



PERTON PARISH COUNCIL

3rd July 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, 8th July 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 to assist the Parish Clerk in the compilation of minutes. The recording will be deleted once the minutes have been approved.

AGENDA

46/24 - 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.*

47/24 Apologies for Absence – to note apologies received from Councillors

48/24 Waste Savvy Staffordshire – Presentation by Gemma Wall, Waste Minimisation Project Support Officer

49/24 To receive reports for information

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

50/24 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.

51/24 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)

52/24 Minutes

- a) To approve minutes of the Parish Council meeting held on 10th June 2024
- b) To receive for information draft minutes or notes from the following committees/working parties:
 - i. Management Committee meeting held 19th June 2024
 - ii. Pavilion and Playing Fields Working Party meeting held on 1st July 2024
 - iii. Finance meeting held on 2nd July 2024
 - iv. Allotment Committee meeting held on 3rd July 2024 (to follow)

53/24 Finance

- a) To approve list of Payments for June 2024
- b) To receive the Cash Book to date for information
- c) To receive the Income Statement to date for information
- d) To review the revised Expenditure and Budget to date (to follow)

- e) To consider setting up an account for a prepaid card to replace petty cash.
- f) To consider the purchase of a new desktop computer for the reception office approx. £700
- g) To consider the option for IT support and iPads for all councillors to reduce printing costs
- h) To consider the grant request from The Kingsway Food Bank for the summer £1 meals scheme for £600
- i) To consider a grant request from Perton Cuppa Club for £500
- j) To consider a grant request from Perton Library History & Heritage Fair – Lego workshop £700
- k) To consider a concessionary room hire rate for a new Table Tennis Club

54/24 To review of the following Policies:

- a) Scheme of Delegation – recommend no amendments
- b) Grant Policy – revised amendments recommended by the Finance Committee

55/24 Prinses Irene Brigade

- a) Draft design for memorial
- b) Hosting the Brigade on 8th November 2024

56/24 Pavilion and Playing Fields

- a) To receive an update on lease discussions
- b) To receive an update on the Pavilion and the possible use by a new Nursery
- c) To discuss appointing an architect to look at extension options for the Pavilion
- d) To receive an update on the Playing fields
- e) To consider providing merchandise to advertise the Community Walk- £1.10 per baseball cap
- f) To consider providing skips for the Pavilion clear up

57/24 Civic Centre To receive an update on alternative heating and air conditioning for the Civic Centre

58/24 Allotments - Update on allotment site

59/24 Health & Safety

- a) To receive and update
- b) To consider Key Performance Indicators (KPI's)

60/24 Correspondence - To consider supporting the Safety bill for Lithium batteries

61/24 Staffordshire County Council

- a) To receive for information written report from the County Councillor
- b) To receive an update on the installation of a Speed Indicator Device on Wrottesley Park Road

62/24 South Staffordshire Council

- a) To receive for information written reports from District Councillors
- b) Planning Applications:

Applications for consideration previously distributed:

Application no. : 24/00514/FULHH

Location: Far Park, Pattingham Road, Perton, WV6 7HD

Proposed: New ground mounted photovoltaic panel array.

63/24 Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council - 9th September 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.

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.

65/24 Staffing –

To provide an update on recruitment for new Caretaker/ Handyman and Relief Caretaker roles

66/24 Pavilion car park

To provide an update on the use of the Pavilion car park for trading

Parish Council update - from South Staffordshire Command team*

Dear all,

Please can I ask that you share this with your Parish Councillors.

Firstly, it is nice to touch base with you all and as I approach the completion of four months with South Staffordshire Local Policing team I wanted to discuss some of the changes that have occurred during these first few months.

- 1) The development of a new deployment plan (by Inspector Lee Walker) that focuses on an improved service to all areas of South Staffordshire.
- 2) Significant increases in Stop search and proactivity by the teams ensuring that we stop the **right people** – to reassure you over 60% over those whom we searched last month had something on them that they shouldn't have – **we are targeting the right people**.
- 3) An increased focus on providing quality investigations through enhanced performance monitoring and the support of a new Sgt.
- 4) Revised Priorities – achieved through collaboration.
- 5) A specific tasking programme that is recordable and allows us to review the work that we are doing and our engagement.

As I'm sure you'll appreciate, the list is much more extensive but rest assured – the performance of the LPT is excellent in many areas of business and we are currently being asked to share our learning and practices in various areas of business to other teams across our organisation.

Moving forwards I am conscious that the vast majority of the parish councils rely on reports from the Police – I have made a decision that reports will now be provided on a quarterly basis.

I know that this is going to cause some concern but please can I ask for your trust in respect of the engagement plans moving forwards.

A key concern of mine is that you are provided with a report and other elements of engagement are lacking as a result, I am also keen that my teams are more focused on being out, engaging with you and others in person, rather than typing up reports (for which the data can be skewed)

As such, these are the proposals that will be implemented with an immediate effect (I appreciate some of you have been informed in person already and I thank you for your positive feedback & support)

- 1) You will receive a **quarterly** parish council report (I am not stopping reports!) – the reports are impressive compared to what you currently/have previously received and are much more informative. We remain the only LPT who provides reports due to the emergence of www.police.uk – I am keen on continuing with them because I have listened and understand the value that they bring you.
- 2) A PCSO/PC will attend your parish council meetings on at least a quarterly basis – I want them to be present supporting you and this should be in a separate month to that in which you receive your report.
- 3) I want you to advise me if you haven't got the work phone number of your local PCSO – this will change.
- 4) You all receive invites to the quarterly parish summit. Whether it is 'my turn' to present or not – I will be there and if I can't be my Deputy or at the very least a Sgt will be present in the refreshment area for you to approach and discuss anything that you wish.
- 5) My teams take part in numerous engagement events within our communities – moving forwards I want you to be invited, to work alongside us and engage – obviously this is not

compulsory, I appreciate you are all extremely busy but I want to be clear – **you are welcome to join us**

- 6) You'll be invited to be present during online surgeries – another opportunity to engage with the public alongside officers and to remain informed.
- 7) I will now release a monthly e-mail including all of you from the Command team at South Staffs – within it, I will inform you of any **key, topical** themes that you should be aware of and this will at times relate to specific areas. I want us **to continue** having communication channels as South Staffordshire, not just as individual Parishes and I have to say, compared to other areas in which I have worked, you are by far the most impressive – some outstanding collaboration occurs here.

The key theme here is, I want us to move away from monthly paper reports and improve our **in person engagement** – where you can ask questions and receive answers.

Please, can I ask for your support with this and thank you for both your understanding and continued drive to make South Staffordshire the best place to live/work/visit.

Finally, and on a separate note, the keen eyed may have cited my reference to Insp Lee Walker completing our renewed deployment plan. May I introduce Lee who is my new Deputy Commander. For those who aren't aware, Darren has moved into another area of our business but will continue to work closely with us as a Local operating Inspector looking after our response teams.

Lee comes with a wealth of experience in front line Policing and is an extremely experienced former Central Motorway Police group officer and his support during the recent tragedy on the B5012 near Penkridge in respect of 'the next steps forward' has been invaluable. Lee has operated as a Sergeant and an Inspector for some time within Staffordshire Police and his arrival will bring significant benefits to South Staffordshire.

I trust you'll all give him the warm welcome that I was provided with.

I'll speak to you all next month.

My kindest regards

Tim

Ch.Insp Tim Norbury
South Staffordshire LPT Commander

County Command
South Staffordshire LPT



STAFFORDSHIRE
POLICE



Staffordshire Police

timothy.norbury@staffordshire.police.uk

52/24 a)

Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 10th June 2024, 7.00pm

PRESENT:

Councillors Mrs P Allen, Mrs S Beardsmore, N Caine, P Davis (Chairman), K Elder, Mrs J Evans, C Evans, D Glynn, Mrs R Heseltine, Mrs A James, C Rathbone and J Sargent

Assistant Clerk Mrs L Higgins

Members of the public – 1

Also in attendance was County Councillor J Abrahams (Part of the meeting)

26/24 PUBLIC OPEN SESSION

No questions raised by the public present.

27/24 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs S Payne, J Turner and Mrs B Walters

28/24 REPORTS – received for information

- a) Police, Fire and Crime Reports - no report received, we have been advised that we will receive the first quarterly report for July's meeting.
- b) Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website

29/24 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Cllr P Davis declared an interest in item numbers 32/24 e) – Grant application for Silver Poplars

42/24 c) - planning applications for The Mount and Raglan Avenue

Cllr Mrs R Heseltine declared an interest in item number 42/24 c) - planning application for The Mount

Cllr N Caine declared an interest in transaction numbers 5345, 5346 and 5364

Cllr J Sargent declared an interest in item number 38/24 a) - Allotment site signage

30/24 CODE OF CONDUCT DISPENSATIONS REQUESTS

No requests received.

31/24 MINUTES

- a) **Resolved** that the minutes of the Parish Council Meeting held on 13th May 2024 were a true and correct record.
- b) Noted for information the draft minutes of the following committees/working parties:
 - i. Allotment Committee meeting held on 29th May 2024
 - ii. Finance meeting held on 4th June 2024

32/24 FINANCE

- a) **Paid Expenditure Transactions** between paid between 01/05/24 and 30/05/24

Resolved payments approved.

