would need to chat regarding who will be replacing the batteries and gathering the data

I will keep you up to date on the progress

Many Thanks

Andrew Aston

**Street Scene & Envirocrime Assistant Team Manager**  
**Locality Enabler – Environment**  
**South Staffordshire Council**

**Tel: 01902696000**  
**[www.sstaffs.gov.uk](http://www.sstaffs.gov.uk)**