



PERTON PARISH COUNCIL

4th June 2025

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday, 9th June 2025 at 7.00pm.

Yours faithfully

Mrs B Hodgetts
Clerk to the Council

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

AGENDA

Public Open Session

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

PRESENTATION:

Darren Allen South Staffordshire Tree Inspector & Tree Team Operational Manager

20/25 To note apologies for Absence

21/25 To receive reports for information

- a) Police, Fire and Crime reports
- b) Weekly Clerk's reports – previously distributed also available on the website
- c) Written report from the County Councillor

22/25 Declaration of Interest

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

23/25 Code of Conduct – Dispensation - To approve requests for Code of Conduct Dispensations.

A request for a dispensation must be made in writing to the Clerk and be granted by decision of the Council)

24/25 Minutes

- a) To approve minutes of the Parish Council meeting held on 12th May 2025 [2024.05.12 PPC minutes](#)
- b) To receive for information draft minutes or notes from the following committees/working parties:
 - i. Notes from the County Councillors meeting held on 28th May 2025 [Hodges informal meeting 28.05.25](#)
 - ii. Finance meeting held on 3rd June 2025 [03.06.2025 Finance minutes](#)

25/25 Finance

- a) To approve list of Payments for May 2025 [Accepted expenditure transactions - May 2025.docx](#)
- b) To receive the Cash Book to date for information [Financial Summary Cashbook to date.docx](#)
- c) To receive the Income Statement to date for information [Summary of Income](#)
- d) To receive the Expenditure and Budget to date for information [Financial Budget Comparison](#)
- e) To consider purchasing another 'Lest We Forget' Bench at a cost of £407.50 + vat.
- f) To consider maintenance options for the Outdoor Gym – recommended silver plan at a cost of £1,000 + vat per year [Maintenance Plans - 2025.pdf](#)
- g) To consider grant application from FC Perton [grant form v2 \(1\) FC Perton.docx](#)
- h) To consider options for purchasing a projector and screen suitable for use in the Lakeside Hall
- i) To consider options for installing microphones in the Board Room
- j) To confirm Civic Centre hire charges for SSDC Chairmans Civic Service Sunday 27th July 2025

26/25 To review the following documents with recommendations :

- a) Financial Regulations - with amendments [Financial Regulations 2025](#)
- b) IT Policy – for adoption [IT Policy.docx](#)
- c) Committee Terms of Reference with recommended amendments:
 - i. Human Resources Committee [HR Committee Terms of Reference.docx](#)
 - ii. Finance Committee [Finance terms of Reference.docx](#)
 - iii. Management Committee [Management Committee Terms of Reference.docx](#)
 - iv. Allotment Oversight Committee [Allotment Oversight Committee Terms of Reference.docx](#)
 - v. Planning Committee [Allotment Oversight Committee Terms of Reference.docx](#)
 - vi. Working Party [Working Party terms of reference.docx](#)

27/25 Playing Fields and Pavilion

- a) To consider membership to Staffs Playing Field Association – annual fee £20 [SPFA Circular for Parish Councils Association.pdf](#) & [Staffs PFA website](#)
- b) To consider fencing arrangement to section off the compound

28/25 South Staffordshire Council

- a) To receive for information written reports from District Councillors
- b) To discuss local assets that the Parish Council would like to consider acquiring
- c) To receive an update on flooding issues [Flooding meeting SSDC 270525.docx](#)
- d) To consider managing energy usage through Zellar software free licence [carbon reporting software - email](#) & [Zellar website](#)
- e) Planning Applications:
 - Application no. :** 25/00435/FULHH
 - Location:** 44 Beverston Road, Perton, WV6 7UG
 - Proposed:** Rear single storey extension with flat roof.

 - Application no. :** 25/00376/FULHH
 - Location:** 1 Stanley Court, Perton, WV6 7TG
 - Proposed:** Two storey side extension.

29/25 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 14th July 2025

Crime & Disorder Implications

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

Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 12th May 2025, 7.00pm

PUBLIC OPEN SESSION

No questions raised by the public present.

PRESENT:

Councillors Mrs P Allen, Mrs S Beardsmore, N Caine (part of the meeting), P Davis, K Elder, Mrs J Evans, C Evans, D Glynn, Mrs R Heseltine, Mrs A James, S Payne, C Rathbone, J Turner and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins

Members of the public – 3

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

Councillors S Evans and D Glynn were nominated and seconded. A secret ballot was requested by two councillors as per Standing Order 3s, it was **Resolved** that Cllr C Evans be elected Chairman for the year 2025/26.

02/25 Signing of Chairman's Declaration of Acceptance of Office

Chairmans Declaration of Acceptance of Office was signed by Councillor C Evans and the Parish Clerk.

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

Councillors Mrs S Beardsmore and N Caine were nominated and seconded. A secret ballot was held as per Standing Order 3s, it was **Resolved** that Cllr Mrs S Beardsmore be elected Vice-Chairman for the year 2025/26.

04/25 Apologies for absence

Apologies received and noted from J Sargent

05/25 Declaration of Disclosable Pecuniary and other interests

- a) Cllr N Caine declared an interest in item number 12/25 a) – transaction 5778
- b) A reminder was given to all councillors to regularly check their Disclosable Pecuniary Interest Declaration

06/25 Code of conduct Dispensation requests

No requests received.

07/25 Police, Fire and Crime report

- a) PCSO Tooth presented his report.
- b) Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website.

Cllr N Caine left the meeting

08/25 Membership and Chairman of the following committees/working parties

Resolved Committees to comprise of the following members as per Standing Order 4vi):

a) MANAGEMENT

Cllr Mrs P Allen	Cllr Mrs S Beardsmore
Cllr N Caine	Cllr P Davis
Cllr K Elder	Cllr C Evans
Cllr D Glynn	Cllr Mrs R Heseltine Chairman
Cllr Mrs A James	Cllr Mrs B Walters

b) FINANCE

Cllr Mrs P Allen	Cllr N Caine
Cllr P Davis	Cllr C Evans
Cllr D Glynn, Chairman	Cllr Mrs R Heseltine
Cllr C Rathbone	

c) HUMAN RESOURCES

Cllr Mrs P Allen	Cllr Mrs S Beardsmore
Cllr P Davis	Cllr K Elder
Cllr C Evans	Cllr D Glynn
Cllr Mrs R Heseltine	Cllr J Turner
Cllr Mrs B Walters Chairman	

Bacs	10/04/25	5771	£47.72	Amazon	First Aid Supplies
Bacs PEN03	11/04/25	5772	£3,506.65	Staffordshire County Pension Fund	Pension - March
Bacs IR03	11/04/25	5773	£3,421.05	Inland Revenue	Tax & NI - March
DD RICOH04	11/04/25	5774	£176.49	Ricoh	CC - Photocopier Hire & Copies
Bacs	14/04/25	5775	£60.00	Wickes	Paint for Subways BH Reimburse
Bacs SPCA	15/04/25	5776	£979.53	Staffordshire Parish Councils Association	Annual Subscription
Bacs HAGS04	15/04/25	5777	£13,877.17	HAGS-SMP Ltd	Repair works to Play Area
Bacs Clean03	15/04/25	5778	£157.50	B Osagie	Pavilion Cleaning
DD A-	16/04/25	5779	£28.59	Waterplus	Allotment - Water
DD BT03	17/04/25	5780	£86.40	British Telecom	Telephone & Broadband
CHG HSBC03	21/04/25	5781	£11.49	HSBC UK Bank	Charges
Bacs	22/04/25	5782	£242.31	Halls SMSToilet roll,	Centrefeed & Hand Towels
DD EDF03	22/04/25	5783	£351.32	EDF Energy	Pavilion - Electricity
Bacs	22/04/25	5784	£79.53	Pitchcare.Com	Line Marking Paint CS Reimburse
Bacs DS04	22/04/25	5785	£400.00	Ditton Services	PF - Grass Cutting
Bacs AEC04	22/04/25	5786	£160.80	Acquiesce Environmental Compliance Ltd	Legionella Monitoring
Bacs TS04	22/04/25	5787	£75.00	Tactical Services -	First Aid Cover for Community Event
DD GAS03	23/04/25	5788	£850.66	Total Energies Gas & Power Ltd	Gas
DD ELEC03	23/04/25	5789	£134.65	Total Energies Gas & Power Ltd	Electricity
Bacs H&S-	24/04/25	5790	£1,600.00	Staffordshire County Council	Health & Safety Support
Bacs CE04	25/04/25	5791	£729.60	Concept Elevators (UK) Ltd	Lift Repair Works
Bacs Salary	25/04/25	5792	£12,903.73	Salaries	M1
Bacs NUH04	25/04/25	5793	£40.80	National Utility Hub	Pavilion Refuse Collection
Bacs ESPO04	25/04/25	5794	£148.50	ESPO	Cleaning Supplies & Stationery
Bacs Film04	25/04/25	5795	£300.00	Arts Alive Flicks in the Sticks -	Wicked
DDwater	28/04/25	5796	£1,983.88	Everflow Limited	Water
Bacs SLCC04	28/04/25	5797	£420.00	Society of Local Council Clerks	Annual Membership
DebitCard	28/04/25	5798	£167.97	Just Keys Ltd	Citizen of the Year Awards
Bacs P4T04	29/04/25	5799	£237.94	Paints 4 Trade	Paint for Bus Shelters
DebitCard	30/04/25	5800	£92.92	Lealans Garden Centre	Plants for Civic Centre Planters
Total			£59,550.32		

