



PERTON PARISH COUNCIL

8th November 2023

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday, 13th November 2023 at 7.00pm.

Yours faithfully

**Mrs Becky Hodgetts,
Clerk to the Council**

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

AGENDA

106/23 - Public Open Session

Members of the Public are invited to address the Parish Council (limited to 3 minutes per person as per Standing Order number 3G)

Time for this session is limited to 30 minutes as per Standing Order number 3F.

107/23 Apologies for Absence – to note apologies received from Councillors

108/23 To receive reports for information

- a) Police, Fire and Crime reports
- b) Weekly Clerk's reports – previously distributed

109/23 Declaration of Interest To receive Declarations and Other Interests from the Agenda. Councillors are reminded of their responsibility to declare any disclosable pecuniary and other interests they may have in any item of business on the agenda. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.

110/23 Code of Conduct – Dispensation

To approve requests for Code of Conduct Dispensations. (A request for a dispensation must be made in writing to the Clerk and be granted by decision of the Council)

111/23 Minutes

- a) To approve minutes of the Parish Council meeting held on 9th October 2023
- b) To receive for information draft minutes or notes from the following committees/working parties:
 - i. Management Committee held on 18th October 2023
 - ii. Finance Meeting held on 7th November 2023

112/23 Finance

- a) To approve list of Payments for October 2023
- 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 renewal of membership to CPRE at a cost of £36
- f) To consider a grant for Perton Middle School for use of their field for the Firework event
- g) Inner south traffic island – additional works required at a cost of £100

113/23 Pavilion and Playing Fields

- a) To receive an update on the Scout lease
- b) To receive accounts to date

114/23 Perton Civic Centre

- a) To consider Solar panel for the Civic Centre – grant received for £40,000, a short fall of £7,177.19
- b) To consider applying for Certificate of Lawfulness if approved at a) at a cost of £58.50
- c) To discuss the options and costings for bar provision - Management Committee recommendation option 3
- d) To consider installing 3 x Covenantal sounders in the public toilets at a cost of £445 + VAT
- e) To consider a bespoke Fire Risk Assessment by Staffordshire County Council at a cost of £750

115/23 Events

- a) Fireworks - to receive an update on the event held on 5th November 2023
- b) To consider if the council should hold a firework event on Sunday 3rd November 2024 at a cost of £3250 + vat following feed back from residents
- c) Princess Irene Brigade visit - to receive an update on the event held on 10th November 2023
- d) To consider the provision of Christmas meals for vulnerable and lonely residents

116/23 Policies for review

- a) Email & use of internet - recommend no changes
- b) Employer pension discretionary – recommend no changes
- c) Employer Personal Data Retention – recommend no changes

117/23 Membership of Committees and working parties

- a) To form and nominate membership of Best Kept Village working party
- b) To form and nominate membership of Playing Fields and Pavilion working Party
- c) To receive nominations for a vacancy on the Management Committee
- d) To receive nominations for a vacancy on the Finance Committee

118/23 Allotments

Allotments - To receive update

119/23 Staffordshire County Council

- a) To receive for information written report from the County Councillor
- b) To receive update for Severn Trent
- c) To consider a traffic count at the pedestrian refuge at Wrottesley Village
- d) Perton Library – Juneau Project for information

120/23 South Staffordshire Council

- a) To receive for information written reports from District Councillors
- b) To receive Parish profile for information
- c) Local Heritage assets - Consider including a reserve in the precept to help maintain local assets
- d) Planning Applications:

Applications for consideration previously distributed:

Application no. : 23/00880/FULHH

Location: Hunterswood, Pattingham Road, WV6 7HD

Proposed: Amendments to application 21/01159/FUL for a single storey rear extension, double and single storey front extensions, first floor side extension to allow for a triple garage and basement provision.

121/23 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 11th December 2023

CONFIDENTIAL AGENDA

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

122/23 – Staffing update

- a) NALC Local Government Services Pay Agreement 2023-24 for information
- b) To provide an update on staffing matters

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.

Payment Reference	Date Paid	Tn no	Gross	Details
DD ASH09	01/09/23	5077	£198.48	ASH Waste Services Ltd General Waste & Recycling Collection
DD Rates09	01/09/23	5078	£1,248.00	South Staffordshire Council Business Rates - September
Bacs	04/09/23	5079	£540.00	The Great Outdoor Gym Company Annual Service
Bacs DTE08	04/09/23	5080	£112.32	Down to Earth Play Area Grass Cutting
DD BPay	06/09/23	5081	£11.69	Brightpay Connect Monthly Subscript
Bacs PEN08	08/09/23	5082	£3,194.69	Staffordshire County Pension Fund Pension - August
Bacs IR08	08/09/23	5083	£2,576.95	Inland Revenue Tax & NI - August
DD RICOH08	08/09/23	5084	£88.04	Ricoh Office Photocopy Rental
Bacs HAGS09	13/09/23	5085	£62.66	HAGS-SMP Ltd Play Area Repairs
Bacs SSDC	13/09/23	5086	£180.00	South Staffordshire Council - Annual Premises Licence
Bacs SPCA09	13/09/23	5087	£36.00	Staffordshire Parish Councils Association Training -
Bacs PPFA09	14/09/23	5088	£750.00	Perton Playing Fields Association Grant - Minute no: 71/23 i)
DD BT08	18/09/23	5089	£94.71	British Telecom Telephone & Broadband
CHG HSBC09	21/09/23	5090	£6.84	HSBC UK Bank Charges
Bacs APC09	22/09/23	5091	£57.36	Allen Pavitt Contracts Ltd Replacement Chair Fee
DD Water08	25/09/23	5092	£74.41	Waterplus Water Charges 08/08/23 - 08/09/23
Bacs	27/09/23	5093	£37.25	Amazon Padlock for Allotments and Dutch Flag
Bacs AE09	27/09/23	5094	£84.00	Acquiesce Environmental Compliance Legionella Monitoring
Bacs NALC09	27/09/23	5095	£60.00	National Association Local Council - Foundation Award Scheme
Bacs WT09	27/09/23	5096	£840.00	Westcotec Ltd Cancellation Fee for VAS
Bacs UKFC09	27/09/23	5097	£2,145.00	The UK Firework Company Ltd Balance for Firework display
Bacs EDGE09	27/09/23	5098	£867.54	Edge IT Systems Ltd Annual Licence Fee & Tablet SetUp
Bacs Film09	27/09/23	5099	£300.00	Arts Alive Film Screening - A Man Called Otto
Bacs Zurich	27/09/23	5100	£4,004.91	Zurich Municipal - Insurance Premium
DD ELEC08	27/09/23	5101	£633.83	Total Energies Gas & Power Ltd Electricity charges August
CreditCard	28/09/23	5102	£299.97	Screwfix Direct 3 x Firedoor Retainers
Bacs	29/09/23	5103	£11,553.52	Salaries M6
PettyCashTop	28/09/23	5104	£191.16	Home & Motorsave Various
PettyCashTop	28/09/23	5105	£20.19	Sainsbury's Tea, Coffee & Sugar
PettyCashTop	28/09/23	5106	£3.10	Post Office Limited Postage
Bacs	12/09/23	5107	£250.00	Kingsway Food Bank Grant Payment - 71/23 h)
			Total	£30,522.62

- 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.

