



PERTON PARISH COUNCIL

7th May 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, 13th May 2024 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)

Introduction from Chief Inspector Tim Norbury, Staffordshire Police

01/24 Election of the Chairman for the term 2024/25

02/24 Signing of Chairmans Declaration of Acceptance of Office

03/24 Election of the Vice Chairman for the term 2024/25

04/24 Apologies for Absence

05/24 Declaration of Interest

- a) 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.
- b) Reminder to all councillors to regularly check their Disclosable Pecuniary Interest Declaration.

06/24 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)

07/24 To receive for information the following report:

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

08/24 To agree membership and Chairman of the following committees/working parties:

- a) Management (6 plus 2 Ex-officio Members)
- b) Finance (5 plus 2 Ex-officio Members)
- c) Human Resources (9) – management
- d) Planning (5 plus 2 Ex-officio Members)
- e) Allotment (4 plus 2 Ex-officio Members)

- f) Youth working party
- g) Pavilion & Playing Fields working Party
- h) War Memorial working party
- i) Health & Safety working party - To consider merging with Management Committee

09/24 To agree HSBC bank account signatories

10/24 Minutes

- a) To approve minutes of the Parish Council meeting held on 8th April 2024
- b) To receive for information draft minutes or notes from the following committees/working parties:
 - i. Allotment Committee on 25th April 2024
 - ii. Finance meeting held on 7th May 2024

11/24 Finance

- a) To approve list of Payments for April 2024
- b) To receive the Cash Book to date for information
- c) To receive the Income Statement to date for information
- d) To receive the Expenditure and Budget to date for information
- e) To consider annual subscription to SLCC £357
- f) To consider annual subscription to Staffordshire Parish Councils' Association £929
- g) To consider Health & Safety online training £145
- h) To consider support for an Easter egg hunt 2025
- i) To consider purchase of 12 new litter pickers £32.46

12/24 To review the following documents:

- a) Standing Orders - previously distributed no amendments
- b) Financial Regulations - previously distributed, no amendments
- c) Governance Framework - previously distributed, no amendments
- d) Risk Management - previously distributed, no amendments
- e) Freedom of Information Act 2000 Publication Scheme – revised document
- f) Asset Register for 2024-25 – revised document
- g) Member – Officer protocol – New policy

13/24 Audit

- a) To receive Internal Auditors report
- b) To approve accounts for year ending 31st March 2024
- c) To approve Annual Governance Statement
- d) To approve Annual Accounting Statement
- e) To agree dates for notice of appointment for the exercise of public rights

14/24 Legionella Management - To confirm Duty Holder and Responsible Person

15/24 Allotment Site

- a) To review the changes made to the rule book
- b) To consider purchase of notice board £240 + vat
- c) To consider purchase of a suggestion box £27.49 + vat

16/24 War Memorial - To consider the following recommendations

- a) Explore options for power for the PA equipment for the remembrance service
- b) To consider the option for having an image of the Standard Bearer Statue on a separate memorial
- c) To consider applying for a grant from the War Memorials Trust
- d) To update on Prinses Irene Memorial Garden

17/24 Speed Indicator Device - To consider the options and costs

18/24 Childrens Play Area To discuss options for damaged spinner

19/24 Civic Centre

- a) Update on the Solar Panel installation
- b) To consider cost of roof repairs £11,500 + vat
- c) To consider further investigation for electric radiators to replace gas heating

- f) Youth working party
- g) Pavilion & Playing Fields working Party
- h) War Memorial working party
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- b) To consider cost of roof repairs £11,500 + vat
- c) To consider further investigation for electric radiators to replace gas heating

20/24 Staffordshire County Council

- a) To receive for information written report from the County Councillor
- b) To receive an update on discussion with Severn Trent

21/24 South Staffordshire Council

- a) To receive for information written reports from District Councillors
- b) To consider a response to the Local Plan consultation
- c) To consider grass cutting of open space at the rear of Melrose Drive
- d) To discuss vehicle access to grass area around the upper lake
- e) Planning Applications:

Applications for consideration previously distributed:

Application no.: 24/00338/FULHH

Location: 2 Penda Grove, Perton, WV6 7NW

Proposed: single storey rear extension for disabled resident

Application no.: 24/00273/FULHH

Location: 147 Richmond Drive, Perton, WV6 7UQ

Proposed: single storey rear extension

Planning Applications returned since last meeting:

Application no.: 24/00165/OFFRES

Location: 1 The Courtyard, Jenny Walkers Lane, Perton, WV6 7HB

Proposed: Change of use from office to residential dwelling

Comments: Perton Parish Council raised no objections to this proposal

Application no.: 24/00267/BUHOEX

Location: Peppers Prospect, County Lane, Kingswood, WV7 3AS

Proposed: Additional storey

Comments: Perton Parish Council raised no objections to this proposal

22/24 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 10th June 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.

23/24 Civic Centre Full time Caretaker/Handyman Vacancy

- a) To consider vacancy job description and remuneration
- b) To agree timescale for advertising
- c) To agree interview process

24/24 Civic Centre relief Caretaker Vacancy

- a) To consider vacancy job description and remuneration
- b) To agree timescale for advertising
- c) To agree interview process

25/24 - CiLCA – to receive an update

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.

COMMITTEE MEMBERS 2023/2024

08/24.

<p><u>MANAGEMENT</u> (6 plus 2 ex-officio) Cllr Mrs P Allen Cllr N Caine Cllr P Davis (ex-officio PC Vice Chairman) Cllr K Elder Cllr C Evans Cllr D Glynn (ex-officio PC Chairman) Cllr Mrs R Heseltine Chairman Cllr Mrs A James Cllr Mrs B Walters</p>	<p><u>FINANCE</u> (5 plus 2 ex-officio) Cllr Mrs P Allen Cllr N Caine Cllr P Davis (Ex-officio PC Vice Chairman) Cllr D Glynn, (ex-officio PC Chairman) Chairman Cllr Mrs R Heseltine Cllr S Payne Cllr C Rathbone</p>
<p><u>HR COMMITTEE</u> (7 plus 2 ex-officio) Cllr Mrs P Allen Cllr Mrs S Beardsmore Cllr P Davis (ex-officio PC Vice Chairman) Cllr K Elder Cllr D Glynn (ex-officio PC Chairman) Cllr Mrs R Heseltine Cllr J Turner Cllr Mrs B Walters Chairman</p>	<p><u>PLANNING</u> (5 plus 2 ex-officio) Cllr Mrs P Allen Cllr N Caine Cllr P Davis (ex-officio PC Vice Chairman) Cllr K Elder Chairman Cllr Mrs J Evans Cllr D Glynn (ex-officio PC Chairman) Cllr Mrs A James Cllr C Rathbone</p>
<p><u>ALLOTMENT</u> (4 plus 2 ex-officio) Cllr P Davis (ex-officio PC Vice Chairman) Chairman Cllr K Elder Cllr D Glynn (ex-officio PC Chairman) Cllr Mrs R Heseltine Cllr C Rathbone Up to 3 residents permitted to be members</p>	<p><u>YOUTH WORKING PARTY</u> Cllr Mrs P Allen Cllr K Elder Cllr Mrs J Evans Cllr D Glynn Cllr J Sargent Cllr B Walters PCSO A Tooth</p>
<p><u>PERTON PLAYING FIELDS WORKING PARTY</u> Cllr Mrs P Allen Cllr P E Davis Cllr K Elder Cllr Mrs J Evans</p>	<p><u>WAR MEMORIAL WORKING PARTY</u> Cllr K Elder Cllr D Glynn Cllr Mrs R Heseltine Cllr C Rathbone Cllr Mrs P Allen</p>
<p><u>HEALTH & SAFETY WORKING PARTY</u> Cllr Mrs P Allen Cllr Mrs S Beardsmore Cllr K Elder Cllr D Glynn Cllr Mrs R Heseltine Cllr Mrs B Walters (Chairman)</p>	<p><u>BKV WORKING PARTY</u> Cllr P Allen Cllr P Davis Cllr K Elder Cllr Mrs J Evans Cllr Mrs R Heseltine</p>
<p>09/24</p>	<p><u>SIGNATORIES FOR CHEQUES</u> (6 plus Parish Clerk) Cllr Mrs P Allen Cllr N Caine Cllr P Davis Cllr K Elder Cllr D Glynn Cllr Mrs R Heseltine Mrs R Hodgetts (Parish Clerk)</p>

Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 8th April 2024, 7.00pm

PRESENT:

Councillors Mrs P Allen, Mrs S Beardsmore, N Caine, K Elder, C Evans, D Glynn (Chairman), Mrs R Heseltine, S Payne, C Rathbone, and J Turner

Parish Clerk Mrs B Hodgetts
Assistant Parish Clerk Mrs L Higgins

Also in attendance:
3 members of public

194/23 PUBLIC OPEN SESSION

A resident brought the condition of the paths to the attention of the parish council, especially Dippons Lane, and the path from Gainsborough Drive to Peverill Road. The resident was informed that there are two authorities that manage the footpaths.

The District Councillors will take these matters to the District Council and ask for them to be added to the street scene additional maintenance schedule. The resident will also contact the District Council with their concerns.

A service update was given by James Green, Staffordshire Fire & Rescue Service (FARS).

There are five on-call stations in South Staffordshire. To ensure quick mobilisation recruits need to live or work within 5 minutes of the station. It is difficult to recruit but they have been working very hard as they don't want to rely on over the border services if necessary. In March Wombourne was available 97% of the time, with 16 firefighters. Unfortunately Codsall was available 50% which they want to get up to 70 - 80%.

FARS are trialling the Roving Resource Project which uses the budget that would be used for cross border support and they recruited full time personnel to support at the weekends and this has improved morale.

A survey in December 2022-23 837 incidents and 24 accidental dwelling fires. This highlighted that South Staffordshire had the highest number of road traffic collisions (124). They are working with partners to try and reduce this.

There were some issues of secondary fires. The prevent team have been working with the local authority and there have been no reports since November 2023.

National Fire Chief Councils Dwelling Risk Model Tool – analyse data and circumstances of dwelling fires across the UK and tries to identify trends and patterns that make people more susceptible to house fires. This can then be used with local data and enables resources to be targeted. Within the Codsall area (this included Perton) there are 563 properties that are deemed very high risk. The aim is to visit all the properties.

In 2022 trial Falls Response Team - Commissioned by the Staffordshire & Stoke on Trent Integrated Care Board. Where there are residents that have had a fall at home but aren't deemed clinically injured FARS will attend within 2 hours to lift the occupant and make an assessment. This is hopefully ensuring that residents aren't lying on the floor waiting for an ambulance. This service is only being trialled in Stoke at present.