- b) Cash book to date received and noted for information.
- c) Income statement to date received and noted for information.
- d) Expenditure and budget to date received and noted for information.
- e) Allotment Association – **Resolved** to approve a prepaid card with a budget of £500. This will not be arranged until a treasurer is voted in at the first Association Meeting on 12th June 2025. To suggest that the Association look at setting up an account with the Dudley Building Society. The treasurer and two other officers and two of three to sign any expenditure.

13/25 Documents for review

- a) Standing Orders – **Resolved** to approve amendments
- b) Financial Regulations – **Resolved** to defer this item to the next meeting.
- c) Governance Framework – **Resolved** to accept with no amendments.
- d) Risk Management – **Resolved** to accept with no amendments.
- e) Freedom of Information Act 2000, Publication Scheme – **Resolved** to accept with no amendments
- f) Terms of reference – to be reviewed for a future meeting

24/25 b i)

An informal meeting was held with County Councillor James Hodges
Wednesday 28th May 2025

Introductions were made:

Councillors C Evans, Mrs S Beardsmore, Mrs J Evans, D Glynn, Mrs A James, S Payne, K Elder, Mrs R Heseltine, P Davis, N Caine, Mrs P Allen and Mrs B Hodgetts (clerk)

James was very surprised to get elected but is very excited and looking forward to it.

What was the previous County Councillor doing that he can carry on with.

The items discussed covered the following:

Road markings at traffic islands to show direction – designated lane markings

James has a meeting with Highways at Gailey on 4th July, but has already mentioned a few items.

A pedestrian crossing at Wrottesley Village is definitely required. Speeding is a problem with residents having to cross 3 lanes of traffic potentially doing 40mph.

Wrottesley Park Road is a blackspot for speeding. The council confirmed that we have on order a SID but haven't received it yet. At site meeting with Highways an area opposite Brownies which is a muddy patch was suggested it could be covered with some form of recycled material, following two emails to Highways – no response has been received. Can we get some information on this.

A petition taken to Highways – will not reduce the speed limit as properties do not front onto WPR. A weight limit is also required.

Lifting of the left turn at Jenny Walkers Lane should be available when there are instances of disruption. Could the junction be improved.

Flooding within the village was discussed. There is a plan in place now, with £997,000 to spend on the Penk and flooding by 2028.

James can attend the District Council meetings in person or online. Whether there is an opportunity to speak would need to be clarified.

One of the biggest issues is the school bus. Heath House Lane is not a safe walking route.

Heath House Lane and A41 flooding.

Lack of transport to and from Codsall.

Query that libraries have been sent a letter from SCC if they hold any function do with LGBTQ+ or Climate change or environmental issues, they would need to find another job. Is this correct? James has not heard anything about this, but he will ask.

Speed bumps – depressions in the tarmac from vehicles.

Chicanes –

St. Andrews Drive - vehicles can go through the middle

Severn Drive – like driving over a cattle grid. Highways have been out several times but nothing happens.

Councillors will arrange to meet with James to show him Perton.

James to find out what budgets he has – Highways DHP and community fund.

Trescott ford – flooding and flytipping

Devolution – submission by 28th November. Disapprove in principle, but the government have the majority and will make the decision.

Maps were given to James and he gives Becky a couple of dates when he is available to meet with councillors.

County won't cut back hedges at Kingswood.

A41 footpath – SSDC wont clear as the surface need attention from SCC it is becoming impassable.

Meeting closed at 8.10pm

Minutes of the meeting of Perton Parish Council

Finance Committee meeting held on Tuesday 3rd June 2025 at 10.00am

Present:

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

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

F10/25 - APOLOGIES FOR ABSENCE

No apologies were received.

F11/25 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

A declaration of pecuniary or other interests received from Cllr N Caine for expenditure transaction 5817.

F12/25 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

F13/25 - MINUTES OF MEETING

Resolved that the minutes of the Meeting held on 6th May 2025, previously distributed, were a true and correct record and signed by the Chairman, with an amendment to include Cllr Mrs R Heseltine in the list of councillors present and initialled by the Chairman.

F14/25 - ACCOUNTS PAID

The Clerk presented a list of payments up to 31st May 2025. **Resolved** that all payments were correct and authorised. Payments for EDF Energy, Weston Sawmill and J C Garden Services were discussed.

F15/25 - INCOME RECEIVED

The schedule of income received up to 31st May 2025 was reviewed and accepted for information.

F16/25 – BUDGET TO DATE & VIREMENTS

The budget to date was reviewed and noted. **Resolved** that no virements be made.

F17/25 - RECONCILIATIONS

The Assistant Clerk presented the HSBC bank statement number 339 dated 31st May 2025 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 May 2025.

Resolved that all reconciliations were correct along with the Equals Prepaid card balance and were signed-off by two Councillors and the Assistant Clerk.

F18/25 - DATE AND TIME OF NEXT MEETING

Tuesday 8th July 2025 at 10.00am.

Meeting closed at 10.26am

Signed
Chairman

Date:

25/25 a

Paid Expenditure Transactions

paid between 01/05/25 and 31/05/25

Payment Reference	Paid Date	Tn no	Gross	Details
DD ASH05	01/05/25	5801	£242.90	Ash Waste Services General Waste & Recycling Collection
Bacs DTE04	06/05/25	5802	£121.40	Down to Earth Play Area - Grass Cutting
Bacs DS05	08/05/25	5803	£400.00	Ditton Services PF - Grass Cutting
Bacs BRS04	08/05/25	5804	£264.42	Black Rose Solutions Limited Internal Audit
DebitCard	12/05/25	5805	£49.39	Printing Banners 2 x Banners for Best Kept Village
DebitCard	12/05/25	5806	£80.35	Pipestock Limited Pipe for Allotment Water Trough
Bacs	13/05/25	5807	£35.00	Community Foundation - Best Kept Village Entry 2025
DebitCard	14/05/25	5808	£105.49	Sainsbury's Refreshments for Gardener's Question Time
Bacs PEN04	16/05/25	5809	£3,445.90	Staffordshire County Pension Fund Pension - April
Bacs IR04	16/05/25	5810	£3,854.95	Inland Revenue Tax & NI - April
DD A-	16/05/25	5811	£26.67	Waterplus Allotment - Water
DD BT04	19/05/25	5812	£92.62	British Telecom Telephone & Broadband
DD GAS04	20/05/25	5813	£567.41	Total Energies Gas & Power Ltd Gas
DD EDF04	21/05/25	5814	£962.46	EDF Energy Pavilion - Electricity
CHG HSBC04	21/05/25	5815	£5.40	HSBC UK Bank Charges
Bacs WSM05	22/05/25	5816	£552.05	Weston Sawmill Allotment - Birdmouth fencing
Bacs Clean04	22/05/25	5817	£90.00	B Osagie Pavilion Cleaning
Bacs	22/05/25	5818	£13.50	Codsall Stone & Paving Allotment - trough supplies reimburseRS
Bacs	22/05/25	5819	£17.42	TFM Farm & Country Allotment - trough supplies reimburseRS
Bacs	22/05/25	5820	£5.81	TFM Farm & Country Superstore Overpayment ERROR
DD ELEC04	22/05/25	5821	£37.03	Total Energies Gas & Power Ltd Electricity
Bacs JCGS05	27/05/25	5822	£756.00	J C Garden Services Water Trough Installation
Bacs AEC05	28/05/25	5823	£160.80	Acquiesce Environmental Compliance Ltd -Legionella Monitoring
DebitCard	29/05/25	5824	£47.50	South Staffordshire Council Garden Waste Subscription
Bacs Salary-M2	30/05/25	5825	£13,206.24	Salaries