Payment Reference	Paid Date	Tn no	Gross	Details	
DD ASH04	01/05/24	5339	£239.69	Ash Waste Services	General Waste & Recycling Collection
DD Rates05	01/05/24	5340	£1,248.00	South Staffordshire Council	Business Rates - May
DebitCardMTYN04	01/05/24	5341	£16.25	Martyns	Cleaning Products for Allotment Toilet
DebitCardH&M04	01/05/24	5342	£18.96	Home & Motorsave	Items for Allotment Composting toilet
DebitCardSains04	01/05/24	5343	£6.25	Sainsbury's	Allotment Stationery
BacsAMAZON04	06/05/24	5344	£13.74	Amazon	Allotment toilet padlock
Bacs GC04	06/05/24	5345	£234.26	N P Caine	Playing Fields - Grass Cutting
Bacs Clean04	06/05/24	5346	£90.00	B Osagie	Pavilion - Cleaning
Bacs IA04	06/05/24	5347	£236.96	Black Rose Solutions Limited	Internal Audit
Bacs Film04	06/05/24	5348	£300.00	Arts Alive	Flicks in the Sticks - 'One Life'
DD BPayCon04	07/05/24	5349	£12.65	Brightpay	Brightpay Connect Monthly Subscription
Bacs SS05	09/05/24	5350	£25.00	Support Staffordshire	Annual Membership

DD PF-ELEC04	09/05/24	5351	£101.54	Opus Energy Limited	Pavilion - Electricity
Bacs PEN04	10/05/24	5352	£3,340.82	Staffordshire County Pension Fund	Pension - April
Bacs IR04	10/05/24	5353	£3,223.10	Inland Revenue	Tax & NI - April
DebitCardGREEN04	10/05/24	5354	£45.50	South Staffordshire Council	Green Bin Subscription
DD PF-ELEC04a	13/05/24	5355	£159.90	Opus Energy Limited	Pavilion - Electricity
Bacs DTE04	13/05/24	5356	£116.40	Down to Earth	Play Area - Grass Cutting
Bacs ESPO05	13/05/24	5357	£93.60	ESPO	Stationery and Allotment First Aid
Bacs FCL05	13/05/24	5358	£450.00	Fairways Contracting	Plot Rotavation x9
Bacs JS05	13/05/24	5359	£288.00	Jones Skips Ltd	Allotment - Skip Hire
Bacs LTWC04	13/05/24	5360	£50.00	Lesley The Window Cleaner	Civic Centre - Window Cleaning
DebitCardSLCC05a	15/05/24	5361	£36.00	SLCC Enterprises Ltd	Training - Operation London Bridge
DebitCardSLCC05b	15/05/24	5362	£357.00	SLCC Enterprises Ltd	Annual Membership
DebitCardSLCC05c	15/05/24	5363	£174.00	SLCC Enterprises Ltd	Training - Health & Safety
Bacs SPCA05	16/05/24	5364	£929.00	Staffordshire Parish Council's Association	Annual Subscription
DebitCardDYNO05	16/05/24	5365	£247.00	Dyno-rod	Emergency Call Out - Blocked Drains
DD BT04	17/05/24	5366	£102.50	British Telecom	Telephone & Broadband
DD WATER05	20/05/24	5367	£219.98	Everflow Limited	Water
CHG HSBC05	21/05/24	5368	£6.20	HSBC UK	Bank Charges
Bacs AE05	22/05/24	5369	£84.00	Acquiesce Environmental Compliance Ltd	Legionella Monitoring
Bacs AMAZON05a	22/05/24	5370	£13.98	Amazon	D-Day Flags
DD GAS04	22/05/24	5371	£679.44	Total Energies Gas & Power	Civic Centre - Gas
DD ELEC04	22/05/24	5372	£778.08	Total Energies Gas & Power	Civic Centre - Electricity
Bacs WWR05	28/05/24	5373	£400.00	Wolverhampton Waste Removal	Removal of Soil/Stones
BacsAMAZON05b	28/05/24	5374	£122.50	Amazon	Suggestion Box / Litter Pickers
DebitCardWRP05	28/05/24	5375	£59.00	Whitmore Reans Plumbers	Replacement Tap
DD DM05	29/05/24	5376	£169.87	Siemens	Qtly Rental May-Aug
Bacs SalaryM02	31/05/24	5377	£12,245.40	Salaries	Salaries
DebitCard SF05	31/05/24	5378	£63.97	Screwfix Direct	Overhead Door Closer / Wire Brush Set
			Total £26,998.54		

- 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.
Cllr P Davis left the meeting
- e) Grant request from Silver Poplars. **Resolved** to approve grant of £200
Cllr P Davis rejoined the meeting
- f) Grant request from FC Perton. **Resolved** to approve grant of £500

33/24 DOCUMENTS FOR REVIEW

- a) Community Engagement Policy – **Resolved** to approve and adopt the policy.
- b) Communication Strategy – **Resolved** to approve and adopt the document.
- c) Investment Strategy Policy – **Resolved** to approve and adopt the policy.
- d) Reserves Policy – **Resolved** to approve and adopt the policy.
- e) Allotment Policy – **Resolved** to approve and adopt the policy.

34/24 AMENDMENTS TO TERMS OF REFERENCE

- a) Allotment Committee Terms of Reference – **Resolved** to approve amendments.
- b) Management Committee Terms of Reference – **Resolved** to approve amendments.
- c) Human Resources Committee Terms of Reference – **Resolved** to approve amendments.
- d) Finance Committee Terms of Reference – **Resolved** to approve amendments.
- e) Planning Committee Terms of Reference – **Resolved** to approve amendments.

35/24 LOCAL COUNCIL AWARD SCHEME

Resolved to apply for the Quality Award Scheme at a cost of £130 and all councillors to provide a short statement about themselves to add to the councillor section of the Parish Council website.

36/24 PAVILION AND PLAYING FIELDS

- a) Update on lease - no additional information
- b) Update on Pavilion and Playing Fields - A discussion took place regarding electricity charges for the Pavilion and Scout Hut. Turf will need to be purchased to fill holes in the playing fields. A grant for the first phase of the works for the Pavilion has been approved, we are awaiting a date for the works to commence.
- c) Consider formation of a Park Run track around the Playing Fields and disabled course – A discussion took place regarding creating a 2k park run around the playing fields and a possible disabled circuit and how this could be done. There is a shortage of park runs available this side of Wolverhampton. **Resolved** to initially promote this as a “2k Community Walk” for public use to commence in the summer holidays.

37/24 CIVIC CENTRE

- a) An update on the Solar Panel installation was given. Installation has now been completed.
- b) Legionella risk assessment, required every two years. **Resolved** to approve assessment cost of £345+VAT.
- c) Ladies toilets repair options – Three quotes were presented for discussion. **Resolved** to appoint Draintech to complete the works at a cost of £1400 + VAT

38/24 ALLOTMENT SITE

Cllr J Sargent left the meeting

- a) New site sign. – Three quotes were presented for discussion. **Resolved** to appoint Wolverhampton City Council to provide the sign and fitting at a cost of £623.95 + VAT. County Cllr J Abrahams advised that he would provide funding for this.
Cllr J Sargent rejoined the meeting
- b) Green Flag Award. – **Resolved** apply for the green flag award 2025.
- c) Consider provision and cost of Defibrillator with cabinet to be housed at the Golf Club – **Resolved** to purchase a Defibrillator and cabinet from AED Donate at a cost of £1405 +VAT.
- d) Consider purchase of stab pack – **Resolved** to purchase a kit from First Aid for Less at a cost of £70.80
- e) Consider providing two further plots at the site – **Resolved** to add two new plots and to hire a rotavator from TFM at a cost of £38 for first 24 hours and £19 for additional 24 hours.

39/24 HEALTH & SAFETY

- a) UPDATE - to defer to the next full council meeting in July
- b) KPI - to defer to the next full council meeting in July

40/24 CORRESPONDANCE

Safety bill for lithium batteries. **Resolved** to defer this until after the election and add to the next full council meeting in July.

41/24 STAFFORDSHIRE COUNTY COUNCIL

- a) The County Councillor updated the council on matters including:
Highways closure of A41 - County Highways have advised the permit for closure of the A41 was granted from 9th -24th June for resurfacing works but advised that the works will not take this long. The timing was given to allow for weather events and emergency access will be permitted at all times.
Community funds available to support local groups - funds are available to support local groups, current groups that have been suggested are the History and Heritage Fund, Perton Cuppa Club and Kingswood Trust. The Wellbeing Café, in aid of Dementia was suggested, information to be emailed.
Funding for Allotment signage and Defibrillator - funding can be provided to pay for the signage at the allotment site and a possible grant for a defibrillator. Details to be emailed to the Clerk.

42/24 SOUTH STAFFORDSHIRE COUNCIL

- a) District Council written report presented from Cllr P Davis, Cllr C Evans and Mrs R Heseltine. A verbal report was presented by Cllr Mrs P Allen. The reports were noted for information. All reports are available on the parish website.
- b) CCTV Installation near the Youth Shelter in Anders Square - CCTV has now been installed and is recording.
- c) Planning Applications:

Applications for consideration previously distributed:

Application no.: 24/00276/FULM

Location: The Mount Golf & Country Club (Formerly Perton Golf Club), Wrottesley Park Road, Perton, WV6 7HD

Proposed: alteration to external appearance of golf clubhouse, including the provision of pergolas and canopies; extension of kitchen facilities; replacement, repositioning and enlargement of the driving range, including modifying lighting and fencing; extension to driving range to include re-located golf shop with ancillary office, seating and refreshments area and buggy etc. store and erection of 2no padel courts.

Resolved: No objections raised but requested that construction only be carried out Monday - Saturday 8am - 7pm (excluding bank holidays)

Application no.: 24/00448/VAR

Location: Perton Court Cottage, Pattingham Road, Perton, WV6 7HD

Proposed: Application reference number 23/00864/FUL. Variation of condition 4.

Reinstatement of permitted development rights for Schedule 2, part 1, class B and Class C for roof alterations.

Resolved: Perton parish Council objects to the reinstatement of permitted development rights as they have concerns regarding overdevelopment of this property.

Application no.: 24/00434/FULHH

Location: 31 Cornmill Grove, Perton, WV6 7XU

Proposed: Porch extension, garage conversion, single storey rear extension, double storey side extension and new car port.

Resolved: Perton Parish Council object to this proposal as the principle boundary wall will be too close to the public footpath.