93/23 PERTON PLAYING FIELDS ASSOCIATION

- a) An update from the working party was noted for information.
- b) Accounts – unfortunately the bank had not sent all the necessary paperwork through to enable internet banking. **Resolved** the Clerk to circulate as soon as possible.
- c) The Trust Deed was explained to members and made the made trustees of the Playing Fields Association financially liable. Following discussion with South Staffordshire Council it was suggested that the lease be extinguished.

Resolved unanimously to extinguish the Trustees of the Perton Playing Fields Association.

Resolved unanimously to terminate the sub lease made on 25th January 1984 by the Parish Council of Perton (formerly Wrottesley) to The Trustees of the Perton Playing Fields Association. Control of the Pavilion and playing fields reverts to the Parish Council.

The Chairman thanked the Trustees, Playing Fields Association members, working party and anyone else connected with the Association. It was requested that all keys and paperwork be returned to the Clerk.

Following termination of the sub lease dated 25th January 1984, the following was agreed:

- I. **Resolved** to terminate the lease with the Scout Corporation dated 29th November 2001 and extensions or variations of it.
- II. **Resolved** to draw up a new lease.

There will be no variation to the head lease dated 14th March 1983.

Members of now closed working party will continue to look at the issues. To formalise a new working party at the next council meeting.

- d) **Resolved** to approve the request for up to £10,000 for urgent remedial works to the Pavilion. Further quotations will be sought.

94/23 FIREWORKS

Members volunteered to help with set up and marshalling of the event on Sunday 5th November at 6pm. **Resolved** to have donation buckets with proceeds being divided between Compton Hospice and Breast Cancer.

95/23 CCTV

An update on installation was noted for information. The cost for testing and installation will be £235.

96/23 POLICIES FOR REVIEW

- a) Bring Your Own Device - **Resolved** no amendments
- b) Bus shelter - **Resolved** no amendments
- c) **Business Continuity** - **Resolved** to update the key holders listed

97/23 PROVISION OF BAR SERVICES

- a) Discussion was held on the proposal to use agency staff to run a bar for functions. **Resolved** to refer back to the Management Committee.
- b) Consideration was given to additional CCTV. **Resolved** to approve the installation of cameras in the Airman's lounge, Cellar and kitchen at a cost of £985.

98/23 BEST KEPT VILLAGE COMPETITION

It was agreed that the council should participate in the competition when it opens in 2024. **Resolved** to form a working party at the November meeting.

99/23 PRINCESS IRENE REGIMENT

- a) The itinerary for the planned visit to Perton on Friday 10th November 2023 was presented.
- b) **Resolved** to provide a buffet lunch to be served in the Lakeside Hall.
- c) A site for the flower bed of Dutch bulbs was agreed close to the rose garden **Resolved** Clerk to request permission from the District Council.

100/23 ALLOTMENTS

- a) An update on the site was given by the Clerk. Severn Homes would like to make a community donation, various options discussed.
- b) A draft land transfer has been distributed to the Council prior to the meeting. **Resolved** that the questions raised be taken back to the solicitors for clarification and await the full document.

101/23 CITIZEN OF THE YEAR

Resolved to open for nominations until March 1st 2024

102/23 CHRISTMAS

- a) Delivery and installation of the Christmas tree will be £760 this year. The total cost for the Christmas lights in Anders Square will be £2,920. **Resolved** to approve the expenditure.
- b) Christmas Fair Committee - **Resolved** approve free use of the room for Saturday 2nd December.

103/23 - STAFFORDSHIRE COUNTY COUNCIL

- a) No report available.
- b) Severn Trent – The Clerk had contacted again but no response received.

104/23 - SOUTH STAFFORDSHIRE COUNCIL

- a) District Council written report presented from Cllrs P Davis, C Evans and Mrs R Heseltine and verbal report from Cllr Mrs P Allen. The reports were noted for information.
- b) Planning Applications:

Applications for consideration previously distributed:

Application no. : 23/00716/FULHH

Location: Moorland House, Pattingham Road WV6 7HD

Proposed: Demolition of existing dwelling and replacement with new 4 bedroom detached dwelling.

Resolved: No objections received

105/23 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm
Full Council Meeting of Perton Parish Council – 13th November 2023

Meeting closed at 9.18pm

Signed
Chairman

Date:

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 30/09/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

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

RECEIPTS	Net	Vat	Gross
Parish Council	£232,378.56	£0.00	£232,378.56
Civic Centre	£40,752.16	£0.00	£40,752.16
Total Receipts	£273,130.72	£0.00	£273,130.72

PAYMENTS	Net	Vat	Gross
Parish Council	£103,159.90	£2,445.98	£105,605.88
Civic Centre	£62,038.38	£3,322.86	£65,361.24
Allotments	£796.70	£159.34	£956.04
Total Payments	£165,994.98	£5,928.18	£171,923.16

Closing

Ordinary Accounts

Co-operative Bank	£441.07
HSBC Current Account	£21,478.00
Petty Cash Account	£250.00
Public Sector Deposit Fund	£251,000.00
	£273,169.07
Total	£273,169.07

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

Co-operative Bank	£441.07
HSBC Current Account	£21,478.00
Petty Cash Account	£250.00
Public Sector Deposit Fund	£251,000.00
Total	£273,169.07

11/23
b)

Minutes of the meeting of Perton Parish Council Management Committee held on Wednesday 18th October 2023, 7.00pm

Present:

Councillors: , N Caine, P Davis, K Elder, D Glynn, Mrs R Heseltine (Chairman),

Parish Clerk: Mrs B Hodgetts

Assistant Parish Clerk – Louise Higgins

M07/23 - APOLOGIES FOR ABSENCE

Apologies were received and noted for Councillors Mrs P Allen and S Payne.