December 2023 – Home from Hospital Service. FARS will return patients to their home and make sure they are safe and supported.

7.30pm Suspend Standing Order 3f to allow further discussion

Maggie Quinn - South Staffordshire Council, Community Wellbeing and Partnership Officer

An update on the Locality Enabler role was given by Maggie Quinn Community Wellbeing and Partnership Officer for South Staffordshire Council.

There are two new locality enablers who cover the whole district, covering Digital Inclusion and Community Engagement.

Locality Enablers enable Parish Councils to have discussions with partners and assist with three tier working. Ward walks with members to discuss specific issues and develop individual action plans

Funding – there is £351,000 on offer to tackle things like health inequalities, rural isolation and community support across the district.

The Parish Council can promote the Community Safety Newsletter. There is currently a safety survey looking at how safe people feel in South Staffordshire.

The Community Safety Plan is being refreshed for year two, 2024-25. Working in partnership with partners, the priorities being cross border crime, serious violence specifically focusing on domestic abuse and violence against women and girls, anti-social behaviour, perception v's reality and also rural crime which has seen an increase. Fraud is a national issue especially online. Road safety, community cohesion, drug use and health and wellbeing.

Several questions were raised:

- What proportion of the road traffic accidents are caused by pot holes.
- Can we be informed of the road traffic accident debate
- Use of Jenny Walkers Lane, the Police are very reluctant to redirect traffic when the exit onto the A41 is blocked on Wrottesley Park Road.
- Interested in the accident data for bike and motor bikes
- Localities breakdown for the 563 properties that are deemed very high risk by FARS

Standing orders re-instated.

195/23 APOLOGIES FOR ABSENCE

Apologies received from Councillors P Davis (Vice-Chairman), Mrs J Evans, Mrs A James, J Sargent and Mrs B Walters

196/23 REPORTS – received for information

- a) PCSO A Tooth has notified the Clerk that the new Chief Inspector has taken the decision that PCSO's can only send a report and attend a Parish Council meeting every quarter. **Resolved** to contact the Chief Inspector to expressing the council's concern.
- b) Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website.

197/23 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

200/23 a) Payments for approval 5279 & 5282 – Cllr N Caine

200/23 e) May Day Carnival – Cllrs Mrs P Allen, Mrs R Heseltine and Mrs B Walters

202/23 b) ii Lakeside Community Church LTA - Cllr N Caine

198/23 REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

No requests received.

199/23 MINUTES

- a) **Resolved** that the minutes of the Parish Council Meeting held on 11th March 2024 were a true and correct record.
- b) Noted for information the draft minutes of the following committees/working parties:
 - i. Pavilion & Playing Fields working party held on 12th March 2024
 - ii. Allotment Committee meeting held on 27th March 2024
 - iii. Finance Committee meeting held on 4th April 2024

200/23 FINANCE

a) Paid Expenditure Transactions between paid between 01/03/24 and 31/03/24.

Resolved payments approved.

Payment Reference	Date Paid	Tn no	Gross	Details
DD ASH02	01/03/24	5277	£251.94	ASH Waste Services Ltd Waste & Recycling Collection
Bacs AE02	06/03/24	5278	£84.00	Acquiesce Environmental Compliance Ltd Legionella Monitoring
Bacs	06/03/24	5279	£90.00	B Osagie Pavilion - Cleaning
Bacs	06/03/24	5280	£49.99	Amazon A4 Clip Frames x10
Bacs KL02	06/03/24	5281	£60.00	Kalidescope Move management of domain name
Bacs GC02	06/03/24	5282	£54.00	N P Caine Playing Fields - Grass Cutting
DD	06/03/24	5283	£12.65	Brightpay Connect Monthly Subscription
DD PF-	07/03/24	5284	£62.00	Waterplus Pavilion - Water Charges
DD Ricoh	08/03/24	5285	£175.71	Ricoh Rental Charges and copies : 01/03/24 - 31/05/24
Bacs	11/03/24	5286	£250.80	Brightpay Payroll Software Annual Subscription
Bacs FCL02	11/03/24	5287	£24,000.00	Fairways Contracting Limited Allotment Works
DD PF-	12/03/24	5288	£645.29	Opus Energy Limited Pavilion - Electricity Charges
Bacs RH-	13/03/24	5289	£10.59	Amazon A4 Window Envelopes
DD CC-	13/03/24	5290	£40.31	Waterplus Civic Centre - Water Charges
Bacs PEN02	15/03/24	5291	£3,453.57	Staffordshire County Pension Fund February
Bacs IR02	15/03/24	5292	£3,373.40	Inland Revenue Tax & NI - February
DD BT02	18/03/24	5293	£103.66	British Telecom Telephone & Broadband
DD GAS02	18/03/24	5294	£871.42	Total Energies Gas & Power Ltd Gas Charges - February
Bacs MSO	20/03/24	5295	£1,503.36	Communicate BetterMSOffice365 Business Annual Subscription
Bacs	20/03/24	5296	£161.12	Zurich Municipal Policy Update Payment
DD WATER03	20/03/24	5297	£208.15	Everflow Limited Civic Centre & Pavilion Water Charges
CHG HSBC03	21/03/24	5298	£5.80	HSBC UK Bank Charges
Bacs TLC03	21/03/24	5299	£33.47	TLC (Southern) Limited Replacement Heating Thermostat
DD ELEC02	22/03/24	5300	£848.60	Total Energies Gas & Power Ltd Electricity Charges - February
Bacs TW03	25/03/24	5301	£172.20	Turfworld Limited Gravel for Allotments
Bacs FCL03	25/03/24	5302	£22,542.00	Fairways Contracting Limited Allotment Works - Final Payment
Bacs AE03	25/03/24	5303	£84.00	Acquiesce Environmental Compliance Ltd Legionella Monitoring
Bacs SSDC03	25/03/24	5304	£2,000.00	South Staffordshire Council Overpayment of s106
Bacs SCC	25/03/24	5305	£750.00	Stafford shire County Council Fire Risk Assessment
Bacs UTS03	25/03/24	5306	£216.00	Ultimate Temperature Solutions Ltd- Boiler Service
Bacs SGS03	26/03/24	5307	£264.00	S G S Systems Limited Intruder Alarm - Dualcom Installation
Credit Card	27/03/24	5308	£74.99	Norton Virus Protection Annual Subscription
Credit Card	27/03/24	5309	£419.99	E Catering Drinks Fridge for Bar
Bacs LP03	27/03/24	5310	£453.00	Lighthouse Photography Councillor Photographs
Bacs	28/03/24	5311	£12,123.53	Salaries - March
Bacs DTE03	28/03/24	5312	£112.32	Down to Earth Play Area Grass Cutting
PettyCashTop	27/03/24	5313	£31.01	Home & Motorsave Various Maintenance Items
PettyCashTop	27/03/24	5314	£10.29	Sainsbury's Refreshments
PettyCashTop	27/03/24	5315	£8.27	Martyns Descaler for Bar Glass Washer
PettyCashTop	27/03/24	5316	£21.97	Just Keys Ltd Bar Key Copies
Total			£75,633.40	

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.

Councillors Mrs P Allen and Mrs R Heseltine left the meeting

- e) Perton Carnival request for concessionary room hire for the event on 6th May 2024 **Resolved** to approve use of the Civic Centre free of charge

Councillors Mrs P Allen and Mrs R Heseltine rejoined the meeting

- f) Purchase of D Day flag – **Resolved** to purchase a 5' x 3' flag, Clerk to research the most cost effective up to the value of £28.80.

201/23 PAVILION AND PLAYING FIELDS

- a) To defer an update to the next meeting. The minutes circulated for the 12th March show the current position.
- b) An update on funding opportunities was presented. Pursuing a health inequalities fund bid but it is complicated. Until the decision on the levelling up fund has been received it is difficult to follow on with the next phase.

New information received allows sports pavilions to reclaim VAT from 2023. This will lower the amount requested from the levelling up fund and also reduce the Parish Councils contribution. The request from the fund is now £3,650 which is 70% of the lowest quote.

The council expressed its frustration at the delay for a decision. All paperwork was submitted on time but there were delays at the District Council. The clerk informed the council that the frustration had been expressed at a Clerks Microsoft Teams meeting.

202/23 CIVIC CENTRE

- a) Solar panels - An update was given by the Clerk. The electrical inspection has been carried out and the contractor is waiting for DNO approval which should be no later than 3rd April. The Clerk has confirmed that the funding will still be available in the new financial year.

Councillor N Caine left the meeting

- b) Three Year Long Term Agreements for room hire
 - I. Harlequin - **Resolved** to approve
 - II. Lakeside Community Church - **Resolved** to approve

Councillor N Caine rejoined the meeting

203/23 ALLOTMENTS

- a) An update on the allotments was given. 69 out of 82 have paid their rent fees and handed in their paperwork. Tenants were allowed onto the site from Friday 29th March 2023. Plot 59 required remedial work to allow better drainage as it was water logged. There are approximately 10 on the waiting list.
- b) The implications for the council should it insist that plot holders have insurance was discussed. The Parish Council risks having liability for uncovered claims if it makes it mandatory for the plot holders to take out insurance with the NSALG. Plot holders could make use of the NSALG scheme should they wish. All communal areas are covered by the Parish Council insurance. **Resolved** to remove the compulsory requirement for liability insurance for all plot holders.
- c) There was discussion on the best way to manage the site on a day to day basis. **Resolved** Clerk to take advice on the best way forward.

204/23 HEALTH & SAFETY

- a) Update – no update available as Councillor Mrs B Walters was not present.
- b) Key Performance Indicators - Defer to the next meeting
- c) Staffordshire County Council annual Service Level Agreement for Health, Safety and Wellbeing service. **Resolved** to renew the agreement for 2024-25 at a cost of £1,500

205/23 CITIZEN OF THE YEAR

Only one application was received this year but it was unanimously agreed they were a very worthy winner. **Resolved** that the winner of Citizen of the Year 2024 is the resident who has helped bring more football to Perton Playing Fields, especially girls teams and has spent considerable time and money on organising the teams and pitches.

206/23 - STAFFORDSHIRE COUNTY COUNCIL

- a) No report received from the County Councillor.
- b) The proposed safety works scheduled for Wrottesley Park Road have been delayed and the overall cost has increased from £3,500 to £7,700. County Highways have asked if the parish would be willing to contribute a further £1,500 to the project. **Resolved** to agree a total of £5,000 contribution.
- c) Severn Trent – Unfortunately the Chief Executive has not been contacted yet.