Application no.: 24/00481/FULHH

Location: 25 Raglan Avenue, Perton, WV6 7RZ

Proposed: First floor and two storey side extension, single storey rear extension and garage conversion.

Resolved: No objections raised

43/24 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 8th July 2024

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.

44/24 Civic Centre Full time Caretaker/Handyman Interview Process

- a) Application forms review - **Resolved** to appoint Cllrs Mrs P Allen and Mrs S Beardsmore
- b) Interview Panel for week commencing 24th June 2024 - **Resolved** to appoint Cllrs P Davis, D Glynn and Mrs R Heseltine.

45/24 Pavilion Car Park

A discussion took place regarding the Pavilion car park being used for trading and concerns over litter and potential anti-social behaviour. **Resolved** to contact District Council to raise concerns and suggest weekly rent and potential trial period.

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.

Meeting closed at 9.14pm

Signed
Chairman

Date:

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/05/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

HSBC Current Account	£8,153.66
Petty Cash Account	£250.00
Public Sector Deposit Fund	£161,000.00
Total	£169,403.66

RECEIPTS	Net	Vat	Gross
Parish Council	£135,550.47	£0.00	£135,550.47
Civic Centre	£12,147.01	£0.00	£12,147.01
Allotments	£1,617.00	£0.00	£1,617.00
Pavilion & Playing Fields	£486.00	£0.00	£486.00
Total Receipts	£149,800.48	£0.00	£149,800.48

PAYMENTS	Net	Vat	Gross
Parish Council	£43,490.29	£302.78	£43,793.07
Civic Centre	£24,213.97	£998.18	£25,212.15
Allotments	£1,598.47	£138.20	£1,736.67
Pavilion & Playing Fields	£2,989.43	£112.99	£3,102.42
Total Payments	£72,292.16	£1,552.15	£73,844.31

Closing

Ordinary Accounts

HSBC Current Account	£4,109.83
Petty Cash Account	£250.00
Public Sector Deposit Fund	£241,000.00
	£245,359.83
Total	£245,359.83

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

HSBC Current Account	£4,109.83
Petty Cash Account	£250.00
Public Sector Deposit Fund	£241,000.00
Total	£245,359.83

Minutes of the meeting of Perton Parish Council

Management Committee held on Wednesday 19th June 2024 7.00pm

Present:

Councillors: Mrs P Allen, Mrs S Beardsmore, N Caine, P Davis, K Elder, C Evans, D Glynn, Mrs R Heseltine (Chairman), Mrs B Walters

Parish Clerk: Mrs B Hodgetts

M01/24 - APOLOGIES FOR ABSENCE

No apologies received.

M02/24 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations received.

M03/24 - MINUTES

Resolved that the minutes of the Management Committee meeting held on 21st February 2024 were a true and correct record.

M04/24 – CIVIC CENTRE

a) Management report

- Annual safety check on the heating system completed – no issues
- Lift oil leak investigated – oil drip trays fitted and overflow pipe re attached
- Cold water tap in bar area cleaned and left working. Hot water tap removed along with all pipework
- Toilet seat in disabled and gents toilet replaced
- Support legs for water heater in ladies toilet boxed in
- Plumber attended site to look at one of the ladies toilet couldn't do more than the Caretakers had done suggested that drain clearing was required. Dyno Rod removed pieces of concrete. A drain specialist company has been appointed to complete the necessary repairs. This is confirmed for Monday 24th June 2024
- Bi-annual LOLER test on the lift carried out
- Plumber called out to a leak in the boiler house. Pipes re-soldered and supported
- Automatic closures replaced on the Ken Bott and Airman's lounge door.

b) The Fire Risk and Health & Safety Risk Action Plans were reviewed.

Fire Risk assessment: a breakdown of actions and comments attached

Items to look at in the first instance

- Change lock on roof door in New room
- The use and charging of devices by groups and PAT testing to be added to the booking form requirements
- Amend Terms and conditions - curtains must be open as per fire regulations and attach the emergency exit plan
- Update the current fire alarm for a new zonal alarm
- Boiler house repairs

Health & Safety: Risk assessment attached



Cllr Mrs B Walters explained where we were in relation to risk assessments and Key Performance Indicators (KPI's)

Risk assessment training had been had with several members of staff and those not able to attend will have the same training when the new caretaker is appointed.

Fire Risk Action Plan

	Section ID	Comments/Evidence	Priority & Timescale <u>Priority</u> 1 High 2 Medium 3 Low <u>Suggested Timescale</u> A immediately B short term C Medium Term D Long Term	Date completed
1	5	Electrical sources of ignition It could not be confirmed if the five year fixed electrical testing is up to date. This should be investigated and actioned as necessary.	1A	This was completed 20/01/2023 and shown
2	8	Portable heaters and heating installations Cascade gas boiler system installed operating hot water radiators. Servicing of which is not up to date (October 2022) due to being unable to find a contractor. This needs to be rectified so that an up to date Gas Safe certification is provided.	1A	Completed 11 th March 2024
3	11	Housekeeping An area for attention was the ground floor store that also houses the photocopier as well as the ice cream freezer for the pantomime. Housekeeping could be improved here with combustibile storage being reduced and clear separation from ignition sources.	2B Freezer only there for Harlequin	Caretakers to keep area tidy
4	12 and 5	Shared Workplaces and Electrical sources of ignition During the assessment a ground floor room was being used for community NHS eye testing clinic, with a waiting area in the corridor. The local Policing team regularly use the first floor 'CAB' room as an office. A local church uses the main hall every Sunday morning. There are also regular bookings from local community groups for different activities. The use and charging of devices used by community groups is not included on the bookings terms of use and PAT testing is not checked, it is recommended this is reviewed and updated. It is recommended that the booking terms are updated and are re-sent, including the fire procedures, to regular hirers and this is repeated annually.	2B	Needs adding to the hire agreements/terms & conditions

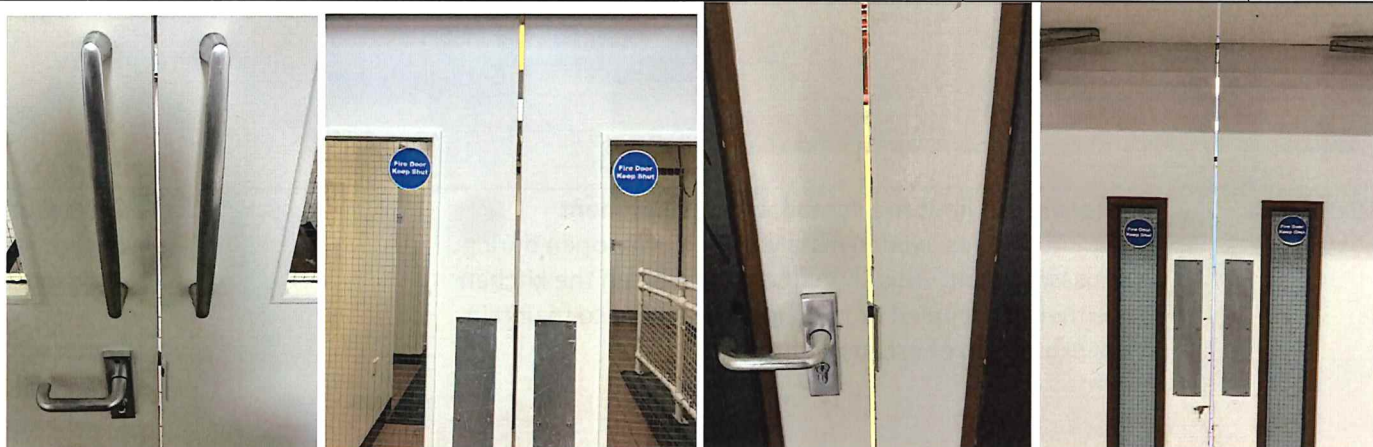
5	12	Shared Workplaces	2B	To contact hirers
---	----	-------------------	----	-------------------

9	16	<p>Means of escape from fire The bar cellar exit door opens inwards, is operated by a key and has no handle. It is recommended that this door is fitted with a thumb turn lock that does not require a key in an emergency. The door should also be unbolted when the bar is in use.</p> 	2B	Door is unbolted and key left in the door when the bar is open.
10	16	<p>Means of escape from fire The upper floor is connected by one staircase that disperses to the ground floor with two way travel to final exits at the front and rear of the building with low travel distances to each. However, due to only having one escape route the total upper floor occupancy should be limited to sixty persons at any one time.</p>	For information and ongoing management	
11	16	<p>Means of escape from fire The premises has set the occupancy limits for each room currently at: Lakeside hall - Theatre 320, Dancing 200, Dining, 250 Terry Harding - 40 Madelaine Moore - 25 I calculated the floor space and exit widths available for each room and although the Lakeside Hall could be set higher, under the current staffing levels and procedures I would not recommend exceeding these figures.</p> 	For information and ongoing management	

15	18	Measures to limit fire spread and development The first floor fire door protecting the stairs and the kitchen fire door have 'Door guard' self-closing devices fitted. The function of this should be tested during the weekly fire alarm test.	1A	This is checked weekly Corridor door to be kept shut as Dorguard does not work with the floor
----	----	--	----	--