Councillor S Payne has informed the Clerk that he is unable to attend meetings on Wednesday evening so has agreed to step down from the committee.

M08/23 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No Declarations received.

M09/24 - MINUTES

Resolved that the minutes of the Management Committee meeting held on 13th September 2023, were a true and correct record.

M10/26 – BAR SERVICES

Following the decision of Plyvine to discontinue providing bar services the provision by the Council has been considered. In the last two days an outside bar provider has approached the Parish Council. This gives the council another option. The options are as follows..

Options	Type of Bar	Equipment Needed	Other Needed	Staff Needed	Approximate Cost
Option 1. Do our own bar, with own staff	Cans and bottles only	Fridges x 5 Glasses Till Optics Card reader Stock	Personal Licence/Committee Training Register for Card payments Register for VAT	1 – 2 Adhoc staff	Set up costs of approx. £5,000 Min £11.01 per hour per person Plus holiday/sick pay and on costs.
Option 2. Do our own bar, with agency staff	As above	As above	As above	1 – 2 agency staff	Set up costs of approx. £5,000 £176 (inc VAT) for 4 hours
Option 3. Dangerous Sheep running the bar	Normal bar services, including draught and a larger selection of drinks/snacks	Fridges x 3 Glasses Till	Provided by DS	Provided by DS	Equipment and decorating costs Of approx. £2,000

Following full discussion it was **Resolved** to recommend option 3 to Full council.

M11/23 - DATE AND TIME OF NEXT MEETING

Wednesday 29th November 2023 at 7.00pm.

Meeting closed at 7.45pm

Signed
Chairman

Date:

11/23 c)

Minutes of the meeting of Perton Parish Council
Finance Committee meeting held on Tuesday 7th November 2023 at 10.00am

Present:

Councillors Mrs P Allen, N Caine (part of the meeting), P Davis, D Glynn, Mrs R Heseltine and C Rathbone
Parish Clerk Mrs B Hodgetts
Assistant Clerk Mrs L Higgins

F39/23 - APOLOGIES FOR ABSENCE

No apologies received.

F40/23 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declaration of pecuniary or other interests received.

F41/23 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

F42/23 - MINUTES OF MEETING

Resolved that the minutes of the Meeting held on 3rd October 2023, previously distributed, were a true and correct record and signed by the Chairman.

F43/23 - ACCOUNTS PAID

The Assistant Clerk presented a list of payments up to 31st October 2023. **Resolved** that all payments were correct and authorised. Payments for PPL/PRS and Premier Netting were discussed.

F44/23 - INCOME RECEIVED

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

Councillor N Caine left the meeting.

F45/23 - BUDGET TO DATE

The budget to date was reviewed and noted. **Resolved** that the following virement be made
- £225 from Contingency to Performing Rights Society & PPL

F46/23 - RECONCILIATIONS

The Assistant Clerk presented the HSBC bank statement number 241 dated 31st October 2023 for reconciliation to the cashbook. Also presented for scrutiny the Co-op bank, Petty Cash records and the CCLA Public Sector Deposit Fund. Following the dissolution of Perton Playing Fields Association, the account held in Lloyds bank will be managed by Perton Parish Council. Lloyds Bank statement and cash book presented for scrutiny.

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

F47/23 - DATE AND TIME OF NEXT MEETING

Tuesday 5th December 2023 at 10.00am.

Meeting closed at 10.36am

Signed
Chairman

Date:

Paid Expenditure Transactions

paid between 01/10/23 and 31/10/23

11/2/23 a)

Payment Reference	Paid date	Tn no	Gross	Details
DD ASH10	02/10/23	5108	£265.20	ASH Waste Services Ltd General Waste & Recycling
DD Rates10	02/10/23	5109	£1,248.00	South Staffordshire Council Business Rates - October
DD BPay9	04/10/23	5110	£11.69	Brightpay Brightpay Connect Monthly Subscript
Bacs	05/10/23	5111	£134.28	Halls SMS - Hand Towels, Centre Feed Rolls
Bacs	05/10/23	5112	£1,168.89	PPL/PRS PPL/PRS Royalties
DD Ricoh10	06/10/23	5113	£205.72	Ricoh Rental Charges & copies: 01/09/23 - 30/11/23
Bacs DMBR10	11/10/23	5114	£35.28	VendaId Hot Drinks Consumables
Bacs TS10	11/10/23	5115	£100.00	Tactical Services - First Aid Cover for Fireworks
Bacs DTE09	11/10/23	5116	£112.32	Down to Earth Play Area Grass Cutting
Bacs	11/10/23	5117	£108.63	Amazon Various
Bacs PEN09	12/10/23	5118	£3,222.53	Staffordshire County Pension fund - September
Bacs IR09	12/10/23	5119	£2,715.39	Inland Revenue Tax & NI - September
DD BT09	17/10/23	5120	£93.93	British Telecom Telephone & Broadband
CHG HSBC10	21/10/23	5121	£11.74	HSBC UKBank Charges
DD Water09	24/10/23	5122	£116.51	Waterplus Water Charges 08/09/23 - 08/10/23
Bacs AE10	25/10/23	5123	£84.00	Acquiesce Environmental Compliance Ltd Legionella Monitoring
Bacs	25/10/23	5124	£21.16	Halls SMS Centrefeed Rolls
DD Elec09	26/10/23	5125	£646.67	Total Energies Gas & Power Ltd Electricity Charges - Sept
Bacs SGS09	27/10/23	5126	£468.00	S G S Systems Limited Fire & Intruder Alarm Remedial Work
Bacs	27/10/23	5127	£11,111.71	Salaries M7
CreditCard	30/10/23	5128	£97.93	Premier Netting Fencing Rods & Mesh Fencing

PN09

Total £21,979.58

Financial Summary - Cashbook

112/23 b)

Summary of receipts and payments between 01/04/23 and 31/10/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

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

RECEIPTS

	Net	Vat	Gross
Parish Council	£239,286.59	£0.00	£239,286.59
Civic Centre	£46,154.30	£0.00	£46,154.30
Total Receipts	£285,440.89	£0.00	£285,440.89

PAYMENTS

	Net	Vat	Gross
Parish Council	£114,923.59	£2,496.29	£117,419.88
Civic Centre	£71,684.53	£3,842.29	£75,526.82
Allotments	£796.70	£159.34	£956.04
Total Payments	£187,404.82	£6,497.92	£193,902.74

