



PERTON PARISH COUNCIL

5th February 2025

Dear Councillor

You are summoned to the Meeting of Perton Parish Council, to be held in the Board room, Perton Civic Centre on Monday 10th February 2025 at 7.00pm.

Yours faithfully

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

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

AGENDA

171/24 - Public Open Session

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

172/24 Apologies for Absence – to note apologies received from Councillors

173/24 To receive reports for information

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

174/24 Declaration of Interest To receive Declarations and Other Interests from the Agenda. Councillors are reminded of their responsibility to declare any disclosable pecuniary and other interests they may have in any item of business on the agenda. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest, as defined by regulations made by the Secretary of State under the Localism Act 2011.

175/24 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)

176/24 Minutes

- a) To approve minutes of the Parish Council meeting held on 13th January 2025
- b) To approve minutes of the Parish Council precept meeting held on 20th January 2025
- c) To receive for information draft minutes or notes from the following committees/working parties:
 - i. Pavilion & Playing Fields Working Party meeting held on 9th January 2025
 - ii. Management Committee held on 29th January 2025
 - iii. Finance Committee meeting held on 4th February 2025
 - iv. Allotment Committee meeting held on 5th February 2025 (to follow)

177/24 Staffordshire County Council

- a) To receive for information written report from the County Councillor
- b) To consider issues of flooding on A41

178/24 Finance

- a) To approve list of Payments for January 2025
- 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) Plantscape – to consider costs for 3 year contract
- f) Concessionary room hire rate application from resident for a charity event
- g) Concessionary room hire rate application from Compton Care Choir for fund raising event

179/24 Policies

- a) To consider and review the following Policies
 - I. Social Media
 - II. Vexatious Complaints
 - III. Website
 - IV. Wi-fi acceptable use
- b) To approve amendments as recommended by the management committee
 - I. No smoking & E-cigarettes
 - II. Asset recording/disposal

180/24 Future meeting dates – to consider and agree the dates for full council and committees 2025 – 26

181/24 Civic Centre - to consider room hire and hire rates for 2025 -26 as recommended by the Management Committee

182/24 Allotments

- a) To consider the option for installation of new trough as agreed by the Allotment committee
- b) To consider the Allotment plot rents for 2026 – 27 as recommended by the Allotment Committee

183/24 Events

- a) Citizen of the Year - To consider and agree categories and timeline for nominations.
- b) Flicks in the Sticks film dates – to consider and agree dates for 2025-26
- c) Best Kept Village Community Competition - To receive results of 2024 and to consider and agree categories for entry in 2025
- d) Fireworks 2025 – to consider holding a display - £325 per minute + vat. suggested dates either 2nd or 9th November.
- e) VE Day 8th May 2025 – to consider purchasing commemoration items.

184/24 Pavilion and Playing Fields - To receive an update

185/24 Defibrillator - To consider contacting the Pear & Partridge to request a defibrillator or power point be included in their refurbishment project.

186/24 Health & Safety -

- a) To receive an update on health and safety matters
- b) To consider adoption of the completed risk assessments as approved by the Management Committee.

187/24 South Staffordshire Council

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

Applications for consideration previously distributed:

Application no. : 25/000147/ADV

Location: The Pear & Partridge, The Parkway, Perton, WV6 7XZ

Proposed: Installation of replacement signs to include 1x new pictorial panel to existing single post, 2x sign written logos, 2x sets of individual house name letters, 1x set of welcome letters, 1x amenity board, 1x single sided panel fitted below existing post mounted corex sign

188/24 Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 10th March 2025

Crime & Disorder Implications

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

Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 13th January 2025, 7.00pm

PRESENT:

Councillors Mrs P Allen, Mrs S Beardsmore, N Caine, P Davis (Chairman), K Elder, Mrs J Evans, C Evans (Vice-Chairman), D Glynn, Mrs R A Heseltine, C Rathbone, J Turner and Mrs B Walters

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

Also in attendance:

Members of the public – 2

149/24 PUBLIC OPEN SESSION

There were no questions or comments from the public present.

150/24 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs S Payne and J Sargent.

151/24 REPORTS – received for information

- a) Police, Fire and Crime Reports – No formal report has been received.
- b) Weekly Clerks reports – previously distributed. Reports are available on the Parish Council website.

152/24 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

156/24 a) Transaction 5652 – Cllr N Caine (Pecuniary Interest)

153/24 CODE OF CONDUCT DISPENSATIONS REQUESTS

No declarations received.

154/24 MINUTES

- a) **Resolved** that the minutes of the Parish Council Meeting held on 9th December 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 6th January 2025
 - ii. Finance meeting held on 7th January 2025

155/24 STAFFORDSHIRE COUNTY COUNCIL

- a) County Council report – Unfortunately the County Councillor was unable to attend.
- b) The cost of the pole installation for the Speed Indicator Device for £2099 + vat. was discussed. **Resolved** to approve the installation.
- c) Flooding of the A41 and Heath House Lane was discussed. **Resolved** to write to the County Council Flood Officer and Chief Executive copying in anyone else thought suitable.

156/24 FINANCE

- a) **Paid Expenditure Transactions** paid between 01/12/24 and 31/12/24

Resolved payments approved.

Payment Reference	Paid Date	Tn no	Gross	Details
DD ASH11	02/12/24	5624	£262.56	Ash Waste Services General Waste & Recycling Collection
CreditCard	02/12/24	5625	£522.00	Lights 4 Fun Christmas LED Reindeer & Sleigh
CreditCard	02/12/24	5626	£53.30	Alfafado Ltd T/A Battery Station Batteries for Christmas Decorations
CreditCard	02/12/24	5627	£225.48	Kingfisher Direct Grit Bin x2
DD Rates12	02/12/24	5628	£1,248.00	South Staffordshire Council - Business Rates - December
Bacs DTE11	04/12/24	5629	£116.40	Down to Earth Play Area - Grass Cutting
Bacs AOS11	04/12/24	5630	£257.30	Ace of Sprays Gutter Cleaning at Pavilion
Bacs Ditton10	04/12/24	5631	£600.00	Ditton Services Playing Fields Grass Cutting
Bacs AEC11-p	04/12/24	5632	£76.80	Acquiesce Environmental Compliance Ltd Pavilion – monitoring