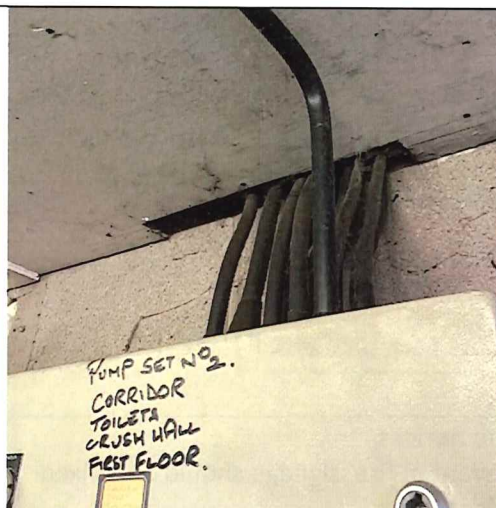
16	18	Measures to limit fire spread and development Ground floor double corridor doors and double doors to the hall have excessive gaps. The brown doors to the rear stage area that disperse to the ramp area are broken and do not function correctly. Long term budgets should consider replacing these fire doors that protect ground floor escape routes and the escape route from the first floor. See section 21 regarding upgrade of the fire alarm which should be considered for life protection <u>prior</u> to a fire door upgrade.	2D	
----	----	--	----	--





Lakeside Hall and ground floor corridor doors



19	18	Measures to limit fire spread and development Voids in the plant room ceiling should be suitably fire stopped to maintain fire protection in this area. Works should be completed by a competent person using fire batt/board and mastic (pink foam type material is not considered suitable).	1C	Caretakers to look at requirement
----	----	--	----	-----------------------------------



20	19	Emergency escape lighting Areas of high fire hazard or windowless rooms should also have emergency lighting installed so this should be considered for the plant room, the stage area and the cellar. The disabled WC should also have emergency lighting provision.	2C	To get a quote from SGS
21	19	Emergency escape lighting The emergency lighting is not being tested. In accordance with the British Standard BS5266 the emergency lighting should have a monthly 'flick' test which is recorded. This is currently not being completed and the instruction of which was shown to the Clerk during the assessment. Some switches were located at ceiling height next to light fittings which is unusual but should be noted for the monthly testing.	1A	This is part of the weekly testing routine implemented

24	21	<p>Fire alarms</p> <p>The fire alarm is being serviced but not tested.</p> <p>The six monthly engineer service was undertaken in August 2023.</p> <p>In accordance with the British Standard BS5839, the fire alarm should be subject to weekly testing in the form of operating a different call point each week in round robin rotation and recording accordingly.</p> <p>A smoke test should not be completed in house this is part of the six monthly engineer service.</p> <p>The fire alarm should be tested at the same time each week when members of staff are present but not necessarily when open to the public.</p> 	1A	This is part of the weekly testing routine implemented
25	21	<p>Fire alarms</p> <p>The fire alarm control panel is located by the main entrance but there is no zone information.</p> <p>It appears that there is only two zones so assuming the ground floor is Zone 1 and first floor Zone 2. This should be confirmed and detailed on the fire alarm control panel.</p> 	1A	To be looked at
26	21	<p>Fire alarms</p> <p>A fire alarm upgrade to a Category L3 which covers escape routes and room off escape routes should be considered so that all function rooms, offices, the stage,</p>		To get quotes

31	25	Training and drills The Clerk Becky, Caretaker Richard and Clerk's Assistant Louise have undertaken fire marshal training in October 2023. The emergency plan states that there is always one Duty Holder on site so it is recommended that any other members of staff with evacuation responsibilities are provided fire marshal training.	2C	
32	25	Training and drills Fire drills are not up to date. A practice evacuation drill should be carried out at least twice a year so that all Duty Holders are aware of the fire procedures and how to operate the fire alarm control panel. Fire drills should be recorded with the date and time and length of time taken to evacuate.	1B	As part of the fire log book recording
33	26	Testing and maintenance It should be confirmed that the lift servicing is up to date.	1B	Quarterly services and half yearly Loler inspections carried out
34	26	Testing and maintenance Testing records for fire equipment listed in Sections 19, 21 and 22 should be implemented, kept up to date and a record available for inspection by any enforcing authority on request.	1B	Records kept in booking office
35	19, 21, 22 and 26	Testing and maintenance An overall site plan should be created to show the locations of all fire equipment such as fire alarm call points, emergency lighting test switches and fire extinguishers to assist with weekly and monthly testing regimes.	1B	To be completed

B. Asbestos	H	Site staff or contractors must consult and sign the Asbestos Register to confirm they have read and understood the register and its contents when any intrusive work is planned.	An asbestos register is available from the Clerk's office	Next steps required	The register is available. No staff or contractors have signed the register to confirm their understanding. We discussed what would / could be intrusive work and the need for a reminder to all staff/building occupants.
B. Asbestos	H	Where there is known asbestos, the information must be communicated as required.	A visual inspection of accessible areas show no asbestos, further testing would be required for intrusive work. (forms part of the policy)	Yes	There is no visual asbestos containing materials – so no visual check is possible. We discussed that there may be asbestos in areas which are not visible during normal work but any intrusive work may expose this, so communication to staff and building occupants is required on what is intrusive work.
B. Asbestos	M	Arrange appropriate Management of Asbestos training for in house staff / the Clerk/Deputy clerk as the Responsible Person.	No asbestos identified, training not required immediately	No	Suggested review this periodically as responsible person.
B. Display Screen Equipment (DSE)	L	Create arrangements for Display Screen Equipment (DSE) Assessments for the three members of staff who are "users" of DSE (the Clerk/Deputy Clerk and Receptionist).	DSE assessments have been completed by staff who regularly use a screen.	Yes	Richard O'Toole from Occupational Health provided site visit and assistance.
B. Display Screen Equipment (DSE)	L	Make staff aware of the information / leaflets available from the HSE on Workstation assessments / DSE.		Yes	Users of DSE are aware.

B. Fire Safety	M	Create a Fire Emergency Plan and communicate to all employees, councillors and building users as appropriate.	Fire emergency plan created	Yes	Completed.
B. Fire Safety	M	Create a Fire Logbook.	Log book available in foyer locked cabinet – also records kept of alarm testing.	Yes	Need to include visits from all contractors who visit to carry out servicing on fire panel/fire extinguishers etc. This is done by SGS
B. Fire Safety	H	Commence Fire drills as soon as possible. These should be recorded in the logbook.	Fire drills already re-instated. Logged in reception office	Yes	1 x completed so far. 6 monthly plans. We discussed the option of a fire drill during council meeting / committee meeting to test out building evacuation during those times in addition to the daytime evacuations.
B. Fire Safety	H	Commence Fire alarm call point checks as soon as possible. These should be recorded in the logbook.	These are now taking place weekly and recorded in reception office	Yes	Wednesday routine established.
B. Fire Safety	M	Commence Evac Chair "refresher" practice sessions.	To complete a refresher when all staff are present. Details to be recorded	No	Recommendation that Evac Chair practice takes place monthly by all those trained to use evac chair.
B. Fire Safety	M	Define all roles and responsibilities for Fire Safety.	Fire Emergency and evacuation plan created –	Some	Some already defined we discussed in more detail the roles and responsibility of staff and councillors (plus the Responsible person) and roles/training which may be required.

B. Water System Safety.	M	Obtain copy of the water system safety risk assessment and any records of testing and sampling by Contractors to retain on site.	PC now has a copy following a recent review. Sampling/testing results are online but also a hard copy to be made available.	Good progress made	Water system safety manual now present, testing is being carried out. Discussion on taps fitted with TMVs (e.g. disabled toilets) and the reasons for this alongside the need to ensure they are maintained appropriately.
B. Work at Height	M	Develop a work at height risk assessment and where it must take place develop safe procedures/provide appropriate equipment to carry this out safely.	Policy created and detailed risk assessment for ladders and tower to be completed.	Ongoing	This is being included in the risk assessment review process.
B. Work at Height	M	Inspect work at height equipment and record/log these inspections.	Record log created	Ongoing	Create a register of the equipment in the premises and record and log inspections. *HSE Guidance information and examples provided.
B. Work at Height	M	Arrange suitable and sufficient training for staff using work at height equipment to ensure competence.	Training arranged	No	To be arranged. ARCO, Eccleshall or Dewey, Stoke on Trent are two providers of training.
B. Work at Height	M	Include in work at height arrangements that ladders, and access equipment are only be used by competent and trained in house staff.	Include in the policy	Yes	Policy in place

C. Risk Assessment	L	Create more specific risk assessments where there are significant hazards see examples in section C.	RA's all to be updated with action plans and signatures. Training to be given	Commenced and Ongoing	Risk Assessment process is being led by one member of the team who will be consulting and working with groups to ensure all information is discussed and considered. Progressing – training with most staff members completed. Second date to be arranged when new caretaker is in post
C. Risk Assessment	M	Ensure staff have signed the risk assessments applicable to them to confirm they have read and understand them.		As above	To be developed once completed.
C. Risk Assessment	M	Ensure any risk assessments include. -An action plan. -Confirmation that the 'Recommended Revised Control Measures' have been completed.			Discussed dynamic risk assessment and how to include this into the risk assessment process. Discussed suitable training for creator of risk assessments and other staff.
D. Communication	L	Develop some more formal reporting and communications (e.g. via KPIs) between the Clerk, staff team and the councillors using the committee.		To be developed	We discussed some options for this and encourage discussion with councillors/committees on what they would like to measure or be aware of.
D. Communication	L	Consider a health and safety noticeboard for staff to refer to key information such as risk assessments.	In reception office	Complete	Observed in the ground floor office, accessible to all.

H. Emergency Preparedness	L	Consider creating a written document (Business Continuity Plan).	Business Continuity Plan already in place	Yes – review regularly	<p>Discussion about key elements coming up in the next few month which may need to be considered in an update : Martyn's Law and the changes this may bring.</p> <p>Discussed the ACT website link – see email. for advice guidance - https://act.campaign.gov.uk/</p> <p>Waiting for guidance from Government – SSDC will help once received</p>
I. Employee Health and Wellbeing	L	Consider the use of Individual Risk Assessment to support absence and return to work.	To be completed when required	On going	We discussed this alongside the use of occupational health.
I. Employee Health and Wellbeing	L	Consider the risk of stress and the creation of a team stress risk assessment.	To research	No	<p>Discussed this in terms of risk management and support to staff, advice and support available on this from HSW Service if required.</p> <p>*Template provided as an example alongside guidance.</p> <p>* Wellbeing Action plan also discussed as proactive tool anyone can use – include in email</p>
J. Monitor and Review		Establish the key areas for consideration by the Health and Safety committee and include any key performance indicators.	H & S working party to consider	Yes	Meeting every two months – regular monitoring to be developed and included into the committee.
J. Monitor and Review		Provide opportunity through the working party for the Clerk to seek support where required.		Yes – good progress	Meeting every two months – regular monitoring to be developed and included into the committee.