Closing Balances

Ordinary Accounts

Co-operative Bank	£441.07
HSBC Current Account	£11,808.59
Petty Cash Account	£250.00
Public Sector Deposit Fund	£251,000.00
Total	<u>£263,499.66</u>
	<u>£263,499.66</u>

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Co-operative Bank	£441.07
HSBC Current Account	£11,808.59
Petty Cash Account	£250.00
Public Sector Deposit Fund	£251,000.00
Total	<u>£263,499.66</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Summary of Income April 2023 - March 2024																
Community Centre & Parish Recd Income					Community Centre & Parish BACS Income					Notes						
Business Income					Business Income					Total Income 2023/24	Income 2022/23	Refunded Deposits 2022/23				
Room Hire	Refund Deposit	Other	Photo Copies	Drinks	PPC events	Room Hire	Refund Deposit	Precept	Interest					Grant	Other	Plyline Commission
£	£	£	£	£	£	£	£	£	£	£	£	£	£	£		
Apr	318.50	100.00	5.00	1.50	16.00	1,630.91	100.00	112,500.00	527.71					£5k precept increase on 22/23		
May	500.50			0.60	25.00	7,260.00	-100.00		500.38				286.41	NHS one outstanding invoice paid		
June	660.50	100.00		3.20	28.00	9,733.50	-50.00		817.98	15.43			277.99	NHS two outstanding invoices paid		
July	397.50					5,537.50	110.00		809.73	9.05			301.16	additional room hire		
Aug	376.00					6,379.36	200.00		845.03				301.16	additional room hire		
Sept	711.50		20.00			6,677.75	-60.00	112,500.00	774.08	39.16			301.16	additional room hire		
Oct	542.50	50.00		1.50		4,858.14	50.00		678.69				301.16			
Nov																
Dec																
Jan																
Feb																
Mar																
=	3,507.00	250.00	25.00	6.80	0.00	42,077.16	250.00	225,000.00	4,953.60	0.00	63.64	0.00	1,749.04			
															YTD +/-	
															To Date	
															277,951.24	
															16,195.71	

Financial Budget Comparison

112/23 d)

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	revised	Actual Net	Balance
INCOME				
Parish Council				
1 Precept	£225,000.00	£225,000.00	£225,000.00	£0.00
2 VAT reclaimed	£0.00	£0.00	£5,928.18	£5,928.18
3 Litter - Agency Fee	£3,578.00	£3,578.00	£1,749.04	-£1,828.96
4 Public Sector Deposit Fund Interest	£1,000.00	£1,000.00	£4,953.60	£3,953.60
5 Events	£200.00	£200.00	£74.00	-£126.00
6 Funding	£0.00	£0.00	£0.00	£0.00
7 Miscellaneous	£0.00	£0.00	£0.00	£0.00
8 Perton Walkers Map	£0.00	£0.00	£20.00	£20.00
10 Co-op Bank - Community Support	£0.00	£0.00	£0.00	£0.00
Total Parish Council	£229,778.00	£229,778.00	£237,724.82	£7,946.82
Civic Centre				
51 Bar Commission	£0.00	£0.00	£0.00	£0.00
52 Bar Charges	£0.00	£0.00	£0.00	£0.00
53 Deposit - Room Hire (Refundable)	£0.00	£0.00	-£760.00	-£760.00
54 Drinks Machine (hot)	£150.00	£150.00	£122.25	-£27.75
55 Funding	£0.00	£0.00	£0.00	£0.00
56 Hire of Rooms	£55,000.00	£55,000.00	£41,770.75	-£13,229.25
57 Photocopies	£0.00	£0.00	£6.80	£6.80
Total Civic Centre	£55,150.00	£55,150.00	£41,139.80	-£14,010.20
Allotments				
301 Plot Rent	£0.00	£0.00	£0.00	£0.00
302 NSALG Membership Fee	£0.00	£0.00	£0.00	£0.00
303 s106 Funding	£0.00	£0.00	£0.00	£0.00
Total Allotments	£0.00	£0.00	£0.00	£0.00
Pavilion & Playing Fields				
401 Pitch Hire	£0.00	£0.00	£0.00	£0.00
402 Room Hire	£0.00	£0.00	£0.00	£0.00
403 Scouts Utilities	£0.00	£0.00	£0.00	£0.00
Total Pavilion & Playing Fields	£0.00	£0.00	£0.00	£0.00
Total Income	£284,928.00	£284,928.00	£278,864.62	-£6,063.38

Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	revised	Actual Net	Balance
EXPENDITURE					
Parish Council					
101	Salaries	£97,997.00	£97,997.00	£64,217.62	£33,779.38
102	Litter Salaries	£14,000.00	£14,000.00	£7,906.58	£6,093.42
103	Members' Allowances	£15,000.00	£15,000.00	£8,154.74	£6,845.26
104	Advertising & Signage	£300.00	£300.00	£0.00	£300.00
105	Audit	£1,200.00	£1,200.00	£1,015.80	£184.20
106	Bus Shelter Maintenance	£1,000.00	£1,000.00	£0.00	£1,000.00
107	CCTV - Anders Square	£4,000.00	£7,000.00	£0.00	£7,000.00
108	Christmas Decorations	£3,000.00	£3,000.00	£0.00	£3,000.00
109	Civic Functions/Civic Sunday	£250.00	£250.00	£0.00	£250.00
110	Civic Awards	£200.00	£200.00	£102.31	£97.69
111	Contingency	£16,000.00	£10,500.00	£0.00	£10,500.00
112	Events	£1,250.00	£2,750.00	£2,756.61	-£6.61
113	Flowers tubs & hanging baskets	£4,000.00	£4,000.00	£3,454.01	£545.99
114	Graffiti Removal	£300.00	£300.00	£0.00	£300.00
115	Grants & Donations	£6,700.00	£12,700.00	£10,183.50	£2,516.50
116	H&S Consultancy Services	£1,500.00	£2,000.00	£1,680.00	£320.00
117	Insurance Renewal	£2,000.00	£2,000.00	£1,967.08	£32.92
118	Litter Supplies	£150.00	£150.00	£83.64	£66.36
119	Newsletter	£400.00	£400.00	£200.00	£200.00
120	Notice Boards	£1,000.00	£1,000.00	£0.00	£1,000.00
121	Office Equipment	£2,500.00	£2,500.00	£1,309.82	£1,190.18
122	Partnership Working	£9,500.00	£9,500.00	£700.00	£8,800.00
123	Photocopier	£500.00	£649.00	£302.48	£346.52
124	Play Area / Outdoor Activities	£1,700.00	£1,700.00	£1,308.91	£391.09
125	Premises Licence Fee	£200.00	£200.00	£180.00	£20.00
126	Skatepark	£10,000.00	£1,000.00	£0.00	£1,000.00
127	Staff Training	£2,250.00	£2,250.00	£399.18	£1,850.82
128	Stationery & Postage	£500.00	£500.00	£213.40	£286.60
129	Subscriptions	£1,500.00	£1,900.00	£1,360.44	£539.56
130	Telephone & Broadband	£600.00	£600.00	£268.63	£331.37
131	Website	£250.00	£250.00	£108.33	£141.67
132	Walkers Map	£0.00	£0.00	£0.00	£0.00
133	War Memorial Maintenance	£10,000.00	£10,000.00	£0.00	£10,000.00
134	*Ringfenced Items*	£78,000.00	£78,000.00	£6,050.51	£71,949.49

Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/23

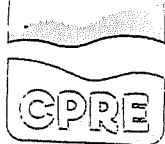
		2023/2024	revised	Actual Net	Balance
140	Co-op Bank: Community Support	£1,544.22	£1,544.22	£1,000.00	£544.22
Total Parish Council		£289,291.22	£286,340.22	£114,923.59	£171,416.63
Civic Centre					
201	Salaries	£91,000.00	£91,000.00	£42,414.27	£48,585.73
202	Advertising	£0.00	£0.00	£0.00	£0.00
203	Automatic Doors	£1,500.00	£1,500.00	£0.00	£1,500.00
204	Bank Charges	£200.00	£200.00	£95.01	£104.99
205	Boilers	£1,000.00	£1,000.00	£0.00	£1,000.00
206	CCTV - Civic Centre	£500.00	£500.00	£0.00	£500.00
207	Consumables	£1,200.00	£1,200.00	£805.51	£394.49
208	Drinks Machine (Foyer)	£700.00	£700.00	£290.93	£409.07
209	Electrical Inspection	£500.00	£500.00	£150.10	£349.90
210	Fire & Security Alarms	£1,500.00	£1,500.00	£1,079.85	£420.15
211	Fire Extinguisher Maintenance	£250.00	£250.00	£0.00	£250.00
212	General Maintenance	£2,000.00	£7,000.00	£4,757.06	£2,242.94
213	Insurance Renewal	£1,900.00	£1,900.00	£1,967.07	-£67.07
214	Legionella Monitoring	£1,000.00	£1,000.00	£490.00	£510.00
215	Lifts	£1,000.00	£1,000.00	£0.00	£1,000.00
216	Miscellaneous CC	£500.00	£500.00	£0.00	£500.00
217	Office Equipment	£700.00	£700.00	£4.36	£695.64
218	Performing Rights Society & PPL	£750.00	£750.00	£974.08	-£224.08
219	Photocopier	£500.00	£649.00	£377.15	£271.85
220	Power (Gas & Electricity)	£13,000.00	£17,600.00	£7,370.40	£10,229.60
221	Rates	£16,000.00	£16,000.00	£8,731.00	£7,269.00
222	Refreshments	£200.00	£200.00	£28.74	£171.26
223	Refuse Collection	£2,200.00	£2,200.00	£1,290.10	£909.90
224	Staff Uniforms	£100.00	£100.00	£0.00	£100.00
225	Telephone & Broadband	£600.00	£600.00	£268.61	£331.39
226	Water & Sewerage	£2,000.00	£2,000.00	£590.29	£1,409.71
Total Civic Centre		£140,800.00	£150,549.00	£71,684.53	£78,864.47
Allotments					
351	NSALG Membership Fee	£0.00	£0.00	£55.00	-£55.00
352	Annual Licence Fee	£0.00	£0.00	£722.95	-£722.95
353	Maintenance	£0.00	£10,000.00	£18.75	£9,981.25
354	Electric	£0.00	£0.00	£0.00	£0.00
355	Water	£0.00	£0.00	£0.00	£0.00
Total Allotments		£0.00	£10,000.00	£796.70	£9,203.30

Financial Budget Comparison

Comparison between 01/04/23 and 31/10/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	revised	Actual Net	Balance
Pavilion & Playing Fields				
451 Cleaning	£0.00	£0.00	£0.00	£0.00
452 Grass Cutting	£0.00	£0.00	£0.00	£0.00
453 Line Marking	£0.00	£0.00	£0.00	£0.00
454 Insurance	£0.00	£0.00	£0.00	£0.00
455 Maintenance	£0.00	£10,000.00	£0.00	£10,000.00
456 Utilities	£0.00	£0.00	£0.00	£0.00
Total Pavilion & Playing Fields	£0.00	£10,000.00	£0.00	£10,000.00
Total Expenditure	<u>£430,091.22</u>	<u>£456,889.22</u>	<u>£187,404.82</u>	<u>£269,484.40</u>
Total Income	£284,928.00	£284,928.00	£278,864.62	-£6,063.38
Total Expenditure	£430,091.22	£456,889.22	£187,404.82	£269,484.40
Total Net Balance	<u>-£145,163.22</u>	<u>-£171,961.22</u>	<u>£91,459.80</u>	



The
countryside
charity

11/2/23 e)



000186
1179730

Perton Parish Council
c/o Becky Hodgetts, Clerk
Perton Civic Centre
Church Road
Perton
Wolverhampton
Staffordshire
WV6 7PD

186/CA-A

October 2023

Membership No: 1179730
Our Ref: K11EMIKDD-CAA

Dear Friend

Thank you for being part of a movement committed to protecting our beautiful countryside for everyone. I've popped your membership card in with this letter.

I hope your organisation is proud to be a member of CPRE, the countryside charity – together we've achieved many important successes over the past 12 months. Here are just some of the campaign wins we've achieved together recently:

- To prove that appropriate community-led renewables schemes can be popular, we helped three villages identify appropriate sites for clean energy
- By lobbying the government, we influenced the confirmation of a new funding scheme to pay farmers to plant more hedgerows and manage them sustainably
- A government white paper on regenerating neglected towns and cities mirrored our brownfield-first planning strategy in our Brownfield Land Toolkit

This real progress is thanks to organisations like yours, but there is, as always, still much to do and your continuing membership is crucial.

As you renew your membership, please would you also consider increasing your contribution by a few pounds? We are very grateful for the generosity

Please turn over...

Any questions?
Please call Supporter Care
on 020 7981 2870.

