



PERTON PARISH COUNCIL

12th April 2023

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday, 17th April 2023 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

191/22 - 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)

192/22 - To receive apologies for absence

193/22 - To receive for information Police, Fire and Crime reports

194/22 - Declaration of Disclosable Pecuniary Interest

To receive Declarations of Disclosable Pecuniary and Other Interests from the Agenda

195/22 - Code of Conduct

To receive any 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)

196/22 - Minutes

- a) To approve minutes of the Parish Council meeting held on 13th March 2023
- b) To receive for information draft minutes from the following committees/working parties:
 - i. Health & Safety working party 15th March 2023
 - ii. Human Resources Committee 29th March 2023
 - iii. Finance Committee 11th April 2023

197/22 - Finance

- a) To approve list of Payments for March 2023
- b) To receive the Cash Book year end for information
- c) To receive the Income Statement year end for information
- d) To receive the Expenditure and Budget year end for information
- e) To consider concessionary room hire for The Codsall Festival on 16th March 2024
- f) To consider leasing desk top scanner/printer for Clerks office £73.37 per quarter from Ricoh
- g) To consider a grant application from Perton Primary Academy

198/22 – Health & Safety

To receive an update from the Health & Safety working party

199/22 - Policies

To consider adoption of the following policies;

- a) First Aid
- b) Fire Emergency and evacuation

200/22 – Wrottesley Park Road development

To receive an update on the allotment site

201/22 – Firework Display – 5th November 2023

To receive an update

202/22 – Volunteers

To consider advertising for volunteers to become ‘weed warriors’ or ‘tidy up’ team members
Including purchase of additional Hi-Viz vests

203/22 - Staffordshire County Council

- a) To receive for information a report from the County Councillor
- b) To receive an update on the Pump house, Dippons Lane following discussion with Severn Trent
- c) To discuss provision of Registrar services for South Staffordshire
- d) To receive an update on weed spraying for 2023-24
- e) To report concerns raised in respect to the grass verge near to the inner south island

204/22 – South Staffordshire District Council

- a) To receive for information reports from District Councillors
- b) To discuss CCTV costs and sites controlled by SSDC
- c) To discuss inner south traffic island damage and future requirements
- d) Planning Applications:

Applications for consideration previously distributed:

Application no. : 23/00131/FULHH

Location: 4 Dean Court, Perton, WV6 7YF

Proposed: Retention of boundary fence and gate (retrospective)

Applications returned since last meeting:

Application no. : 23/00224/FULHH

Location: 14 Sutherland Grove, Perton, WV6 7PA

Proposed: New rear porch

Comments: No objections received

Application no. : 23/00239/FULHH

Location: 15 Sutherland Grove, Perton, WV6 7PA

Proposed: Single storey side extension to provide utility room and infill to provide porch to front elevation.

Comments: No objections received

205/22 – Reports - to note and receive for information

Weekly Clerk's reports previously distributed

206/22 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Annual Parish Meeting – 24th April 2023

Full Council meeting 15th May 2023

CONFIDENTIAL AGENDA

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

207/22 – Recruitment of relief caretaker

- a) To discuss recruitment as recommended by the Human Resources Committee to include advert and job description
- b) If approved at 207/22a, to appoint councillors to short list applications
- c) If approved at 207/22a, to appoint the interview panel

208/22 – Staff absence

To consider guidelines for Covid 19 isolation and return to work

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 13th March 2023, 7.00pm

PRESENT:

Councillors Mrs P Allen, AA Bourke, N Caine, P Davis, Mrs L Dew, K Elder (Chairman), D Glynn (Vice Chairman), Mrs R Heseltine, Mrs A James, C Rathbone, J Turner and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Also in attendance: County Councillor J Abrahams

Members of the public – 4

A minute's silence was held for the death of Mrs Christine Young. She was a long serving member of Perton Parish Council and District Council and had been Chairman of both councils.

173/22 - PUBLIC OPEN SESSION

A resident asked if the Speedwatch that was recently undertaken had caught a parcel delivery van in St. Andrews that regularly speeds. Cllr P Davis responded that the volume of traffic on the day was very low compared to other sessions and they had not seen a speeding parcel delivery van. Unfortunately, Speedwatch can only operate in areas where there is enough visibility.

174/22 - APOLOGIES FOR ABSENCE

Apologies received and noted from Councillors R Bradley and J Sherlock

175/22 - POLICE, FIRE AND CRIME REPORT

Unfortunately, there is no Police report this month. PSCO Fryer will forward the report when back on duty.

176/22 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

The following declarations were made:

- 179/22 Expenditure transaction 4894 The Church At Perton – Councillors Mrs P Allen and C Rathbone, Mrs B Walters
- 181/22 Citizen of the Year – Councillors D Glynn, Mrs R Heseltine, Mrs A James, C Rathbone
- 188/22 b) SSDC Hackney Carriage Fares consultation - Councillors Mrs P Allen, N Caine and R Heseltine
- 188/22 e) Planning – Councillors Mrs P Allen, P Davis and R Heseltine

177/22 - CODE OF CONDUCT DISPENSATIONS

No requests for dispensation received.

Resolved to change the order of business 10a vi)

184/22 – WROTTESLEY PARK ROAD DEVELOPMENT

Unfortunately, nothing has moved forward from last month in relation to the road. It may need the Parish Council's support in approaching Highways.

Allotments – the contractor has been issued instructions to complete the works by 31st March if possible. A judgement will have to be taken in respect of the weather. District Council has also been in touch to try and progress this. Once the work has been completed District Council will need to visit the site and start the process of transfer.

It was asked if there was a timeline for the handover, Severn Homes are aware of the legal obligations and their solicitors are ready to transfer the land once work has been done.

The cost of legal fees was raised, Clerk to confirm with District Council.

A path from Wroottesley Park Road to the golf club is being constructed as part of planning permission.

178/22 – MINUTES

- a) **Resolved** that the minutes of the Parish Council Meeting held on 13th February 2023 were agreed as a true and correct record.

- b) **Resolved** that the minutes of the Extra Ordinary Meeting held on 6th March 2023 were agreed as a true and correct record.
- c) Noted for information the draft minutes of the following committees/working parties:
- Management Committee 15th February 2023
 - Kings Coronation working party 28th February 2023
 - Allotment Committee 1st March 2023
 - Finance Committee held 7th March 2023

179/22 - FINANCE

- a) **Paid Expenditure Transactions** between paid between 01/02/23 and 28/02/23
Resolved payments approved.

Payment Ref	Date Paid	Tn no	Net	Details
Bacs	01/02/23	4886	£42.00	Edge IT Systems Ltd End of Year Support Package
DD ASH01	01/02/23	4887	£189.04	Ash Waste Services - General & Recycle Waste
Bacs DepRef	06/02/23	4888	£50.00	Refunded Deposit- 28/01/23
DD BPayCon0	06/02/23	4889	£10.51	Brightpay subscription BrightPay Connect Monthly
Bacs AsAb01	08/02/23	4890	£453.60	Assa Abloy Annual Service Contract
Bacs SSDC01	08/02/23	4891	£494.77	South Staffordshire Council Clearance of the Rose Garden
Bacs	13/02/23	4892	£95.97	Halls SMS Paper Towels & Centre Feed
Bacs ESPO01	13/02/23	4893	£275.93	ESPO Stationery and Cleaning Products
BACS TCAP02	15/02/23	4894	£400.00	The Church At Perton damaged slabs Repair
Bacs IR01	17/02/23	4895	£2,986.11	Inland Revenue Tax & NI - January
DD BT01	17/02/23	4896	£81.03	British Telecom Telephone & Broadband Charges
Bacs PEN01	17/02/23	4897	£3,488.83	Staffordshire County Pension Fund- January
DD GAS01	20/02/23	4898	£834.18	Total Energies Gas & Power Gas Charges 31/12/22
Bacs DepRef	20/02/23	4899	£50.00	Refunded Deposit - 11/02/23
CHG HSBC01	21/02/23	4900	£7.38	HSBC UK Bank Charges
Bacs AE02	23/02/23	4901	£84.00	Acquiesce Environmental Compliance Ltd Legionella Monitoring
Bacs	23/02/23	4902	£679.02	Zurich Municipal Testing of Lighting Bars
Bacs	24/02/23	4903	£11,377.70	Salaries M11
DD WATER02	24/02/23	4904	£110.28	Waterplus Water Charges 08/01/23 - 08/02/23
Bacs DepRef	24/02/23	4905	£100.00	Refunded Deposit - 18/02/23
DD DMR02	27/02/23	4906	£169.87	Siemens quarterly Lease - Feb-April 2023

Total **£21,980.22**

- 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) No further comments to be made to the District Council Remuneration Panel when they sit in July.

180/22 – BEST KEPT VILLAGE COMPETITION 2023

Resolved not to take part in 2023 but to look at again in October for possible entry into the 2024 competition. This will enable the council to look where areas of weakness are.

181/22 – CITIZEN OF THE YEAR 2022-23

There was a total of 5 submissions for Citizen of the Year. One nomination for an under 18 resident, one nomination for a group and 3 nominations for individual residents.

Resolved to award the winner of the under 18 category with a £25 Amazon gift voucher. They were nominated for their fundraising, having raised over £3,000

Resolved to award the anonymous Crochet Fairies as group winners. The group have put in hours of work to make the pillar box hats for all seasons, public holidays and special events throughout the year. Clerk to contact and see what materials they would like up to the value of £50.

Following a vote on the three remaining nomination it was **Resolved** that the winner of Citizen of the Year 2023 is the resident who maintains the shrubbery near to their home alongside the river Penk at their own expense.