Working Party for the Pavilion & Playing Fields

Meeting with Football CoachesMonday 1st July 2024**MINUTES**

1. Those present

- 1.1. For Perton Parish Council: Judith Evans (Chair, PPF WP), Phil Davis (Parish Council Chairman and PPF WP), Keith Elder (PPF WP), Nigel Caine, Becky Hodgetts (Perton Parish Clerk)
- 1.2. For the football teams: Chris Smith (Wolverhampton Olympic), Ryan Harding (AFC Perton), Paul Chapman, Hazel Culshaw, Andrew Culshaw, and Pete Lamb (all for FC Perton).

2. Apologies for absence

- 2.1. Apologies received from Cllr. Penny Allen.

3. Working Party update on Pavilion and Playing Fields

- 3.1. The WP has a three-sided task: renovation; upkeep; future improvement. The Parish cannot fully sponsor this. We are dependent on voluntary support of users of the Pavilion and the Playing Fields and on their collaboration with pitch sharing, careful use of the facilities, and payment of hire fees on time and in full. If this can be shown to be consistent and reliable support, we are able to apply for grants for specific types of improvements.
- 3.2. Improved drainage of pitches is a top priority but hampered by the unusual rainfall. The plan for improved storage is detailed at 8 below. The short-term plans for the Pavilion refurbishment are detailed at Item 9 below.
- 3.3. WP's remit is for more than football provision. It embraces other sports and games, various types of wellbeing activities and general recreational space for walking, running and dog walking. Plans are being discussed for use of the parts of the fields not used for pitches, and for extension of the building and the facilities it offers.

4. Pitch layouts

- 4.1. The pitches are in high demand. The demand for the 24/25 season is:
 - 4.1.1. *Wolverhampton Olympic* for 15 teams for 5 aside, 7 aside & 9 aside;
 - 4.1.2. *FC Perton* for 3 teams for 11 aside;
 - 4.1.3. *AFC Perton* for 1 team for 11 aside.
 - 4.1.4. In addition, interest is expressed by –
 - a. *Old Wulfs* U7, U12, U16; and *Bilbrook* U10.
 - b. *Codsall* Adults; and *Tettenhall* Adults.
- 4.2. The condition of the pitches stops us from meeting this high demand. *Wolverhampton Olympic* is using *Tettenhall* for 8 of its teams.

- 4.3. Waterlogging is a persistent problem and was considerably worse last season because of the exceptional rainfall.
- 4.3.1. The Pavilion Field pitch is the most reliable one for satisfactory drainage and it can consistently accommodate Adult 11 aside, but this means it is over-subscribed.
- 4.3.2. The Dippons Field pitch has poor drainage and was waterlogged from October to May last season. Its maximum use is Junior 11 aside.
- 4.3.3. The Middle Field pitch is the right size for Adult 11 aside but drainage is poor down one bank which leaves only 2/3 rds of the pitch usable in wet weather. Last season it accommodated Adults until October and thereafter only 7 and 5 aside.
- 4.3.4. The Top Pitch is the right size for Junior 11 aside, but the pitch is affected by the springs and in wet weather these reduce the pitch by at least a third. In the wet weather last season, it was usable only for 9 aside or junior pitches.
- 4.4. Given these constraints, it was agreed to use the following allocations for the 24/25 season:
- 4.4.1. Sept – October (+ November subject to weather):
- a. Pitch 1 (Pavilion Field): Adult 11 aside; 10:30, 12:30, 14:30 Kick offs
 - b. Pitch 2 (Dippons Field): 5 aside
 - c. Pitch 3 (Dippons Field): 7 aside
 - d. Pitch 4 (Middle Field): Adult 11 aside; 10:30, 12:30, 14:30 Kick offs
 - e. Pitch 5 (Top Field): 9 aside
- 4.4.2. November – May:
- a. Pitch 1: Adult 11 aside; 10:30, 12:30, 14:30 Kick offs
 - b. Pitch 2: 5 aside
 - c. Pitch 3: 7 aside
 - d. Pitch 5: 9 aside
- 4.5. A **Voluntary Group** is needed to help set up pitches (a) for the Phase 1 initial setup, and (b) for the Phase 2 rework.
- 4.5.1. The coaches agreed to spread the word and ask for help.
- 4.5.2. If something more is needed, the Working Party will arrange for a leaflet to hand out. If it looks to be appropriate, a social event may be a way to encourage voluntary help, and the Working Party will assist with organising this.

5. Fixture lists

- 5.1. The agreed pitch layout and allocation to team-type, still leaves a need for collaboration and compromise to make it work.
- 5.2. A plan was formulated for the teams to communicate with each other their likely need for a pitch and to co-ordinate with Chris Smith for the final fixtures list.
- 5.3. Chris Smith kindly agreed to continue drawing the fixtures lists excel chart up for the teams and to send it to Sue at the Civic Centre for the invoicing.

6. Hiring charges

6.1. It was agreed to adopt the 24/25 season hire charges set by Wolverhampton Council.

6.1.1. For Under 16's this is £28.00 for *Pitch Only* and £60.00 for *Pitch, Changing Rooms and Showers*. This is not an onerous increase because none of the under 16 teams use our Pavilion facilities at present.

6.1.2. For Adults, the rate is £45.00 for *Pitch Only* and £77.00 for *Pitch, Changing Rooms and Showers* BUT, this latter will be **reduced** to £66.50 per game for that duration of the 24/25 season that line marking is being done voluntarily and the changing rooms are being renovated. This reduction is a deduction of 50% of the difference between the old rate and the new rate.

6.2. The importance of prompt payment every month in full was noted. The Working Party cannot succeed in grant applications unless reliability of income can be shown, and the Parish Council then would probably have to withdraw its provision for football.

7. Line Marking

7.1. We have not found someone to do this as a paid job. Everyone will continue to put the word out to try to find someone soon.

7.2. Ryan Harding kindly agreed to continue doing the line marking on a voluntary basis. A reduction in the Adult team hire charge will also be made; see 6.1.2. above.

8. Equipment storage

8.1. It is problematic to bring a container onto site. A new secure area to the side of the Pavilion, giving direct access onto the playing fields, is in the medium-term plan.

8.2. A **voluntary group** is needed to clear out the Shed, clean up the Compound and paint goal posts. Coaches will ask players / parents for help. A meeting will be arranged to determine the amount + weight of rubbish preparatory to organising a skip(s) and metal collection.

9. Use of the Pavilion

9.1. Replacement of damaged ceilings and tiles in the changing rooms should be early August. Toilets, ventilation in the changing rooms, creation of 2 referee rooms, and the kitchen should be in early Autumn. Work is carried out during the weekdays and is expected not to disturb continuing use of the facilities. If it does, temporary sharing of facilities will be considered if permitted under Home & Away Rules.

9.2. The need for careful and considerate use of the Pavilion facilities was noted.

10. Further meetings

10.1. It was agreed to hold a meeting at the start and at the end of the season, and call other meetings if needed because of events, e.g. bad weather, improvement works, etc.

10.2. Meetings can be held in the Pavilion Long Room when it is refurbished. Alternatively, it can be in the Boardroom at the Civic Centre.

Minutes of the meeting of Perton Parish Council

Finance Committee meeting held on Tuesday 2nd July 2024 at 10.00am

Present:

Councillors N Caine, P Davis, Mrs R Heseltine, S Payne and C Rathbone

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins

Councillor P Davis took the chair.

F12/24 - APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs P Allen, C Evans and D Glynn.

F13/24 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

A declaration of pecuniary or other interests received from Cllrs N Caine for expenditure transactions 5383 and 5384.

F14/24 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

F15/24 - MINUTES OF MEETING

Resolved that the minutes of the Meeting held on 4th June 2024, previously distributed, were a true and correct record and signed by the Chairman.

F16/24 - ACCOUNTS PAID

The Clerk presented a list of payments up to 30th June 2024. **Resolved** that all payments were correct and authorised. Payments for P W Banks and Trade Paints UK Ltd, were discussed.

F17/24 - INCOME RECEIVED

The schedule of income received up to 30th June 2024 was reviewed and accepted for information.

F18/24 – GRANT POLICY

Resolved to recommend approval of the amendments to full council.

F19/24 – DIRECT DEBIT INSTRUCTIONS

Resolved to approve the list of direct debit instructions as per financial regulation 7.5

F20/24 – BUDGET TO DATE

Revised budget to be taken to full council for approval.

F21/24 - RECONCILIATIONS

The Assistant Clerk presented the HSBC bank statement number 283 dated 30th June 2024 for reconciliation to the cashbook. Also presented for scrutiny was the CCLA Public Sector Deposit Fund and the expenditure invoices and payment authorisation lists for June 2024.

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

F22/24 - DATE AND TIME OF NEXT MEETING

Tuesday 3rd September 2024 at 10.00am.