Bacs ECI11	04/12/24	5633	£121.20	Evac Chair International Maintenance Contract
Bacs MDG11	04/12/24	5634	£1,800.00	MDG Construction Ltd Pavilion works
Bacs DLS11	04/12/24	5635	£1,858.00	D L S Electrical T/A Summerfield Electrical Christmas Lights
DD BPayCon11	04/12/24	5636	£12.65	Brightpay Connect Monthly Subscript
CHQ JK11	05/12/24	5637	-£30.00	Jenny's Kitchen Ltd Catering for Dutch Visit - refund
Bacs FA4L12	05/12/24	5638	£61.80	First Aid 4 Less AED Prep Kit Replacement
DD Ricoh O-	06/12/24	5639	£188.86	Ricoh Office - Rental Charges and Copies 01/11/24-31/01/25
DebitCard	11/12/24	5640	£30.00	Wickes Supplies for boxing in external pip
Bacs PEN11	13/12/24	5641	£4,389.14	Staffordshire County Pension Fund Pension - November
Bacs IR11	13/12/24	5642	£5,216.62	Inland Revenue Tax & NI - November
Bacs LTWC12	17/12/24	5643	£50.00	Lesley The Window Cleaner Civic Centre - Window Cleaning
DD BT11	17/12/24	5644	£83.16	British Telecom Telephone & Broadband
Bacs Film12	18/12/24	5645	£300.00	Arts Alive Flicks in the Sticks - 'The Good Li
Bacs	18/12/24	5646	£550.00	Store stuff Self Storage Christmas Tree - Anders Sq Reimburse-LSWA
DD WATER12	18/12/24	5647	£118.51	Everflow Limited Water
DD GAS11	18/12/24	5648	£865.05	Total Energies Gas & Power Ltd Civic Centre - Gas
CHG HSBC12	21/12/24	5650	£13.69	HSBC UK Bank Charges
Bacs	23/12/24	5651	£209.30	Amazon Litter Pickers & Accident Book
Bacs Clean11	23/12/24	5652	£105.00	B Osagie Pavilion - Cleaning
Bacs AOS12	23/12/24	5653	£75.00	Ace of Sprays Pavilion Gutter Repairs
Bacs BF&S12	23/12/24	5654	£342.60	Banner Fire & Safety Limited Annual Fire Extinguisher Inspection
Bacs BTH12	23/12/24	5655	£3,100.00	Bill Thomson Pavilion Decorating
Bacs AEC12	23/12/24	5656	£244.80	Acquiesce Environmental Compliance Ltd Legionella Monitoring
Bacs PMS12	23/12/24	5657	£500.00	Staffordshire County Council Perton Middle School Donation
Bacs ESPO12	23/12/24	5658	£200.80	ESPO Cleaning Products & Stationery
DD ELEC11	23/12/24	5659	£564.13	Total Energies Gas & Power Ltd Civic Centre - Electricity
Bacs	24/12/24	5660	£182.56	Halls SMS Hand Towels, Toilet Rolls & Centre
DD A-Water12	24/12/24	5661	£532.64	Waterplus Allotments - Water
EDF11	24/12/24	5662	£359.21	EDF Energy Pavilion Electricity Charges
Bacs	27/12/24	5649	£13,528.45	Salary M9
Total			£38,935.01	

- b) Cash book to date received and noted for information.
- c) Income statement to date received and noted for information.
- d) Expenditure and budget to date received and noted for information.
- e) Concessionary room hire rate requested by Support Staffordshire for a Volunteer event. **Resolved** to approve concessionary rate for this event.
- f) The purchase of bleed kits to be placed in Defibrillator cabinets was considered. **Resolved** to purchase 3 bleed kits at a cost of £59 + VAT each.

157/24 POLICIES

Resolved Notice Board Policy was reviewed and accepted with no amendments.

158/24 PAVILION AND PLAYING FIELDS

- a) An update on the playing fields was merged with item b)
- b) Shared Prosperity Fund agreed to receive in December.
 - I. The District is very supportive and very generous. In order to facilitate this and remain in conditions it will require £18713.94 from the S106 fund. **Resolved** to approve.
 - II. Defer the field drainage works. This could be looked at through other funding sources at a later date. **Resolved** to defer.

- III. £43,668 has been allocated as part of the Shared Prosperity Fund with the conditions as follows:
- GJ Lewis for repair of drainage requirements, land restoration and ground preparation of the pavilion compound
 - MGD Construction for improvement of footpaths around the pavilion, including the path up to the pavilion.

Resolved to approve works as listed above.

- c) S106 funding
- I. **Resolved** to obtain quotes for reseating of goal posts on pitch 1 and 4
 - II. **Resolved** to appoint Cap Systems to fabricate 4 square to round goal post converters. It was agreed a maximum budget of £1,000 for both items. This would be funded through s106.
- d) A waste bin and collection is required at the pavilion. **Resolved** to approve fortnightly collections at a cost of £16 per lift for a 1600 litre bin from the Utility Hub.
- e) Electricity supplier at the Pavilion – the contract is due to end January 2026. **Resolved** to accept the costs from EDF at 26.2p per day rate, 20.2p night rate and standing charge of 50p per day for 36 months

159/24 ALLOTMENTS

- a) An update on the allotments was given by the Clerk. The pedestrian gate has been installed and the water turned off. The Wrottesley Village developer has arranged for the Japanese knotweed near to the allotment site to be electrically treated. This is seemingly better than chemical treatment.

Compliments were given to the allotment holders, they were very co-operative with restoration following the high winds.

- b) The installation of the additional trough was considered again.
- I. Pipework
 - II. Hire of digger

Queries were raised and therefore, **Resolved** to defer to the allotment committee to discuss further.

- c) The installation of four new raised beds at a cost of £7,985 was discussed. Community is the best Medicine funding will fund up to £1,000. This quote is very expensive for little return. **Resolved** to purchase some benches for the area in front of the raised beds from this fund. Further funding for a communal area could be looked at. To discuss with the allotment s committee.

160/24 HEALTH & SAFETY

An update on health and safety was given. Risk assessments have now been completed. Thank you to Cllr Mrs B Walters and the Civic Centre Admin Assistant for their hard work.

161/24 CORRESPONDENCE

- a) A resident has volunteered to help with the war memorial project. **Resolved** to invite them to a Parish Council meeting.
- b) The planting site for the Sakura trees was discussed and agreed. The trees need plenty of water and they have shallow roots. An area adjacent to Dippons Lane and also green areas in the centre were proposed. The Tree Officer has offered to come and give a presentation on the value of trees. **Resolved** to invite him to the Annual Parish Meeting in May.
- c) Information was handed to members regarding the Community Fair on 20th January 2025 10.30am – 12.30pm
- d) The Staffordshire Library January newsletter was previously distributed for information.