A letter of commendation to be forwarded to the two residents who unfortunately did not win the award this year.

182/22 – POLICIES

The following were reviewed;

- a) Asset register
- b) Risk management
- c) Freedom of Information
- d) GDPR Data Audit

Resolved no amendments required. The Management Committee to review the asset register in future before bringing any recommendations to Full Council.

183/22 – CIVIC CENTRE

Following recommendation from the Management Committee it was **Resolved** that the room hire charges remain the same for 2023/24.

184/22 – WROTTESLEY PARK ROAD DEVELOPMENT

This item was covered earlier in the meeting.

185/22 – HEALTH & SAFETY

There is a meeting of the Health & Safety working party on 15th March to discuss Fire Safety and First Aid.

186/22 – KINGS CORONATION

To consider the suggestions from the King's Coronation working party;

- a) School Children souvenirs – **Resolved** to purchase the wooden engraved medal and Parish Council personalised wildflower seeds. At a cost of approximately £1.
- b) Church At Perton Afternoon Tea on Sunday 7th May. It was suggested that the Civic Centre could be made available. The Church has since confirmed that they had wonderful atmosphere in the church and courtyard when they held the Jubilee Tea Party and almost a 'captive' audience for the service afterwards.
- c) To purchase Coronation lamppost discs at £4.99 each. **Resolved** to purchase 30 with 10 for councillors to purchase.
- d) To purchase Coronation flags – **Resolved** to purchase two flags.
- e) **Resolved** to purchase a Coronation Souvenir book when available for each of the schools to supplement the Queens Platinum Jubilee book supplied in 2022.
- f) Following discussion it was **Resolved** to hold a firework display on Sunday 5th November at a cost of £3250 + VAT. Clerk to contact the school to see if they will accommodate the display again. It was suggested that donations could be made towards the cost including asking Councillors to donate one month's allowance. Clerk to confirm if VAT can be reclaimed if donations are received. There were some concerns with security at the last event which will need to be considered for the 2023 display. This to be a regular item on the monthly agenda.

187/22 - STAFFORDSHIRE COUNTY COUNCIL

- a) To receive for information a report from the County Councillor
Highways – Bridgnorth Road, Trescott and Shipley will receive surface dressing along its entire length in the summer.
Wrotesley Park Road at Bluebell walk clearing the vegetation area.
Traffic splitter island at Kingswood has been cleared.
As part of the Councillor DHP the following will be funded;
 - Severn drive crossing. Could consider pedestrian crossing lights and pedestrian barriers could be installed to encourage pedestrians to use the crossing.

- Purchase a supply of grit for Perton's use. Grit could be stored at the Pavilion.

Entrance to Lower Hall Farm bridlepath post needs replacing.

- b) No further update on the Pump house, Dippons Lane.
- c) Staffordshire Local Flood Risk Management Strategy (2023-27) consultation. **Resolved** that councillors can complete the consultation individually as it would be difficult to do on behalf of the Parish Council. It was **Resolved** to confirm that 254 properties are affected by flooding in the following areas Gainsborough Drive, Wentworth Grove and the lower lake area.
- d) SCC have submitted their proposal that there should be no change to the boundaries. Councillor N Caine will be sending in his comments in as previously distributed. It was **Resolved** to wait until a response was received from the submission before the parish council respond.

188/22 - SOUTH STAFFORDSHIRE COUNCIL

- a) Reports presented from Councillors P Davis and Mrs R Heseltine. Verbal reports presented by Councillors Mrs P Allen, AA Bourke and N Caine. The reports were noted for information.
- b) Consultation for increase of fares charged by Hackney Carriages. **Resolved** to agree with the proposed increase.
- c) Community Services presentations to be agreed in May.
- d) CCTV – County Council acknowledged correspondence regarding the bus lane camera. PCSO Tooth has suggested not to put a camera near to the play area and shelter. The costs are prohibitive to most parish councils. These are being looked at by SSDC. Sainsburys should be approached to see if they would fund some of the costs.
- e) Planning Applications:

Applications for consideration previously distributed:

Councillors Mrs P Allen, P Davis and Mrs R Heseltine took no part in the discussion.

Application no. : 23/00121/FUL

Location: 11 Kelso Gardens, Perton, WV6 7XS

Proposed: Erection of fully accessible bungalow in the grounds of 11 Kelso Gardens with associated parking and landscaping.

Comments: The parish council object to this application – it does not appear to have any amendments from the refused application.

189/22 – REPORTS TO NOTE AND RECEIVED FOR INFORMATION

- a) Weekly Clerk's reports previously distributed
- b) Youth Chill Out Club – Concerns have been raised with the District Council and the Parish Council has been informed that this project will be reviewed.

190/22 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm

Full Council Meeting – 17th April 2023

Meeting closed at 9.18pm

Signed
Chairman

Date:

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/01/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Co-operative Bank	£2,544.22
HSBC Current Account	£20,262.42
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£179,056.64

RECEIPTS	Net	Vat	Gross
Parish Council	£228,352.70	£0.00	£228,352.70
Civic Centre	£66,717.24	£0.00	£66,717.24
Total Receipts	£295,069.94	£0.00	£295,069.94
PAYMENTS	Net	Vat	Gross
Parish Council	£157,582.74	£9,111.53	£166,694.27
Civic Centre	£122,220.46	£5,065.80	£127,286.26
Total Payments	£279,803.20	£14,177.33	£293,980.53

Closing

Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£7,454.98
Petty Cash Account	£250.00
Public Sector Deposit Fund	£171,000.00
Total	£180,146.05

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

Co-operative Bank	£1,441.07
HSBC Current Account	£7,454.98
Petty Cash Account	£250.00
Public Sector Deposit Fund	£171,000.00
Total	£180,146.05

Health & Safety meeting

15th March 2023 – virtual

Present: Brenda Walters, Penny Allen, Rita Heseltine, Liz Dew and Becky Hodgetts.

The notes from the previous meeting held on 1st February 2023 were reviewed.

Polices discussed and modifications agreed. The following comments were raised.

The First aid

- ❖ To include in the terms and condition of hire *'The hirer to be responsible in an emergency situation where there may not be a trained first aider on site.'*
- ❖ To look at job descriptions in the future to include 1st aid training
- ❖ First aid poster to display first aiders and numbers for emergency help – 111 and 999
- ❖ Should first aid be part of the job description in the future?

Fire Emergency and Evacuation plan

- ❖ To add Fire Marshall walking route to fire exit plan
- ❖ Check that fire exits on the floor plans match directional arrows
- ❖ To arrange fire marshall training
- ❖ To ensure unannounced fire drills are done along side routine ones
- ❖

The health Safety and wellbeing Policy – Becky to email the policy showing the recommendations for further policy or risk assessments requirements.

Date of next meeting to be agreed.

Meeting closed at 8.30pm

Minutes of the meeting of Perton Parish Council Human Resources Committee held on Wednesday 29th March 2023, 7.00pm

Present:

Councillors Mrs L Dew, K Elder, D Glynn, Mrs R Heseltine Mrs B Walters (Chairman),
Parish Clerk Mrs B Hodgetts

HR09/22 - APOLOGIES FOR ABSENCE

Apologies received and accepted from Councillors Mrs PA Allen and AA Bourke

HR10/22 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of disclosable pecuniary and other interests received.

HR11/22 –MINUTES

Resolved that the minutes of the HR Committee meeting held on 25th May 2022, previously distributed, were a true and correct record and signed by the Chairman.

HR12/22 – RELIEF CARETAKER POSITION

Discussion on employing a relief caretaker was held and amendments to the job descriptions for the Civic Centre relief caretaker were reviewed. . It was **resolved** to proposed 10 hours per month on a 12 month contract to full council.

HR13/22 – DATE AND TIME OF NEXT MEETING

To be advised

CONFIDENTIAL AGENDA

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In pursuance of the powers contained in section 1 of the above act, I move that the press and public be excluded from the meeting on the grounds that the business about to be transacted is of a confidential nature and that publicity will be prejudicial to the public interest.

HR14/22 – STAFFING MATTERS

An update was given by the Clerk.

Meeting closed at 8.15pm

Signed
Chairman

Date:

Minutes of the meeting of Perton Parish Council

Finance Committee meeting held on Tuesday 11th April 2023 at 10.00am

Present:

Councillors Mrs P Allen, N Caine, D Glynn (Chairman) and P Davis

Parish Clerk Mrs B Hodgetts

F83/22 - APOLOGIES FOR ABSENCE

Apologies received and noted from Councillors K Elder and Mrs R Heseltine

F84/22 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of pecuniary or other interests received.

F85/22 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

F86/22 - MINUTES OF MEETING

Resolved that the minutes of the Meeting held on 7th March 2023, previously distributed, were a true and correct record and signed by the Chairman with the following amendment:

Councillor P Davis had previously given his apologies, but they had not been recorded.

F87/22 - ACCOUNTS PAID

The Parish Clerk presented a list of payments up to 31st March 2023. **Resolved** that all payments were correct and authorised. Payments to Mick Poultny and Codsall and Wergs Garden centre were discussed.

F88/22 - INCOME RECEIVED

The schedule of income received up to 31st March 2023 was reviewed and accepted for information.

F89/22 - BUDGET TO DATE

The budget to date was reviewed and noted.

F90/22 - RECONCILIATIONS

The Clerk presented the HSBC bank statement number 214 dated 31st March 2023 for reconciliation to the cashbook. Also presented for scrutiny the Petty Cash records. Due to the bank holiday copies of the statements for the Co-op and CCLA Public Sector Deposit Fund were unavailable. Chairman to confirm statements when available. **Resolved** that all reconciliations provided were correct along with the Petty Cash balance and were signed-off by two Councillors and the Parish Clerk.