Meeting closed at 10.35am

Signed
Chairman

Date:

Paid Expenditure Transactions

paid between 01/06/24 and 30/06/24

Payment Reference	Paid date	Tn no	Gross	Details
DebitCard	03/06/24	5379	£39.98	Suregreen Ltd Steel Fencing Pins
DebitCard	03/06/24	5380	£21.96	Home & Motorsave Turpentine and paint brushes
CreditCard	03/06/24	5381	£239.00	Aldorr Ladders & Steigers 2.5m Telecopic Folding Ladder
DD Rates06	03/06/24	5382	£1,248.00	South Staffordshire Council Business Rates - June
Bacs GC05	03/06/24	5383	£341.25	N P Caine Playing Fields - Grass Cutting
Bacs Clean05	03/06/24	5384	£30.00	B Osagie Pavilion - Cleaning
DD ASH05	04/06/24	5385	£239.09	Ash Waste Services General Waste & Recycling Collection
DD BPayCon05	05/06/24	5386	£12.65	Brightpay Connect Monthly Subscription
DebitCard	05/06/24	5387	£180.00	Draintech Ladies Toilet Investigation
Bacs	06/06/24	5388	£9.00	Sainsbury's Planter
Bacs DM06	07/06/24	5389	£32.69	Vendaid Drinks Machine Supplies
Bacs DTE05	07/06/24	5390	£116.40	Down to Earth Play Area - Grass Cutting
Bacs SGS05	07/06/24	5391	£66.00	S G S Systems Limited Replacement fire call point glass
Bacs	07/06/24	5392	£79.53	Pitchcare.Com Line Marking Paint
DD GAS05	07/06/24	5393	£111.52	Total Energies Gas & Power Ltd Civic Centre - Gas
DD Ricoh O-	07/06/24	5417	£281.84	Ricoh Office - Rental Charges and Copies 01/05/24-31/07/24
DD PF-ELEC05	12/06/24	5394	£232.29	Opus Energy Limited Pavilion - Electricity
Bacs PEN05	14/06/24	5395	£3,367.15	Staffordshire County Pension Fund Pension - May
Bacs IR05	14/06/24	5396	£3,088.08	Inland Revenue Tax & NI - May
Bacs LTWC05	17/06/24	5397	£50.00	Lesley The Window Cleaner Civic Centre - Window Cleaning
Bacs SCC06a	17/06/24	5398	£5,000.00	Staffordshire CC Traffic management Wrottesley Park Rd
Bacs SCC06b	17/06/24	5399	£1,500.00	Staffordshire County Council -Health & Safety Annual subscription
Bacs SGS06	17/06/24	5400	£792.00	S G S Systems Limited Annual Maintenance Contract
Bacs UTS05	17/06/24	5401	£198.00	Ultimate Temperature Solutions Ltd Leak Repair in Boiler House
Bacs PWB06	17/06/24	5402	£144.00	P W Banks Manure
DD BT05	17/06/24	5403	£93.14	British Telecom Telephone & Broadband
Bacs FCP06	19/06/24	5404	£500.00	F C Perton Grant - Minute no. 32/24 f)
Bacs Film06	20/06/24	5405	£300.00	Arts Alive Flicks in the Sticks - 'Vindication Swim'
Bacs SP06	20/06/24	5406	£200.00	Silver Poplars Grant - Minute no. 32/24 e)
Bacs AED06	20/06/24	5407	£1,697.99	AEDdonate Debrillator and Cabinet
DebitCard	20/06/24	5408	£56.60	Home & Motorsave Electrical Supplies for Solar Panels
CHG HSBC06	21/06/24	5409	£12.99	HSBC UK Bank Charges
Bacs PAT06	24/06/24	5410	£125.40	R B (Services) Ltd Portable Appliance Testing
Bacs ECO06	24/06/24	5411	£20,629.74	Ecovision Asset Final payment for Solar Installation
Bacs AE06	24/06/24	5412	£84.00	Acquiesce Environmental compliance Ltd Legionella Monitoring
Bacs MDG06	24/06/24	5413	£13,800.00	MDG Construction Ltd Roof Repairs
Bacs	28/06/24	5414	£12,151.88	Salaries M03
CreditCard	28/06/24	5415	£231.95	Trade Paints UK Ltd Paint for Bus Shelters
CreditCard	28/06/24	5416	£288.00	Wonderwall Products Ltd Allotments Noticeboard
PettyCashTop	28/06/24	5418	£18.85	Sainsbury's Tea, Coffee & Milk
PettyCashTop	28/06/24	5419	£102.35	Home & Motorsave Various
PettyCashTop	28/06/24	5420	£59.00	Just Keys Ltd Citizen of the Year Award
PettyCashTop	28/06/24	5421	£5.20	Post Office Limited Postage
PettyCashTop	28/06/24	5422	£20.00	S Horrobin Manure Delivery
PettyCashTop	28/06/24	5423	£2.00	Martyns Drain Cleaner
Total			£67,799.52	

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 30/06/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

HSBC Current Account	£8,153.66
Petty Cash Account	£250.00
Public Sector Deposit Fund	£161,000.00
Total	<u>£169,403.66</u>

RECEIPTS	Net	Vat	Gross
Parish Council	£136,908.46	£0.00	£136,908.46
Civic Centre	£59,886.76	£0.00	£59,886.76
Allotments	£1,604.00	£0.00	£1,604.00
Pavilion & Playing Fields	£695.00	£0.00	£695.00
Total Receipts	<u>£199,094.22</u>	<u>£0.00</u>	<u>£199,094.22</u>

PAYMENTS	Net	Vat	Gross
Parish Council	£83,117.94	£478.24	£83,596.18
Civic Centre	£46,722.98	£3,611.57	£50,334.55
Allotments	£3,427.59	£500.02	£3,927.61
Pavilion & Playing Fields	£3,648.19	£137.30	£3,785.49
Total Payments	<u>£136,916.70</u>	<u>£4,727.13</u>	<u>£141,643.83</u>

Closing Balances

Ordinary Accounts

HSBC Current Account	£15,604.05
Petty Cash Account	£250.00
Public Sector Deposit Fund	£211,000.00
Total	<u>£226,854.05</u>

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

HSBC Current Account	£15,604.05
Petty Cash Account	£250.00
Public Sector Deposit Fund	£211,000.00
Total	<u>£226,854.05</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Income 2024-25

Summary of Income April 2024 - March 2025															
Community Centre & Parish Receipted Income				Community Centre & Parish BACS Income											
Business Income				Business Income											
Room Hire	Refund Deposit	Allotments	Photo Copies	PPC events	Pitch hire	Room Hire	Refund Deposit	Allotments	Precept	Interest	Grants	Commission	Pitch hire	Agency Fee	
£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
Apr 715.00		600.00		52.00		6,815.00	200.00	806.00	124,000.50	751.51		82.33	387.00	306.77	
May 475.00			2.50			4,395.00	-542.00	211.00		680.28		22.18	81.00	319.55	
June 937.50	200.00	200.00		36.00	54.00	6,487.00	100.00	-13.00		989.66	40,000.00	15.25	155.00	332.33	
July															
Aug															
Sept															
Oct															
Nov															
Dec															
Jan															
Feb															
Mar															
=	2,127.50	200.00	600.00	88.00	54.00	17,697.00	-242.00	1,004.00	124,000.50	2,401.45	40,000.00	119.76	623.00	958.65	

EQUALS
MONEY.

Unlimited users on

We're committed to giving you a better way to manage your business f

53/24 e)

Charity & Non-profit

£0

per year

A helping hand

We waive our annual platform fee for charities & non-profits to help them get started.

Unlimited users, no
monthly fees

£10 per physical card

Free virtual cards

Free to use in 20 major
currencies

Cash withdrawals -
£1.50

Contact sales

Business

£50

per year

The perfect plan for SMEs

An Equals Money account grants you access to all our exclusive expense management tools.

Use up to 100 physical
cards

Unlimited users, no
monthly fees

£10 per physical card

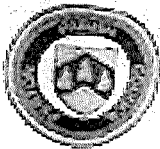
Free virtual cards

Free to use in 20 major
currencies

Cash withdrawals -
£1.50

Contact sales

53/24 h)



Perton Parish Council

Application for Grant

Name of Organisation	Perton Kingsway Foodbank
Name and Address of Applicant	[REDACTED]
Telephone No.	[REDACTED]
Email address	[REDACTED]
Position in Organisation	Organiser / Coordinator
Type of Organisation	Local Group / Registered Charity / National Charity (delete if appropriate)
Are you affiliated to other groups?	Perton Kingsway Foodbank ^{Wombourne}
Aims of Organisation:	Foodbank
Numbers in Organisation:	Adult members: 6 Under 18: 0
Where provide the number residing in:	South Staffordshire: 2 Perton: 4
Contributions/charges to members	Yes <input checked="" type="radio"/> No <input type="radio"/>
Full description of why the grant is required	To run the £1 kids meals at Cafe 29 for the Summer School holidays (6 weeks)
Footcost of scheme	£ 600
What has been done to raise money previously?	Grant Application
Have you applied for other grants? If so, where from?	Have recently had grant for £500 from Colver PC for food restock
Amount of grant requested	£ 600
Any other supporting information	To Support Children of families in our Community who are Struggling financially due to Covid-19 lockdown and other factors

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

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

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.