Campaign to Protect Rural England
is a company limited by guarantee
Registered in England number 04302973
Registered charity number 1089685



000186
1179730

Your Membership

1179730/K11EMIKDD-CAA

Your annual Parish/Town Council membership needs to be renewed so that you can continue to be part of a movement dedicated to helping to protect your local countryside.

A little more could make a big difference – by topping up your membership payment, you can do even more to promote, enhance and protect your local countryside.

An extra £12.00 each year could help your local CPRE Shropshire group protect green spaces near you from development

An extra £24.00 could help train volunteers in tree and hedgerow surveying, laying and planting

An extra £30.00 could help maintain footpaths and signposts, making it easier for everyone to access the countryside

To renew your membership, and if you can, to increase the amount of your payment, please complete the form below and return it in the enclosed FREEPOST envelope or call our Supporter Care Helpline on 020 7981 2870.

Thank you.

Step 1: Renewal

1179730/K11EMIKDD-CAA

Yes, I want to renew my Parish/Town Council membership, and I would like to increase my payment to the new rate of

☐ £60.00, or

☐ Other £_____ or,

☐ I would prefer to continue at the existing rate of £36.00

by making a one-off payment with a cheque to CPRE for £_____ and enclosing it along with this completed form in the enclosed Freepost envelope.

OR by credit/debit card, or by another method, by calling our Supporter Care Helpline on 020 7981 2870 Monday to Friday 9am – 5pm (or you can leave a message for us outside these hours)

OR Paying by BACS Direct Transfer? Please use the following information:

Account number: 65724623 | Sort Code: 51-50-03 | Reference: 1179730

Name _____ Signature _____ Date _____ 1179730

This will be your membership fee going forward, unless you notify us otherwise, or until our minimum rates supersede this amount. If you are sending a cheque, please send it to us along with this form in the envelope provided, to Freepost Plus RUCK-XTZA-CSLZ, Supporter Care, CPRE the countryside charity, 15-21 Provost Street, London N1 7NH

Please turn over...

Treasurers Account Statement

Printed: 02 November 2023

Perton Playing Fields Association

PERTON CIVIC CENTRE
CHURCH ROAD
PERTON
WOLVERHAMPTON
WEST MIDLANDS
WV6 7PDSort code 30-99-83
BIC: LLOYGB21114Account number 01949723
IBAN: GB79 LOYD 3099 8301 9497 23J. Allen 07/11/23
7-11-23

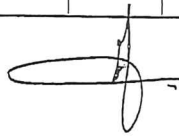
The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
Oct 23	EDF ENERGY 671186478893	DD		159.61	1406.74
16 Oct 23	WOLVERHAMPTON OLYM WOLVES OLYMPIC 100000001217692878 309983 10 16OCT23 09:00	FPI	596.00		1566.35
12 Oct 23	JACK DAVENPORT 500000001219154690 CLEANING 301856 10 12OCT23 17:01	FPO		45.00	970.35
12 Oct 23	MR CLIVE RATHBONE 100000001215746628 REIMBURSEMENT 404773 10 12OCT23 16:58	FPO		663.56	1015.35
05 Oct 23	WATER PLUS 0831050503	DD		91.23	1678.91
02 Oct 23	OPUS ENERGY LTD 1227655	DD		79.71	1770.14
28 Sep 23	1ST PERTON SCOUT G PERTON SCOUTS 20103655579440000N 608301 10 28SEP23 10:36	FPI	165.46		1849.85
14 Sep 23	PERTON PARIS	BGC	750.00		1684.39
Sep 23	WATER PLUS 0831050503	DD		91.23	934.39
01 Sep 23	OPUS ENERGY LTD 1227655	DD		116.90	1025.62
07 Aug 23	WATER PLUS 0831050503	DD		91.23	1142.52
01 Aug 23	OPUS ENERGY LTD 1227655	DD		76.86	1233.75
21 Jul 23	000670	CHQ		1379.92	1310.61
14 Jul 23	PERTON PARIS	BGC	1000.00		2690.53
07 Jul 23	1ST PERTON SCOUT G PERTON SCOUTS 63103519698360000N 608301 10 07JUL23 10:35	FPI	416.96		1690.53
05 Jul 23	WATER PLUS 0831050503	DD		55.32	1273.57
03 Jul 23	OPUS ENERGY LTD 1227655	DD		62.12	1328.89
22 Jun 23	500159	DEP	392.00		1391.01
16 Jun 23	WOLVERHAMPTON OLYM WOLVES OLYMPIC 300000001153744019 309983 10 16JUN23 09:04	FPI	399.00		999.01
14 Jun 23	ROBERT PERKS ROOM/PITCH HIRE 35134449306031000R 160009 10 14JUN23 13:44	FPI	180.00		600.01

PERTON PARISH COUNCIL: 2023 / 2024 RECONCILIATION

Date	Cheque Number	Description	Debit £	Credit £	Running Balance	Invoice No.	NOTES
01/04/23		Opening Balance			13699.57		
03/04/23	DD	Opus Energy	60.77		13638.80		
07/04/23	DD	Waterplus	55.32		13583.48		
03/05/23	DD	Opus energy	116.09		13583.48		
05/05/23	DD	Waterplus	301.70		13281.78		
09/05/23		Donation Cliff Nicholls	55.32		13226.46		
16/05/23	BACS	PPC grant		632.00	13858.46		March - May 2023
23/05/23	BACS	Cliff Nicholls		6500.00	20358.46		
		May month end	19816.80		541.66		Pavilion roof repairs
01/06/23	DD	Opus energy	20173.82	7132.00	541.66		
05/06/23	DD	Waterplus	66.33		475.33		
14/06/23	BACS	Pavilion hire	55.32		420.01		
16/06/23	BACS	Wolverhampton Olympics		180.00	600.01		long room hire half term
22/06/23	BACS	Perton FC		399.00	999.01		
		June month end	121.65	392.00	1391.01		
03/07/23	DD	Opus energy	62.12	971.00	1391.01		
07/07/23	DD	Waterplus	55.32		1328.89		
07/07/23	BACS	Perton Scouts		416.96	1273.57		
14/07/23	BACS	PPC grant		1000.00	1690.53		
21/07/23	Chq 670	Gallagher - Insurance			2690.53		
		July month end	1379.92		1310.61		
01/08/23	DD	Opus energy	1497.36	1416.96	1310.61		
07/08/23	DD	Waterplus	76.86		1233.75		
		August month end	91.23		1142.52		Reconciled
01/09/23	DD	Opus energy	168.09	0.00	1142.52		
11/23	DD	Waterplus	116.90		1025.62		
14/09/23	BACS	PPC grant	91.23		934.39		
28/09/23	BACS	1st Perton Scouts		750.00	1684.39		
		September month end	165.46		1849.85	004	
02/10/23	DD	Opus energy	208.13	915.46	1849.85		
05/10/23	DD	Waterplus	79.71		1770.14		
12/10/23	BACS	Clive Rathbone	91.23		1678.91		
12/10/23	BACS	Jack Davenport	663.56		1015.35		re-imburement
16/10/23	BACS	Wolverhampton Olympics	45.00		970.35	Reconciled	Pavilion cleaning
17/10/23	DD	EDF energy		596.00	1566.35		
		October month end	159.61		1406.74		
02/11/23	BACS	N Coine - grass cutting	1039.11	596.00	1406.74		
05/11/23	DD	Waterplus	228.43		1178.31		
14/11/23	DD	EDF energy	91.23		1087.08		
			285.41		801.67		