162/24 SOUTH STAFFORDSHIRE COUNCIL

- a) District Council written report presented from Cllr P Davis, Cllr C Evans and Mrs R Heseltine. A verbal report was given by Cllr Mrs P Allen.
- b) The Premises licence for The Mount Golf & Country Club was discussed. **Resolved** to take the officers recommendations.
- c) The Social Housing Allocations Policy was discussed.
- d) Funding for an Interpretation board up to £1,000 has been granted through the Shared Prosperity Fund. **Resolved** to order an A1 sign from Shelley Signs and the council to top up the difference.

e) Planning Applications:

Applications for consideration previously distributed:

Application no. : 24/01069/FULHH

Location: 1 Troon Court, Perton, WV6 7YW

Proposed: two storey side/rear extension.

Resolved: Perton Parish Council raised no objections to this proposal.

Applications returned since previous meeting:

Application no. : 24/01039/FUL

Location: The Pear & Partridge, The Parkway, Perton, WV6 7XZ

Proposed: new covered pergola to side beer garden, tall timber festoon lighting posts to front patio area and extend front window to full length.

Resolved: Perton Parish Council raised no objections to the proposal.

163/24 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council

Precept – 20th January 2025

– 10th February 2025

Meeting closed at 8.32pm

Signed
Chairman

Date:

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/12/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

HSBC Current Account	£8,153.66
Petty Cash Account	£250.00
Prepayment Card	£0.00
Public Sector Deposit Fund	£161,000.00
Total	£169,403.66

RECEIPTS	Net	Vat	Gross
Parish Council	£360,936.09	£0.00	£360,936.09
Civic Centre	£106,106.65	£0.00	£106,106.65
Allotments	£2,219.00	£0.00	£2,219.00
Pavilion & Playing Fields	£15,603.96	£0.00	£15,603.96
Total Receipts	£484,865.70	£0.00	£484,865.70

PAYMENTS	Net	Vat	Gross
Parish Council	£177,081.46	£3,827.98	£180,909.44
Civic Centre	£126,397.68	£5,700.65	£132,098.33
Allotments	£5,679.89	£776.24	£6,456.13
Pavilion & Playing Fields	£21,715.76	£2,641.19	£24,356.95
Total Payments	£330,874.79	£12,946.06	£343,820.85

Closing

Ordinary Accounts

HSBC Current Account	£14,198.51
Petty Cash Account	£0.00
Prepayment Card	£250.00
Public Sector Deposit Fund	£296,000.00
	£310,448.51
Total	£310,448.51

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

HSBC Current Account	£14,198.51
Petty Cash Account	£0.00
Prepayment Card	£250.00
Public Sector Deposit Fund	£296,000.00
Total	£310,448.51

Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 20th January 2025, 7.00pm

PRESENT:

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

Parish Clerk Mrs B Hodgetts

Assistant Parish Clerk Mrs L Higgins

164/24 APOLOGIES FOR ABSENCE

Apologies received and noted from Cllrs. Mrs S Beardsmore and J Turner.

165/24 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations received.

166/24 CODE OF CONDUCT

No requests for dispensation received.

167/24 SOUTH STAFFORDSHIRE - funding opportunities

- a) Interpretation board for the war memorial – Unfortunately not all the information given at the meeting on 13th January 2025 was correct. The purchase cost of the item must be no more than £1,000 including vat. Two different options were presented for consideration. **Resolved** to purchase an A2 lectern from Nature Sign Design at a cost of £535 plus £200 for artwork. With delivery and vat the total cost will be £996.
- b) A 'Lest we Forget' memorial bench at a cost of £489 + vat will be funded by SSDC. **Resolved** to approve the purchase from Black Country Metal Workers.

168/24 BUDGET

The previously distributed outline budget shows the anticipated cash balance carried forward from 2024/25 with projected income and expenditure for 2025/26.

There will be a minimum of £6,000 additional expenditure for the new National Insurance rules due to come in from April.

To reassess the use of laptops/tablets in 2026 when further information will be available on Devolution. To look at contract lease purchase/rental.

The allotment Committee to look at plot rents and refer back to the Parish Council.

There is additional expenditure this year due to the allotments, playing fields and pavilion.

The Clerk and Assistant Clerk to look into operating reserves, should this be increased due to inflation?

The outline budget and headings were discussed and **Resolved** that a total budget of £555,550 be set for 2025/26.

169/24 PRECEPT

Following agreement on the budget, it was **resolved** to request a precept of £264,705 for 2025/26.

The agreed Precept requirement is an increase of 4.81% with the annual charge of £75. This is an increase of £3.44 per annum based on a 'Band D' property.

170/24 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council - 10th February 2025

Meeting closed at 9.10pm

Signed
Chairman

Date:

INCOME	Agreed budget 2025/26
<u>PARISH COUNCIL</u>	
Litter - Agency Fee	4,000
VAT	-
Precept	264,705
Public Sector Deposit Fund Interest	4,000
Events	100
Funding	-
Miscellaneous	-
S106	-
Total	£272,805.00
<u>CIVIC CENTRE</u>	
Bar	-
Deposit - Room Hire (Refundable)	-
Funding	-
Hire of Rooms	65,000
Miscellaneous	-
Total	£65,000.00
<u>ALLOTMENT</u>	
Plot rent	3,000
Miscellaneous	-
Funding	-
Total	£3,000.00
<u>PAVILION / PLAYING FIELDS</u>	
Pitch hire	2,500
Pavilion room Hire	-
Scouts (electricity/water recharges)	600
Funding	-
Total	£3,100.00
TOTAL INCOME	£343,905.00
Balance brought forward	£211,645.00
	<u>£555,550.00</u>

EXPENDITURE	Agreed budget 2025/26
<u>CIVIC CENTRE</u>	
Salaries (inc NI & Pension contribution)	105,000
Automatic Doors	1,500
Bank Charges	200
Boilers	1,000
CCTV	500
Cleaning supplies	1,500
Electrical - PAT testing	200
Fire & Security	2,000
General Maintenance	10,000
Insurance	3,000
Legionella Monitoring	1,200