Total

£25,140.71

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/05/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

HSBC Current Account	£53,596.01
Prepayment Card	£250.00
Public Sector Deposit Fund	£161,000.00
Total	£214,846.01

RECEIPTS	Net	Vat	Gross
Parish Council	£157,867.40	£0.00	£157,867.40
Civic Centre	£14,345.69	£0.00	£14,345.69
Allotments	£3,035.00	£0.00	£3,035.00
Pavilion & Playing Fields	£575.50	£0.00	£575.50
Total Receipts	£175,823.59	£0.00	£175,823.59

PAYMENTS	Net	Vat	Gross
Parish Council	£39,987.70	£2,862.60	£42,850.30
Civic Centre	£35,413.75	£577.68	£35,991.43
Allotments	£1,292.32	£246.26	£1,538.58
Pavilion & Playing Fields	£3,912.77	£397.95	£4,310.72
Total Payments	£80,606.54	£4,084.49	£84,691.03

Closing

Ordinary Accounts

HSBC Current Account	£9,728.57
Prepayment Card	£250.00
Public Sector Deposit Fund	£296,000.00
	£305,978.57
Total	£305,978.57

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

HSBC Current Account	£9,728.57
Prepayment Card	£250.00
Public Sector Deposit Fund	£296,000.00
Total	£305,978.57

Signed

Chair

Clerk / Responsible Financial

Income 2024-25

25/25 c)

Summary of Income April 2025 - March 2026											
	Civic Centre, Pavilion & Parish Receipted and BACS Income										
	Business Income										
	Room Hire	Refund Deposit	Allotments	Interest/Precept	Scouts utilities	Grants/Precept	Misc	Pitch hire	Agency Fee	Total income	Income
	£	£	£	£	£	£	£	£	£	2025/26	2024/25
Apr	6,708.56	-325.00	2,965.00	779.02		132,352.50	127.13	252.00	350.64	143,209.85	134,716.11
May	8,019.50	450.00	120.00	713.33			398.30	407.50	350.64	10,459.27	5,624.51
June										0.00	49,293.74
July										0.00	7,105.11
Aug										0.00	14,003.19
Sept										0.00	132,528.25
Oct										0.00	94,138.36
Nov										0.00	9,760.94
Dec										0.00	18,631.32
Jan										0.00	15,807.19
Feb										0.00	8,945.97
Mar										0.00	56,820.53
=	14,728.06	125.00	3,085.00	1,492.35	0.00	132,352.50	525.43	659.50	701.28	153,669.12	140,340.62
										YTD + / -	To Date
										13,328.50	153,669.12

25/25 d)

Financial Budget Comparison

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	revised	Actual Net	Balance
INCOME					
Parish Council					
1	Precept	£264,705.00	£264,705.00	£132,352.50	£-132,352.50
2	VAT reclaimed	£0.00	£0.00	£0.00	£0.00
3	Litter - Agency Fee	£4,000.00	£4,000.00	£350.64	£-3,649.36
4	Public Sector Deposit Fund Interest	£4,000.00	£4,000.00	£1,492.35	£-2,507.65
5	Events	£100.00	£100.00	£464.00	£364.00
6	Funding	£0.00	£0.00	£0.00	£0.00
7	Miscellaneous	£0.00	£0.00	£1.80	£1.80
8	S106	£0.00	£0.00	£0.00	£0.00
Total Parish Council		£272,805.00	£272,805.00	£134,661.29	£-138,143.71
Civic Centre					
51	Bar	£0.00	£0.00	£-75.00	£-75.00
52	Deposit - Room Hire (Refundable)	£0.00	£0.00	£210.00	£210.00
53	Funding	£0.00	£0.00	£0.00	£0.00
54	Hire of Rooms	£65,000.00	£65,000.00	£10,520.81	£-54,479.19
55	Miscellaneous	£0.00	£0.00	£59.63	£59.63
Total Civic Centre		£65,000.00	£65,000.00	£10,715.44	£-54,284.56
Allotments					
301	Plot Rent	£3,000.00	£3,000.00	£3,085.00	£85.00
302	Funding	£0.00	£0.00	£0.00	£0.00
303	Misc	£0.00	£0.00	£0.00	£0.00
Total Allotments		£3,000.00	£3,000.00	£3,085.00	£85.00
Pavilion & Playing Fields					
401	Pitch Hire	£2,500.00	£2,500.00	£659.50	£-1,840.50
402	Room Hire	£0.00	£0.00	£0.00	£0.00
403	Scouts Utilities	£600.00	£600.00	£0.00	£-600.00
404	Funding	£0.00	£0.00	£0.00	£0.00
Total Pavilion & Playing Fields		£3,100.00	£3,100.00	£659.50	£-2,440.50
Total Income		£343,905.00	£343,905.00	£149,121.23	£-194,783.77

Financial Budget Comparison

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	revised	Actual Net	Balance
EXPENDITURE					
Parish Council					
101	Salaries (inc. Tax, NI & Pension Contributions)	£107,000.00	£107,000.00	£16,881.70	£90,118.30
102	Litter Salaries (inc. Tax, Ni & Pension Contributions)	£17,000.00	£17,000.00	£3,050.76	£13,949.24
103	Members' Allowances	£14,000.00	£14,000.00	£2,325.64	£11,674.36
104	Chairman's Allowance	£750.00	£750.00	£0.00	£750.00
105	Advertising & Newsletter	£400.00	£400.00	£0.00	£400.00
106	Audit	£1,500.00	£1,500.00	£220.35	£1,279.65
107	Bus Shelter Maintenance	£2,000.00	£2,000.00	£199.78	£1,800.22
108	CCTV	£5,000.00	£5,000.00	£0.00	£5,000.00
109	Christmas Decorations	£3,000.00	£3,000.00	£0.00	£3,000.00
110	Civic Events/Awards	£1,000.00	£1,000.00	£167.97	£832.03
111	Contingency	£15,000.00	£12,500.00	£0.00	£12,500.00
112	Events	£6,000.00	£6,000.00	£501.71	£5,498.29
113	Grants & Donations	£3,000.00	£3,000.00	£0.00	£3,000.00
114	H&S Consultancy Services	£2,500.00	£2,500.00	£1,600.00	£900.00
115	Insurance	£3,000.00	£3,000.00	£0.00	£3,000.00
116	Litter Supplies	£150.00	£150.00	£0.00	£150.00
117	Notice Boards	£1,000.00	£1,000.00	£0.00	£1,000.00
118	Office Expenditure	£6,400.00	£6,400.00	£3,095.76	£3,304.24
119	Outdoor Activities	£7,000.00	£12,000.00	£11,839.94	£160.06
120	Partnership Working	£5,000.00	£5,000.00	£50.00	£4,950.00
121	Premises Licence Fee	£180.00	£180.00	£0.00	£180.00
122	Staff Training	£2,000.00	£2,000.00	£0.00	£2,000.00
123	Subscriptions	£1,900.00	£1,900.00	£47.50	£1,852.50
124	Website	£300.00	£300.00	£0.00	£300.00
125	War Memorial	£4,000.00	£4,000.00	£0.00	£4,000.00
126	*Ringfenced Items*	£150,176.00	£150,176.00	£0.00	£150,176.00
Total Parish Council		£359,256.00	£361,756.00	£39,981.11	£321,774.89
Civic Centre					
201	Salaries (inc. tax, NI & Pension Contributions)	£105,000.00	£105,000.00	£18,080.42	£86,919.58
202	Automatic Doors	£1,500.00	£1,500.00	£0.00	£1,500.00
203	Bank Charges	£200.00	£200.00	£16.89	£183.11
204	Boilers	£1,000.00	£1,000.00	£0.00	£1,000.00
205	CCTV	£500.00	£500.00	£0.00	£500.00