7-11-23

J. Allen

07/11/23



Bar Options

Options	Type of Bar	Equipment Needed	Other Needed	Staff Needed	Approximate Cost
Option 1. Do our own bar, with own staff	Cans and bottles only	Fridges x 5 Glasses Till Optics Card reader Stock	Personal Licence/Committee Training Register for Card payments Register for VAT	1 – 2 Adhoc staff	Set up costs of approx. £5,000 Min £11.01 per hour per person Plus holiday/sick pay and on costs.
Option 2. Do our own bar, with agency staff	As above	As above	As above	1 – 2 agency staff	Set up costs of approx. £5,000 £176 (inc VAT) for 4 hours
Option 3. Dangerous Sheep running the bar	Normal bar services, including draught and a larger selection of drinks/snacks	Fridges x 3 Glasses Till	Provided by DS	Provided by DS	Equipment and decorating costs Of approx. £2,000

114/23. c)

Request for bespoke Fire Risk Assessment for your Premises.

Please use this form to request the development of a bespoke fire risk assessment for your premises.

The fire risk assessment will provide an assessment of the risk to life from fire in your premises, and, where appropriate, make recommendations to ensure compliance with fire safety legislation. The assessment will not address the risk to property or business continuity from fire and will not include inspections above ceilings, in loft spaces or ducts.

Please complete Part A and forward to the Health, Safety and Wellbeing Service to obtain a quotation for the cost of undertaking a written fire risk assessment.

Part A

Your name (please print clearly)	Becky Hodgetts	Contact Number	01902 745971
Premises	Perton Civic Centre	DfE No	
Address	Church Road, Coleridge Drive, Perton WV6 7PD		
Preferred dates	Any		
Signature		Date	

Now submit to Health, Safety & Wellbeing Service – shss@staffordshire.gov.uk

Part B - Quotation

Quotation for completion of fire risk assessment and written report. Note: Cancellation of service once booked will be charged if less than 2 weeks notice is provided.		£750	
HSW Manager	Annette Allen	Date	
Allocated Assessor	Kelly Smith, Fire safety officer		

Part C - Acceptance of quotation

I accept the above quotation. Please make arrangements for the Assessment to be completed.			
Signature		Date	
Cost Code		GL Code (where applicable)	

Now submit to Health, Safety & Wellbeing Service – shss@staffordshire.gov.uk

HSW Office Use only - Duty Officer forward to named Assessor and hsadmin@staffordshire.gov.uk

Name of Assessor allocated		Date of site visit	
Date report submitted		Confirmation sent to HSW admin	
Other information/details			

Health, Safety and Wellbeing Service, Staffordshire County Council
c/o Staffordshire Place 1, Tipping Street, Stafford. ST16 2DH

PERTON PARISH COUNCIL
Agenda Item Request Form

11/9/23 b)

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

DATE OF MEETING:	13th November 2023
AGENDA ITEM: Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Councillor to do. "To consider...", "To note..." "To review..."	To consider a Traffic Count Vehicle at the point of pedestrian refuge at Wootton Bassett Village
BACKGROUND INFORMATION: Insert as much information as possible so that Cllrs have the detail that they need to make an informed decision.	Extra vehicles using road a traffic count is required to determine whether a crossing is required
BACKGROUND DOCUMENTS: Insert names of documents to be sent out with the meeting papers. (These papers must be hyperlinked to or submitted with this form)	
COSTS: If there is a cost involved, insert detail of costs associated with the decision that you are asking the council to make. Remember that there may be indirect costs such as staff time.	Unknown
BUDGET: If there is a cost, detail which budget cost centre the expenditure is to be made from.	
LEGAL POWER: Does the Council have the legal power to do this?	Request to County
RECOMMENDATION: Insert the resolution that you are seeking i.e. "to resolve to..." "to note that ..."	To resolve the need for a Red King dependant on vehicle count

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

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

Perton

120/23
b)