Lifts	1,500
Miscellaneous CC	500
Office expenditure	1,300
Performing Rights Society & PPL	1,000
Utilities	20,000
Rates	15,000
Staff Uniforms	200
Total Expenditure	£165,600.00
EXPENDITURE	Agreed budget 2025/26
<u>PARISH COUNCIL</u>	
Salaries (inc NI & Pension contribution)	107,000
Litter salaries (inc NI & Pension contribution)	17,000
Members' Allowances	14,000
Chairmans Allowance	750
Advertising & Newsletter	400
Audit	1,500
Bus Shelter Maintenance	2,000
CCTV	5,000
Christmas Decorations	3,000
Events/Awards	7,000
Contingency	15,000
Grants & Donations	3,000
H&S Consultancy Services	2,500
Insurance	3,000
Litter supplies	150
Notice Boards	1,000
Office Expenditure	6,400
Partnership Working	5,000
Outdoor Activities	7,000
Premises Licence Fee	180
Staff Training	2,000
Subscriptions	1,900
Website	300
War Memorial	4,000
Ringfenced Items ***	-
<i>operating reserves</i>	30,000
<i>Youth</i>	-
<i>Elections</i>	10,000
<i>Civic Centre maintenance/refurb</i>	30,000
<i>Commemorative events</i>	1,000
<i>Electrical Inspection</i>	2,000
<i>IT hardware</i>	-
<i>S106</i>	68,176
<i>Highway Safety Initiatives</i>	5,000
<i>Fire Equipment upgrade (doors/alarm)</i>	2,000
<i>Heating upgrade</i>	2,000
	£359,256.00

EXPENDITURE	Agreed budget 2025/26
<u>ALLOTMENTS</u>	
NSALG membership fee	60
Annual Licence fee - EDGE	500
Maintenance	1,000
Miscellaneous	2,000
S106	5,634
Utilities	1,000
Total	£10,194.00
<u>PAVILION / PLAYING FIELDS</u>	
Groundsman salary	1,400
Cleaning	1,200
Grass cutting	4,000
Committee allocation	2,600
Insurance	1,500
Utilities	6,000
Maintenance	1,000
Rates	1,600
Legionella Monitoring	1,200
	£20,500.00
Total Expenditure	£555,550.00

Working Party for the Pavilion & Playing Fields

Minutes of the Meeting

held on 9th January 2025 at 14.00 hrs

Perton Civic Centre Boardroom

1. Present

- 1.1. Penny Allen, Phil Davis, Judith Evans, Louise Higgins, Becky Hodgetts
- 1.2. Keith Elder joined the meeting at item 4.

2. Approval of Minutes

- 2.1. Minutes of meeting held 6th January 2025: approved

3. SPF & VCSE Project Outcomes and Outputs

- 3.1. The goals to be achieved for both grant awards are:
 - 3.1.a. Promote social interaction, community engagement and community health, particularly for families, elderly, youth and the less abled.
 - 3.1.b. Improve access to open spaces and outdoor activities, particularly for those who presently cannot easily enjoy it or lack confidence to do so.
 - 3.1.c. Increase fitness through social enjoyment of the natural environment.
 - 3.1.d. Achieve learning through fun activities in the natural environment, particularly for families, community groups, local schools
- 3.2. Our VCSE grant award intends activity to be encouraged in currently underused spaces. It is for the Parkrun registration fee for an adult route, and for 4 accessible picnic tables, 4 adult backless benches and 4 junior backless benches. This furniture to be used in a newly created accessible area(s) for young families, elderly and less abled residents and linked to the establishment of the community / family nature and/or woodland walks.
- 3.3. Our SPF grant award envisages redesigning existing outdoor activity space as well as improved utilization of currently underused areas, to attract new users of all ages and abilities. In addition to outdoor activity space for families and accessible recreational and social interaction spaces with accessible outdoor furniture, it seeks promotion of diverse activities such as new / improved community walks, use of pitches for different sports, and 2k + 5k Parkruns for adults and juniors.

4. Parkrun

4.1. Routes for adult and junior runs

- 4.1.a. Our proposed route for both runs lies entirely within our leased land.
- 4.1.b. The route offers multiple start points to prevent against overcrowding and car-parking congestion. Perton Middle School is willing to allow use of its car park.
- 4.1.c. Following the scheduled improvements under the grants, we anticipate that the ground surfaces will be acceptable. A running track surface is not required. Tree roots and rough terrain can remain.

4.2. Administration needs and implementation of these

- 4.2.a. Initially, the Working Party will meet with Gary from the Parkrun organisation to discuss our proposed routes and what else may be required to finalise them preparatory to registering the routes with the organisation.

- 4.2.b. The VCSE grant includes the £4,000 for the Parkrun Organisation registration fee and requires us to complete registration by no later than 31 March 2025.
- 4.2.c. We will finalise membership of a Parkrun Committee after we have completed registration with the Parkrun Organisation.

4.3. *Recommendation to full Council*

- 4.3.a. To be decided on after we have had the meeting with Gary from the Parkrun Organisation.

5. **Community / Family Walk**

5.1. *Route:*

- 5.1.a. *For the accessible route:* from the Pavilion along the Dippons Lane side of the Pavilion Field to the end of this field with a wellbeing area at both ends. Access onto the Pavilion field to be improved as part of this work.
- 5.1.b. *For the family / community walk,* the route continues through into Dippons Field and along the path up to Yew Tree field, and back to the Pavilion along the Beverston side of the Pavilion field. Well-being and family spaces to be sited on these fields.

5.2. *Implementation, administration, advertising, etc.:*

- 5.2.a. The Parish Council is merely providing the resource. It will not run the Community or Family Walk events. Local groups will be invited to organise the events.
- 5.2.b. We will assist by advertising events on our website and on our existing notice and information boards. We will consider placing an information board at the start of the route if it appears this will be helpful.

6. **Well-being areas**

- 6.1. *Community spaces:* potential for another rest / picnic area in the woodland on the green space near the bus route (Area 2). This requires discussions with SSDC. It is not in our leased land, and we may not want to take on that responsibility.
- 6.2. *Accessible areas:* to be sited at the two ends of the accessible route (5.1.a5.1.a above). We will set up a meeting with PCSO Ash (and other relevant people) to check the suitability of these locations for potential nuisance factor / vandalism. If they advise against these locations, we will temporarily keep the outdoor furniture in the Pavilion compound whilst another grant-compliant space is being found.

7. **Next steps / other matters arising**

- 7.1. Arrange a site meeting with Eddie Lewis for the SPF grant works for improvements to compound and to pitches.
- 7.2. Arrange a meeting of the Working Party with Gary from the Parkrun organisation to discuss our proposed route.
- 7.3. Arrange a meeting with PCSO Ashley and others for the proposed accessible rest areas.