207/23 - SOUTH STAFFORDSHIRE COUNCIL

- a) District Council written report presented from Cllrs Mrs P Allen, C Evans and Mrs R Heseltine. The reports were noted for information. Reports are available on the Parish Council website.
- b) Consideration was given to contributing 50% match funding with the District Council towards the cost of speed impact devices. The 50% contribution would be £1,350, plus the costs of a section 50 Licence costing £385 and a section 171 license costing £372 per pole installation. **Resolved** to look at the cost of providing our own which would give greater control.
- c) A presentation on additional street works was given.
- d) Planning Applications:

Applications for consideration previously distributed:

Application no. : 24/00220/FULHH

Location: Highcroft, Holyhead Road, Kingswood, WV7 3AN

Proposed: double storey side and single storey rear extensions

Comments: Perton Parish Council query whether this is an overdevelopment, but will be guided by the District Council and support their recommendations on this proposal.

Application no. : 24/00228/FULHH

Location: 3 Raglan Avenue , Perton, WV6 7RZ

Proposed: single storey side extension to the rear to provide ground floor bedroom and shower room

Comments: The Parish Council raised no objections to this application

208/23 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council - 8th April 2024

Annual Parish Meeting - 22nd April 2024

Meeting closed at 8.45pm

Signed
Chairman

Date:

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/03/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

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

RECEIPTS	Net	Vat	Gross
Parish Council	£259,018.69	£0.00	£259,018.69
Civic Centre	£89,196.59	£0.00	£89,196.59
Allotments	£99,287.92	£0.00	£99,287.92
Pavilion & Playing Fields	£2,866.49	£0.00	£2,866.49
Total Receipts	£450,369.69	£0.00	£450,369.69

PAYMENTS	Net	Vat	Gross
Parish Council	£194,773.03	£4,553.86	£199,326.89
Civic Centre	£137,159.13	£6,817.81	£143,976.94
Allotments	£86,508.07	£16,904.23	£103,412.30
Pavilion & Playing Fields	£5,742.60	£468.81	£6,211.41
Total Payments	£424,182.83	£28,744.71	£452,927.54

Closing

Ordinary Accounts

Co-operative Bank	£0.00
HSBC Current Account	£8,153.66
Petty Cash Account	£250.00
Public Sector Deposit Fund	£161,000.00
	£169,403.66
Total	£169,403.66

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

Co-operative Bank	£0.00
HSBC Current Account	£8,153.66
Petty Cash Account	£250.00
Public Sector Deposit Fund	£161,000.00
Total	£169,403.66

Minutes of the Allotment Committee meeting of Perton Parish Council Held at Perton Civic Centre Thursday 25th April 2024 at 6pm

Date of meeting rearranged from Wednesday 24th April for personal reasons.

Present:

Councillors – P Davis (Chairman), Mrs R Heseltine, K Elder and D Glynn

Residents - Mrs S Horrobin, J Powell, R Snape

Other: Mrs B Hodgetts (Parish Clerk)

A24/23 - APOLOGIES FOR ABSENCE

No apologies received.

A25/23 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declaration of disclosable pecuniary and other interests received.

A26/23 - MINUTES OF MEETING

Resolved that the minutes of the allotment meeting held on 27th March 2024 having previously been distributed, were signed by the Chairman as a true and correct record.

A27/23 – SITE

a) Management of site

- i. It has been **Resolved** that the current Committee members would monitor on the ground issues until the site is more established.
- ii. It was **Resolved** that the committee would be emailed any structure requests to consider. Plot holders to be considerate on the siting of structures.
- iii. To recommend to Full Council that a suggestion box and notice board be purchased.
- iv. A plot holder has requested to put a bee hotel on the site. **Resolved** to allow this. The resident also asked if they could plant some trees on the spare ground at the rear of the site. **Resolved** that not at this point as it is unclear what will be happening to this section at present.
- v. There is a mound of soil at the edge of the site – at the moment there are no plans for it.

b) Plot holder suggestions:

- I. It was agreed to install a notice board on the exterior of the toilet building . It was **Resolved** that an example shown to the committee should be requested from the Parish Council at a cost of £240 + vat. It was also agreed that a suggestion box should be made available at a cost of £27.49 + vat.
- II. Plot holders have asked if the boundary fence could be used. It was **Resolved** that it could be used for pollinators.
- III. It has been requested that Dogs be allowed on the site. It was **Resolved** that dogs would be allowed as long as they are kept under control.
- IV. Cultivation of plot 59. This plot was very wet and not suitable to rent out. Soakaways have been installed. It was agreed that the plot will be cultivated to assess its suitability in the future and also keep the land under control. There will be no charge for this.

The uncultivated area at the rear of the site may provide further plots. To ask the contractor for a quote when on site.
- V. Compost -The cost from PRO Grow is £125 per bulk bag. This seems expensive. The soil conditioner is currently out of stock.

Clerk to look at the cost of providing manure from the farmer in Bilbrook.

The use of the main track to be used for delivery/drop off of heavy/bulky items only was discussed. It was **Resolved** that the track could be used but no parking. There may be a need to hire a whacker vibrating plate to repair the path periodically.

- VI. The use of compost bays was discussed. Plot holders are putting stones and rubbish in one of the bays which will not rot down. It was **Resolved** to organise a skip to remove this.
- General waste to be taken away from the site by plot holder.
- Some plots have their own compost bin.
- VII. The provision of a community meeting space / building was discussed. **Resolved** to look at this in the future, see how the first 12 months goes.
- Storage for wheelbarrows or communal wheelbarrows was discussed. **Resolved** that this is the responsibility of the plot holder, the Parish Council will not be providing any wheelbarrows.
- VIII. The compost toilet will be available from 1st May. Maintenance and instructions will be made available. Plot holders need to make sure that the toilet is locked when the last person leaves the site. Committee members to be shown the maintenance and use of toilet.
- It was brought to the committee's attention that the gates were locked when there was someone on the site. They were not able to operate the padlock from the inside. **Resolved** the Clerk will look at cutting a panel in the gate to allow access from both sides. Emergency phone numbers to be put on the notice board. Sign to remind people – first person in open the gate and toilet and last to leave, lock the gate and toilet. There is a What's app group for plot holders.

A28/23 – SPEAKERS

It was suggested that a speaker specialising in vegetable growing. Clerk to get further information.

A29/23 – ITEMS FOR NEXT AGENDA

The following suggestions were received:

- a) The site section should always be on the agenda.
- b) The issue of first aid kits was discussed. First aid kits should be the responsibility of the plot holder.
- c) The possibility of a Defib was discussed. There are insulated cabinets and renewable energy ones available but both come at a cost. Clerk to contact the golf club to see if there was the possibility of theirs being accessible.
- d) Installation of renewables.
- e) Additional areas of land that could be used for further plots

A30/23 – DATE AND TIME OF NEXT MEETING

Resolved - Committee meeting to be held on Wednesday 29th May at 5pm

Meeting closed at 7.18pm

Signed
Chairman

Date:

10/24 b ii)

**Minutes of the meeting of Perton Parish Council
Finance Committee meeting held on Tuesday 7th April 2024 at 10.00am**

Meeting cancelled as not quorate.

F93/23 - APOLOGIES FOR ABSENCE

F94/23 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

F95/23 - REQUESTS FOR DISPENSATION

F96/23 - MINUTES OF MEETING

F97/23 - ACCOUNTS PAID

F98/23 - INCOME RECEIVED

F99/23 - BUDGET TO DATE

F100/23 - RECONCILIATIONS

101/23 - DATE AND TIME OF NEXT MEETING

Signed
Chairman

Date:

11/24 a

Paid Expenditure Transactions

paid between 01/04/24 and 30/04/24

Payment Reference	Paid Date	Tn no	Gross	Details
DD ASH03	02/04/24	5309	£319.13	Ash Waste Services General Waste & Recycling Collection
DD Rates04	02/04/24	5310	£1,243.00	South Staffordshire Council Business Rates - April
DD BPayCon03	04/04/24	5311	£12.65	Brightpay Brightpay Connect Monthly Subscript
DD Ricoh -	05/04/24	5312	£175.88	Ricoh Centre - Rental Charges and Copies 01/03/24-31/05/24
Bacs ESPO03	05/04/24	5313	£25.68	ESPO Stationery
Bacs PF Rates	08/04/24	5314	£1,521.95	South Staffordshire Council Pavilion Business Rates 2024/25
Bacs Clean03	09/04/24	5315	£45.00	B Osagie Pavilion - Cleaning
Bacs GC03	09/04/24	5316	£81.00	N P Caine Playing Fields - Grass Cutting
DD PF-	11/04/24	5317	£12.07	Everflow Limited Pavilion - Water
Bacs PEN03	12/04/24	5318	£3,473.72	Staffordshire County Pension Fund - March
Bacs IR03	12/04/24	5319	£3,352.96	Inland Revenue Tax & NI - March
DD PF-ELEC03	12/04/24	5320	£530.76	Opus Energy Limited Pavilion - Electricity
Bacs CM03	15/04/24	5321	£485.00	C Millard Allotment Works
Bacs PRE04	15/04/24	5322	£5.00	Protect Rural England Staffordshire branch - Training - K Elder
Bacs	17/04/24	5323	£242.31	Halls SMS Hand Towels, Toilet Rolls & Centrefeed
Bacs ESPO04	17/04/24	5324	£249.78	ESPO Stationery and Cleaning Products
Bacs CE04	17/04/24	5325	£576.00	Concept Elevators (UK) Ltd Lift Repairs
Bacs	17/04/24	5326	£19.99	Amazon Stationery
DD BT03	17/04/24	5327	£95.42	British Telecom Telephone & Broadband
Bacs EC104	19/04/24	5328	£572.40	Evac Chair International Staff Training - Evac Chair
CHG HSBC04	21/04/24	5329	£19.50	HSBC UK Bank Charges
DD PF-	22/04/24	5330	£225.38	Everflow Limited Pavilion - Water
DD GAS03	22/04/24	5331	£1,046.18	Total Energies Gas & Power Ltd Civic Centre - Gas
DD CC-ELEC03	22/04/24	5332	£857.54	Total Energies Gas & Power Ltd Civic Centre - Electric
DebitCard	23/04/24	5333	£31.60	Sainsbury's Refreshments for Annual Parish Meet
Bacs AE04 Monitoring	24/04/24	5334	£84.00	Acquiesce Environmental Compliance Ltd Legionella
Bacs	26/04/24	5335	£12,061.65	Salaries April
CreditCard	29/04/24	5336	£45.48	R&R Products Ltd Patch Repair for Path
Bacs ECO04	29/04/24	5337	£19,429.74	Ecovision Asset 45% payment for Solar Installation
DebitCard	30/04/24	5338	£5.00	EE Mobile Phone Top Up

Total £46,845.77

11/24 b)