F91/22 - DATE AND TIME OF NEXT MEETING

Tuesday 6th June 2023 at 10.00am.

The Chairman thanked the members for their support over the last 12 months.

Meeting closed at 10.31am

Signed
Chairman

Date:

Paid Expenditure Transactions

paid between 01/03/23 and 31/03/23

Payment Reference	Paid Date	Tn no	Gross	Details
DD ASH02	01/03/23	4907	£184.01	Ash Waste Services General & Recycle Waste Collection
Bacs DepRef	03/03/23	4908	£100.00	Refunded Deposit Kerr - 25/02/23
DD BPayCon02	06/03/23	4909	£11.22	Brightpay BrightPay Connect Monthly Subscription
Bacs MP03	13/03/23	4910	£80.00	Mick Poutney Raised Beds Presentation
Bacs UKFC03	14/03/23	4911	£1,755.00	The UK Firework Company Ltd 45% Deposit for Firework Display
DD BT02	17/03/23	4912	£80.29	British Telecom Telephone & Broadband Charges
Bacs DepRef	17/03/23	4913	£150.00	Refunded Deposit Smith - 11/03/23
Bacs IR02	17/03/23	4914	£2,760.25	Inland Revenue Tax & NI - February 201/3
Bacs PEN02	17/03/23	4915	£3,313.52	Staffordshire County Pension Fund Pension - February
DD Bpay	20/03/23	4916	£226.80	Brightpay Payroll Licence 2023-24
Bacs ESPO03	21/03/23	4917	£86.38	ESPO Stationery
DD GAS02	21/03/23	4918	£834.93	Total Energies Gas & Power Ltd Gas Charges 26/01/23 - 21/02/23
CHG HSBC02	21/03/23	4919	£6.60	HSBC UK Bank Charges
Bacs DepRef	22/03/23	4920	£100.00	Refunded Deposit Edwards - 18/03/23
Bacs HALL 03	24/03/23	4921	£231.00	Halls SMS Toilet Rolls, Hand Towels & Centre
DD WATER03	24/03/23	4922	£260.90	Waterplus Water Charges 08/02/23 - 08/03/23
Bacs SPCA03	27/03/23	4923	£102.00	Staffordshire Parish Council Ass. Training Course - Playground Safety
Bacs ELEC02	27/03/23	4924	£1,099.59	Total Energies Gas & Power Ltd Electricity Charges - 28/01/23
Bacs AE03	29/03/23	4925	£84.00	Acquiesce Environmental Compliance Ltd - Legionella Monitoring
Credit Card	29/03/23	4926	£221.00	Codsall & Wergs Garden Centre Mulch for Rose Garden
Credit Card	29/03/23	4927	£74.99	Norton Virus Protection Annual Subscription
PettyCashTop	30/03/23	4932	£47.26	Home & Motorsave General Maintenance Items
PettyCashTop	30/03/23	4933	£112.48	Sainsbury's Various
PettyCashTop	30/03/23	4934	£23.09	Lealans Garden Centre Treatment for Rose Garden
PettyCashTop	30/03/23	4935	£7.98	Martyns Decorations for Parish Christmas Tree
PettyCashTop	30/03/23	4936	£5.79	Home Bargains Coffee
Bacs	31/03/23	4928	£11,866.44	Salaries March
Bacs ESPO03a	31/03/23	4929	£32.40	ESPO Mop Kit
Bacs WSM03	31/03/23	4930	£300.47	Weston Sawmill Birdmouth Fencing for Rose Garden
Bacs ACC03	31/03/23	4931	£3,920.76	A.C. Contracts (Codsall) Ltd Fixed Electrical Testing and Repair

Total £28,079.15

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/03/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Co-operative Bank	£2,544.22
HSBC Current Account	£20,262.42
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£179,056.64

RECEIPTS	Net	Vat	Gross
Parish Council	£239,035.13	£0.00	£239,035.13
Civic Centre	£97,909.64	£0.00	£97,909.64
Total Receipts	£336,944.77	£0.00	£336,944.77

PAYMENTS	Net	Vat	Gross
Parish Council	£181,115.33	£9,719.84	£190,835.17
Civic Centre	£146,617.16	£6,587.57	£153,204.73
Total Payments	£327,732.49	£16,307.41	£344,039.90

Closing

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
	£171,961.51
Total	£171,961.51

Uncleared and Unpresented

Statement Closing

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

Signed

Chair

Clerk / Responsible Financial

197/22 c)

Summary of Income April 2022 - March 2023																
	Community Centre & Parish Receipted Income						Community Centre & Parish BACS Income						Total Income 2022/23 £	Refunded Deposits 2022/23 £	Notes	
	Business Income			Business Income												
	Room Hire	Refund Deposit	Other	Photo Copies	Drinks	PPC events	Room Hire	Refund Deposit	Precept	Interest	Grant	Other				Plyvine Commission
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Apr	518.00	50.00					1,526.50		107,500.00	65.41		903.78			110,563.69	118,761.41
May	1,473.50			10.60			4,392.50	250.00		79.33	750.00		74.84		7,030.77	4,922.25
June	1,357.50						5,420.17	150.00		171.57	250.00				7,349.24	7,511.83
July	817.00					160.00	3,469.57	250.00		175.76					5,123.92	6,270.55
Aug	1,056.50						3,775.00			183.94					5,288.00	3,302.00
Sept	1,277.00	100.00		1.40			4,971.81	200.00	107,500.00	251.81		169.90			114,724.48	111,512.73
Oct	1,224.50		15.00				6,504.11	250.00		235.94		56.32			8,734.43	9,480.56
Nov	1,289.70		2.50				5,372.56			424.92		150.00			7,239.68	11,770.76
Dec	1,139.75		0.90				3,433.00			517.84		18.35			5,382.40	5,361.56
Jan	864.00					36.00	15,685.50	550.00		491.21		58.25			17,928.20	5,721.34
Feb	531.50	150.00					10,661.00	498.00		528.08		1.20			12,659.36	6,296.46
Mar	855.50					5.50	18,092.70	200.00		480.79					20,225.22	19,592.77
=	12,404.45	300.00	0.00	30.40	0.00	377.50	83,304.42	2,348.00	215,000.00	3,606.60	1,000.00	1,131.58	301.06	2,445.38	322,249.39	310,504.22
															YTD +/-	To Date
															11,745.17	322,249.39

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	revised	Actual Net	Balance
INCOME					
Parish Council					
1	Litter - Agency Fee	£2,650.00	£2,650.00	£3,251.61	£601.61
2	VAT reclaimed	£0.00	£0.00	£14,745.64	£14,745.64
3	Precept	£215,000.00	£215,000.00	£215,000.00	£0.00
4	Public Sector Deposit Fund Interest	£50.00	£50.00	£3,606.60	£3,556.60
5	Events	£200.00	£200.00	£377.50	£177.50
6	Funding	£0.00	£0.00	£1,000.00	£1,000.00
7	Miscellaneous	£0.00	£0.00	£150.00	£150.00
8	Perton Walkers Map	£0.00	£0.00	£0.00	£0.00
9	Summer SUSSED	£0.00	£0.00	£0.00	£0.00
10	Co-op Bank - Community Support	£0.00	£0.00	£0.00	£0.00
Total Parish Council		£217,900.00	£217,900.00	£238,131.35	£20,231.35
Civic Centre					
50	Administration Charges	£0.00	£0.00	£0.00	£0.00
51	Bar Commission	£0.00	£0.00	£301.06	£301.06
52	Deposit - Room Hire (Refundable)	£1,700.00	£1,700.00	£1,050.00	-£650.00
53	Drinks Machine (hot)	£0.00	£0.00	£383.23	£383.23
54	Hire of Rooms	£50,000.00	£50,000.00	£100,210.25	£50,210.25
56	Photocopies	£0.00	£0.00	£61.10	£61.10
57	Funding	£0.00	£0.00	£0.00	£0.00
Total Civic Centre		£51,700.00	£51,700.00	£102,005.64	£50,305.64
Allotments					
301	Plot Rent	£0.00	£0.00	£0.00	£0.00
302	NSALG Membership Fee	£0.00	£0.00	£0.00	£0.00
Total Allotments		£0.00	£0.00	£0.00	£0.00
Total Income		£269,600.00	£269,600.00	£340,136.99	£70,536.99