8. **Date of next meeting**

- 8.1. To be arranged following conclusion of site meetings and stakeholder / advisors' meetings.

Minutes of the meeting of Perton Parish Council Management Committee held on Wednesday 29th January 2025 7.00pm

Present:

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

Parish Clerk: Mrs B Hodgetts

M12/24 - APOLOGIES FOR ABSENCE

No apologies required

M13/24 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS AND APPROVE DISPENSATION REQUESTS

Declarations of interests were received from the following:

- M15 c) & e) Hire Charges - Councillors P Davis, D Glynn, Mrs R Heseltine (pecuniary interest)
M15 c) Hire charges - Councillors Mrs P Allen Mrs B Walters (pecuniary Interest)

Dispensations were received and approved as per declarations above for the length of term.

M14/24 - MINUTES

Resolved that the minutes of the Management Committee meeting held on 30th October 2024 were a true and correct record.

M09/24 – CIVIC CENTRE

- a) Management report
- The majority of lights have been changed to LED
 - Annual fire extinguisher check completed
 - Boiler house repairs completed
 - Stage fire doors have been repaired
 - Airman's lounge woodwork painted
 - Booking forms amended as per Fire risk assessment
 - Door lock onto flat roof from New room changed to a thumb turn
 - Header tank removed from loft space
 - Nursery toilets removed along with sinks to create storage area
 - Wifi link installed for the solar power at rear of stage
 - Drinks machines due to be removed in February
 - New water boiler purchased for the kitchen, also smaller one purchased for the Council Chamber.
- b) Several lift issues were identified during the latest inspection, and quotes have been received. It was resolved to proceed with the purchase of a rubber isolation mat and the replacement of two buffers in the lift pit. The committee agreed that the autodialler was not necessary at this time. The Clerk also explained that the front auto door mechanism is obsolete therefore obtaining parts may be a problem going forward. A quote for £2725 has been received for replacement.
- c) Hire charges were reviewed. **Resolved** the following recommendations be made to Full Council:
- i. weekly hire – no change
 - ii. Concessionary hire – no change
 - iii. Kitchen – no change
 - iv. Lakeside Church – no change currently in a 3 year LTA due to finish end of March 2027
 - v. Refundable deposits – no change

Councillors with a dispensation did not vote on this item

- d) Opening the Lakeside Hall on Sundays was discussed. It was **Resolved** that the hall could be hired from 2pm at the discretion of the Clerk.

- e) The proposal for Jam Youth Theatre to hire the hall from Thursday to Sunday (inclusive) each year was discussed. **Resolved** that they can organise their annual show in July but all other events would need to be considered on an individual basis.

Councillors with a dispensation did not vote on this item

M16/24 – POLICIES

- a) No smoking and E-cigarette policy – **Resolved** no amendments be recommended to Full Council
- b) Asset recording/disposal – **Resolved** no amendments be recommended to Full Council

M17/24 – RISK ASSESSMENTS

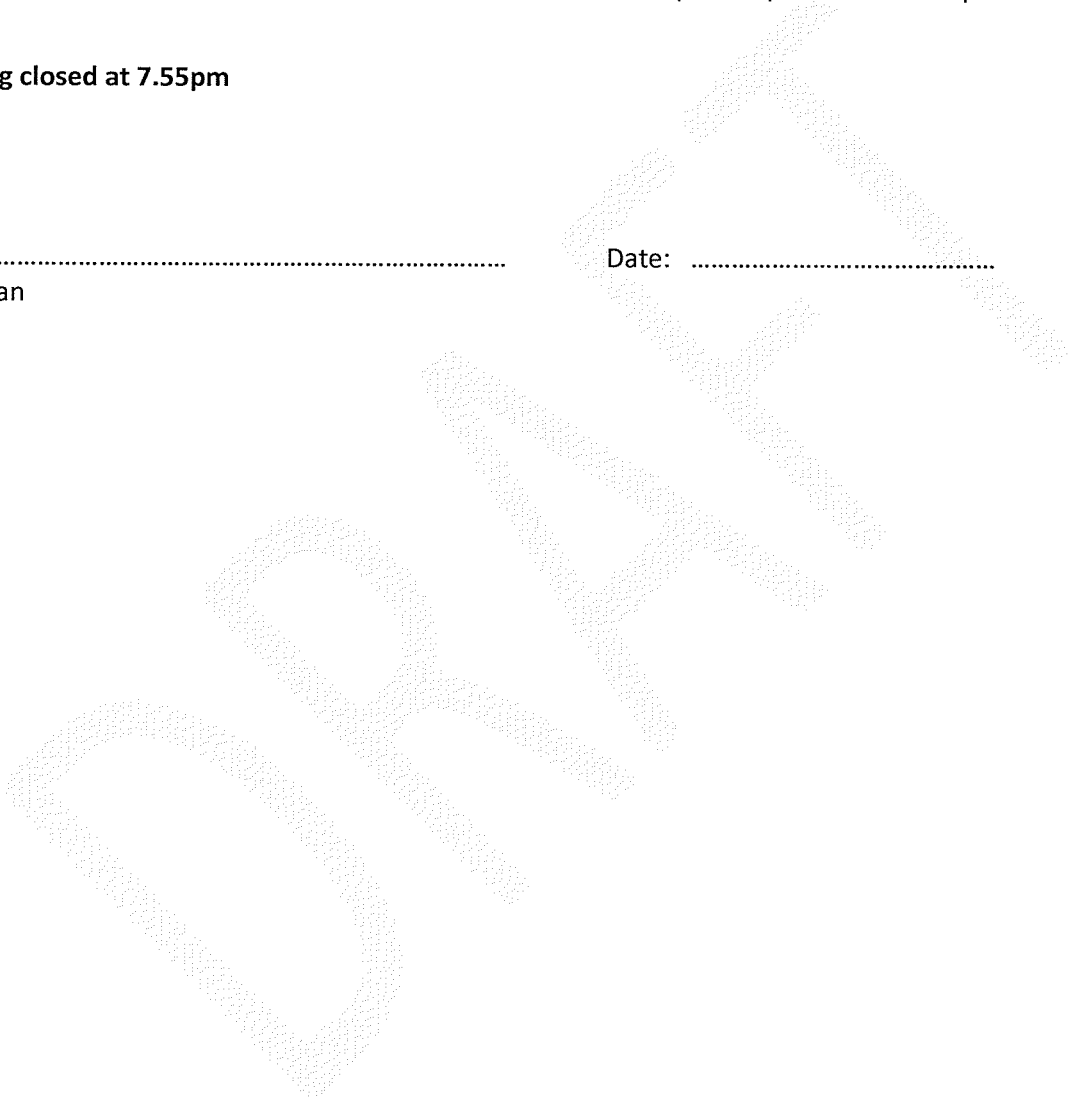
The completed risk assessment were considered. There was discussion on the Lone Worker assessment and how the staff can be protected. It was agreed to contact Staffordshire Police Crime Reduction Officer for some guidance. **Resolved** to recommend adoption of the risk assessments to Full Council.