Financial Summary - Cashbook

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

Balances at the start of the year

Ordinary Accounts

Co-operative Bank	£0.00
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	£134,000.90	£0.00	£134,000.90
Civic Centre	£8,054.33	£0.00	£8,054.33
Allotments	£1,406.00	£0.00	£1,406.00
Pavilion & Playing Fields	£145.00	£0.00	£145.00
Total Receipts	<u>£143,606.23</u>	<u>£0.00</u>	<u>£143,606.23</u>

PAYMENTS	Net	Vat	Gross
Parish Council	£30,690.46	£121.95	£30,812.41
Civic Centre	£12,529.38	£602.82	£13,132.20
Allotments	£485.00	£0.00	£485.00
Pavilion & Playing Fields	£2,327.70	£88.46	£2,416.16
Total Payments	<u>£46,032.54</u>	<u>£813.23</u>	<u>£46,845.77</u>

Closing Balances

Ordinary Accounts

Co-operative Bank	£0.00
HSBC Current Account	£114,914.12
Petty Cash Account	£250.00
Public Sector Deposit Fund	£151,000.00
Total	<u>£266,164.12</u>

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Co-operative Bank	£0.00
HSBC Current Account	£114,914.12
Petty Cash Account	£250.00
Public Sector Deposit Fund	£151,000.00
Total	<u>£266,164.12</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

11/24 d)

Comparison between 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
INCOME				
Parish Council				
1	Precept	£248,001.00	£124,000.50	-£124,000.50
2	VAT reclaimed	£5,000.00	£0.00	-£5,000.00
3	Litter - Agency Fee	£3,850.00	£0.00	-£3,850.00
4	Public Sector Deposit Fund Interest	£4,000.00	£751.51	-£3,248.49
5	Events	£100.00	£52.00	-£48.00
6	Funding	£0.00	£0.00	£0.00
7	Miscellaneous	£0.00	£0.00	£0.00
8	Perton Walkers Map	£0.00	£0.00	£0.00
10	Co-op Bank - Community Support	£0.00	£0.00	£0.00
Total Parish Council		£260,951.00	£124,804.01	-£136,146.99
Civic Centre				
51	Bar Commission	£0.00	£0.00	£0.00
52	Bar Charges	£0.00	£0.00	£0.00
53	Deposit - Room Hire (Refundable)	£0.00	£100.00	£100.00
54	Drinks Machine (hot)	£200.00	£82.33	-£117.67
55	Funding	£0.00	£0.00	£0.00
56	Hire of Rooms	£60,000.00	£4,231.50	-£55,768.50
57	Photocopies	£10.00	£0.00	-£10.00
Total Civic Centre		£60,210.00	£4,413.83	-£55,796.17
Allotments				
301	Plot Rent	£1,750.00	£800.00	-£950.00
302	NSALG Membership Fee	£0.00	-£18.00	-£18.00
303	s106 Funding	£0.00	£0.00	£0.00
304	Misc	£0.00	£624.00	£624.00
Total Allotments		£1,750.00	£1,406.00	-£344.00
Pavilion & Playing Fields				
401	Pitch Hire	£2,500.00	£145.00	-£2,355.00
402	Room Hire	£0.00	£0.00	£0.00
403	Scouts Utilities	£500.00	£0.00	-£500.00
404	Funding	£0.00	£0.00	£0.00
Total Pavilion & Playing Fields		£3,000.00	£145.00	-£2,855.00
Total Income		<u>£325,911.00</u>	<u>£130,768.84</u>	<u>-£195,142.16</u>

Financial Budget Comparison

Comparison between 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
EXPENDITURE				
Parish Council				
101	Salaries	£106,310.00	£8,131.38	£98,178.62
102	Litter Salaries	£16,000.00	£1,337.43	£14,662.57
103	Members' Allowances	£14,000.00	£1,166.62	£12,833.38
104	Advertising & Signage	£300.00	£0.00	£300.00
105	Audit	£1,200.00	£0.00	£1,200.00
106	Bus Shelter Maintenance	£2,500.00	£0.00	£2,500.00
107	CCTV - Anders Square	£5,000.00	£0.00	£5,000.00
108	Christmas Decorations	£3,000.00	£0.00	£3,000.00
109	Civic Functions/Civic Sunday	£750.00	£0.00	£750.00
110	Civic Awards	£200.00	£0.00	£200.00
111	Contingency	£15,000.00	£0.00	£15,000.00
112	Events	£6,000.00	£27.25	£5,972.75
113	Flowers tubs & hanging baskets	£3,750.00	£0.00	£3,750.00
114	Graffiti Removal	£100.00	£0.00	£100.00
115	Grants & Donations	£4,000.00	£0.00	£4,000.00
116	H&S Consultancy Services	£2,000.00	£0.00	£2,000.00
117	Insurance Renewal	£2,100.00	£0.00	£2,100.00
118	Litter Supplies	£150.00	£0.00	£150.00
119	Newsletter	£400.00	£0.00	£400.00
120	Notice Boards	£1,000.00	£0.00	£1,000.00
121	Office Equipment	£2,500.00	£63.95	£2,436.05
122	Partnership Working	£5,000.00	£0.00	£5,000.00
123	Photocopier	£650.00	£7.33	£642.67
124	Play Area / Outdoor Activities	£2,000.00	£0.00	£2,000.00
125	Premises Licence Fee	£180.00	£0.00	£180.00
126	Skatepark	£0.00	£0.00	£0.00
127	Staff Training	£2,000.00	£482.00	£1,518.00
128	Stationery & Postage	£500.00	£0.00	£500.00
129	Subscriptions	£1,900.00	£0.00	£1,900.00
130	Telephone & Broadband	£600.00	£44.76	£555.24
131	Website	£300.00	£0.00	£300.00
132	Walkers Map	£0.00	£0.00	£0.00
133	War Memorial Maintenance	£5,000.00	£0.00	£5,000.00
134	*Ringfenced Items*	£81,000.00	£19,429.74	£61,570.26

Financial Budget Comparison

Comparison between 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Actual Net	Balance
Total Parish Council	£285,390.00	£30,690.46	£254,699.54
Civic Centre			
201 Salaries	£105,157.00	£8,252.90	£96,904.10
202 Advertising	£100.00	£0.00	£100.00
203 Automatic Doors	£1,500.00	£0.00	£1,500.00
204 Bank Charges	£150.00	£19.50	£130.50
205 Boilers	£1,000.00	£0.00	£1,000.00
206 CCTV - Civic Centre	£500.00	£0.00	£500.00
207 Consumables	£1,500.00	£394.72	£1,105.28
208 Drinks Machine (Foyer)	£700.00	£0.00	£700.00
209 Electrical Inspection	£200.00	£0.00	£200.00
210 Fire & Security Alarms	£1,500.00	£0.00	£1,500.00
211 Fire Extinguisher Maintenance	£500.00	£0.00	£500.00
212 General Maintenance	£2,000.00	£37.90	£1,962.10
213 Insurance Renewal	£2,100.00	£0.00	£2,100.00
214 Legionella Monitoring	£1,000.00	£70.00	£930.00
215 Lifts	£1,500.00	£480.00	£1,020.00
216 Miscellaneous CC	£500.00	£0.00	£500.00
217 Office Equipment	£500.00	£0.00	£500.00
218 Performing Rights Society & PPL	£1,000.00	£0.00	£1,000.00
219 Photocopier	£600.00	£139.24	£460.76
220 Power (Gas & Electricity)	£18,000.00	£1,586.42	£16,413.58
221 Rates	£15,000.00	£1,243.00	£13,757.00
222 Refreshments	£200.00	£0.00	£200.00
223 Refuse & Hygiene Services	£3,000.00	£265.94	£2,734.06
224 Staff Uniforms	£100.00	£0.00	£100.00
225 Telephone & Broadband	£600.00	£39.76	£560.24
226 Water & Sewerage	£1,500.00	£0.00	£1,500.00
Total Civic Centre	£160,407.00	£12,529.38	£147,877.62
Allotments			
351 NSALG Membership Fee	£60.00	£0.00	£60.00
352 Annual Licence Fee	£500.00	£0.00	£500.00
353 Electric	£0.00	£0.00	£0.00
354 Maintenance	£1,000.00	£0.00	£1,000.00
355 Miscellaneous	£0.00	£0.00	£0.00
356 S106	£0.00	£485.00	-£485.00
357 Water	£1,000.00	£0.00	£1,000.00

Financial Budget Comparison

Comparison between 01/04/24 and 30/04/24 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Actual Net	Balance
Total Allotments	£2,560.00	£485.00	£2,075.00
Pavilion & Playing Fields			
451 Cleaning	£1,170.00	£45.00	£1,125.00
452 Grass Cutting	£1,560.00	£81.00	£1,479.00
453 Line Marking	£1,560.00	£0.00	£1,560.00
454 Insurance	£1,500.00	£0.00	£1,500.00
455 Maintenance	£6,150.00	£0.00	£6,150.00
456 Utilities	£4,000.00	£679.75	£3,320.25
457 Rates	£1,600.00	£1,521.95	£78.05
Total Pavilion & Playing Fields	£17,540.00	£2,327.70	£15,212.30
Total Expenditure	<u>£465,897.00</u>	<u>£46,032.54</u>	<u>£419,864.46</u>
Total Income	£325,911.00	£130,768.84	-£195,142.16
Total Expenditure	£465,897.00	£46,032.54	£419,864.46
Total Net Balance	-£139,986.00	£84,736.30	

11/24 9)

Getting into Health and Safety (18 & 25 September, & 2 October)

Home > Training, Events & Conferences > Getting into Health and Safety (18 & 25 S...

Overview

The aim of this 3-part webinar will be to give you a practical understanding of the following:

Session 1: Wednesday 18 September, 10:00am – 11:30am (1.5 hours, with a 15 minute break)

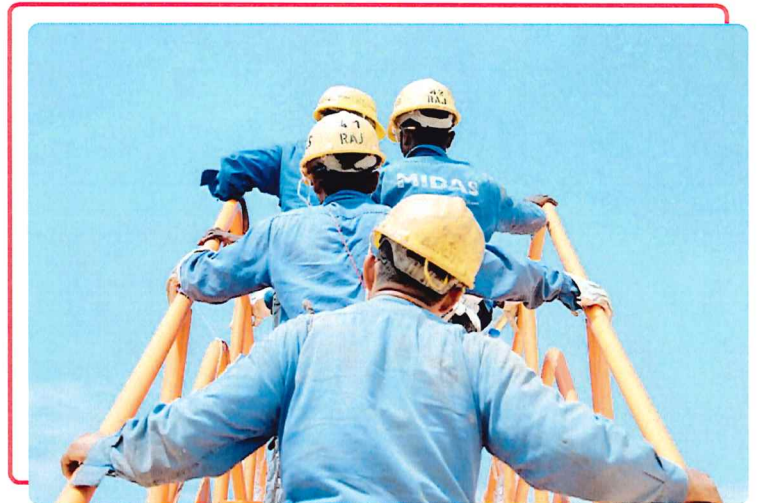
- The key responsibilities and legal position
- Your role in health and safety

Session 2: Wednesday 25 September, 10:00am – 1:00pm (3 hours, with a 30 minute break)

- The principles and purpose of risk assessment
- How to undertake a general risk assessment.
- Contracted work and its safety

Session 3: Wednesday 2 October, 10:00am – 11:30am (1.5 hours, with a 15 minute break)

- The role and benefit of monitoring health and safety
- The importance of incident investigation and basic investigation skills



Please note: Your booking confirmation email will state all sessions as running from 10:00am – 11:30am. However the correct timings are as noted above, and for clarity will be stated again in the joining instructions email you receive prior to the first webinar.