Financial Budget Comparison

Comparison between 01/04/25 and 31/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	revised	Actual Net	Balance
206	Cleaning Supplies	£1,500.00	£1,500.00	£207.12	£1,292.88
207	Electrical - PAT Testing	£200.00	£200.00	£0.00	£200.00
208	Fire & Security	£2,000.00	£2,000.00	£0.00	£2,000.00
209	General Maintenance	£10,000.00	£7,500.00	£0.00	£7,500.00
210	Insurance	£3,000.00	£3,000.00	£0.00	£3,000.00
211	Legionella Monitoring	£1,200.00	£1,200.00	£140.00	£1,060.00
212	Lifts	£1,500.00	£1,500.00	£608.00	£892.00
213	Miscellaneous CC	£500.00	£500.00	£0.00	£500.00
214	Office Expenditure	£1,300.00	£1,300.00	£186.85	£1,113.15
215	Performing Rights Society & PPL	£1,000.00	£1,000.00	£0.00	£1,000.00
216	Rates	£15,000.00	£15,000.00	£12,475.00	£2,525.00
217	Staff Uniforms	£200.00	£200.00	£0.00	£200.00
218	Utilities	£20,000.00	£20,000.00	£3,699.47	£16,300.53
Total Civic Centre		£165,600.00	£163,100.00	£35,413.75	£127,686.25
Allotments					
351	NSALG Membership Fee	£60.00	£60.00	£0.00	£60.00
352	Annual Licence Fee - EDGE	£500.00	£500.00	£0.00	£500.00
353	Maintenance	£1,000.00	£1,000.00	£48.49	£951.51
354	Miscellaneous	£2,000.00	£2,000.00	£66.95	£1,933.05
355	S106	£5,634.00	£5,634.00	£1,121.62	£4,512.38
356	Utilities	£1,000.00	£1,000.00	£55.26	£944.74
Total Allotments		£10,194.00	£10,194.00	£1,292.32	£8,901.68
Pavilion & Playing Fields					
451	Groundsman Salary	£1,400.00	£1,400.00	£0.00	£1,400.00
452	Cleaning	£1,200.00	£1,200.00	£247.50	£952.50
453	Committee Allocation	£2,600.00	£2,600.00	£66.28	£2,533.72
454	Grass Cutting	£4,000.00	£4,000.00	£666.66	£3,333.34
455	Insurance	£1,500.00	£1,500.00	£0.00	£1,500.00
456	Legionella Monitoring	£1,200.00	£1,200.00	£128.00	£1,072.00
457	Maintenance	£1,000.00	£1,000.00	£0.00	£1,000.00
458	Rates	£1,600.00	£1,600.00	£1,521.95	£78.05
459	Utilities	£6,000.00	£6,000.00	£1,282.38	£4,717.62
Total Pavilion & Playing Fields		£20,500.00	£20,500.00	£3,912.77	£16,587.23
Total Expenditure		£555,550.00	£555,550.00	£80,599.95	£474,950.05
Total Income		£343,905.00	£343,905.00	£149,121.23	£-194,783.77
Total Expenditure		£555,550.00	£555,550.00	£80,599.95	£474,950.05
Total Net Balance		-£211,645.00	-£211,645.00	£68,521.28	

Maintenance Plans - 2024

What we will deliver in a visit:

During the course of an operational inspection, the following will be carried out:

- 1) Joints and parts would be lubricated with an appropriate lubricating oil.
- 2) Each item of equipment would be looked at in detail checking that all components are present, secure, and functional.
- 3) Check that all plastic caps etc (if fitted) are in place.
- 4) Check chains and connectors (if fitted) are not worn.
- 5) Where limiters are incorporated check that they are functioning correctly.
- 6) Tighten bolts and nuts if loose.
- 7) Check for any damage, establish whether or not it is due to vandalism, report this to TGO and action where appropriate. TGO may recommend that the facility is closed before the fault or damage is rectified.
- 8) Ensure that the equipment is left safe.
- 9) Touch up small paint chips as necessary.
- 10) Scan all smart equipment

Bronze £450 + VAT	1 x Operational Maintenance Inspection to fully check and diagnose any issues with the equipment with a full report and a plan for any additional work required.
Silver £1,000 + VAT per year	<p>This service would complement your own maintenance to validate the warranty.</p> <p>1 x Operational Maintenance Inspection to fully check and diagnose any issues with the equipment with a full report and a plan for any additional work required.</p> <p>1 x TGO annual safety inspection (RPII) and full report showing compliance to EN16630</p> <p>A full report will be provided following each of the 2 visits above.</p>
Gold £1,900 + VAT per year	<p>This level of service validates TGO's warranty</p> <p>3 x Operational Maintenance Inspections to fully check and diagnose any issues with the equipment with a full report and a plan for any additional work required.</p> <p>1 x TGO annual safety inspection (RPII) and full report showing compliance to EN16630</p> <p>Full reports provided following each of the 4 visits above</p>
Platinum £3,200 + VAT per year	<p>This level of service validates TGO's warranty</p> <p>3 x Operational Maintenance Inspections to fully check and diagnose any issues with the equipment with a full report and a plan for any additional work required.</p> <p>1 x TGO annual safety inspection (RPII) and full report showing compliance to EN16630</p> <p>Full reports provided following each of the 4 visits above</p> <p>Additional service at each visit:</p> <p>Application of anti-viral spray</p> <p>Replacement signage (if the need is identified during an inspection)</p> <p>Replacement moving parts (if the need is identified during an inspection)</p> <p>Equipment cleaned with anti-graffiti wipes</p>

Any parts that are required outside of the warranty period or which are due to damage caused by vandalism would be chargeable.

t: 01795 373301 **e:** enquiries@tgogc.com **w:** www.tgogc.com

The Great Outdoor Gym Company is a trading name of The Great Outdoor Gym Company Ltd. Incorporated in England and Wales under company no: 6041524
Registered address: 2 Jubilee Way, Faversham, Kent ME13 8GD, UK



Perton Parish Council

25/25 9)

Application for Grant

Name of Organisation	FC PERTON
Name and Address of Applicant	[REDACTED]
Telephone No.	[REDACTED]
Email address:	[REDACTED]
Position in Organisation	SECATERY
Type of organisation	Local Group
Are you affiliated to other groups?	YES - FA
Aims of Organisation:	IT IS A UNDER 15'S FOOTBALL TEAM AND WE AIM TO KEEP THERE FITNESS UP WHILE ENJOYING THEMSELVES PLAYING GRASS ROOTS FOOTBALL
Numbers in Organisation:	Adult members: 3 Under 16: 14
Please provide the number residing in:	South Staffordshire: 8 Perton :6
Subscriptions/charges to members	Yes - £25 PER MONTH
Brief description of why the grant is required	GETTING THIS GRANT WOULD HELP US TO PURCHASE THE LADS FOOTBALL EQUIPMENT AND ALSO HELP TOWARDS THE COST TO WINTER TRAINING FACILITIES. THE MAIN THING WOULD BE TO GET THE LADS NEW KITS AND ALSO ENSURE THAT THEY HAVE A WINTER COAT. WE ARE ALSO LOOKING TO GET THE LADS TRACKSUITS IF WE CAN GET ENOUGH SPONSORSHIP TOWARDS THEM.
Total cost of scheme	£ N/A
What has been done to raise money yourselves?	WE HAVE DONE A NUMBER OF RAFFLES AND WE HAVE DONE FOOTBALL CARDS
Have you applied for other grants? If so, where from?	NO
Amount of grant requested	£ ANYTHING WOULD BE A GREAT HELP FOR US
Any other supporting information	