M18/24 - DATE AND TIME OF NEXT MEETING – Wednesday 23rd April 2025 at 7.00pm.

Meeting closed at 7.55pm

Signed
Chairman

Date:



Minutes of the meeting of Perton Parish Council

Finance Committee meeting held on Tuesday 4th February 2025 at 10.00am

Present:

Councillors Mrs P Allen, P Davis, C Evans, D Glynn (Chairman) Mrs R Heseltine S Payne and C Rathbone

Assistant Parish Clerk Mrs L Higgins

F68/24 - APOLOGIES FOR ABSENCE

Apologies were received and noted from Cllr N Caine

F69/24 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No declarations of pecuniary or other interests were received.

F70/24 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

F71/24 - MINUTES OF MEETING

Resolved that the minutes of the Meeting held on 7th January 2025, previously distributed, were a true and correct record and signed by the Chairman.

F72/24 - ACCOUNTS PAID

The Clerk presented a list of payments up to 31st January 2025. **Resolved** that all payments were correct and authorised. Payments for DLS Electrical & Amazon were discussed.

F73/24 - INCOME RECEIVED

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

F74/24 – BUDGET TO DATE & VIREMENTS

The budget to date was reviewed and noted. **Resolved** that the following virement be made:

- £3461 from Contingency (111) to Partnership Working (122)

F75/24 - RECONCILIATIONS

The Clerk presented the HSBC bank statement number 317 dated 31st January 2025 for reconciliation to the cashbook. Also presented for scrutiny was the CCLA Public Sector Deposit Fund and the expenditure invoices and payment authorisation lists for January 2025.

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

F76/24 - DATE AND TIME OF NEXT MEETING

Tuesday 4th March 2025 at 10.00am.

Meeting closed at 10.22am

Signed
Chairman

Date:

Paid Expenditure Transactions

178/24 a)

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

Payment Reference	Paid date	Tn no	Gross	Details
DD ASH12	02/01/25	5663	£207.96	Ash Waste Services General Waste & Recycling Collection
DD Rates01	02/01/25	5664	£1,248.00	South Staffordshire Council Business Rates - January
Bacs	06/01/25	5665	£150.00	Staffordshire County Website Services
Bacs CH01	06/01/25	5666	£278.26	Citron Hygiene UK Limited Sanitary & Nappy Bin Annual Contract
Bacs	06/01/25	5667	£208.63	Amazon Litter Pickers and Bag Hoops
DD BPay	06/01/25	5668	£12.65	Brightpay Connect Monthly Subscription
DD Ricoh C-	10/01/25	5669	£183.74	Ricoh Centre - Rental Charges and Copies 01/12/24-28/02/25
Bacs IR12	10/01/25	5670	£3,641.79	Inland Revenue Tax & NI - December 201/3
Bacs PEN12	10/01/25	5671	£3,505.24	Staffordshire County Pension - December
DebitCard	10/01/25	5672	£91.38	Apecs Consult Ltd Additional Keys for Pavilion
Bacs DLS01	14/01/25	5673	£200.00	D L S Electrical Removal of Christmas Lights
Bacs DW01	14/01/25	5674	£74.59	London Hearts (T/A Defib World) Replacement Defib Pads - Pavilion
DD	15/01/25	5675	£202.16	Waterplus Allotments - Water
Bacs VP01	15/01/25	5676	£212.40	Value Products Ltd Bleed Control Kit x 3
Bacs	16/01/25	5677	£534.00	FAAC Entrance Solutions UK Ltd Automatic Doors - Annual Service
Bacs	17/01/25	5678	£22.44	Amazon Box Files and Christmas storage bag
DD BT12	17/01/25	5679	£86.52	British Telecom Telephone & Broadband
Bacs	20/01/25	5680	£384.00	J Whittingham & Son Christmas Tree in Anders Square
DD	20/01/25	5681	£108.41	Everflow Limited Water
DD GAS12	20/01/25	5682	£912.24	Total Energies Gas & Power Ltd Civic Centre - Gas
Bacs AEC01	21/01/25	5683	£160.80	Acquiesce Environmental Compliance Limited Legionella Monitoring
DD EDF12	21/01/25	5684	£360.05	EDF Energy Pavilion Electricity Charges
CHG HSBC01	21/01/25	5685	£12.32	HSBC UK Bank Charges
PettyCashTop	21/01/25	5689	£172.89	Home & Motorsave Various
PettyCashTop	21/01/25	5690	£14.99	Amazon Star For Christmas Tree - Outer Island
PettyCashTop	21/01/25	5691	£38.35	Sainsbury's Refreshments for Christmas Meeting
PettyCashTop	21/01/25	5692	£5.18	Martyns Carpet Cleaning Fluid
Bacs	22/01/25	5686	£19.33	Amazon Certificate Frames & Gutter Hooks
Bacs	22/01/25	5687	£120.00	NALC Local Councils Award Scheme – Accreditation
DD ELEC12	22/01/25	5688	£611.12	Total Energies Gas & Power Ltd Civic Centre - Electricity
Bacs	30/01/25	5693	£69.14	Halls SMS Hand Towels & Centrefeed Rolls
Bacs MSL01	30/01/25	5694	£3,471.60	Morelock Signs Ltd Speed Indication Device
Bacs	31/01/25	5695	£13,213.00	Salaries M10

Total £30,533.18

Financial Summary - Cashbook

178/24 b)

Summary of receipts and payments between 01/04/24 and 31/01/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

HSBC Current Account	£8,153.66
Petty Cash Account	£250.00
Prepayment Card	£0.00
Public Sector Deposit Fund	£161,000.00
Total	<u>£169,403.66</u>