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	revised	Actual Net	Balance
EXPENDITURE					
Parish Council					
101	Salaries	£94,737.00	£94,737.00	£95,520.48	-£783.48
102	Litter Salaries	£12,336.00	£12,336.00	£12,832.40	-£496.40
103	Litter Supplies	£150.00	£150.00	£75.90	£74.10
104	Advertising & Signage	£300.00	£300.00	£127.07	£172.93
105	Audit	£900.00	£900.00	£975.35	-£75.35
106	Bus Shelter Maintenance	£1,000.00	£1,000.00	£762.50	£237.50
107	Members' Allowances	£15,700.00	£15,283.35	£14,208.10	£1,075.25
108	Christmas Decorations	£4,000.00	£4,000.00	£2,286.65	£1,713.35
109	Civic Functions/Civic Sunday	£1,000.00	£1,000.00	£50.83	£949.17
110	Civic Awards	£200.00	£200.00	£54.66	£145.34
112	Office Equipment	£2,000.00	£2,000.00	£1,918.87	£81.13
114	Contingency	£22,550.00	£10,740.00	£0.00	£10,740.00
115	CCTV	£0.00	£0.00	£0.00	£0.00
116	Events	£1,000.00	£3,500.00	£4,903.87	-£1,403.87
117	Graffiti Removal	£300.00	£300.00	£0.00	£300.00
118	Grants & Donations	£6,000.00	£6,000.00	£1,000.00	£5,000.00
119	Play Area Inspection	£150.00	£150.00	£150.00	£0.00
120	H&S Consultancy Services	£1,500.00	£1,660.00	£1,660.00	£0.00
121	Insurance Renewal	£2,000.00	£2,000.00	£1,914.66	£85.34
122	Miscellaneous PPC	£1,000.00	£2,500.00	£2,475.66	£24.34
123	Newsletter	£400.00	£400.00	£200.00	£200.00
124	Notice Boards	£500.00	£500.00	£405.80	£94.20
125	Play Area / Outdoor Activities	£5,000.00	£27,500.00	£24,950.46	£2,549.54
126	Photocopier	£500.00	£500.00	£296.61	£203.39
127	Premises Licence Fee	£200.00	£200.00	£360.00	-£160.00
128	Staff Training	£1,000.00	£1,000.00	£1,092.44	-£92.44
129	Stationery & Postage	£500.00	£500.00	£539.26	-£39.26
130	Subscriptions	£1,650.00	£1,650.00	£846.89	£803.11
131	SUSSED - Holiday Activities	£0.00	£0.00	£0.00	£0.00
132	Telephone & Broadband	£600.00	£600.00	£389.88	£210.12
133	Website	£250.00	£250.00	£258.33	-£8.33
134	Ringfenced Items	£70,000.00	£81,416.65	£5,793.82	£75,622.83
135	Walkers Map	£0.00	£0.00	£0.00	£0.00
136	War Memorial Maintenance	£200.00	£200.00	£0.00	£200.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	revised	Actual Net	Balance
137	Flowers tubs & hanging	£3,500.00	£3,500.00	£3,448.22	£51.78
138	Partnership Working	£10,000.00	£10,000.00	£513.47	£9,486.53
139	Skatepark	£0.00	£10,000.00	£0.00	£10,000.00
140	Co-op Bank: Community	£2,544.22	£2,544.22	£1,103.15	£1,441.07
Total Parish Council		£263,667.22	£299,517.22	£181,115.33	£118,401.89
Civic Centre					
201	Salaries	£85,500.00	£85,500.00	£92,558.72	-£7,058.72
202	Advertising	£0.00	£0.00	£0.00	£0.00
203	Automatic Doors	£3,400.00	£3,400.00	£378.00	£3,022.00
204	Boilers	£1,000.00	£1,000.00	£445.00	£555.00
205	CCTV Cameras	£4,000.00	£1,000.00	£0.00	£1,000.00
206	Office Equipment	£500.00	£500.00	£352.50	£147.50
207	Consumables	£1,212.00	£1,212.00	£1,492.61	-£280.61
208	Drinks Machine	£700.00	£700.00	£566.24	£133.76
209	Electricity	£5,000.00	£5,000.00	£4,375.40	£624.60
210	Electrical Inspection	£2,500.00	£2,500.00	£4,671.75	-£2,171.75
211	Fire & Security Alarms	£1,200.00	£1,200.00	£959.23	£240.77
212	Fire Extinguisher Maintenance	£250.00	£250.00	£191.00	£59.00
213	Gas	£9,000.00	£12,000.00	£11,791.55	£208.45
214	General Maintenance	£2,000.00	£2,000.00	£2,249.32	-£249.32
215	Legionella Monitoring	£1,000.00	£1,000.00	£1,135.00	-£135.00
216	Insurance Renewal	£1,900.00	£1,900.00	£1,752.66	£147.34
217	Lifts	£2,000.00	£2,000.00	£168.00	£1,832.00
218	Performing Rights Society &	£1,000.00	£1,000.00	£632.45	£367.55
219	Miscellaneous CC	£500.00	£1,500.00	£1,170.66	£329.34
220	Photocopier	£500.00	£500.00	£296.59	£203.41
221	Rates	£16,000.00	£16,000.00	£14,346.25	£1,653.75
222	Refreshments	£400.00	£400.00	£84.44	£315.56
223	Refund of Deposits	£1,700.00	£1,700.00	£2,724.00	-£1,024.00
224	Refuse Collection	£2,000.00	£2,000.00	£1,967.14	£32.86
225	Staff Uniforms	£50.00	£50.00	£0.00	£50.00
226	Stationery & Postage	£100.00	£100.00	£0.00	£100.00
227	Telephone & Broadband	£600.00	£600.00	£389.88	£210.12
228	Water & Sewerage	£1,500.00	£1,500.00	£1,773.60	-£273.60
229	Bank Charges	£0.00	£150.00	£145.17	£4.83
Total Civic Centre		£145,512.00	£146,662.00	£146,617.16	£44.84
Allotments					

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	revised	Actual Net	Balance
351	NSALG Membership Fee	£0.00	£0.00	£0.00	£0.00
352	Maintenance	£0.00	£0.00	£0.00	£0.00
353	Electric	£0.00	£0.00	£0.00	£0.00
354	Water	£0.00	£0.00	£0.00	£0.00
Total Allotments		£0.00	£0.00	£0.00	£0.00
Total Expenditure		£409,179.22	£446,179.22	£327,732.49	£118,446.73
Total Income		£269,600.00	£269,600.00	£340,136.99	£70,536.99
Total Expenditure		£409,179.22	£446,179.22	£327,732.49	£118,446.73
Total Net Balance		-£139,579.22	-£176,579.22	£12,404.50	

16th March 2024.

197/22 e)



PERTON PARISH COUNCIL

Application for Concessionary Room Rate

APPLICANTS DETAILS:

NAME OF CLUB/ORGANISATION

CODSALL COMMUNITY ARTS FESTIVAL
ASSOCIATION *

PRINCIPAL HIRER (Name & Address)

[REDACTED]

PURPOSE OF CLUB/ORGANISATION

To advance, improve, develop and maintain public education and appreciation of performing arts in Codsall and surrounding villages. To involve cross section of these communities as participants and audiences.

DOES YOUR CLUB/ORGANISATION MAKE A PROFIT?

Not intentionally

WHAT HAPPENS WITH EXCESS FUNDS?

Put towards the cost of the next festival - every two years.

NUMBER OF ADULT MEMBERS

150

NUMBER OF MEMBERS UNDER 16

0

NUMBER RESIDING IN PERTON PARISH

2

NB Our online ticket purchasing data show that 80 purchasers gave Perton addresses

PLEASE STATE THE REASON YOU NEED A CONCESSIONARY RATE

As we generate most of our funds from ticket sales, we have to keep our costs as low as possible, as we have no way of knowing how well tickets will sell

HOW MUCH DO YOUR CLIENTS PAY PER SESSION/VISIT?

2022 Festival = £5 → £14

ARE YOU ABLE TO INCREASE THIS CONTRIBUTION PER SESSION/VISIT?

Not really. Ticket prices are kept as low as will cover the cost of the event are a bit to spare. Successful events fund less successful ones

ARE YOU AFFILIATED TO ANY OTHER ORGANISATION? IF SO, GIVE NAME

NO

ANY OTHER FACTS YOU WOULD LIKE CONSIDERED

Ticket sales had not completely recovered from the Covid lockdowns at the 2022 Festival, so support is never guaranteed to cover costs,

Signed:

K. Ewart

Date:

20.2.23

* We are now calling ourselves the Codsall Festival but are the same charity.

CODSALL COMMUNITY ARTS FESTIVAL ASSOCIATION

Registered Charity No. 1127064

BALANCE SHEET at 31 July 2022

	2022 £	2021 £	2020 £
Assets			
Accrued Income	0	0	213
Balance at Lloyds Bank	11,880	10,689	10,560
Balance at COIF Deposit Account	21,609	21,554	21,549
Cash in Hand	<u>18</u>	<u>18</u>	<u>13</u>
	<u>33507</u>	<u>32,261</u>	<u>32,335</u>
Represented by:			
Balance brought forward at 01.08.21	32,261	32,335	23,136
Surplus/(Deficit)	1,246	(74)	9,199
Balance carried forward at 31.07.22	<u>33,507</u>	<u>32,261</u>	<u>32,335</u>

- NOTES:**
1. The miscellaneous expenditure comprises the cost of a wreath for Remembrance Day at Codsall Memorial and the Alcohol Licence fee for the Gala Night.
 2. The dissimilar figures over the 3 years are a consequence of the cancelled Festival (and resulting donations) in 2020, the absence of any Festival event in 2021 and a smaller Festival in 2022.
 3. The Committee much appreciates the sponsorship of an event by the Arts Society Wrekin.