£145.

Book now!

Wednesday 18
September & 2
October, 10:00am –
11:30am; Wednesday

From:
Sent: 25 April 2024 18:18
To: Clerk (Perton Parish Council)
Subject: Easter Egg Hunt

Hi,

Im hoping you can help.

I live in perton and am a teacher. Myself and some other local teacher friends would like to organise a fundraising community Easter Egg hunt in Perton during the next Easter holidays. We would like to do it through a known organisation so that insurance and legalities can be covered. We are hoping to raise funds for a local children's charity (not chosen yet).

Between us we have a lot of experience of creating trails and hunts, and organising events, and risk assessing etc, so wont need much help on that front.

However, we would need to be covered by insurance and we are also looking for an existing map of Perton. We are planning on asking everyone who takes part to sign a disclaimer but still feel we need to be insured.

We hope to advertise within Perton and also find other people who would want to be part of the organising. We just need to make sure we have the basics sorted first.

Would you have any insurance that could cover us to organise and run this, and or do you know where we could find a map to simplify and make our own?

If not, can you suggest another perton organisation that might be able to help us with the above?

Many thanks

Sent from my iPhone

PERTON PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME



1. INTRODUCTION

- 1.1 This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by the Parish Council and will be valid until further notice.
- 1.2 This publication scheme commits the Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by an authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 1.3 The scheme commits an authority to:
- a) Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications in appendix a)
 - b) To specify the information which is held by the authority and falls within the classifications in appendix a)
 - c) Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - d) To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
 - e) To review and update on a regular basis the information the authority makes available under this scheme.
 - f) To produce a scheme of any fees charged for access to information which is made proactively available.
 - g) To make this publication scheme available to the public.
 - h) To publish any dataset held by the authority that has been requested, and any updated version it holds, unless the authority is satisfied that it is not appropriate to do so; the publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11 (5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19 (8) of the Act.

2. CLASSES OF INFORMATION

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- a) Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- b) Information in draft form
- c) Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

- 3.1 The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2 Where it is within the capability of a public authority, information will be provided on the council website www.pertonparishcouncil.gov.uk. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Parish Council will indicate how information can be obtained by other means and provide it by those means.
- 3.3 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 3.4 Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.
- 3.5 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME.

- 4.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified and transparent and kept to a minimum.
- 4.2 Material which is published and accessed on a website will be provided free of charge.
- 4.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 4.4 Charges may be made for actual disbursements incurred such as:
 - a) photocopying
 - b) postage and packaging
 - c) the costs directly incurred as a result of viewing information
- 4.5 Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access

to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

- 4.6 Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.
- 4.7 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. WRITTEN REQUESTS

- 5.1 Information held by the Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. REVIEW

- 6.1 This policy to be reviewed every four year term, or earlier if there are any material or legislation changes,

Adopted – date unknown

Revised:

Next review:

Information available from the Perton Parish Council under the Freedom of Information Act Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 - WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council and its Committees	hard copy and website	10p
Contact details for Parish Clerk and Council members	hard copy and website	10p
Location of Parish Council office and accessibility details	hard copy and website	10p
Staffing structure	hard copy	10p
CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	hard copy and website	10p/page
Finalised budget	hard copy and website	10p/page
Precept request	hard copy and website	10p/page
All items of expenditure above £500	hard copy and website	10p/page
Borrowing Approval letter	N/A	10p/page
Financial Standing Orders and Regulations	hard copy and website	10p/page
Grants given and received	hard copy and website	10p/page
List of current contracts awarded and value of contract	hard copy and website	10p/page
Members' allowances and expenses	hard copy	10p/page

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum			
Annual governance statement in format included in the Annual Return form	hard copy and website		10p/page
Parish Plan	hard copy and website		10p/page
Annual Report to Parish Meeting	hard copy and website		10p/page
Quality status	hard copy and website		10p
Local charters drawn up in accordance with DLUHC's guidelines	N/A		
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	hard copy and website		10p/page
CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions)			
Current and previous council year as a minimum			
Timetable of meetings (Council and any committee/sub committee meetings and parish meetings)	hard copy and website		10p
Agendas of meetings (as above)	hard copy and website		10p
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	hard copy and website		10p
Reports presented to council meetings - exclude material that is properly considered to be exempt from disclosure	hard copy and website		10p/page
Responses to consultation papers	hard copy and website		10p/page
Responses to planning applications	hard copy and website		10p/page
CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)			
Current information only			
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	hard copy and website		10p/page

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and Diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Grievance procedure • Disciplinary procedure • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>hard copy and website (where applicable)</p>	<p>10p/page</p>
<p>Records management, personal data and access to information policies Including information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage policies)</p>	<p>hard copy and website</p>	<p>10p/page</p>
<p>CLASS 6 – LISTS AND REGISTERS</p>		
<p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (in most circumstances existing access provisions will suffice)</p>	<p>hard copy and website</p>	<p>10p/page</p>
<p>Assets Register, including details of public land and building assets</p>	<p>hard copy and website</p>	<p>10p</p>
<p>Disclosure log indicating the information provided in response to a FOIA and EIR requests. These are recommended as good practice.</p>	<p>hard copy and website</p>	<p>10p/page</p>
<p>Register of members' interests</p>	<p>hard copy and website</p>	<p>10p/page</p>
<p>Register of gifts and hospitality</p>	<p>hard copy and website</p>	<p>10p/page</p>
<p>CLASS 7 – THE SERVICES WE OFFER</p>		
<p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
<p>Current information only</p>		
<p>Allotments</p>	<p>Available by inspection</p>	
<p>Burial grounds and closed churchyards</p>	<p>N/A</p>	
<p>Civic Centre</p>	<p>Available by inspection</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Available by inspection</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Available by inspection</p>	

Bus shelters		Available by inspection	
Markets		N/A	
Public conveniences		N/A	
Agency agreements		N/A	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)		N/A	
Walkers Map / Map of Perton		hard copy and website	20p

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Information available online is free to download.	

* the actual cost incurred by the public authority

Contact details:

Mrs R Hodgetts - Clerk to Perton Parish Council
 Perton Civic Centre
 Church Road
 Perton
 South Staffordshire WV6 7UN

email: clerk@pertonparishcouncil.gov.uk

Website: www.pertonparishcouncil.gov.uk

12/24 f)

Fixed assets list

Asset Ref. date	Description	Location	Purchase	Cost	Current Value	Yr Start Value	Insurance Renewal	Previous
Buildings								
101	Civic Centre	Perton Civic Centre	01/01/1986	£2,207,467.00	£2,207,467.00	£2,207,467.00	£3,610,806.63	01/10/23
102	Pavilion	Perton Playing Fields	09/10/2023	£1.00	£1.00	£0.00	£232,308.00	
		Total Values		£2,207,468.00	£2,207,468.00	£2,207,467.00	£3,843,114.63	
Defibrillators								
600	Defibrillators - Insurance Variation		01/01/2000				£9,000.00	
601	Defibrillator and BT Telephone Box	The Parkway, Perton	01/06/2017	£1,506.00	£1,506.00	£1,506.00		
602	Defibrillator	Civic Centre	01/11/2015	£1,330.00	£1,330.00	£1,330.00		
603	Defibrillator	Pavilion	09/10/2023	£1.00	£1.00	£0.00		
		Total Values		£2,837.00	£2,837.00	£2,836.00	£9,000.00	
Gates and Fences								
500	Gates and Fences - Insurance Variation	War Memorial & Play Area	01/01/2000				£5,723.93	
501	Gates / Fencing civic centre	Rear of Building Between Civic Centre and Church	01/03/1997	£1,844.00	£1,844.00	£1,844.00	£2,028.40	
502	War Memorial Fencing and Gate	War Memorial, Anders	01/04/2013	£1,745.00	£1,745.00	£1,745.00		
503	Fencing at Play Area	Play Area, Anders Square	01/08/2008	£1,988.00	£1,988.00	£1,988.00		
		Total Values		£5,577.00	£5,577.00	£5,577.00	£7,752.33	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
General Contents (Including Stock)									
200	200	General Contents - Insurance Variation	Perton Civic Centre	01/01/2000				£87,777.23	
201	201	3 Notice Boards and Leaflet Dispensers	Civic Centre	01/12/2006	£1,100.00	£1,100.00	£1,100.00		
202	202	CCTV	Civic Centre	01/05/2007	£2,301.00	£2,301.00	£2,301.00		
203	203	Christmas Lights / Decorations	Civic Centre	01/12/2007	£1,405.00	£1,405.00	£1,405.00		
204	204	Christmas Lights	Civic Centre	01/10/2005	£9,926.00	£9,926.00	£9,926.00		
205	205	Christmas Lights	Civic Centre	01/11/2017	£488.00	£488.00	£488.00		
206	206	Christmas Lights (Donated)	Civic Centre	01/11/2023	£1.00	£1.00	£1.00		
207	207	12ft Artificial Christmas Tree	Civic Centre	01/01/2013	£215.00	£215.00	£215.00		
208	208	4 x 6ft Artificial Christmas Trees	Civic Centre	01/09/2019	£200.00	£200.00	£200.00		
209	209	42 Folding Tables	Lakeside Hall, Civic Centre	01/11/2002	£2,881.00	£2,881.00	£2,881.00		
210	210	159 Stacking Banqueting Chairs	Lakeside Hall, Civic Centre	01/11/2002	£4,611.00	£4,611.00	£4,611.00		
211	211	110 Aluminium Stacking Banqueting Chairs	Lakeside Hall, Civic Centre	01/09/2011	£5,784.00	£5,784.00	£5,784.00		
212	212	100 Aluminium Stacking Banqueting Chairs	Lakeside Hall, Civic Centre	01/11/2011	£5,231.00	£5,231.00	£5,231.00		
213	213	Sound System	Lakeside Hall, Civic Centre	01/01/2004	£3,007.00	£3,007.00	£3,007.00		
214	214	Stage Lighting Control Equipment	Lakeside Hall, Civic Centre	01/09/2010	£3,722.00	£3,722.00	£3,722.00		
215	215	Stage Curtains	Lakeside Hall, Civic Centre	01/04/2006	£2,224.00	£2,224.00	£2,224.00		
216	216	Curtains and Blackout Blinds	Lakeside Hall, Civic Centre	01/09/2010	£3,419.00	£3,419.00	£3,419.00		