FC PERTON
COMMUNITY ACCOUNT

Perton Parish Council

Application for Grant

1 of 3

FC PERTON

Current Account

Summary	
Statement Date	19 MAY 2025
Period Covered	18 APR 2025 to 19 MAY 2025
Previous Balance	£362.09
Paid In	£330.00
Withdrawn	£415.00
New Balance	£277.09
BIC	NWBKGB2L
IBAN	GB17NWBK55704683459715

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
18 APR 2025	BROUGHT FORWARD			362.09
25 APR	Automated Credit [REDACTED] EASTER RAFFLE FP 25/04/25 0903 051638933090524001	5.00		367.09
	Automated Credit [REDACTED] FP 25/04/250715 FP25115001475481	10.00		377.09
28 APR	Automated Credit [REDACTED] FP26/04/25 1817 FP25116002949766	10.00		387.09
	Automated Credit [REDACTED] U14 FP 28/04/250650 600000001549471677	25.00		412.09
	Cash Withdrawal NOTEMACHINE 27APR		20.00	392.09
29 APR	Automated Credit E [REDACTED] FP 28/04/25 1901 300000001553654844	25.00		417.09
01 MAY	Automated Credit [REDACTED] 01/05/250145 FP25120053370529	25.00		442.09
	Automated Credit [REDACTED] 01/05/25 0145 RP4652386624836100	25.00		467.09
	Automated Credit [REDACTED] FP 01/05/25 0121 7817735464320313SO	25.00		492.09
	OnLine Transaction To A/C 23529210 [REDACTED] Z Via Mobile XferSubs		120.00	372.09
02 MAY	Automated Credit [REDACTED] TREASURE SUB FP 02/05/25 1310 FP25122008269135	5.00		377.09
	Automated Credit [REDACTED] TREASURE SUB FP 02/05/25 1256 FP25122008255047	25.00		402.09
06 MAY	Automated Credit [REDACTED] FP05/05/25 1027 FP25125010096040	25.00		427.09
	Automated Credit [REDACTED] FP 04/05/25 1209 FP25124009608050	25.00		452.09



Perton Parish Council

Application for Grant

	Automated Credit [REDACTED] FC PERTON FP06/05/25 0840 P7C5LTD3JGPO5E2C0B	25.00	477.09
	Automated Credit A [REDACTED] FP 06/05/25 1556 RP4659986564793700	25.00	502.09
	Automated Credit [REDACTED] MAY SUBS FP 06/05/251226 300000001558414728	25.00	527.09
08 MAY	Automated Credit [REDACTED] SUBS FP 07/05/252225 250507222549236477	25.00	552.09
12 MAY	OnLine Transaction To A/C 23529210 [REDACTED] Z Via Mobile XferSubs		
		95.00	457.09
	Cash Withdrawal NOTEMACHINE 11MAY	160.00	297.09
19 MAY	Cash Withdrawal NOTEMACHINE 18MAY	20.00	277.09

PERTON PARISH COUNCIL

IT POLICY



1. INTRODUCTION

- 1.1 Perton Parish Council has a duty to ensure the proper security and privacy of its computer systems and data. All users have some responsibility for protecting these assets.
- 1.2 The Parish Clerk is responsible for the implementation and monitoring of this policy but may delegate that responsibility to another officer.
- 1.3 Line managers have a responsibility to ensure that staff they supervise comply with this policy

2. GENERAL PRINCIPLES

- 2.1 All employees, members and other users should be aware of the increasingly sophisticated scams and risks posed to cybersecurity and when in any doubt should seek guidance from the Parish Clerk. As a general rule, users will never be asked to share passwords by email and users should be aware of odd language used in emails which may indicate a fraudulent email.
- 2.2 All employees, members and other users of council IT equipment must be familiar with and abide by the regulations set out in the council's various GDPR policies.
- 2.3 All council devices will have up-to-date antivirus software installed and this must not be switched off for any reason without the authorisation of the Parish Clerk.
- 2.4 All users are reminded that deliberate unauthorised use, alteration, or interference with computer systems, software or data is a breach of this policy and in some circumstances may be a criminal offence under the Computer Misuse Act 1990.
- 2.5 All software installed on council devices must be fully licensed and no software should be installed without authorisation from the Parish Clerk.

3. TRAINING AND GUIDANCE

- 3.1 Employees and volunteers will be provided with regular cybersecurity training as is appropriate for their role and level of systems access.
- 3.2 Members will be provided with a brief overview of cybersecurity measures as part of induction and may be provided with more in-depth training as required.

4. EMPLOYEES

- 4.1 All employees will be assigned a council email address as appropriate.
- 4.2 Personal use of Council IT equipment is permitted but should be kept to a minimum during working hours. Reasonable use of the internet during working hours is permitted.
- 4.3 The council reserves the right to monitor all activity on company devices. This includes monitoring of clocking in and out, email activity and internet usage for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring usage will mean processing personal data.

5. MEMBERS

- 5.1 All members will be provided with a council email address and must use this for all council business.
- 5.2 Members are reminded that any email sent or received in their capacity as a Parish Councillor is Council data and any emails may have to be disclosed following requests under the Data Protection Act or Freedom of Information Act. This includes emails on personal accounts when acting as a Councillor.
- 5.3 Members using social media in their capacity as councillors must make it clear they are speaking in a personal capacity and not representing the view of the council.

- 5.4 Members should ensure they are adhering to the Council's code of conduct when using social media.
- 5.5 Members must ensure that any personal devices used to access council systems (including email, websites and data) are password protected and access is restricted solely to the member. Any member using their own device must adhere to the Bring your own device policy.

6. WEBSITE AND SOCIAL MEDIA

- 6.1 Officers shall ensure that any websites operated by the council are regularly reviewed to ensure content is accurate and up-to-date. Websites shall also be monitored for unauthorised access and abuse.
- 6.2 Council social media accounts will be operated by officers.
- 6.3 All council social media messages must be non-political, uncontroversial and used to promote/highlight the parish.
- 6.4 Approval must be obtained from the Parish Clerk prior to the creation of any council websites or social media accounts.
- 6.5 The Social Media and electronic communication policy is to be adhered to at all times
- 6.6 To be read in conjunction with the Social Media Policy

7. PASSWORD PROTECTION

- 7.2 Where possible, two factor authentication should be utilised.
- 7.3 Users should ensure that unattended devices are password protected.
- 7.5 Where possible, generic user accounts should be avoided.
- 7.6 Where users have unique access permissions and/or accounts for systems, these must not be shared with other users
- 7.7 Different passwords should be used for different devices and accounts.
- 7.8 Passwords should be routinely changed.
- 7.9 Passwords should not be written down or left in unsecure locations.

8. PORTABLE DEVICES

- 8.1 All portable devices (including tablets and mobile phones) must be protected to prevent unauthorised access. This can be by use of passwords, passcodes or other biometric measures as applicable.
- 8.2 Passcodes must be appropriate for the device and the level of risk that unauthorised access poses to the organisation; where devices can access council data or other systems, passcodes must be unique and not easily guessable.
- 8.3 Particular care must be taken when using removable media to transmit data as such media are easily lost or intercepted. Any sensitive information (including personal data, confidential documents or data which could impact on the rights or reputation of any person or organisation including the council) placed on removable media must be suitably password protected or encrypted.
- 8.4 To be read in conjunction with the Bring Your Own Device Policy.