Richard Chapman
Treasurer, Codsall Community Arts Festival Association

CODSALL COMMUNITY ARTS FESTIVAL ASSOCIATION

Registered Charity No. 1127064

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31 JULY 2022

INCOME	2022	2021	2020
Ticket Sales	14342	0	0
Sponsors	600	0	3900
Donations	1375	0	7773
Patron Subscriptions	45	15	2175
Gift Aid	0	0	1262
Interest on COIF Account	55	5	117
Community Day	0	0	654
Lottery Commission	300	280	373
Miscellaneous Refund	0	<u>0</u>	<u>1</u>
Total	16717	<u>300</u>	<u>16256</u>

EXPENDITURE	2022	2021	2020
Artists' Fees and Expenses	6694	0	0
On Line Ticket Sales	402	0	0
Printing/Marketing	1678	0	2660
Hire Charges	1632	0	566
Postage and Stationery	100	65	169
Community Day Expenses	0	0	1770
Mobile Phone	60	0	50
Catering/Refreshments	466	0	179
St. John's Ambulance	922	0	103
Website	263	291	746
Insurance	218	0	667
Audio Visual and Lighting	2998	0	195
Miscellaneous	38	<u>17</u>	<u>0</u>
Total	15471	<u>374</u>	<u>7057</u>

SURPLUS/(DEFICIT)	1246	<u>(74)</u>	<u>9199</u>
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197/22 9)

Perton Parish Council

Application for Grant

Name of Organisation	Perton Primary Academy
Name and Address of Applicant	Lara Poilblanc Perton Primary Academy Sandown Drive WV67PS
Telephone No.	01902 742686
Email address:	l.poilblanc@pertonacademy.co.uk
Position in Organisation	Class Teacher and Reading Lead
Type of organisation	SCHOOL
Are you affiliated to other groups?	SUAT- Staffordshire University Academies Trust
Aims of Organisation:	School- purpose of the bus is to promote reading as reading is the foundation to all other areas of the curriculum.
Numbers in Organisation:	Adult members: Under 16: 264 children aged 2 to 10- 16.4% are entitled to free school meals.
Please provide the number residing in:	South Staffordshire: Perton :
Subscriptions/charges to members	Yes / No NA
Brief description of why the grant is required	Currently need funds to secure the bus to ensure it is not broken into- this is currently our main barrier to starting the project. Once secure the bus needs insulating, boarding inside and building bookshelves. We will also need to fit heaters and electric so the space can be used all year round. We will also need to wrap/paint the outside of the bus to ensure it is appealing to the school and local neighbourhood. Once complete, we will require new engaging reading book for children aged 2 to 10. We are offering sponsors to place logo on bus as recognition.
Total cost of scheme	£10,000
What has been done to raise money yourselves?	Total funds to date: £3000 World Book Day fund raising Bike-a-thon- (£800) Donation from a parent (£300) Appeal to parents for local trades- none to date Marketing page in local magazine- TBC



Perton Parish Council

Application for Grant

Have you applied for other grants? If so, where from?	41 club donated £2000 towards the renovation as well as purchasing the bus.
Amount of grant requested	£ 7,000 (any financial contribution)
Any other supporting information	Please see photos attached of the bus. I am happy to arrange a meeting to give a tour of the bus. School council will meet the first week back to share thoughts and ideas of what they would like the bus to look like/include. These plans can also be forwarded.

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.



PERTON PARISH COUNCIL

FIRST AID POLICY



1. INTRODUCTION

- 1.1 It is the policy of Pertown Parish Council to ensure that appropriate first aid arrangements are in place for staff. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours.
- 1.2 An Assessment of First Aid Provision will be completed and reviewed regularly.
- 1.3 Duty holder is the Clerk and Assistant Clerk in their absence the diary holder
- 1.4 Display of First Aid poster with named Duty holder and first aiders.

2. THE LEGAL POSITION

- 2.1. The duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981 as amended 2013. This requires a risk assessment to determine what first aid facilities and personnel are necessary to meet the needs of the business. The risk assessment has to be reviewed periodically to ensure that provision is adequate.
- 2.2 In order to comply with these regulations an assessment by the duty holder has taken a number of factors into consideration including:
 - a) size of the business
 - b) number of employees
 - c) type of business and any special conditions e.g. dangerous equipment / hazardous chemicals
 - d) building layout
 - e) past history of accidents
 - f) proximity of business location to emergency medical services
 - g) Needs of travelling and/or lone workers
 - h) First Aid cover in times of sickness or annual leave
 - i) Diary must be known to duty holder and first aiders

3. RESPONSIBILITIES OF FIRST AIDERS

- 3.1 First aid personnel have the following duties and responsibilities:
 - a) To respond promptly to all requests for assistance
 - b) To not put themselves in danger
 - c) To summons further help if necessary and/or an ambulance
 - d) To provide treatment within the limitations of their competence**
 - e) To look after the casualty until recovery has taken place or further medical assistance has arrived
 - f) To report details of any treatment provided
 - g) To undertake regular checks and complete checklist of first aid kits, replenishing them as necessary.
 - h) To call the emergency services where necessary
 - i) To keep up to date with training
- 3.1 A risk assessment may indicate that some lone workers should carry first aid equipment and/or may need first aid training (including how to administer first aid to themselves). They

should also have access to adequate first aid facilities. Protecting lone workers: in controlling the risks of working alone. Emergency procedures should also include appropriate guidance on how and when lone workers can contact their employer.

4. PROCEDURES – First Aider

- 4.1
 - a) To respond promptly to all requests for assistance
 - a) To summons further help if necessary and/or an ambulance
 - b) **To provide treatment within the limitations of their competence**
 - c) To look after the casualty until recovery has taken place or further medical assistance has arrived
 - d) To not put themselves in danger
 - e) To report details of any treatment provided
 - f) To undertake regular checks and complete checklist of first aid kits, replenishing them as necessary.
 - g) To call an ambulance where necessary
- 4.2 First Aid kit should be stocked as follows – Duty Holder
 - a) A leaflet giving guidance on first aid
 - b) individually wrapped sterile adhesive plasters – assorted sizes
 - c) Individually wrapped sterile bandages
 - d) Safety pins
 - e) Adhesive tape
 - f) Individually wrapped un-medicated wound dressings – assorted sizes
 - g) Sterile eye pad
 - h) Disposable gloves
 - i) A facemask
 - j) Alcohol free cleansing wipes
- 4.3 First aiders are not empowered to dispense pills or medications. Therefore creams, lotions or drugs, however mild, must not be kept in first aid boxes or administered by first aiders. Some staff may carry their own medication which must be for personal use only.

5. ACCIDENT REPORTING - Duty Holder

- 5.1 Any accident should be reported to the duty holder and recorded in the Accident book which is situated in the reception office.
- 5.2 The reporting of injuries, diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 legislation must be undertaken within 10 days of the incident by the Duty Holder. Incidents include
 - a) Accidents resulting in the death of a person
 - b) Accidents resulting in specific injuries to workers
 - c) Any accident relating to non-workers
 - d) Dangerous Occurrences
 - e) Near misses
- 5.3 It is therefore vital that accidents are reported to the Duty Holder to enable the legally required report to be made.
- 5.4 Following any accidents the risk assessment should be reviewed.

6. DATA PROTECTION

- 6.1 First aiders must exercise care in maintaining the dignity of casualties and confidentiality of medical information acquired in the course of their duties. First aiders must be aware that an individual may have right of access to information held about them and to redress for inappropriate use of their personal data.

7. REVIEW

- 7.1 This policy to be reviewed annually or earlier if deemed necessary, including legislation changes.
- 7.2 Responsibility for reviewing this policy is the Full Council.

Policy adopted:

Assessment of First Aid Provision

Establishment/Location:

Name of Assessor(s):

Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Assessment Factor		Apply?		Impact on First Aid Provision
		Yes	No	
1	Have your risk assessments identified significant risks of injury and/or ill health?			If the risks are significant you may need to employ first aiders.
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?			You will need to consider: <ul style="list-style-type: none"> - specific training for first aiders - extra first-aid equipment - precise siting of first-aid equipment.
3	Are there parts of the establishment with different levels of risk?			You may need to make different levels of provision in different parts of the establishment.
4	Have you had any accidents or cases of ill-health in the past 12 months?			You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: <ul style="list-style-type: none"> - locate your provision in certain areas - review the contents of the first aid box.
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?			You will need to consider: <ul style="list-style-type: none"> - special equipment - local siting of equipment.
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?			You will need to consider provision in each building or on several floors.
7	Is there shift work or out-of-hours working?			Remember that there needs to be first aid provision at all times that people are at work.

8	Is your workplace remote from emergency medical services?			You will need to: - inform local medical services of your location - consider special arrangements with the emergency services.
9	Do you have employees who travel a lot or work alone?			You will need to consider: - issuing personal first aid kits and training staff in their use.
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?			You will need to make joint arrangements with the other site occupiers.
11	Do you have any work experience or other trainees?			Your first aid provision must cover them.
12	Do members of the public visit your premises?			There is no legal responsibility for non-employees however you are strongly recommended to consider them.
13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?			You may need to employ first aiders – see table 2 below.
14	Is a first aid room required?			
15	Lone Working			Remember that there needs to be first aid provision at all times that people are at work

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

	Type of Workplace	Numbers of First Aid Personnel Required
Lower Risk	Shops, offices, libraries, schools and similar workplaces	<p>Fewer than 50 employed at any location: at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p>50-100: at least one first aider.</p> <p>More than 100: one additional first aider for every 100 employed.</p>

Higher Risk	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	<p>Fewer than 5: at least one appointed person.</p> <p>5-100: At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>
--------------------	---	--

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	No.		No.
Qualified First Aiders		Qualified Emergency First Aiders	
Appointed Persons		First Aid Boxes	
First Aid Room		Eye Wash Bottles	
Travelling First Aid Kits			

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes/No**

Informing Employees

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

Signature of Assessor(s):

Date:

Date Reviewed

Date Reviewed

Date Reviewed



PERTON PARISH COUNCIL

FIRE EMERGENCY AND EVACUATION PLAN

1 PLAN STATEMENT

- 1.1 This Emergency Plan has been developed following the fire risk assessment of Perton Civic Centre.
- 1.2 The purpose of the plan is to ensure safety of all persons in the event of fire to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 to ensure adherence to official guidance and related standards.
- 1.3 The Duty holder is the Clerk, Assistant Clerk or in their absence the diary holder.
- 1.4 The responsible person is the nominated and trained Fire Marshall.