KINGSWAY FOODBANK ACCOUNTS
2024

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2024
FOODBANK													
OPENING BALANCE	5122.03	4124.71	4105.35	4472.6	4154.66								5122.03
MONEY IN			16.66										
INTEREST													16.66
GRANTS													0
URC	25	25	25	25	25	25							125
CHURCH MEMBERS	81	46	46	81	51	51							305
DONATIONS	240	130	540	180	230	230							1320
TRANSFER	0												0
GRANTS		571.68	200		500	500							1271.68
TOTAL	346	772.68	827.66	286	806	806	0	0	0	0	0	0	3038.34
MONEY OUT													
MOBILE/INK	9.99	46.38	9.99	9.99	9.99	9.99							86.34
MILEAGE	26.97	34.4	37.6										98.97
FOOD	104.14	127.08	81.83	558.05	73.41								944.51
CAFÉ/PERTON	702.22	584.18	330.99	35.9	195.52								1848.81
DONATION	500												500
MAINTENANCE													0
TOTAL	1343.32	792.04	460.41	603.94	278.92								3478.63
CLOSING BALANCE	4124.71	4105.35	4472.6	4154.66	4681.74								4681.74



53/241

Perton Parish Council

Application for Grant

Name of Organisation	Perton Cuppa club
Name and Address of Applicant	[REDACTED] c/o The church at Perton
Telephone No.	[REDACTED] mobile - [REDACTED]
Email address:	[REDACTED]
Position in Organisation	Secretary
Type of organisation	Local Group / Registered Charity / National Charity (delete as appropriate) Local Group
Are you affiliated to other groups?	NO
Aims of Organisation:	To help towards cost of further events e.g. example - Trips to and well being
Numbers in Organisation:	Adult members: 40 - 45 Under 16: NO
Please provide the number residing in:	South Staffordshire: 5 Perton: 40
Subscriptions/charges to members	Yes / NO £20.00 per year
Brief description of why the grant is required	Aiming to run another day Amble, Insurance Room club, Training first aiders. + Course at £95.00 each person.
Total cost of scheme	£
What has been done to raise money yourselves?	Raffles, Sell it table, Jumble Sale Table top sale.
Have you applied for other grants? If so, where from?	— The first year, But not since
Amount of grant requested	£ 500.00
Any other supporting information	Every think Cost wise have gone up this year we are expecting Room Charges to go up now.

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.



53/24 j)

Perton Parish Council

Application for Grant

Name of Organisation	Perton Library (Staffordshire Library and Arts)
Name and Address of Applicant	Scott Whitehouse Perton Library Severn Drive Perton WV67QU
Telephone No.	01902 506050
Email address:	scott.whitehouse@staffordshire.gov.uk
Position in Organisation	Library Development Officer
Type of organisation	Library and Arts Service
Are you affiliated to other groups?	For the purposes of this project - Friends of Perton Library
Aims of Organisation:	To deliver a library service to the Perton community engaging them in all aspects of the Library Offer, including the Universal Library Offers of Reading, Health and Wellbeing, Information and Digital, Culture and Creativity and the Childrens Promise. All activities support education, wellbeing and community cohesion, underpinned by our priority statement: <i>empower Staffordshire's communities to be active, creative, safe and engaged within a rich cultural and natural environment.</i>
Numbers in Organisation:	Statistics for 2023/24 - Staffordshire Libraries had 267,025 library members, over 1.9m physical library visits and 734,874 virtual visits and issued over 1.8m items.
Please provide the number residing in:	In 2023/24 visits to libraries totalled: South Staffordshire/Cannock Chase: 442, 190 Perton : 46, 790, an 11.5% increase on the previous year. Those numbers have been affected by the Covid Pandemic; library visits are still approximately a quarter lower on average than pre-covid. This event, amongst others is a part of our continuing programme to re-engage with our community and recover visitors to the library.
Subscriptions/charges to members	No
Brief description of why the grant is required	Perton Library runs a History and Heritage Fair, each Autumn, as part of the wider Staffordshire History Festival that happens across all libraries in the County during September and October. The day has always been completely free to access. Last year's fair was a success with 750 visitors. Although many local organisations and groups that come will attend open days free of charge, others offering high quality, engaging activity for children do charge. We found that by offering bookable activities



Perton Parish Council

Application for Grant

	<p>for children, offering high quality immersive events, such as last year's Escape Room workshops and the recent Science Fair when we offered STEM robotics workshops, we not only increased footfall, but encouraged families to spend longer at the event and to engage with all the other exhibitors as well. We achieved this through grant funding from local groups and organisations, including the Parish Council.</p> <p>We believe that to offer an exciting history themed Lego workshop experience for children 5+ from Perton will enhance our offer to the community and help us achieve greater engagement.</p> <p>We would like to offer 4 immersive Lego workshops from an organisation called 'Bricks McGee'. They can offer 4 workshops across the day, on a different historic periods – Romans, Vikings and Victorians, with links to curriculum work in history and STEM. Each workshop should be able to accommodate about 20 young people and parents/carers will be able to watch/participate as well, especially with the younger children. The workshops will involve about 60 minutes of Lego building, problem solving, enquiry based learning and team working all delivered in an engaging way by a professional organisation. For more information, please visit their website: https://www.bricksmcgee.com/lego-workshops-for-schools/</p> <p>We would like to offer this at no charge to the families of Perton so that nobody is excluded from participating.</p>
	£700
What has been done to raise money yourselves?	<p>We have an offer of £200 funding towards this from Friends of Perton Library, so we are seeking a grant of £500 from Perton Parish Council.</p> <p>In addition, Friends of Perton Library are also offering to fund a stone age experience re-enactor who will be on site all day, adding another £250 to our budget and offering another quality learning experience, with a link to the curriculum, for families.</p>
Have you applied for other grants? If so, where from?	<p>We were recently successful in receiving funding for the Perton Science Fair, from the Staffordshire County Council Digital Infrastructure Team. This paid for our robotics and coding workshop. We also received a grant of £1500 in the Autumn of 2023 from Natural England which was used to develop workshops and other activity that engaged the whole community in the creation of the Perton Library Nature Trail.</p>
Amount of grant requested	£ 500 towards total of £700 for Bricks Macgee Lego History/STEM workshops



Perton Parish Council

Application for Grant

<p>Any other supporting information</p>	<p>The Perton History and Heritage Fair will be Saturday 12th October 10am -3pm.</p> <p>We already have 14 groups and organisations signed up to take part and we are awaiting confirmation from others, so the library will be the place to be that day in Perton. We have an excellent relationship with the local schools who will help us in reaching out to parents to book up the event and will be supported as ever by our wonderful Friends of Perton Library group.</p> <p>A photo of our feedback board for last year's event is attached with this application and another from our recent science fair; these demonstrate how much the community enjoy and value this type of activity. Here are some examples of feedback received for last year's history fair and the science fair:</p> <ul style="list-style-type: none">• "Staffordshire Libraries and those in charge of Perton Library need to be congratulated on their hard work in putting on the event"• "Events like this inform the community, build civic pride and show the public what the library service has to offer."• "It was an excellent, well organised, and well attended event, with significant interest and interaction shown by many visitors"• I had to email you to express my utter appreciation for a fantastic day at the science fair. My children love your library on an ordinary day but at the science fair they participated in the stembotics, the finger printing, perton wildlife, university of Warwick experiments, the RAF rocket making, the pulse measurement... pretty much everything. We couldn't believe how many opportunities for learning you organised and the quality of each experience was mind blowing. As a family we had a great fantastic day. Thank you for organising and then coordinating such an incredible day.• It was the second year we've come along and it's such a fab offering for a free day out. My 4yo daughter really enjoyed both years and we look forward to her understanding and learning more in the future at these events!
---	--

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

53/24 K)

APPLICATION FOR CONCESSIONARY ROOM RATE

NAME OF CLUB/ORGANISATION.....PERTON TABLE TENNIS

PRINCIPAL HIRER (Name and Address).....P. DAVIS 24 PAGHAN
AVENUE PERTON WY6 7RZ

PURPOSE OF CLUB/ORGANISATION.....FOR YOUNG AND OLD
TO ENJOY PLAYING TABLE TENNIS

DOES YOUR CLUB/ORGANISATION EXIST TO MAKE A PROFIT

NO

WHAT HAPPENS WITH EXCESS FUNDS.....

NO FUNDS
BUT WE WILL BE NOT FOR PROFIT

NUMBER OF ADULT MEMBERS

8 PROCEED AS PRESENT

NUMBER OF MEMBERS 16 AND UNDER

NONE AS PRESENT

NUMBER RESIDING IN PERTON PARISH

6

PLEASE STATE THE REASON YOU NEED A CONCESSIONARY RATE.....

WE WILL
BE STARTING FROM SCRATCH (NO FUNDS)

HOW MUCH DO YOUR CLIENTS PAY PER SESSION/VISIT.....

PROPOSING £3 TO COVER ROOM HIRE

ARE YOU ABLE TO INCREASE THIS CONTRIBUTION PER SESSION/VISIT

NO

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

NO

ANY OTHER FACTS YOU WOULD LIKE CONSIDERED

I BELIEVE THERE IS AN OPENING
FOR A CLUB OF THIS TYPE IN
PERTON. I WOULD HOPE IT COULD
FOLLOW THE SUCCESS OF
THE BOWLS CLUB.

PLEASE ATTACH A STATEMENT OF YOUR LATEST ACCOUNTS

NONE AT PRESENT



PERTON PARISH COUNCIL SCHEME OF DELEGATION



54/24 a)

1. INTRODUCTION

- 1.1 This document sets out the manner in which Perton Parish Council has delegated powers and responsibilities. This document is one of the four major ways in which the Council regulates its affairs; the others are its Standing Orders, Financial Regulations and Statement of Internal Control.
- 1.2 The power to delegate functions is set out in the Local Government Act 1972 s 101.
- 1.3 The intention of the delegation scheme is to allow the Council to act with all reasonable speed and decisions should be taken at the most suitable level. Therefore, the Clerk is delegated powers over the day to day administration of the Council or committees to decide matters within the Terms of Reference and matters of major policy should be recommended to the full council.
- 1.4 Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next Council or Committee meeting.

2. PROPER OFFICER, RESPONSIBLE FINANCE OFFICER (RFO)

- 2.1 The Clerk shall be:
 - a) The Proper Officer and will carry out the functions as provided by the Local Government Act 1972.
 - b) The RFO in accordance with the Accounts & Audit Regulations in force at any given time

3. DELEGATED POWERS AND RESPONSIBILITIES

- 3.1 In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a) Day to day administration of services, together with routine inspections and control
 - b) Authorisation to call any extra meetings of the Council, or Committee, as necessary, having consulted with the Chairman of the Council or Committee
 - c) Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or Committee
 - d) Authorisation of routine expenditure in accordance with the Council's Financial Regulations
 - e) Preparation and submission of Planning application consultation responses where the Council's agreed stance is known
 - f) Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or GDPR Regulations
 - g) Issuing press releases and statements on the Council's known policies
 - h) Updating and managing the content of the Council's website
 - i) Co-ordinating the Council's newsletter articles
 - j) Disposal of Council records according to legal restrictions and the Council's Record Management Policy
 - k) Take appropriate actions arising from emergencies (see point 4) in consultation with the Chairman / Vice Chairman of the Council or Chairman of the relevant Committee as appropriate to the circumstances

- l) An emergency situation is defined as a time when the Council cannot act under its normal standing orders due to circumstances outside of its control.