Asset date	Ref.	Description	Location	Purchase	Cost	Current Value	Yr Start Value	Insurance Renewal	Previous
217	217	Floor Scrubber	Civic Centre	01/04/2013	£1,900.00	£1,900.00	£1,900.00		
218	218	Floor Polisher	Civic Centre	01/04/2013	£458.00	£458.00	£458.00		
219	219	6 Tables and 15 Chairs	Airmans Lounge, Civic Centre	01/07/2013	£3,048.00	£3,048.00	£3,048.00		
220	220	Curtains and Blinds	Airmans Lounge, Civic Centre	01/07/2013	£330.00	£330.00	£330.00		
221	221	10 Tables and 20 Plastic Chairs	New Room, Civic Centre	01/01/2000	£1,500.00	£1,500.00	£1,500.00		
222	222	18ft Boardroom Table and 30 Boardroom Chairs	Boardroom, Civic Centre	01/09/1999	£5,827.00	£5,827.00	£5,827.00		
223	223	15 Computer Chairs	Civic Centre	01/01/2000	£900.00	£900.00	£900.00		
224	224	Scaffold Access Tower	Civic Centre	01/03/2011	£1,155.00	£1,155.00	£1,155.00		
225	225	Cutlery / Crockery	Kitchen, Civic Centre	01/01/2000	£680.00	£680.00	£680.00		
226	226	Fridges, Dishwasher, Microwave, Water Boiler	Kitchen, Civic Centre	01/11/2015	£2,851.00	£2,851.00	£2,851.00		
227	227	Chairman's Chain of Office	Civic Centre	01/07/1986	£780.00	£780.00	£780.00		
228	228	Vice Chariman's Medallion	Civic Centre	01/12/1999	£272.00	£272.00	£272.00		
229	229	Glass washer	Civic Centre bar	28/11/2023	£1.00	£1.00	£0.00		
230	230	Enville Ale glasses	Civic Centre bar	22/02/2024	£225.00	£225.00	£0.00		
231	231	Drinks Fridges	Civic Centre bar	01/12/2023	£765.00	£765.00	£0.00		
232	232	Hot drinks vending machines		26/11/2019	£0.00	£0.00	£0.00	£6,490.80	
233	233	Christmas lights	Anders square/south island	15/11/2023	£1,042.56	£1,042.56	£0.00	£1,650.00	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
234	234	Gardening equipment, plant and machinery	Pavilion	23/02/2024	£1.00	£1.00	£1.00	£5,400.00	
235	235	Grass roller	Pavilion	16/02/2024	£275.00	£275.00	£275.00		
Total Values					£68,525.56	£68,525.56	£68,525.56	£101,318.03	
Office Contents									
300	300	Office Contents - Insurance Variation	Civic Centre	01/01/2000				£7,500.80	
301	301	Lap Top - Asst Clerk	Clerk's Office, Civic Centre	01/04/2020	£750.00	£750.00	£750.00		
302	302	Desktop PC - Datastore	Clerk's Office, Civic Centre	01/11/2013	£613.00	£613.00	£613.00		
303	303	Lap Top - Clerk	Clerk's Office, Civic Centre	01/03/2020	£750.00	£750.00	£750.00		
304	304	Desktop PC - Admin Asst.	Admin Office, Civic Centre	01/06/2019	£647.00	£647.00	£647.00		
306	306	Office Furniture - Desks	Clerk's/Admin Office, Civic Centre	01/01/2000	£800.00	£800.00	£800.00		
307	307	Office Furniture - Two Filing Cabinets	Clerk's Office, Civic Centre	01/01/2000	£400.00	£400.00	£400.00		
308	308	3 Office chairs	Clerks office/admin office	15/11/2022	£634.00	£634.00	£634.00		
309	309	Office Furniture - Blinds	Clerk's Office, Civic Centre	01/01/2000	£400.00	£400.00	£400.00		
310	310	Bookcase and cabinet (Donated)	Clerk's Office, Civic Centre	31/03/2024	£1.00	£1.00	£1.00		
311	311	Scanner / Printer	Clerk's Office, Civic Centre	01/04/2021	£293.00	£293.00	£293.00		
312	312	Photocopier (5 year Lease)	Photocopy Store Room, Civic Centre	01/09/2017	£0.00	£0.00	£0.00	£5,000.00	

Asset date	Ref.	Description	Location	Purchase	Cost	Current Value	Yr Start Value	Insurance Renewal	Previous
Play Area (Equipment & Surfaces)									
700	700	Play Area - Insurance Variation		01/08/2008		£5,288.00	£4,653.00	£12,500.80	
				Total Values				£287,476.27	
701	701	Play Area Equipment / Installation	Play Area, Anders Square	01/08/2008	£77,423.00	£77,423.00	£77,423.00		
702	702	Junior Multiplay / Installation	Play Area, Anders Square	01/07/2018	£23,350.00	£23,350.00	£23,350.00		
703	703	Multi-Use Games Area / Installation	MUGA, Anders Square	01/08/2008	£105,081.00	£105,081.00	£105,081.00		
704	704	Outdoor Gym / Installation	Gym Trail, Upper Lake	01/05/2013	£19,912.00	£19,912.00	£19,912.00		
705	705	Sports equipment		20/03/2024	£1.00	£1.00	£0.00	£1,080.00	
				Total Values		£225,767.00	£225,766.00	£288,556.27	
Street Furniture									
400	400	Street Furniture - Insurance Variation		01/01/2000				£96,256.14	
401	401	10 Bus Shelters	The Parkway (Outer), Perton	01/01/2000	£28,430.00	£28,430.00	£28,430.00		
402	402	1 Bus Shelter	Coleridge Drive, Perton	01/01/2007	£5,208.00	£5,208.00	£5,208.00		
403	403	7 Bus Shelters	The parkway (inner) & Gainsborough Drive, Perton	01/12/2015	£20,643.00	£20,643.00	£20,643.00		
404	404	1 Bus Shelter	The Parkway (inner) near Richmond Drive, Perton	01/10/2018	£4,490.00	£4,490.00	£4,490.00		
405	405	1 Noticeboard	The Parkway, Perton	01/06/2013	£1,225.00	£1,225.00	£1,225.00		

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
404	404	1 Bus Shelter	The Parkway (inner) near Richmond Drive, Perton	01/10/2018	£4,490.00	£4,490.00	£4,490.00		
405	405	1 Noticeboard	The Parkway, Perton	01/06/2013	£1,225.00	£1,225.00	£1,225.00		
406	406	3 Notice Boards	The Parkway	01/04/2014	£3,510.00	£3,510.00	£3,510.00		
407	407	2 Noticeboards	Kingswood & Trescott	01/03/2011	£940.00	£940.00	£940.00		
408	408	1 Noticeboard	Anders Square, Perton	01/10/2006	£1,415.00	£1,415.00	£1,415.00		
409	409	2 Village Road maps	The Parkway - North & South Entrances	01/01/2007	£2,264.00	£2,264.00	£2,264.00		
410	410	3 Bench Seats	Play Area, Anders Square	01/12/2008	£1,459.00	£1,459.00	£1,459.00		
411	411	1 Bench Seat	Perton Playing Fields	01/12/2017	£270.00	£270.00	£270.00		
412	412	2 Perton Queen's Diamond Jubilee Road Signs	Traffic Roundabouts, Perton	01/10/2012	£6,060.00	£6,060.00	£6,060.00		
413	413	Playing Fields Bye-Laws Sign	Perton playing Fields	01/07/2008	£832.00	£832.00	£832.00		
414	414	Speed Impact Device	Various Sites, Perton	01/05/2021	£2,625.00	£2,625.00	£2,625.00	£2,974.13	
415	415	Playground / MUGA Signs	Play Area & MUGA, Anders Square	01/11/2008	£742.00	£742.00	£742.00		
416	416	3 Picnic Benches	Green Space next to Play Area	01/07/2021	£1,050.00	£1,050.00	£1,050.00	£2,549.25	
417	417	1 Picnic Bench	Green Space next to Play Area	01/11/2021	£350.00	£350.00	£350.00		

Asset date	Ref.	Description	Location	Purchase	Cost	Current Value	Yr Start Value	Insurance Renewal	Previous
420	420	2 x Wayfinder Signs	The Church at Perton & Children's Play Area, Anders Square	01/07/2021	£1,740.00	£1,740.00	£1,740.00	£1,971.42	
421	421	Bench - Dr Nighthingale	upper lake	28/07/2022	£750.00	£750.00	£0.00		
			Total Values		£84,853.00	£84,853.00	£84,103.00	£103,750.94	
War Memorial									
800	800	War Memorial - Insurance Variation		17/12/2012				£9,161.65	
801	801	War Memorial Boulder	War Memorial, Anders	17/12/2012	£1.00	£1.00	£1.00		
802	802	World War 1 Memorial	War Memorial, Anders	01/10/2014	£1,229.00	£1,229.00	£1,229.00		
803	803	WW1 Centenary Memorial Stone	War Memorial, Anders	01/10/2018	£1,188.00	£1,188.00	£1,188.00		
804	804	Silent Soldier Statue	War Memorial, Anders	01/06/2018	£750.00	£750.00	£750.00		
			Total Values		£3,168.00	£3,168.00	£3,168.00	£9,161.65	
			Grand Total		£2,603,483.56	£2,603,483.56	£2,599,785.00	£4,375,154.65	
			+ assets disposed during year				£659.00		
							£2,600,444.00		

Fixed assets purchased

Purchase	cost
*Perton Pavilion	£1.00
Christmas Lights (Donated)	£1.00
Glass washer	£1.00
Enville Ale glasses	£225.00
Drinks Fridges	£765.00
Christmas lights	£1,042.56
Gardening equipment, plant & machinery – Pavilion	£1.00
Grass roller - Pavilion	£275.00
Bookcase and cabinets (Donated)	£1.00
Defibrillator - Pavilion	£1.00
Sports equipment - Pavilion	£1.00
3 new office chairs	£634
Wooden memorial Bench	£750
Total	£3,698.56

Fixed assets disposed

Desktop PC	£479.00
Office chairs	£180.00
Total	£659

Total asset movement £3,039.56

*Perton Playing Fields Association sub lease to the Trustees was terminated which brought the management of the playing fields and pavilion back to the Parish Council.