2 PREMISES PLAN

- 2.1 A plan of fire exit points for the ground and first floor are appended to this plan.

3 ACTION ON DISCOVERING A FIRE

- 3.1 On discovering smoke or flames, any person can raise the alarm at the nearest call point and a responsible person will start to evacuate the building.
- 3.2 Doors should be closed where possible to limit the effect of the fire by the Duty Holder. Fire doors should be kept closed at all times unless they have an automatic closure system.

4 ACTION WHEN ALARM SOUNDS

- 4.1 On hearing the alarm all staff and members of public (except the Fire Marshalls), should immediately and calmly evacuate the building by the nearest available emergency exit and proceed to the assembly point on Sainsburys car park.
- 4.2 Persons must NOT stop to collect any personal belongings.

5 SUMMONING THE FIRE & RESCUE SERVICE

- 5.1 The Duty holder or in their absence the diary holder will telephone the Emergency Services.

6 FIRE MARSHALLS

- 6.1 See fire Marshall duties (see appendix a)
- 6.2 Designated Fire Marshalls shall ensure all persons have evacuated the building.
- 6.3 Assist any disabled, elderly or persons that are at risk. The Fire Marshall and Duty Holder or in their absence the diary holder will operate the Evac Chair where necessary.
- 6.4 The Fire Marshall and Duty Holder or in their absence the diary holder may be able to use suitable firefighting equipment for a small fire if it is safe to do so.

7. STAFF ABSENCES

- 7.1 There will always be at least one trained Fire Marshall and Duty Holder on site for the core hours of the business. It is not always possible to have more than one.

8. FIRE DRILLS AND EVACUATIONS

- 8.1 Fire drills and evacuation are carried out at least annually.
- 8.2 Ensure a declaration to lead hirers of fire procedure and if a drill is expected.

9. VISITORS AND CONTRACTORS

- 9.1 Emergency Exits are clearly indicated. A plan of the building emergency exits are displayed in all rooms (see appendix b).

10. PERSONAL EMERGENCY EVACUATION PLAN

- 10.1 A Personal Emergency Evacuation Plan (PEEP) will identify those may need assistance evacuate the building due to physical or mental ability (see appendix d).
- 10.2 All hirers to be provided with the PEEP and copy to be given to the Fire Marshall and Duty Holder or in their absence the diary holder.
- 10.3 An Evac Chair is available on the 1st floor landing.

11. FIRE ALARM TEST

- 11.1 All call points are routinely tested once a week on a rolling program.
- 11.2 Firefighting equipment is inspected and certified annually.
- 11.3 All Emergency exits signs; smoke alarms and alarm bells are tested annually by a competent person.

12. REVIEW

- 12.1 This policy will be reviewed at least annually or if there is a significant change in legislation.

IF IN DOUBT – GET OUT

PERTON PARISH COUNCIL

FIRE MARSHALL DUTIES

Appendix a)

1 ROLES & RESPONSIBILITIES

- 1.1 A Fire Marshall is a person(s) designated to work with Perton Parish Council to assist implementation of necessary fire safety arrangements as identified to prevent a fire endangering the health and safety of occupants.

Fire Marshalls play an important role in ensuring the continuity of the workplace and are prepared for a fire emergency. Along with the Emergency Plan, Fire Wardens are an important risk-control measures to ensure the workplace is prepared should an emergency situation, potentially a fire, occur.

- 1.2 Key duties of a Fire Marshall include:

- a) To assist in the implementation and improving effective emergency arrangements within the workplace.
- b) To assist in preventing emergencies by monitoring the adequacy of the fire risk control measures.
- c) To raise awareness with other staff about the fire hazards that exist within the workplace.
- d) To instruct occupants in the action to be undertaken in responses to a fire emergency.
- e) To assist in undertaking simulated Fire Evacuation drills to evaluate the effectiveness of emergency arrangements – they must be familiar with all fire emergency escape routes and exits.
- f) To ensure all staff and visitors are accounted for during an evacuation.
- g) to assist all people should an emergency occur, including assisting people with special needs.

- 1.3 if the fire alarm sounds, Fire Marshalls have a duty of care to assist in the safe evacuation of all occupants and to ensure that their designated area has been cleared.

2 EVACUATION

- 2.1 Direct everyone to leave the building using all appropriate routes and exits, (avoid inappropriate exits, such as lifts)
- 2.2 Check all accessible spaces including bathrooms and toilets, to make sure everyone is evacuated - this should be undertaken whilst exiting the area so as not to expose themselves to unnecessary risks or delays.
- 2.3 Close windows and doors behind them so as to isolate any spread of fire.
- 2.4 Guide everyone to the designated Fire Assembly Area and assist in confirming that everyone has arrived safely.
- 2.5 To liaise with the emergency services on arrival informing them of any relevant details relating to the fire incident and follow any instructions provided.
- 2.6 After evacuation a review of the policy and risk Assessment must be carried out.

3. FIRE DRILLS

- 3.1 Fire Marshalls should be provided with the full authority to conduct a Fire Emergency Evacuation Drill and that staff are aware of the delegated authority.



PERTON CIVIC CENTRE



Appendix b)

Fire Assembly Point on Sainsburys car park



GROUND FLOOR PLAN

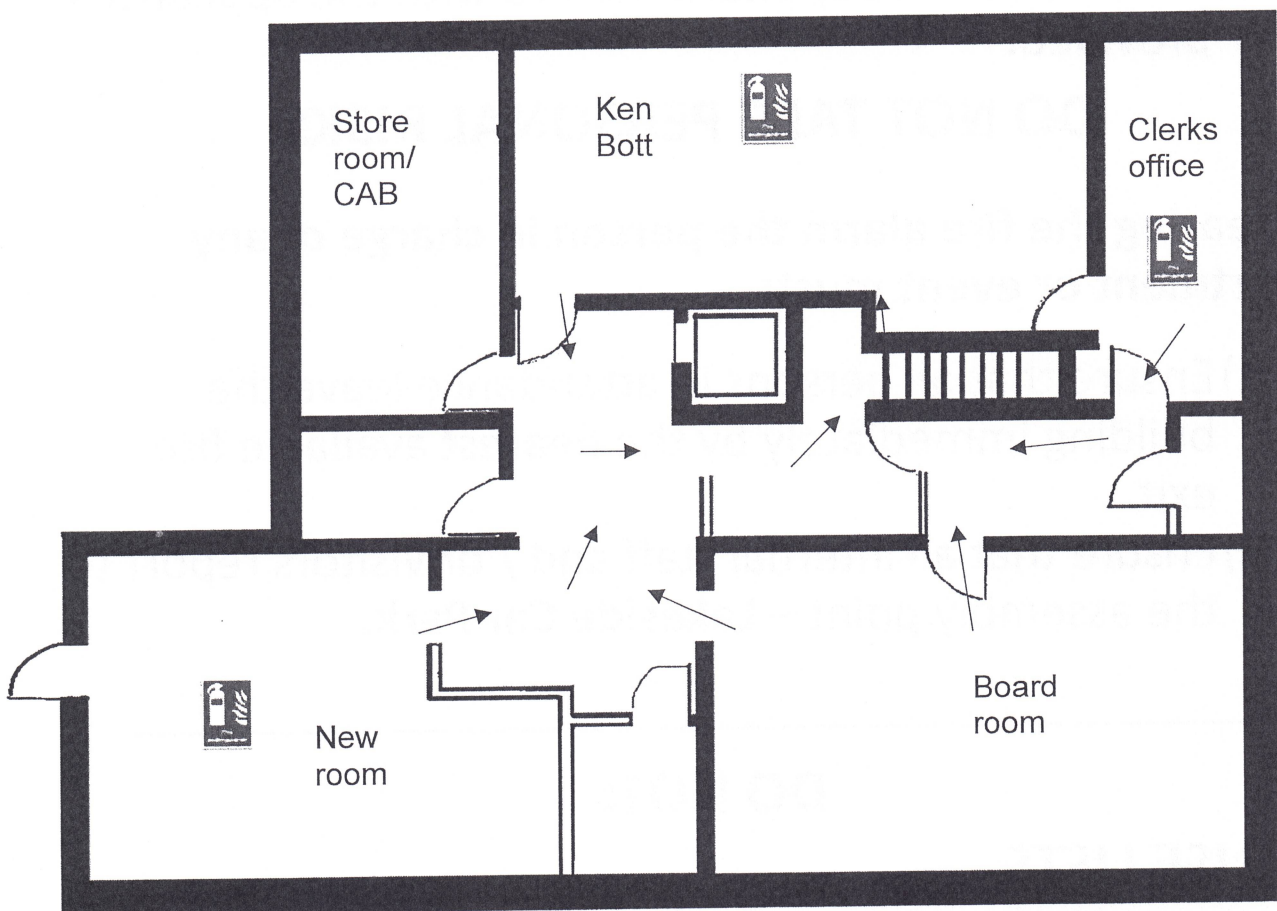


PERTON CIVIC CENTRE



Fire Assembly Point on
Sainsburys car park

FIRST FLOOR PLAN





PERTON PERTON CIVIC CENTRE



Any person discovering a fire should:

- 1) Immediately sound the alarm and call the Fire Service by telephoning **999**
- 2) If trained to do so, attack the fire with the appliances provided.