4. EMERGENCY SITUATIONS

- 4.1 To note that it is lawful for the clerk to spend against specific items in the Parish Council's budget i.e. for contractors, hall hire, salaries etc., all of which having been identified in the budget when setting the precept, any such payments to be reported to the Council on a weekly basis and minuted at the next ordinary meeting.
- 4.2 To approve provision of delegated powers to your Clerk to spend up to £5,000 and to authorise urgent work when unforeseen circumstances occur
- 4.3 To confirm with the Chairman / Vice Chairman or Chairman of a specific committee, urgent work, when unforeseen circumstances occur, to spend up to £5000.
- 4.4 Delegated powers to the Clerk to respond to planning applications having consulted with Members of the Planning Committee, including the Chairman and Vice Chairman. (other councillors are still able to submit their own personal comments)
- 4.5 To undertake confidential pre-application consultations with Members of the Planning Committee.
- 4.6 Agreement to delegate the postponement of meetings of the Council, in consultation with the Chairman and Vice Chairman or Committee Chairman, as appropriate.
- 4.7 Agreement to receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish (noting such meetings must be held before 1 June) and the Annual Meeting of the Parish Council (noting such a meeting must be held in May), thereby giving delegated power to the Clerk to make necessary re-arrangements for these meetings in consultation with the Chairman.

5. REVIEW

- 5.1 Policy to be reviewed every four year term, or earlier if there are any material changes.

Adopted – July 2020
Reviewed/Revised:
Next review: July 2024
Committee: Full Council

PERTON PARISH COUNCIL GRANT POLICY



1. INTRODUCTION

- 1.1 The aim of the grants scheme is to help promote a vibrant and active local community. The Council recognises and supports the valuable contribution made by many volunteer groups and organisations in the fields of sport, art, culture, social care, services for young people, elderly people and people with disabilities and the many others who contribute to the well being of the community. The intention is to improve the range of local services and activities.
- 1.2 The Council will consider financial support from community organisations, which are not for profit and whose membership and field of activity benefits the residents of Perton.

2. COMPLETION OF APPLICATION FORM

- 2.1 When considering an application, the following points will be considered:
 - a) How well the grant meets the need of the community
 - b) How effectively the organisation will use the grant
 - c) Whether the costs are appropriate and realistic
 - d) The level of contribution raised locally
 - e) Whether the organisation can reasonably have been expected to obtain sufficient funding from a more appropriate source
- 2.2 Applications cannot be accepted from:
 - a) Individuals
 - b) Organisations operating overseas or to a fund established to help persons outside the UK
 - c) Organisations connected to political activity
 - d) Commercial businesses
 - e) Organisations intending to discriminate on grounds of gender, sexuality, race, disability or religion

3. CONDITIONS OF FUNDING

- 3.1 It is essential that applications are submitted on the correct application form supported by the appropriate documentation.
- 3.2 Applications that are incomplete may be rejected
- 3.3 Applications will only be accepted from charitable or non-profit making organisations and not for the benefit of individuals
- 3.4 Organisations are limited to one application per financial year.
- 3.5 The Parish Council can only accept applications to cover publicity by way of assistance to organisations where the publicity is incidental to the main purpose for which the assistance is given.
- 3.6 Organisations should be local to Perton or if outside the area their work should be of direct benefit to the Parish and its residents.
- 3.7 Applications will not be considered from 'upwards funders' i.e. groups whose fundraising is sent to a central HQ for redistribution.
- 3.8 Applications will not be considered from national organisations or local groups with access to funds from national umbrella or parent organisations unless it can be demonstrated that inadequate funds are available for a specific project of local significance.

- 3.9 Organisations that receive a grant will be required to acknowledge the Council's contribution on all publicity material and may be asked to participate in the Council's own publicity.
- 3.10 **Organisations that have a closed or restricted membership**
- 3.11 The Council reserves the right to seek supplementary information from applicants before making a final decision. The Council's decision is final as to whether to award a grant and the value of that award. There is no right to appeal the outcome.
- 3.11 All successful applicants will be asked to attend the Annual Parish Meeting held in May to update the council on how the grant has helped the organisation. **If there is no attendance or report provided, any further grants would not be considered for two years, unless it was detrimental to the group.**
- 3.12 **Grants will not be made retrospectively or for projects that will have taken place before a decision is made.**

4. DECISION PROCESS

- 4.1 On receipt of an application the Parish Administrator shall verify that the correct application form and supporting documentation has been provided, and that the application meets the conditions of funding. Groups will be advised, as soon as possible, if the application is insufficient so that a resubmission is possible. Additional information may be requested before consideration.
- 4.2 All verified applications shall be considered at the June Full Council meeting. Councillors should declare an interest if they are connected to any of the applicants.
- 4.3 Councillors to consider the applications against the agreed criteria: Purpose, beneficiaries, group's own fundraising potential/efforts, previous awards and how they have been used.
- 4.4 All applicants will be notified by letter of the Council's decision.
- 4.5 Once the Council is satisfied the criteria has been met the grant cheque or electronic payment will be released.

5. REVIEW

- 5.1 This policy to be reviewed every 4 year term, or earlier if there are any material changes.

Adopted: October 2017

~~Reviewed~~/Revised: June 2024

Next review: June 2028

Committee: Finance

55/24 a)

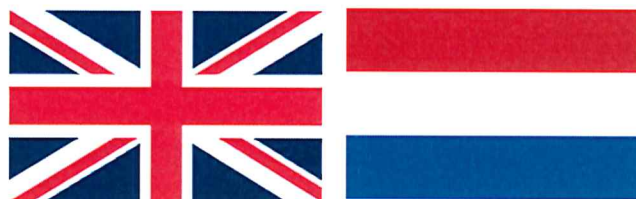


In 1941 the free Dutch from Europe and across the world gathered at Wrottesley Park, Perton to prepare for the liberation of The Netherlands.

In 1944, the Royal Dutch Prinses Irene Brigade created at Wrottesley Park joined the Allied Forces for D Day and went on to liberate The Netherlands in 1945.

Lest we forget

Oodat wij het neit vergeten



Princes Irené Brigade

55/24 b)

Subject: Commemoration visit

Goodmorning Keith,

I hope everything is going fine in Perton and of course also with you personally. I'm already planning for our next commemoration visit to England. Last year we had a really nice visit. Our Regimental Commander and our wounded veterans really enjoyed the hospitality of your community. We plan our visit this year to arrive in Wolverhampton on Thursday 07th of November. Friday, The morning of the 8th will be ideal for us to bring you a visit again. I hope you can already think about possible opportunities for our visit and we could have phone conversation in a short period to discuss some of the main points and brainstorm for a possible program. Last year we really liked the visit of Wrottesley park, The Nursing home and the Perton Civic Centre. This year we are planning that the delegation will consist out of 21 persons. (Regimental commander, Honour guard, Wounded veterans and Compagnie commanders)

Thank you!

Sincerely,

Adriaan

Met vriendelijke groet,

A.P.J.A. (Adriaan) Vugts

Kapitein der Fuseliers

Regimentskapitein

Hoofd Sectie 1

06-14814253

.....
17 Pantserinfanteriebataljon GFPI

Koninklijke Landmacht

Ministerie van Defensie

De Ruiter van Steveninckkazerne | Eindhovensedijk 42 | 5688 GN | Oirschot | Geb 242

Postbus 33 | 5688 ZG | Oirschot | MPC 75 A

.....
Regimentskapitein Garderegiment Fuseliers Prinses Irene

56(24 f)

Wolverhampton Skip Hire Limited

01902 581693.

Biggest skip they do is 7 Cubic Yards – £200 + VAT.

They need a couple of day's notice for when it's required.

One week's maximum hire.

Contact name Neil.

Jones

01902 490642.

8 Yd - £240 (without VAT), £288 (Inc VAT). Available straight away

10 yd - £260 (without VAT), £312 (inc VAT). One week's notice required.

Can keep as long as you like, as long as it's on private property.

Bushbury Skip Hire

01902 288124

Only do 4yds for soil/weeds.

£180 for cash. Add VAT if you want an invoice.

Available tomorrow.

Can keep it for one week.

Wolverhampton Skips

01902 500245

8 yds - £320 (inc VAT)

10 yds – £360 (inc VAT)

They need a couple of day's notice.

2 weeks collection time, but may take a little longer.

From: BAILEY, Ron <ron.bailey@parliament.uk>
Sent: 20 May 2024 18:44
To: BAILEY, Ron
Subject: FW: Safety of Lithium ion Batteries and e-bikes and scooters
Attachments: the-safety-bill-updated ESF.pdf; Fires May 2024.xlsx; Logos May 2024.mhtml

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost.

Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Ron Bailey

PS Don't worry if you are not meeting before June 5th. That is only the 1st Reading – other stages will follow, so you won't be too late. Your support will be valuable at any time.

The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

2. Disposal of Secondary Lithium-ion Batteries

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;

(ii) information regarding the safe disposal of such batteries.

3. Duties of the Secretary of State

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

(i) a non-proprietary charging system with a communications protocol;
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

4. Offences

Any person who fails to comply with the terms of this Act commits an offence.

5. Interpretation

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

6. Regulations

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

7. Extent, Commencement, and Short Title

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."