9. INCIDENT REPORTING

- 9.1 All members, employees or volunteers must report any incidents which could pose a risk to the council's systems or data security to the Parish Clerk without delay. This includes but is not limited to:
 - a. Lost devices
 - b. Potential risk arising from phishing emails/websites
 - c. Passwords having been shared
 - d. Unauthorised access to systems

10. MISUSE OF IT

10.1 IT systems will be monitored for misuse and all misuse is prohibited.

10.2 Misuse includes, but is not limited to:

- a. Creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material
- b. Creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
- c. Creation or transmission of defamatory material
- d. Transmission of material which in anyway infringes the copyright of another person
- e. Transmission of unsolicited commercial advertising material to networks belonging to other organisations
- f. Deliberate actions or activities with any of the following characteristics:
 - i. Wasting staff effort or networked resources
 - ii. Corrupting or destroying another users' data
 - iii. Violating the privacy of other users
 - iv. Disrupting the work of other users
- g. Other misuse of the networked resources by the deliberate introduction of viruses/malware
- h. Playing games during working hours
- i. Altering the set up or operating perimeters of any computer equipment without authority.

10.3 Unauthorised access, use, destruction, modification and/or distribution of council information, systems or data is prohibited.

11. REVIEW

11.1 This policy will be reviewed every four year term, or earlier if there are any material or legislative changes.

Adopted: June 2025

Reviewed/Revised:

Next review: June 2029

Committee: Full Council



26/25 c) i

Perton Parish Council

Terms of Reference – Human Resources Committee

The Human Resources Committee (HRC) will deal with all personnel affecting the staff of Perton Parish Council, including recruitment and financial aspects, absence, both authorised and unauthorised, pay and conditions of service.

1. Membership of the Committee

- a) Members of the committee will be appointed at the Annual Meeting of the Parish Council each year. Membership will be 9 members.
- b) Any changes in membership of the committee after the Annual meeting of the Parish Council shall be subject to approval at the next Full Council meeting.
- c) The quorum of the committee shall be half of its members or three whichever is the greater.

2. Frequency of Meetings

- a) The Committee shall meet at least annually.
- b) A meeting of the Committee can be requested by the Chair, any member of the Committee, or the Clerk, if they consider one is necessary.

3. Minutes of Meetings

- a) All meetings of the committee will be convened in accordance with the Parish Council's standing orders.
- b) The Clerk shall minute and record the proceedings and resolutions of all meetings of the Committee including confidential items. Recordings held under retention regulations and GDPR **where necessary or they will be destroyed once the minuted have been signed a true and correct record at the following meeting.**
- c) Should the Clerk be the subject to discussions the Committee would seek external provision.
- d) Draft minutes of Committee meetings shall form part of the next available Full Council meeting for information.
- e) Draft minutes shall be considered and approved at the next HRC meeting.

4. Chairman

- a) The Chairman of the committee will be elected at the Annual Meeting of the Parish Council each year, as per standing order 4 vi *"shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;"*
- b) In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.

5. Powers of the Committee

- a) The Committee will have the power to appoint a sub-committee or working group
- b) The Committee may convene extraordinary meetings in accordance with the Councils Standing Orders.
- c) ~~Terms of reference to be reviewed annually at the Policies meeting held in October of each year.~~

6. Functions of the Committee

- a) The performance and day-to-day line management of the staff is delegated to the Parish Clerk. In matters connected with the Clerk and Assistant Clerk these will be managed by the HRC. It is the responsibility of the Clerk to bring serious matters of concern to the HRC, including unusual or extended sick leave patterns. The Chair of HRC will inform Full Council of any unusual or extended sick leave patterns of the Clerk.
- b) The Committee will be the body authorised to guide and assist the Clerk. Professional advice to be sought from South Staffordshire Council HR Services as and when necessary.

Function	Delegation of Function
Overall Staffing structure and approval of any additional posts	Full Council
To agree the pay and conditions of staff	HRC to review with recommendations for Full Council
Approval of Job descriptions and person specifications	HRC to review with recommendations for Full Council
Approval of personnel policies and Employee handbook	HRC with recommendations for Full Council
Appointment of Staff	Clerk: <ul style="list-style-type: none"> ➤ Shortlist of candidates HRC ➤ Interviews – at least 3 members of HRC, plus Clerk, if applicable ➤ Appointment - Full Council Staff: <ul style="list-style-type: none"> ➤ Shortlist of candidates HRC ➤ Interviews – at least 3 members of HRC plus Clerk ➤ Appointment - HRC
Contracts of Employment	Periodic review by HRC, amendments to be recommended to Full Council
Appraisals	HRC - noting and agreeing any actions and outcomes
Annual leave, time in lieu, sickness	Clerk: Chairman of Full Council Staff: Parish Clerk
Staff development, training, progression and succession planning	HRC in conjunction with Parish Clerk
Health & Safety	HRC in conjunction with Management Committee
Disciplinary matters under the Council's Disciplinary Procedure	The Chairman of the Management Committee in the first instance. A review panel will decide if there is a case to address.
Determination of Job Evaluation and Grading Issues	HRC, Clerk with Independent HR Advice except where the issue concerns the Clerk then HRC and Independent HR Advice will be sought

Grievances	Clerk except HRC in the case of Parish Clerk The Chairman of the Management Committee in the first instance. A review panel will decide if there is a case to address.
Appeals	Clerk: HRC in the case of an appeal against decision of Parish Clerk Chairman/Vice Chairman of Parish Council, one member of HR Committee and one Councillor
Legislative updates	HRC and Parish Clerk

7. Review

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Parish Council as per Standing Order 5j v).

Adopted: July 2020

~~Review~~/Revised: June 2025

Next review: May 2026

Committee: Full Council



26/25 c)ii

Perton Parish Council

Terms of Reference - Finance Committee

The objective of the Committee is to assist the Parish Council in overseeing the proper financial management, financial risks, audit procedure and recommendations are maintained.

1. Membership of the Committee

- a) Members of the committee will be appointed at the Annual Meeting of the Parish Council each year. Membership will be 7 members ~~and is subject to the proviso that the chairman and vice chairman of the Parish Council shall be ex officio members, plus 5 others.~~
- b) Any changes in membership of the committee after the Annual Meeting of the Parish Council shall be subject to approval at the next Full Council meeting.
- c) The quorum of the committee shall be half of its members or three whichever is the greater.

2. Chairman

- a) The Chairman of the Committee will be elected at the Annual Meeting of the Parish Council each year. (as per standing order 4 vi shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;")
- b) In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.
- c) The Chairman of the Committee will report to Full Council on any matters which the Committee considers ought to be brought to the attention of the Council.

3. Frequency of Meetings

- a) The Committee shall meet at least once a month (except August) to review the Council's monthly Income and Expenditure activity.
- b) Date of meeting to be the Tuesday before the Parish Council meeting, unless an alternative date unless an alternative date **is required due to circumstances beyond the control of the parish office for example bank holidays. bank holiday etc. has been agreed in advance by the committee. Future meeting dates to be agreed by Full Council in February.**
- c) An additional meeting of the Committee can be requested by the Chair, any member of the Committee, or the Clerk, if they consider one is necessary.

4. Minutes of Meetings

- a) All meetings of the committee will be convened in accordance with the Parish Council's standing orders.
- b) The Clerk/**Assistant Clerk** shall minute the proceedings and resolutions of all meetings of the Committee
- c) Draft minutes of Committee meetings shall form part of the monthly Full Council meeting for information.
- d) Draft minutes shall be considered and approved at the next Finance committee meeting.

5. Powers of the Committee

The committee shall be empowered to:

- a) Monitor and review the Financial Administration of the Parish Council and Civic Centre
- b) Monitor and review the Financial Governance making recommendations to Full Council for approval
- c) Monitor and review performance against budget headings and make recommendations to Full Council for Virement approval
- d) Monitor purchasing decisions to ensure a value for money approach to all aspects of Council activity in accordance with the Financial Regulations
- e) **Arrange implementation of recommendations from internal and external audit**
- f) Review banking arrangements making recommendations to Full Council for approval
- g) Reconciliation of the Bank Accounts and petty cash on a monthly basis
- h) Appoint sub committees to undertake any specific project work as necessary

6. Review

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Parish Council as per Standing Order 5j v).