DO NOT TAKE PERSONAL RISKS

On hearing the fire alarm the person in charge of any department or event must:

- 1) Ensure that all persons in attendance leave the building immediately by the nearest available fire exit.
- 2) Ensure that all internal staff and / or visitors report to the assembly point – **Lakeside Car Park.**

DO NOT:

- **USE LIFTS**
- **STOP TO COLLECT PERSONAL BELONGINGS**
- **RE-ENTER THE BUILDING UNTIL INSTRUCTED**

PERTON CIVIC CENTRE FIRE EXTINGUISHER LOCATION

No.	Location	Size	Op	Type
1	Main Entrance	9 ltr	C	Water
2	Lounge Bar	9 ltr	P	Water
3	Lounge Bar	2 kg	P	CO ²
4	Lift Motor Room	4 kg	P	Powder
5	Main Kitchen	4 kg	P	Powder
6	Rear Entrance	2 kg	C	CO ²
7	Main Hall	9 ltr	P	Water
8	Main Hall	2 kg	P	CO ²
9	Rear Stage	9 ltr	C	Water
10	Rear Stage	2 kg	P	CO ²
11	Rear Stage	-		Blanket
12	Rear Exit	9 ltr	P	Water
13	Kitchen	2 kg	P	CO ²
14	1 st Floor Corridor	9 ltr	P	Water
15	1 st Floor - Ken Bott Room	2 kg	P	CO ²
16	1 st Floor - Clerk's Office	2 kg	P	CO ²
17	Nursery Kitchen	-		Blanket
18	Main Kitchen	-		Blanket

**Personal Emergency Evacuation Plans
(PEEPS)**

Name:

Contact details: address

Telephone no.

Date of completion:

Nature of impairment that would affect you escaping from the building:

Please circle

Could you raise the alarm if you discovered a fire (operate call point)?
Comments:

Yes No

Has the emergency procedures of the building been explained, including
escape routes and evacuation equipment available?
Comments:

Yes No

Would you be aware of the emergency alarm being activated?
Comments:

Yes No

Do you need assistance from others to escape from the building?
Comments:

Yes No

Do you need to use an evac chair if using the first floor of the building?

Yes No

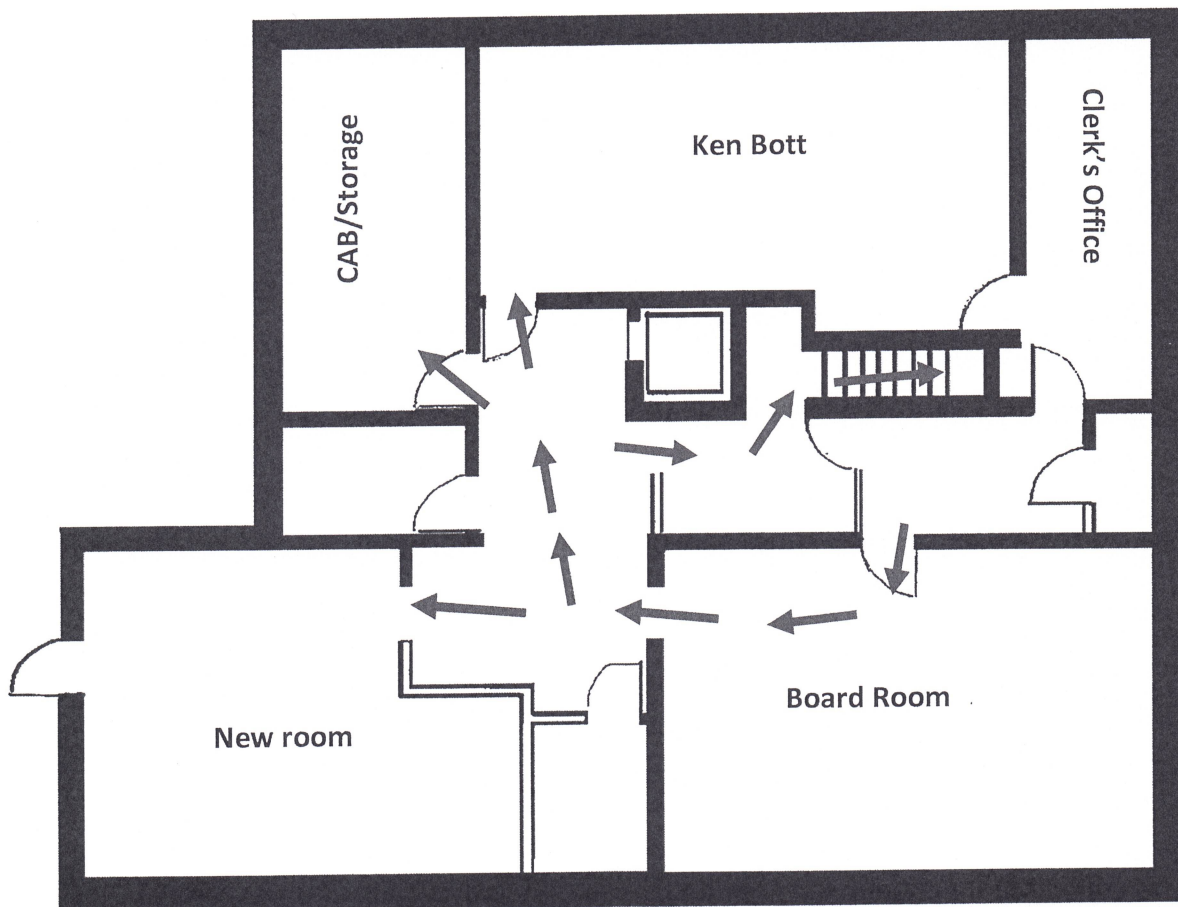
If you need assistance in any other way please detail below:



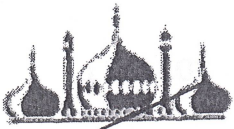
PERTON CIVIC CENTRE

FIRE
ACTION

Fire Marshall route



FIRST FLOOR PLAN



Brighton & Hove
City Council

Petton Parish Council.

1. Volunteer as a Weed Warrior or Tidy Up Team member

Weed Warriors and the Tidy Up Team carry out environmental improvement tasks and weeding around the city.

What you'll need to volunteer

To volunteer as a Weed Warrior or Tidy Up Team member you'll need to be:

- at least 18 years old
- reasonably fit and mobile
- able to use tools requiring two hands
- live or work in Brighton & Hove *Petton*

You must also attend a short training and induction session. The training tells you how the scheme works and covers health and safety information.

Weed Warrior and Tidy Up Team members are covered by the council's liability insurance. They can carry out activities in all public spaces across the city within the bounds of the training given.

Hi Beckie

Further to our conversation this morning when we discussed the fact that we are not able to register a death locally, that our nearest office is either Cannock or Stafford.

The options for registrars are as far as I am aware are: Burton, Newcastle, Lichfield, Cannock which are all full time 9-5 Monday to Friday offices or Leek and Tamworth which are both part time offices.

Currently there are NO options available in the Seisdon peninsular to register a death, marriage or birth.

According to Google, Cannock and Lichfield are just 10 miles apart, whereas, if you live in Kinver you have to make a 52 mile round trip to Cannock as the nearest place to register a death, birth or the intention to marry.

The 52 mile journey from Kinver on public transport would probably involve 3 buses each way and the best part of 4 hours each way. How is that fair when if you live in Cannock or Lichfield your maximum journey is just 10 miles?

Google says Perton to Cannock is a round trip of almost 30 miles. It is totally unacceptable to expect someone who is probably at their lowest point (just after a death) to expect them to travel up to 52 miles to register that death. Please remember that death also needs to be registered within 5 days.

It seems far from a fair distribution of resources. We really urgently need a facility nearer to us either at Wombourne and or Codsall.

I am led to believe that prior to COVID we actually had a registrar available to us at Wombourne and Codsall albeit for 1 day per week (half a day at each venue) and that since COVID that facility has not returned, even though the website shows that the facility is currently still available.

I went to Cannock to register mother's death this afternoon and whilst there I asked who was in charge of the Registrars for Staffordshire and was told that Amy Burston is the Operations Manager and the Chief Registrar is Adam Cooper.

It transpired that Amy Burston was in the next office, so I asked to speak to her before I left. Amy said that they were aware of the situation, that there were problems in providing registrar facilities, it wasn't just a case of providing the registrar, they needed to have access to a 'county printer' and their website etc. Amy also said that they had their eye on a room in Wombourne council building because there was a county library there. I tried to press her on timescales, would it be within 6 months or 12 months and I was told she could not give a date but hopefully soon.

Unfortunately I don't think that is acceptable, it must be over 12 months since the restriction for COVID have been lifted nationally and we still have no local facilities, surely it doesn't take that long to obtain a room?

Amy did not appear to know that the website still shows that there are Registrars working/available at both Wombourne and Codsall but she assured me that she would look into getting the website corrected.

I feel that the current situation could go on for some considerable time unless it is raised by us all as an issue.

I know that we have imminent elections which in itself causes the parish council problems, however, I would ask you to contact ALL your councillors to ask them for their full support and to individually raise this unfair distribution of registrar facilities as an issue.

I feel that we need to put pressure on the powers that be to urgently solve this problem, otherwise I fear that this situation will carry on indefinitely.

Sandra W

Response from Staffordshire County Council

We are returning to Wombourne next month so we will be offering better coverage to South Staffordshire residents at that point. We are looking at Codsall and how and when we can return, but staffing and demand are a factor. As soon as we are able to do so, we will be reaching out to return in some capacity during the week, similar to the service we offered pre-pandemic.

Wednesday, March 22, 2023 12:27 PM

To: Clerk (Perton Parish Council) <clerk@pertonparishcouncil.gov.uk>

Subject: RE: Registrars Births Marriages and Deaths local Presence

Morning Becky

Yes thank you for that but when I saw the operations manager Amey Burston the other week, she did say it was her intention to provide one day per week at Wombourne she indicated that there would be no service provision at Codsall at all. Her argument was it was better to have one full day than two halves. Has that now changed??