RECEIPTS	Net	Vat	Gross
Parish Council	£362,422.03	£0.00	£362,422.03
Civic Centre	£120,095.40	£0.00	£120,095.40
Allotments	£2,219.00	£0.00	£2,219.00
Pavilion & Playing Fields	£15,936.46	£0.00	£15,936.46
Total Receipts	£500,672.89	£0.00	£500,672.89

PAYMENTS	Net	Vat	Gross
Parish Council	£192,062.73	£4,563.34	£196,626.07
Civic Centre	£139,695.31	£6,210.05	£145,905.36
Allotments	£6,075.70	£814.97	£6,890.67
Pavilion & Playing Fields	£22,202.04	£2,729.89	£24,931.93
Total Payments	£360,035.78	£14,318.25	£374,354.03

Closing Balances

Ordinary Accounts

HSBC Current Account	£14,472.52
Petty Cash Account	£0.00
Prepayment Card	£250.00
Public Sector Deposit Fund	£281,000.00
Total	<u>£295,722.52</u>

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

HSBC Current Account	£14,472.52
Petty Cash Account	£0.00
Prepayment Card	£250.00
Public Sector Deposit Fund	£281,000.00
Total	<u>£295,722.52</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Income 2024-25

178/24 c)

Summary of Income April 2024 - March 2025														
Civic Centre, Pavilion & Parish Receipted and BACS Income														
Business Income											Total Income		Notes	
Room Hire	Refund Deposit	Allotments	Precept/VAT	Interest	Scouts utilities	PPC events	Grants	Commission	Photo copies	Pitch hire	Agency Fee	2024/25		2023/24
£	£	£	£	£			£			£	£	£	£	
Apr	7,530.00	200.00	1,406.00	751.51		52.00		82.33		387.00	306.77	134,716.11	115,199.62	Main Differences This Year v Last Year £11500.50 increase in precept + allotment rent Diabetic eye screening /additional Pulmonary received grant payment Increased room hire S106 £81,176.47 + £500 SCC grant No grants received in 2023/24 Harlequin increase + overdue payments
May	4,870.00	-542.00	211.00	660.28				22.18	2.50	81.00	319.55	5,624.51	8,452.89	
June	7,424.50	300.00	-13.00	989.66		36.00	40,000.00	15.25		209.00	332.33	49,293.74	11,586.60	
July	5,831.00	-150.00	50.00	916.56						138.00	319.55	7,105.11	7,164.94	
Aug	8,366.25	50.00		899.77	300.26		3,605.00	47.55	1.25	388.00	345.11	14,003.19	8,101.55	
Sept	6,294.75	50.00	25.00	804.73		81.00		5.44		934.50	332.33	132,528.25	120,963.65	
Oct	9,942.25	-100.00	12.50	729.45		424.14	81,676.47			1,134.00	319.55	94,138.36	6,481.99	
Nov	7,850.75	50.00	27.50	1,146.57		16.00	150.00	42.01		133.00	345.11	9,760.94	7,060.23	
Dec	6,496.25	-81.00		1,336.15		36.00	10,112.20	35.39		364.00	332.33	18,631.32	13,900.41	
Jan	13,609.00	350.00		1,230.30				29.75		332.50	255.64	15,807.19	12,423.92	
Feb												0.00	103,384.78	
Mar												0.00	14,802.79	
=	78,214.75	127.00	1,719.00	9,464.98	300.26	645.14	135,543.67	279.90	3.75	4,101.00	3,208.27	481,608.72	311,335.80	
												YTD + / -	To Date	
												170,272.92	481,608.72	£11728.55 increase on this time last year

Financial Budget Comparison

178/24 d)

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	revised	Actual Net	Balance
INCOME					
Parish Council					
1	Precept	£248,001.00	£248,001.00	£248,001.00	£0.00
2	VAT reclaimed	£5,000.00	£5,000.00	£9,604.31	£4,604.31
3	Litter - Agency Fee	£3,850.00	£3,850.00	£2,901.50	£-948.50
4	Public Sector Deposit Fund Interest	£4,000.00	£4,000.00	£9,464.98	£5,464.98
5	Events	£100.00	£100.00	£205.00	£105.00
6	Funding	£0.00	£0.00	£81,943.47	£81,943.47
7	Miscellaneous	£0.00	£0.00	£535.14	£535.14
8	Perton Walkers Map	£0.00	£0.00	£0.00	£0.00
Total Parish Council		£260,951.00	£260,951.00	£352,655.40	£91,704.40
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	£-150.00	£-150.00
54	Drinks Machine (hot)	£200.00	£200.00	£279.90	£79.90
55	Funding	£0.00	£0.00	£41,500.00	£41,500.00
56	Hire of Rooms	£60,000.00	£60,000.00	£74,717.25	£14,717.25
57	Photocopies	£10.00	£10.00	£3.75	£-6.25
Total Civic Centre		£60,210.00	£60,210.00	£116,350.90	£56,140.90
Allotments					
301	Plot Rent	£1,750.00	£1,750.00	£1,065.00	£-685.00
302	NSALG Membership Fee	£0.00	£0.00	£-30.00	£-30.00
303	s106 Funding	£0.00	£0.00	£0.00	£0.00
304	Misc	£0.00	£0.00	£1,184.00	£1,184.00
Total Allotments		£1,750.00	£1,750.00	£2,219.00	£469.00
Pavilion & Playing Fields					
401	Pitch Hire	£2,500.00	£2,500.00	£4,119.00	£1,619.00
402	Room Hire	£0.00	£0.00	£0.00	£0.00
403	Scouts Utilities	£500.00	£500.00	£300.26	£-199.74
404	Funding	£0.00	£0.00	£11,517.20	£11,517.20
Total Pavilion & Playing Fields		£3,000.00	£3,000.00	£15,936.46	£12,936.46
Total Income		£325,911.00	£325,911.00	£487,161.76	£161,250.76