PERTON PARISH COUNCIL

COUNCILLOR – OFFICER PROTOCOL



1. INTRODUCTION

- 1.1 The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.
- 1.2 A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.
- 1.3 This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.
- 1.4 The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. Councillor officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships.

- 1.5 This Protocol covers:
- i. The respective roles and responsibilities of the councillors and the officer;
 - ii. Relationships between councillors and officers;
 - iii. Where/who a councillor or an officer should go to if they have concerns;
 - iv. Who is responsible for making decisions.

2. BACKGROUND

- 2.1 This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 2.2 The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.
- 2.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship
- 2.4 Councillors are requested that they do not visit the Parish Office on Mondays unless it is an urgent matter or an appointment is made.
- 2.5 Councillors are asked to make an appointment with the Parish Clerk should they wish to have more than a 'quick' conversation.
- 2.6 Councillors can contact the Assistant Clerk or Admin Officer in the first instance who may be able to help with a query.

3 ROLES OF COUNCILLORS AND OFFICERS

- 3.1 The respective roles of councillors and officers can be summarised as follows:
- i. Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
 - ii. Councillors are responsible to the electorate and serve only for their term of office.
 - iii. Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

4 COUNCILLORS

- 4.1 Councillors have four main areas of responsibility:
- I. To determine council policy and provide community leadership;
 - II. To monitor and review council performance in implementing policies and delivering services;
 - III. To represent the council externally; and
 - IV. To act as advocates for their constituents.
- 4.2 All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.
- 4.3 Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.
- 4.4 In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.
- 4.5 Officers can expect councillors:
- i. to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice

- ii. to act within the policies, practices, processes and conventions established by the council
- iii. to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- iv. to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- v. to treat them fairly and with respect, dignity and courtesy
- vi. to act with integrity, to give support and to respect appropriate confidentiality
- vii. to recognise that officers do not work under the instruction of individual councillors or groups
- viii. not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- ix. to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- x. not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- xi. not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- xii. not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- xiii. to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- xiv. respect the impartiality of officers and do not undermine their role in carrying out their duties
- xv. do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- xvi. do not ask officers to exceed their authority where that authority is given

5. CHAIRS AND VICE CHAIRS OF COUNCIL AND COMMITTEES

- 5.1 Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

6 OFFICERS

- 6.1 The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.
- 6.2 Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.
- 6.3 In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.
- 6.4 Officers must:
- i. implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly

recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.

- ii. work in partnership with councillors in an impartial and professional manner
 - iii. treat councillors fairly and with respect, dignity and courtesy
 - iv. treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
 - v. assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
 - vi. respond to enquiries and complaints in accordance with the council's standards protocol
 - vii. be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
 - viii. act with honesty, respect, dignity and courtesy at all times
 - ix. provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
 - x. not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
 - xi. to act within the policies, practices, processes and conventions established by the council
- 6.5 Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.
- 6.6 In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.
- 6.7 There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

7 THE RELATIONSHIP GENERAL

- 7.1 Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.
- 7.2 At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.
- 7.3 Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively determined course of action.

- 7.4 Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.
- 7.5 A councillor who is unhappy about the actions taken by, or conduct of, an officer should:
- i. avoid personal attacks on, or abuse of, the officer at all times
 - ii. ensure that any criticism is well founded and constructive
 - iii. ensure that any criticism is made in private
 - iv. take up the concern with the chair
- 7.6 Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.
- 7.7 Potential breaches of this Protocol are considered below.

8 EXPECTATIONS

- 8.1 All councillors can expect:
- I. A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
 - II. A working partnership;
 - III. Officers to understand and support respective roles, workloads and pressures;
 - IV. A timely response from officers to enquiries and complaints;
 - V. Officer's professional and impartial advice, not influenced by political views or personal preferences;
 - VI. Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
 - VII. Officers to be aware of and sensitive to the public and political environment locally;
 - VIII. Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
 - IX. Training and development opportunities to help them carry out their role effectively;
 - X. Not to have personal issues raised with them by officers outside the council's agreed procedures;
 - XI. That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.
- 8.2 Officers can expect from councillors:
- i. A working partnership;
 - ii. An understanding of, and support for, respective roles, workloads and pressures;
 - iii. Leadership and direction;
 - iv. Respect, courtesy, integrity and appropriate confidentiality;
 - v. Not to be bullied or to be put under undue pressure;
 - vi. That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
 - vii. That councillors will at all times comply with the council's adopted Code of Conduct.

9 SOME GENERAL PRINCIPLES

- 9.1 Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

- 9.2 Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.
- 9.3 The Proper Officer (usually called the Clerk) is the head of paid services and has a line management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

10 COUNCILLORS ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

- 10.1 Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in
- 10.2 discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.
- 10.3 The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.
- 10.4 The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.
- 10.5 The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.
- 10.6 In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.
- 10.7 For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

11 CORRESPONDENCE

- 10.1 Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.
- 10.2 Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."
- 10.3 Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.
- 10.4 Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant

officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

12 PRESS & MEDIA

- 12.1 Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.
- 12.2 The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.
- 12.3 Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.
- 12.4 The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.
- 12.5 The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.
- 12.6 The LGA has produced useful guidance on the Publicity Code - <https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period>
For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Protocol where there is one in place.

13 IF THINGS GO WRONG

- **Procedure for officers:**
- 13.1 From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.
 - 13.2 The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.
 - 13.3 The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.
 - 13.4 Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

- **Procedure for councillors:**

- 13.5 If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chair and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure

14 REVIEW OF POLICY

- 7.1 This policy to be reviewed at the beginning of each four year term, or earlier if there are material or legislation changes.

Adopted:

Reviewed:

Next review :



15/24 a)

PERTON PARISH COUNCIL

Our ref:

Becky Hodgetts
PARISH CLERK

1st May, 2024

Dear Plotholder,

Trial period for changes in rules

Your annual tenancy agreement starts today. The rent payment you have made takes effect from now for renewal on 30th April 2025.

The 'Pilot Phase' that has been running since 29 March finished yesterday. Thank you for the hard work you have put in to bring the Jubilee Garden Allotments site to life. It was a field at the start of this year! With your help it is now flourishing and become an enjoyable place to be.

The Committee has been pleased to receive your suggestions and has decided to implement all of them on a trial basis. This stops them from becoming formal 'rules' so that we can continue to get your feedback on them. Please also continue to send us suggestions for any more changes and improvements.

The changes for this trial period are laid out below. They temporarily remove rules that are in the Rulebook. Please remember that the rule for Allotmenters Insurance was removed during the Pilot Phase and this means that you must be careful about how you exercise these new changes. They are all entirely at Tenant's responsibility and liability. The Parish Council's Public Liability Insurance does not provide insurance cover for any of these newly permitted activities.

Please make time to read all these changes fully and thoroughly. If there is anything you do not understand, please ask the Clerk to the Council for help with its interpretation.

1) The access gate.

- a) The access gate may be left open during daylight hours.
- b) It is the responsibility of all Tenants to ensure that the gate is locked at night. You must shut the gate if you reasonably believe you are the last one leaving the site.
- c) Please note, the responsibility of Perton Parish Council is limited to provision of a lockable gate, and –
 - i) it accepts no responsibility for the locking of the gate;
 - ii) it excludes liability for any damage or injury caused by or resulting from the gate being left open at any time of the day or night;
 - iii) it advises allotmenters to take out their own insurance against these risks.

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

Telephone (01902) 745971 E-mail: council@pertonparishcouncil.gov.uk
Fax (01902) 747501 Website: www.pertonparishcouncil.gov.uk

2) Cleaning of the compost toilet.

- a) Instructions for use have been placed in the toilet room. It is your responsibility to familiarise yourself with these instructions and with the correct use of the toilet facility and to ensure that your visitors do the same.
- b) Cleaning equipment has been placed in the toilet room. Every user of the toilet is responsible for keeping it clean and leaving it in an acceptable state for the next user.
- c) For the maintenance cleaning out of the composting bin under the toilet, we are asking for volunteers.
 - i) If you are willing to help with this, please put your name on the rota list on the wall in the toilet room.
 - ii) When we know our volunteers, we will organise a training session for you all.
 - iii) The equipment and protective gear will be provided by us.

3) Cultivation permissions.

- a) Plants intended for decoration purposes may be grown on your plot.
- b) If your plot is beside the boundary fence, you may grow plants up it, and where possible please try to plant pollinators.
- c) You are respectfully reminded that the law requires garden allotments to be used primarily for the growing of edible produce. Please keep this in mind in the allocation of space on your plot to decorative plant growing.

4) Personal compost bin.

- a) You may put your own compost bin on your plot for your personal use.
- b) You can put peelings and waste from vegetables and fruits in it but not any other form of food waste.
- c) Please note, as the Tenant Plotholder you are –
 - i) responsible for the appropriate use of compost bins and storage and use of composting materials on your plot;
 - ii) responsible for controlling vermin attracted by composting material;
 - iii) liable for all and any damage or injury caused by or resulting from your compost bin or composting material.

5) Permission for structures.

- a) You are permitted to place a 6' x 4' shed on your plot without requesting prior permission.
- b) You are permitted to place any type of polytunnel on your plot without requesting prior permission.
- c) Please note –
 - i) You are responsible for ensuring secure siting of a structure.
 - ii) You place structures on your plot entirely at your risk and liability.
 - iii) You are responsible for ensuring your plot does not become visually unacceptable to other Plotholders because of the structures on it.
 - iv) Perton Parish Council reserves the right to issue a Removal Notice for unsightly or dangerous structures.

6) Dogs are allowed on the site.

- a) Prior permission is not required.
 - i) Knowledge of which tenants are intending to enjoy this rule change is useful for monitoring success of this trial. Please let the Clerk to the Council know if you intending to start using this rule change. Thank you for your cooperation with this.
- b) Dogs must be kept quiet and under control and must not be allowed to wander unattended around the site.
- c) All dog fouling is to be cleaned up and removed from the site.
- d) Please note –
 - i) As the Tenant Plotholder permitting the dog to be on site you are responsible for the dog in every way and allow the dog to be on site entirely at your risk.
 - ii) These duties apply even if you are not the owner of the dog. You are obliged to ensure that the owner knows the rules and complies with them.
 - iii) Perton Parish Council accepts no liability for any damage or injury or nuisance caused by the dog or resulting from its presence on the site.
 - iv) Perton Parish Council reserves the right to issue a Prohibition Notice to stop entry onto the site of a dog that is involved in any form of nuisance or damage or injury.

7) Use of a vehicle on the central pathway.