Adopted: July 2020

~~Reviewed~~/Revised: June 2025

Next review: May 2026

Committee: Full Council



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Perton Parish Council

Terms of Reference - Management Committee

The objective of the Committee is to assist the Parish Council in overseeing the proper management of Perton Civic Centre.

1. Membership of the Committee

- a) Members of the committee will be appointed at the Annual Meeting of the Parish Council each year. Membership will be 10 members ~~and is subject to the proviso that the chairman and vice chairman of the Parish Council shall be ex officio members, plus 6 others.~~
- b) Any changes in membership of the committee after the Annual meeting of the Parish Council shall be subject to approval at the next Full Council meeting.
- c) The quorum of the committee shall be half of its members or three whichever is the greater.

2. Frequency of Meetings

- a) The Committee shall meet a minimum 4 times per year or as required.
- b) Date of meetings to be agreed annually by the Full Council.
- c) A meeting of the Committee can be requested by the Chairman, any member of the Committee, or the Clerk, if they consider one is necessary.

3. Minutes of Meetings

- a) All meetings of the committee will be convened in accordance with the Parish Council's standing orders.
- b) The Clerk shall minute the proceedings and resolutions of all meetings of the Committee.
- c) Draft minutes of Committee meetings shall form part of the next available Full Council meeting for information.
- d) Draft minutes shall be considered and approved at the next Management committee meeting.

4. Chairman

- a) The Chairman of the committee will be elected at the Annual Meeting of the Parish Council each year (as per standing order 4 vi "*shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;*").
- b) In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.

5. Powers of the committee

- a) Full delegated spending powers are issued to the Management Committee for purchases/projects and maintenance up to the limit of £5,000
- b) If proposed purchases/projects are estimated to cost in excess of the delegated spending limit of £5,000 the item will be added to the next Full Council agenda for discussion.
- c) ~~Terms of reference to be reviewed annually at the Meeting held in May.~~

6. The committee shall be empowered to:

- a) Review centre activities
- b) Review maintenance contracts
- c) Review hire charges for room use and make proposals to Full Council
- d) **Monitor**, review, and revise the Council's Health and Safety Policy **Policies and risk assessments ensuring the health and safety of staff and centre users**
- e) ~~Review contracts for Civic Centre Staff including litter wardens~~
- f) General management of Civic Centre
- g) Appoint sub committees **or working party** to undertake any specific project work as necessary

7. Review

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Parish Council as per Standing Order 5j v).

Adopted: October 2018

~~Reviewed~~/Revised: June 2025

Next review: May 2026

Committee: Full Council



26/25 c) IV.

Perton Parish Council

Terms of Reference - Allotment Oversight Committee

The objective of the Committee is to assist the Parish Council in overseeing the proper management and maintenance of the Perton Jubilee Gardens Allotments site.

1. Membership of the Committee

- a) Membership will be 4 serving Parish Councillors who do not hold a plot at the allotment site and have no other interest in its operation, such as the holding of an honorary or an *ex officio* office.
- b) Members of the committee will be appointed at the Annual Meeting of the Parish Council each year.
- c) Any changes in membership of the committee after the Annual Meeting of the Parish Council shall be subject to approval at the next Full Council meeting.
- d) The quorum of the Committee shall be three Councillors. In the event of two Committee Members sending apologies for absence, the Chairperson of the Committee or the Parish Clerk may invite a Parish Councillor to act in the stead of an absent Committee Member.

2. Chairman

- a) The Chairman of the Committee will be elected at the Annual Meeting of the Parish Council each year. (as per standing order 4 vi *shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;*")
- a) In the event of the Chairperson's absence the members of the Committee present will appoint a Chairperson at the beginning of the meeting.
- b) The Chairperson of the Committee will report to Full Council on any matters which the Committee considers ought to be brought to the attention of the Council.

3. Frequency of Meetings

- a) The Committee will meet three weeks after each of the Allotment Association Members Meetings stipulated in the Allotment Association Constitution and two weeks after the Annual General Meeting of the Allotment Association.
- b) Date and time of meeting to be agreed by the Committee.

4. Minutes of Meetings

- a) All meetings of the committee will be convened in accordance with the Parish Council's standing orders.
- b) The Clerk shall minute the proceedings and resolutions of all meetings of the Committee.
- c) Draft minutes of Committee meetings shall form part of the monthly Full Council meeting for information.
- d) Draft minutes shall be considered and approved at the next Allotment Oversight Committee meeting.

5. Functions of the Committee

The committee will

- a) Act as the intermediary between the Parish Council and the Allotment Association on all matters connected to routine operation of the Allotment site.
- b) Deal directly with the Allotment Association Officers to oversee their proper management of the Allotment site and give advice for this when needed.
- c) Receive information from individual plot-holders when necessary and discuss problems and solutions with the Allotment Association's Officers.
- d) Discuss with Allotment Association Officers recommendations to be put to Full Council and, when necessary, give them advice on the preparation of these.
- e) Advise Allotment Association Officers on the handling of minor disputes and disciplinary matters. Identify when a matter is too serious for the Officers to handle and action the appropriate intervention on their behalf.
- f) Encourage promotion of facilities of the allotments and encourage its use for the benefit of the community.
- g) Keep abreast of events and activities being organised by the Allotment Association and advise the Officers on when prior permission of the Full Council must be obtained.
- h) Make timely reports to Full Council on matters the Committee is dealing with, and advise on actions or interventions that are required, and assist in the carrying out of these as determined by Full Council.
- i) Assist the Parish Clerk with allocation of allotment plots, the carrying out of formal risk assessments, and updating of rules and procedures for the site.

6. Powers of the Committee

The committee is empowered to:

- a) Receive the Minutes of every type of meeting of the Allotments Association and, when required, act on any matter arising from Minutes.
- b) Receive information from Officers of the Association and act on it by initiating the intervention procedure that is required.
- c) Recommend to Full Council action to be taken to maintain proper use of allotments and facilities at the site.
- d) Recommend to Full Council improvements to the site and its facilities.
- e) Recommend 'rules of conduct' at the allotment site for approval by Full Council.
- f) Recommend changes to the Allotment Association's constitution for approval by Full Council.

7. Review

These Terms of Reference are to be reviewed annually Annual Meeting of the Parish Council each year as per Standing Order 5j v).

Adopted: June 2025

~~Reviewed~~/Revised: June 2025

Next review: May 2026

Committee: Full Council



26/25 c) v.

Perton Parish Council

Terms of Reference – Planning Committee

The objective of the Committee is to review all planning applications that relate to Perton Parish.

1. Membership of the Committee

- a) Members of the committee will be appointed at the Annual Meeting of the Parish Council each year. Membership will be 7 members. ~~This is subject to the proviso that the Chairman and Vice Chairman of the Parish Council shall be ex officio members, plus 5 other Parish Council members.~~
- b) Any changes in membership of the committee after the Annual meeting of the Parish Council shall be subject to approval at the next Full Council meeting.
- c) The quorum of the committee shall be half of its members or three whichever is the greater.

2. Frequency of Meetings

- a) The Committee shall meet ~~a minimum 4 times per year or as required.~~ **when required.**
- b) Date of meetings to be agreed by the committee.
- c) A meeting of the Committee can be requested by the Chair, any member of the Committee, or the Clerk, if they consider one is necessary.
- d) When comments on a Planning application are required within the time scale of a Full Council meeting, they will be discussed at the council meeting unless designated specifically to the planning committee.

3. Minutes of Meetings

- a) All meetings of the committee will be convened in accordance with the Parish Council's standing orders.
- b) The Clerk shall minute the proceedings and resolutions of all meetings of the Committee.
- c) Draft minutes of Committee meetings shall form part of the next available Full Council meeting for information.
- d) Draft minutes shall be considered and approved at the next Planning Committee meeting.