Pre pandemic the service provided only one HALF DAY at Wombourne and the other part of the day at Codsall, unfortunately at the time she had no date to start at Wombourne other than SOON.

Whilst we now have imminently some hours at Wombourne (7 hours ???) it still doesn't explain or correct why there is two full time offices just 10 miles apart (Cannock and Lichfield) plus a part time facility (Tamworth) just 7.7 miles from Lichfield which is a full time facility. Or why Tamworth service has been reinstated and functional whilst Codsall and Wombourne still have not?

Unfortunately I currently don't know the number of hours that Tamworth operate, but I still feel that there should be more presence in our bit of the county than just 7 hours, leaving our people miles to travel.

I do not see that it is an unreasonable request to have a days provision in both Wombourne and Codsall and can see no logical reason why some of the hours currently on offer at Tamworth should not be relocated to a full day in Codsall too. This would give our people more opportunity than just one day per week or be forced to travel 26 miles.

It would be interesting to know when the Registrars service last reviewed the distribution of their offices to area because 3 offices two of which are full time and one part time all within 10 miles of each other doesn't appear to be either fair or reasonable to me. I know Kinver is not your area but if they can't go to Wombourne on the proposed one day per week that will be on offer, they still have 52 miles trek to Cannock. It's just not right or fair.

Under these circumstances I would still ask you to pursue this with your parish councillors so that we obtain a fairer share of the resources in our area, for our people.

We need a firm date for facilities to be provided in Codsall too, after all they were here before so how difficult is it to plug in a printer and access the county data base from the county library??? Staff wise I really don't see why we can't have some hours currently on offer at the Tamworth office transferred here.

I hope your councillors agree, that they will give their full support and will individually pursue this on behalf of the Perton residents.

203/22d)

Clerk (Perton Parish Council)

From: Mark Jenkinson <m.jenkinson@sstaffs.gov.uk>
Sent: 21 March 2023 10:17
To: Councillor Rita Heseltine; Councillor Philip Davis
Cc: Bob Taylor; Clerk (Perton Parish Council); Mark Moore; Keeling, Mark (E,I&S)
Subject: RE: Weed spraying Perton

Hello Councillor Davis / Heseltine

Thank you for your emails.

The weed spaying carried out by SSC is as you suggest primarily targeted to make accessibility for the grass cutters easier around obstacles on the open spaces maintained and owned by the District Council. As you will have hopefully noticed in conjunction with the County Council, we have targeted several areas around Perton including some of the areas mentioned in your email to help improve the aesthetics in the Parish, this also included additional road sweeping which will hopefully address and improve the weed situation on the Parkway. In addition, from conversations with Cllr Williams and Mark Keeling (cc) we understand the County Council are reviewing their highways operation and are intending to increase the frequency of weed spraying to their previous levels, which will hopefully improve the situation in Perton and across all areas of South Staffordshire.

Philp depending on the number of sprays carried out by county colleagues this may negate the need for the Parish to carry out additional weed sprays. However, if this is something the Parish would like to explore further this will require a conversation with county colleagues who are responsible for the highway and will be best placed to advise on the approach required, as picked up in your email there are specific H&S requirements around using chemicals and the PPE required when weed spraying. We would also need to be mindful about over spraying and the potential environmental impacts, but again county colleagues can advise on this, and we would be more than happy to be involved with any discussions on this matter.

Clerk (Perton Parish Council)

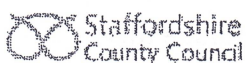
From: Keeling, Mark (E,I&S) <mark.keeling@staffordshire.gov.uk>
Sent: 28 March 2023 15:29
To: Clerk (Perton Parish Council); Williams, David (County Cllr)
Subject: RE:

Good afternoon Becky,

This year we will be undertaking x3 sprays across the season so an additional x2 treatments based on last year.

I will provide the contractor details as soon as confirmed for this season.

Kind regards



www.staffordshire.gov.uk

Mark Keeling | Community Highway Manager
Cannock – South Staffs – Gnosall & Doxey
Economy, Infrastructure & Skills
No.1 Staffordshire Place, Tipping Street, Stafford, ST16 2DH
Tipping Street, Stafford, ST16 2DH
☎ Mobile: 07773 791318
✉ mark.keeling@staffordshire.gov.uk
🌐 www.staffordshire.gov.uk

PERTON PARISH COUNCIL
Agenda Item Request Form

If there are any sections that you are unclear about please email: clerk@pertonparishcouncil.gov.uk

DATE OF MEETING:	April
AGENDA ITEM: Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Councillor to do. "To consider...", "To note..." "To review..."	To discuss the damage done by contractors to grass areas due to the new build and or water maintenance.
BACKGROUND INFORMATION: Insert as much information as possible so that Cllrs have the detail that they need to make an informed decision.	A concerned resident asked me to raise this issue at the Parish Council Meeting so the issue can be raised with the responsible department or Company. She walks her dog around the streets but prefers to walk her dog on grass areas rather than pavement especially during hot weather. Damage has been not been repaired for a considerable time to an area where she walks and she considers the specific area to be dangerous and therefore walks in the road and as this is on a traffic island, she is putting herself in danger.
BACKGROUND DOCUMENTS: Insert names of documents to be sent out with the meeting papers. (These papers must be hyperlinked to or submitted with this form)	Location, "what3words": ///flute.vine.rush Picture of the damage attached.
COSTS: If there is a cost involved, insert detail of costs associated with the decision that you are asking the council to make. Remember that there may be indirect costs such as staff time.	No cost for the Parish Council
BUDGET: If there is a cost, detail which budget cost centre the expenditure is to be made from.	----
LEGAL POWER: Does the Council have the legal power to do this?	The Council has the legal power to make the relevant department or Company aware of the problem.
RECOMMENDATION: Insert the resolution that you are seeking i.e. "to resolve to..." "to note that ..."	To resolve to make the relevant department or Company aware of the problem.

PLEASE NOTE Agenda item requests; these must be received by the Proper Officer at least 10 days before the meeting at which you would like your item to be considered at:

Please refer to standing orders for more detail. (Motions for a meeting that require written notice to be given to the proper officer) Process shown below.





Perton Parish Council

VACANCY

CASUAL CARETAKER

(12 month contract)

Applications are invited for the post of Casual Caretaker at Perton Civic Centre.

Guaranteed 10 hours per month.

Cover will be required primarily for Friday evenings or Saturday bookings.

Duties will include

- opening/closing the building
- ensuring functions are managed to customer requirements

Rate of pay £11.21 per hour

For an application form and a job description please email

clerk@pertonparishcouncil.gov.uk

or visit the Civic Centre



207/22 a)

**PERTON PARISH COUNCIL
JOB DESCRIPTION**

POST:	CIVIC CENTRE CASUAL CARETAKER
SALARY GRADE:	LC1 - SCP 4
RESPONSIBLE TO:	THE PARISH CLERK
JOB PURPOSE:	To ensure that the Civic Centre is kept safe, secure and to help customers where required
	1. Security
	a) Locking & unlocking with the necessary setting of the alarm system. Secure all cupboards, equipment and areas in the building.
	b) Check and inspect all areas for defects and before setting the alarm, report to the clerk any concerns.
	c) Be available to respond to emergency call outs.
	2. Housekeeping
	a) Prepare rooms including furniture, for meetings and lettings. Be able to inform and support hirers of the terms and conditions and ensure they are adhered to. Must be able to locate meters and stopcocks.
	b) Ensure cost effective use of facilities.
	3. Health & Safety
	a) Follow the Health and Safety policy for all employees, members of the public and councillors. Duties include no obstructions in public areas and offices. Follow COSHH regulation of all hazardous materials.
	b) Have some first aid awareness
	4. Cleaning
	a) Operating cleaning equipment to ensure cleanliness of all inside and outside areas. Maintain cleanliness of equipment.
	b) Keep paths and entrance to the Civic Centre clear and tidy to ensure safety of hirers, visitors and other members of staff
GENERAL DUTIES	
	a) To act with a high degree of professionalism, personal integrity and probity ensuring trust is maintained in the work undertaken by the post holder and in relationships with employees, customers and partners.
	b) To take reasonable care for the health & Safety of yourself and other persons who may be affected by your acts or omissions and to comply with the Parish Council's Health, Safety and Wellbeing policy and relevant legislation
	c) To ensure that equality is an integral part of the service design/delivery in accordance with the council's Single Equality Scheme its employment policies, practices and procedures
	d) To undertake any other duties that may be required



**PERTON PARISH COUNCIL
PERSON SPECIFICATION**

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and short-listing candidates.

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
Experience	Working with the public Previous experience of manual working and housekeeping		Application and Interview
Knowledge		First Aid awareness COSHH awareness	
Skills & Competencies	Ability to interpret and communicate written and verbal instructions Ability to effectively undertake time management Demonstrate the ability to deal with members of the public, Councillors and other members of staff in a polite and courteous manner Must be have some awareness of Security Must be able to work on own initiative Willingness to attend training to support knowledge base and skills and improve personal skills and knowledge		Application and Interview



Special Working Conditions	<p>Must be able to work on own initiative</p> <p>Willingness to attend training to support knowledge base and skills and improve personal skills and knowledge</p> <p>The Code of Practice on the English Language requirement for Public Sector Workers (The Fluency Duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post</p>		Application and Interview
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NAME IN CAPITALS _____

Signature _____

Date _____