- a) This is solely for transporting heavy things to and from your plot.
- b) Use a vehicle that is a sensible size for the path.
- c) Limit the time the vehicle is on the path to what is necessary to move the items.
- d) Please note –
 - i) Vehicular use of the pathway is entirely at the risk and liability of the Tenant even if you are not the owner or keeper of the vehicle that is being used.
 - ii) It is your duty to ensure that the driver of the vehicle acts carefully and responsibly and is properly insured for the activity being undertaken.
 - iii) Perton Parish Council accepts no responsibility for vehicular use of the central pathway and excludes liability for any type of damage or injury to any persons caused by or resulting from its use in this way.

Perton Parish Council and its Allotments Committee hope that this trial period works well and remains keen for your feedback on progress with successful compliance with these changes. We are relying on you all to think about their implementation and to contact the Clerk to the Council immediately if there are any problems arising from them.

Thank you for your cooperation.

Yours faithfully



Becky Hodgetts
Parish Clerk

I checked with Dave at the PC meeting and there has not been a meeting of the War Memorial Working Party

I wrote to the members who put their names forward for the Working Party some months ago and only Dave responded. A date for a meeting was arranged, but did not take place.

I am mindful that time is moving on since the Parish Council first discussed making improvement to our War Memorial. I am also mindful that it is the 80th anniversary of the D Day landings in Europe in June and that it would be timely that we make a decision now in time for any improvements to be completed for Remembrance Sunday 2024.

Over the last 18 months the matter of improving our War Memorial has been discussed on a number of occasions i.e.

- A member of the public proposed improvements.
- Parish Council discussed making improvements at a Precept meeting and agreed a budget for improvements in 2023/24
- A member of the public offered to clean the stone
- The report of the Prinses Irene Regiment visit in November 2023 recommended a Dutch memorial be added to the memorial.

In preparation for the Working Party meeting which did not take place I developed some ideas for improving the War Memorial i.e.

1. I don't believe the black railings need replacing with a surrounding wall. The railings are in good order, provide some protection for the memorial stone and memorial wreaths; and on Remembrance Sunday ensure good visibility.
2. The Steam cleaning by a member of the public has immeasurably improved the look and appearance of the stone memorial as a whole.
3. The proposition that we put in an external electricity supply to power audio equipment for the Remembrance Service would have advantages for any electrical equipment provided by the Church at Perton. But can we justify the expenditure to power equipment one day a year? I suggest we explore an annual arrangement of an extension lead with a neighbouring resident as suggested previously.
4. I have been in touch with the Prinses Irene Regimental Museum Conservator, Hans Sonnemans about a suitable memorial to the Prinses Irene Brigade and he has made the following recommendation:

When I think of a fitting monument, I immediately think of "The Standard Bearer". The original statue was erected in the 1950s as a tribute to the fallen soldiers of the Princess Irene Brigade. It is located in Tilburg, a city in the south of the Netherlands, where the Brigade fought during that time. The veterans' association's magazine, and now also the regiment, is also named "The Standard Bearer".

The statue portrays the standard bearer, the non-commissioned officer who had the honor of carrying the brigade's standard. At that time, it was Adjutant Wim Dado. The standard was presented by Queen Wilhelmina of the Netherlands on August 27, 1941, at Camp Wrottesley park. I can't think of anything more symbolic than having an image of this statue at a memorial there.

5. Clearly a replica of the statue would be prohibitively expensive and I suggest an image of the statue on a separate memorial as suggested by Hans Sonnemans would be appropriate. Memorials are readily available from a number of suppliers, can include photographs, and are reasonably priced.
6. I have also been in touch with the War Memorials Trust and there is clearly some potential for the Parish Council to apply for a grant to defray some of the costs of improving our War Memorial.

I recommend that the Parish Council make some decisions about the way forward at the next Parish Council meeting.

Keith Elder

17/24

Quote



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Request Date: 05.05.2024
Customer Number: 11901
Quote Number: 34224

Contact: MIA LLOYD
E-Mail: sales@morelock.co.uk

Ship-to Address:

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Dear Ms. HODGETTS,

Thank you for your interest. We offer the following items:

Item Description	Quantity	Net Price	Net Value
10 SID Vario - Green / Red - Bluetooth, RS2 Configurable Speed Indication Device, Green and Red Customisable LED Matrix, 12V, Datalogging, Bluetooth Variant	1 Each	2,995.00	2,995.00 GBP
20 Delivery Charge	1 Each	45.00	45.00 GBP

Total Item Net Value		3,040.00 GBP
VAT (%)	20.00 %	608.00 GBP
Total		3,648.00 GBP

Payment Terms: Payable immediately due net

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 Morelock Signs Ltd

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Quote



Ms. BECKY HODGETTS
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Your Reference: SID BATTERY POWERED
Valid To: 04.06.2024
Request Date: 09.05.2024
Customer Number: 11901
Quote Number: 34268

Contact: MIA LLOYD
E-Mail: sales@morelock.co.uk

Ship-to Address:
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INVOICED
ONLY

Dear Ms. HODGETTS,

Thank you for your interest. We offer the following items:

Item	Description	Quantity	Net Price	Net Value
10	SID Vario - Green / Red - Bluetooth, RS2 Configurable Speed Indication Device, Green and Red Customisable LED Matrix, 12V, Datalogging, Bluetooth Variant	1 Each	2,695.00	2,695.00 GBP
20	Delivery Charge	1 Each	45.00	45.00 GBP

Total Item Net Value		2,740.00 GBP
VAT (%)	20.00 %	548.00 GBP
Total		3,288.00 GBP

Payment Terms: Payable immediately due net

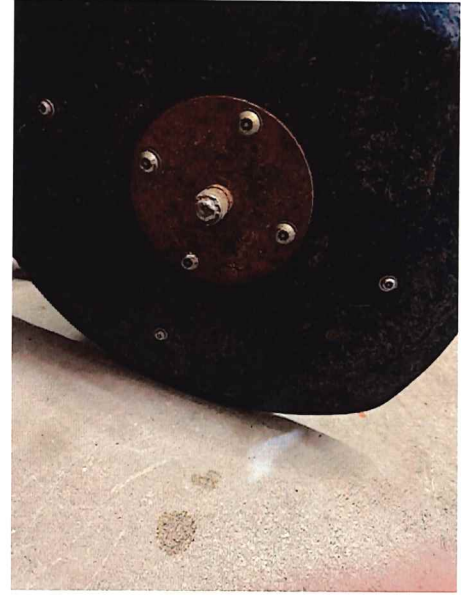
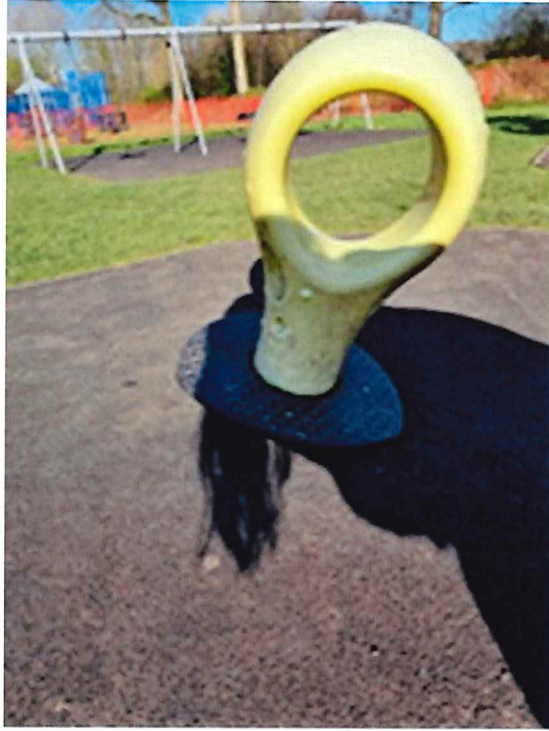
Yours faithfully
Morelock Signs Ltd

BATTERY POWERED

would need spare battery if not compatible
with the ones we already have



18/24.



19/24c)

②

Room	Kw Rq	Product	Vol	Cost	Total
Foyer	9	N2500	4	£ 690.00	£ 2,760.00
Reception	1.5	N1600	1	£ 578.00	£ 578.00
Gents	1.8	N2000	1	£ 680.00	£ 680.00
Ladies	2.5	N2500	1	£ 690.00	£ 690.00
Bar Room	7	N2500	2	£ 690.00	£ 1,380.00
		N2000	1	£ 680.00	£ 680.00
Corridor	1.6	N1600	1	£ 578.00	£ 578.00
Madeline Moore Room	6	N2000	3	£ 680.00	£ 2,040.00
Nursery Toilet	1.6	N1600	1	£ 578.00	£ 578.00
Nursery Office	1.6	N1600	1	£ 578.00	£ 578.00
Terry Harding Room	14	N2500	4	£ 690.00	£ 2,760.00
		N2000	2	£ 680.00	£ 1,360.00
Stage	18	N2500	4	£ 690.00	£ 2,760.00
		N2000	4	£ 680.00	£ 2,720.00
Lakeside Hall	77	N2500	30	£ 690.00	£ 20,700.00
Kitchen	6	N2000	3	£ 680.00	£ 2,040.00
Ken Boot Room	6	N2000	3	£ 680.00	£ 2,040.00
CAB Room	1.3	N1600	1	£ 578.00	£ 578.00
New Room	4	N2000	2	£ 680.00	£ 1,360.00
Toilet	1	N1000	1	£ 560.00	£ 560.00
Board Room	6.5	N2000	2	£ 680.00	£ 1,360.00
		N2500	1	£ 690.00	£ 690.00
Clerks Room	2.5	N2500	1	£ 690.00	£ 690.00
Total			74		£ 50,160.00

From:
Sent: 01 May 2024 13:19
To: Clerk (Perton Parish Council)
Subject: Re: civic centre

Hi yes we could fit it in at the end when they are all done
Thank you mark

Sent from my iPhone

On 29 Apr 2024, at 15:19, Clerk (Perton Parish Council) <clerk@pertonparishcouncil.gov.uk> wrote:

Good afternoon Mark

I hope you are starting to feel better.

We have had a date for our solar panels to be installed at the end of May. We wondered if you could complete the roof repairs as previously quoted (see below) while the scaffolding is in place. If you need to extend it we may be able to just pay the difference in days rather than the install and take down. Is this something you can possibly tie in with?

To remove all ridge tiles and replace with new ridge tiles and dry ridge system.
Scaffold building as required.
Replace broken roof tiles (approximately 15 in total)
Clear site of all rubbish

£11500 plus vat
Regards mark

Thanks.

Kind regards
Becky

Mrs Becky Hodgetts
Clerk to Perton Parish Council

Perton Civic Centre
Church Road
Coleridge Drive
Perton
South Staffordshire
WV6 7PD

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E-Mail Clerk clerk@pertonparishcouncil.gov.uk
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21/24 C)



21/24 d)