4. Chairman

- a) The Chairman of the committee will be elected at the Annual Meeting of the Parish Council each year (as per standing order 4.vi).
- b) In the event of the Chairman's absence the members of the committee present will appoint a Chairman at the beginning of the meeting.

5. Planning Applications

- a) Planning applications will be circulated to all members of Perton Parish Council, which can be viewed on the relevant planning portals
- b) The planning committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, including applicants and objectors are considered at the meeting.

6. Powers of the committee

- a) To make representation to the Local Planning Authority on applications for planning permission
- b) To make representation in respect of appeals against the refusal of planning permission, where appropriate
- c) To deal with any other planning related matters that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.
- d) The clerk shall, in all cases, communicate the decisions of the Planning Committee to the Local Planning authority
- e) Where an application is subject to an appeal, the committee is authorised to make written representation or to elect a member of the committee to attend the hearing.

7. Review

These Terms of Reference are to be reviewed annually at the Annual Parish meeting as per Standing Order 5j v)



26/25 c) vi

Perton Parish Council

Terms of Reference – Working Party

The objective of a Working Party is to assist the Parish Council in overseeing specific projects.

1. Membership of the Working Party

- a) Members of the committee will be decided at the time of the Working Party appointment, but it must contain at least 3 Councillors
- b) The quorum of the committee shall be a minimum of at least 3 councillors

2. The role of the Working Party

- a) To undertake issues as directed by the Council.
- b) To be task specific and time limited.
- c) To examine an issue in detail, read reports and related materials, examine options, get advice for the Council.
- d) To act as experts and /or liaise with experts.
- e) To make recommendations to Full Council.
- f) To explain the recommendations, reasons to Full Council.
- g) To answer questions from the Council.
- h) The working party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision.
- i) No monies or funding to be spent or committed without delegated authority from Full Council.

3. Operation of the Working Party

- a) A working party will have no budget.
- b) The leader of the working party to be appointed by the working party members.
- c) Prepare notes for meetings of Full Council to report on any activity and progress
- d) A working party do not meet in public, therefore standing orders are not applicable, although the Code of Conduct still applies.
- e) To examine options and make recommendations to the Council.
- f) All members of council are to be informed of any meetings of any working party; and are able to attend and ask for any relevant Working Party documentation.

4. Review

These Terms of Reference are to be reviewed annually at the Annual Parish meeting as per Standing Order 5j v)

Adopted: October 2018

Reviewed/Revised: June 2025

Next review: May 2026

Committee: Full Council

27/25 a)

Staffordshire Playing Fields Association



Affiliated to Fields in Trust (formerly the National Playing Fields Association)
REGISTERED CHARITY NUMBER 522816

E-mail: staffspfa.treasurer@gmail.com Web: staffsplayingfieldsassociation.com

Staffordshire Playing Fields Association (SPFA) was formed in 1927 and raised £3,249 from the County of Staffordshire in conjunction with a nationwide appeal to set up the National Playing Fields Association (which is now Fields in Trust). The First AGM noted that Staffordshire was badly in need of playing fields.

SPFA can:

- Advise and assist in the provision of playing fields, sports facilities and play spaces and encourage their use within Staffordshire.
- Co-operate in saving threatened recreational facilities.
- Examine projects seeking grant facilities and direct applicants to possible potential sources for funding.
- Co-operate with local authorities in the County and other bodies to promote the safe use of play.

SPFA may:

- Be able to help members who join the Association to provide loans for projects to provide, improve or maintain sports facilities. Applications from Sports Clubs, Parish Councils, Children's Play Associations and other charitable organisations throughout Staffordshire are invited to apply.
- Loans are spread over 5 years with annual equal repayments paid each year and interest is charged as follows:
0% Year 1; 1% Year 2; 3% Year 3 ; 4% Years 4 and 5

SPFA will:

- Encourage landowners who own playing fields, sports facilities and parks to protect them from the ever increasing threat of housing and other developments following the Government's plan to limit the powers of Local Authorities' Planning Departments by advising on the need to enter into a Declaration of Trust, to protect land in perpetuity.
<https://fieldsintrust.org/landowners/protect-your-park>

SPFA is here to help. Why not contact us by email at
staffspfa.treasurer@gmail.com



28/25 c)

FLOODING MEETING SSDC. 27/05/25

Andrew Brett andrew.brett@staffordshire.gov.uk. Principal Flood Risk team leader for South Staffs and the Black Country

Ed Ruane Severn Trent Stakeholder Engagement Manager

Andrew did most of the explanations.

1. Weather patterns are changing. Jan-June as expected, July – September excessive.
2. Website for flooding can calculate your risk. www.fairflood.org. **What my risk is? Put in postcode.**
3. Flood risks generally up 8%, has 6x more effect on mental health.
4. Costs to homes average £33,600.
5. PERTON £997,927 to spend before 2028. 103 properties affected. Check the www.fairflood.org. Riparian rights, landowners can be sued but costly, prefer working with. PHD students involved in modelling solutions for Perton.

Ed Ruane

1. ST responsible for wastewater, rain water, clean water.
2. Capacity is being increased at Trescott works. New monitors are needed.
3. ST is not a statutory consultee for new housing. Parishes and District Councils need to ensure new developments are monitored for capacity and developers should do those works. Watch for comments on planning applications.
4. Councillors can direct enquiries by emailing cllr.enquiries@seventrent.co.uk.
5. ST aiming for Fast In Slow Out for surface water.
6. Farmers can improve land through Farming Protected Landscape Fund.
7. Farmers and house owners can check ownership through **Do I own my own ditch?**
8. Trees that are preventing floods should be subject to tree protection orders.
9. More soak aways should be used for houses.
10. Would Parishes like a tour of a pumping station? This can be arranged with him.
11. I raised discharge in Perton is containing detritus which is unpleasant and causing health hazard.

Highways were not present at this meeting but we need to raise awareness with them for gully cleaning. I raised the road drainage and flooding into neighbouring communities, Codsall, Bilbrook, Pattingham, Trescott and Trescott Ford.

Andrew

Important new project as cameras have been installed at many locations. There will be 40,000 new Variable Message Signs [VMS] installed in flooding areas. We must get used to floods and these will provide warning of floods. They will automatically switch off when floods recede. This will mean police notices will no longer be needed. [I suspect insurance companies will not pay out for cars if the warnings are in place].

Penny Allen

29/05/25

From: Ryan Taylor <R.Taylor2@sstaffs.gov.uk>
Sent: 13 May 2025 16:06
To: Group Mail Parish Clerks
Cc: Annette Roberts; Mark Jenkinson; Councillor David Williams
Subject: Zellar - carbon reporting software

Follow Up Flag: Follow up
Flag Status: Flagged

Afternoon parish clerks – I hope you're all well?

As part of our outreach work around climate / sustainability issues, we have recently started working with a software provider called Zellar - an online software tool that helps organisations to understand their carbon footprint and develop tailored decarbonisation plans. Further information can be found on their website below:-

[Zellar](#)

Through an allocation of UKSPF funding, South Staffordshire Council have purchased several licences for our partners to use during 2025-26 and we'd like to invite parish councils to get involved in this project. We are offering each parish council in the district an opportunity to use Zellar free for a year and kickstart your own plans for net zero. I promise that it's an easy piece of software to use!

Zellar will report on the energy usage of your buildings etc. measure the impact of your work in the parishes, develop plans to reduce carbon emissions and could also help you to save money. The reporting features within Zellar will track district wide progress and support our wider plans to drive positive sustainable change in South Staffordshire.

In the first instance, please do email me with any questions and / or to express an interest in this project. From there we can get individual users set up and book in a mini briefing session.

I hope this is ok and look forward to working with you.

Regards
Ryan

Ryan Taylor

Street Scene Performance & Climate Change Manager
Street Scene
South Staffordshire Council

Tel: 07980 941426
www.sstaffs.gov.uk



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