Area map



Population

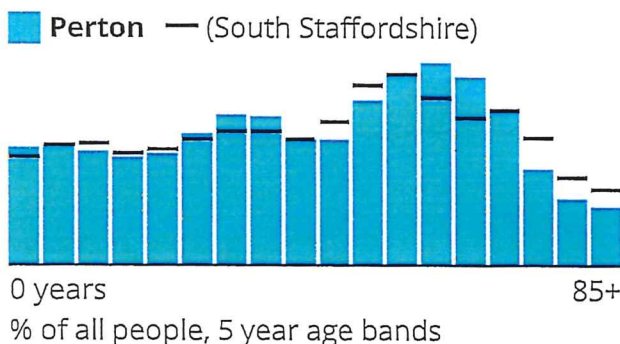
9,900

people

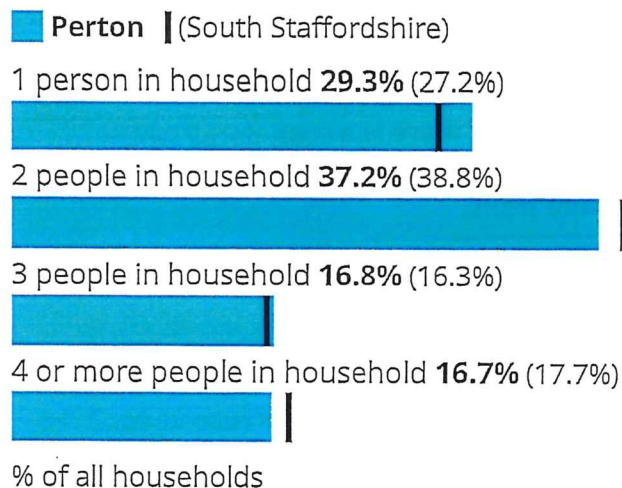
110,500 people in South Staffordshire

Rounded to the nearest 100 people

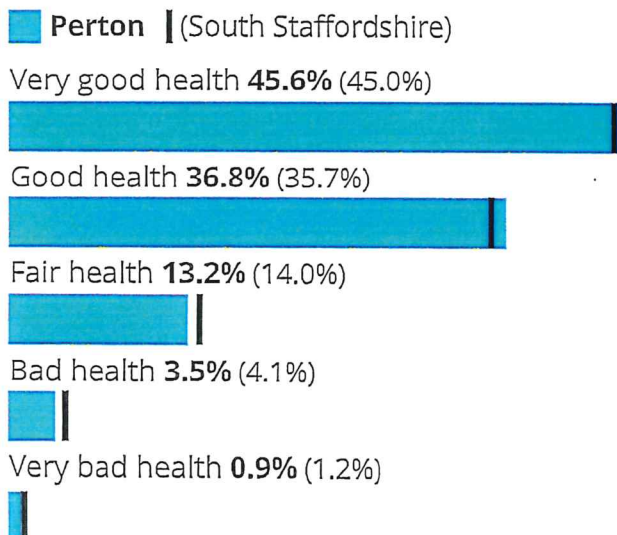
Age profile



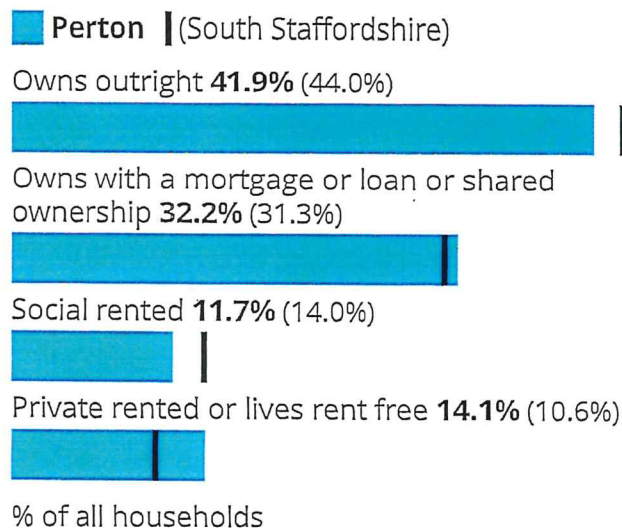
Household size



General health



Tenure of household



Occupation

Perton (South Staffordshire)

1. Managers, directors and senior officials **12.9%** (15.4%)

2. Professional occupations **20.2%** (19.4%)

3. Associate professional and technical occupations **13.6%** (13.1%)

4. Administrative and secretarial occupations **12.3%** (11.0%)

5. Skilled trades occupations **12.1%** (12.5%)

6. Caring, leisure and other service occupations **8.3%** (8.0%)

7. Sales and customer service occupations **7.7%** (6.6%)

8. Process, plant and machine operatives **4.8%** (6.0%)

9. Elementary occupations **8.2%** (8.1%)

% of people aged 16 years and over in employment

Highest level of qualification

Perton (South Staffordshire)

No qualifications **15.1%** (19.3%)

Level 1, 2 or 3 qualifications **44.8%** (42.2%)

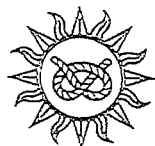
Apprenticeship **6.3%** (6.3%)

Level 4 qualifications and above **30.9%** (29.4%)

Other qualifications **2.9%** (2.7%)

% of people aged 16 years and over





Please ask for: Councillor Kath Perry

Email: k.perry@sstaffs.gov.uk

6th October 2023

Dear Parish Chairmen

You may be aware that in October 2019 South Staffordshire Council made the difficult decision to implement a Special Expense under Section 35 of the Local Government Act 1992 to cover the cost of repairs and ongoing maintenance at Closed Churchyards which have transferred to South Staffordshire Council or may do so in the future.

In November 2022, South Staffordshire Council made the decision to first utilise the Special Expense to cover the cost of works at St Peters Churchyard Kinver. The total cost of works was estimated to be in the region of £129,000 which equated to all Kinver residents contributing £3.93 per month within one financial year to fund this work (this figure was based on a Band D property for the financial year 2024/25).

In May 2023 I was appointed as the council's Cabinet Member for Community Services and Climate Change and was concerned about this charge due to the current level of inflation and cost-of-living pressures faced by all our residents. I felt that we needed to look at an alternative approach and as a result I reviewed the options available to the council with my fellow councillors and we came to the decision not to charge our residents for the maintenance of closed churchyards.

We were able to do this because of South Staffordshire Council's prudent approach to the management of its budgets and because of the higher than anticipated rate of interest returns from our investments in 2023/2024 which was not available previously. Therefore, this windfall money (around £240,000) will be set aside in a reserve to support the cost of repairs at closed churchyards across the district when required. There will also be in future a further £25,000 set aside annually to ensure that the council can continue to meet its statutory responsibility to maintain closed churchyards that are passed to it for maintenance.

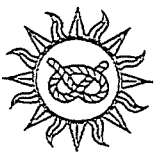
Despite the removal of the Special Expense the transfer of a closed churchyard is still at the discretion of the local church and parish council and there are other options available before the liability is passed onto South Staffordshire Council. I strongly believe that it is not just South Staffordshire Council's responsibility to consider local heritage assets which are important to our residents and communities, and as with this Council I feel local churches and parish councils could consider putting money aside to help protect our local heritage. I am writing to you as Parish Chairmen to discuss this approach with your members regarding allocating a percentage of your precept to a reserve which would help protect and maintain our local heritage.

Continued/....

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Page 2

In addition, I would also be grateful if your Parish Clerk could send me a list of all the heritage assets within your parish as this will enable the council to collate an inventory of all heritage assets and ensure any key sites are listed locally or nationally, which will help protect these community assets and preserve them for future generations.

As a County, District and Parish Councillor I am really passionate about partnership working and how we can all work together to look after the assets in our communities', I fully appreciate the challenges to everyone's budgets and this isn't something Parish Councils have to do, but I would please ask you to take this forward for consideration and I would be more than happy to attend one of your parish meetings or discuss this with you privately.

Yours sincerely,

Councillor Kath Perry MBE
Cabinet Member for Community Services