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	revised	Actual Net	Balance
EXPENDITURE					
Parish Council					
101	Salaries	£106,310.00	£106,310.00	£83,537.65	£22,772.35
102	Litter Salaries	£16,000.00	£16,000.00	£13,456.02	£2,543.98
103	Members' Allowances	£14,000.00	£14,000.00	£11,647.20	£2,352.80
104	Advertising & Signage	£300.00	£300.00	£0.00	£300.00
105	Audit	£1,200.00	£1,200.00	£1,247.47	-£47.47
106	Bus Shelter Maintenance	£2,500.00	£2,500.00	£213.26	£2,286.74
107	CCTV - Anders Square	£5,000.00	£5,000.00	£406.00	£4,594.00
108	Christmas Decorations	£3,000.00	£3,000.00	£3,408.63	-£408.63
109	Civic Functions/Civic Sunday	£750.00	£750.00	£815.36	-£65.36
110	Civic Awards	£200.00	£200.00	£59.00	£141.00
111	Contingency	£15,000.00	£11,000.00	£239.00	£10,761.00
112	Events	£6,000.00	£6,000.00	£3,438.86	£2,561.14
113	Flowers tubs & hanging baskets	£3,750.00	£3,750.00	£3,305.12	£444.88
114	Graffiti Removal	£100.00	£300.00	£285.59	£14.41
115	Grants & Donations	£4,000.00	£3,800.00	£2,210.00	£1,590.00
116	H&S Consultancy Services	£2,000.00	£2,000.00	£1,500.00	£500.00
117	Insurance Renewal	£2,100.00	£2,350.00	£2,339.47	£10.53
118	Litter Supplies	£150.00	£150.00	£76.84	£73.16
119	Newsletter	£400.00	£400.00	£100.00	£300.00
120	Notice Boards	£1,000.00	£1,000.00	£0.00	£1,000.00
121	Office Equipment	£2,500.00	£14,300.00	£577.18	£13,722.82
122	Partnership Working	£5,000.00	£5,000.00	£8,294.25	-£3,294.25
123	Photocopier	£650.00	£650.00	£606.80	£43.20
124	Play Area / Outdoor Activities	£2,000.00	£4,100.00	£4,041.10	£58.90
125	Premises Licence Fee	£180.00	£180.00	£180.00	£0.00
126	Skatepark	£0.00	£0.00	£0.00	£0.00
127	Staff Training	£2,000.00	£2,000.00	£1,469.59	£530.41
128	Stationery & Postage	£500.00	£500.00	£88.15	£411.85
129	Subscriptions	£1,900.00	£1,900.00	£1,591.50	£308.50
130	Telephone & Broadband	£600.00	£600.00	£370.23	£229.77
131	Website	£300.00	£300.00	£258.33	£41.67
132	Walkers Map	£0.00	£0.00	£0.00	£0.00
133	War Memorial Maintenance	£5,000.00	£5,000.00	£1,666.67	£3,333.33
134	*Ringfenced Items*	£81,000.00	£69,000.00	£44,433.46	£24,566.54

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	revised	Actual Net	Balance
Total Parish Council	£285,390.00	£283,540.00	£191,862.73	£91,677.27
Civic Centre				
201 Salaries	£105,157.00	£105,157.00	£91,998.98	£13,158.02
202 Advertising	£100.00	£100.00	£0.00	£100.00
203 Automatic Doors	£1,500.00	£1,500.00	£445.00	£1,055.00
204 Bank Charges	£150.00	£150.00	£152.04	-£2.04
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	£1,500.00	£1,775.00	£1,608.02	£166.98
208 Drinks Machine (Foyer)	£700.00	£425.00	£424.68	£0.32
209 Electrical Inspection	£200.00	£200.00	£104.50	£95.50
210 Fire & Security Alarms	£1,500.00	£1,500.00	£890.65	£609.35
211 Fire Extinguisher Maintenance	£500.00	£500.00	£285.50	£214.50
212 General Maintenance	£2,000.00	£16,000.00	£15,908.31	£91.69
213 Insurance Renewal	£2,100.00	£2,350.00	£2,339.46	£10.54
214 Legionella Monitoring	£1,000.00	£1,000.00	£1,045.00	-£45.00
215 Lifts	£1,500.00	£1,500.00	£666.98	£833.02
216 Miscellaneous CC	£500.00	£500.00	£52.99	£447.01
217 Office Equipment	£500.00	£500.00	£19.30	£480.70
218 Performing Rights Society & PPL	£1,000.00	£1,000.00	£832.72	£167.28
219 Photocopier	£600.00	£600.00	£566.41	£33.59
220 Power (Gas & Electricity)	£18,000.00	£18,000.00	£6,636.27	£11,363.73
221 Rates	£15,000.00	£15,000.00	£12,475.00	£2,525.00
222 Refreshments	£200.00	£200.00	£22.49	£177.51
223 Refuse & Hygiene Services	£3,000.00	£3,000.00	£2,455.34	£544.66
224 Staff Uniforms	£100.00	£100.00	£143.88	-£43.88
225 Telephone & Broadband	£600.00	£600.00	£365.23	£234.77
226 Water & Sewerage	£1,500.00	£1,500.00	£256.56	£1,243.44
Total Civic Centre	£160,407.00	£174,657.00	£139,695.31	£34,961.69
Allotments				
351 NSALG Membership Fee	£60.00	£60.00	£55.00	£5.00
352 Annual Licence Fee	£500.00	£500.00	£0.00	£500.00
353 Electric	£0.00	£0.00	£0.00	£0.00
354 Maintenance	£1,000.00	£1,000.00	£50.94	£949.06
355 Miscellaneous	£0.00	£4,000.00	£3,917.24	£82.76
356 S106	£0.00	£20,000.00	£1,317.72	£18,682.28
357 Water	£1,000.00	£1,000.00	£734.80	£265.20

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	revised	Actual Net	Balance
Total Allotments	£2,560.00	£26,560.00	£6,075.70	£20,484.30
Pavilion & Playing Fields				
451 Cleaning	£1,170.00	£1,170.00	£495.00	£675.00
452 Grass Cutting	£1,560.00	£1,560.00	£2,728.42	-£1,168.42
453 Line Marking	£1,560.00	£1,560.00	£463.13	£1,096.87
454 Insurance	£1,500.00	£1,500.00	£0.00	£1,500.00
455 Maintenance	£6,150.00	£6,150.00	£14,353.35	-£8,203.35
456 Utilities	£4,000.00	£6,000.00	£2,640.19	£3,359.81
457 Rates	£1,600.00	£1,600.00	£1,521.95	£78.05
Total Pavilion & Playing Fields	£17,540.00	£19,540.00	£22,202.04	-£2,662.04
Total Expenditure	<u>£465,897.00</u>	<u>£504,297.00</u>	<u>£359,835.78</u>	<u>£144,461.22</u>
Total Income	£325,911.00	£325,911.00	£487,161.76	£161,250.76
Total Expenditure	£465,897.00	£504,297.00	£359,835.78	£144,461.22
Total Net Balance	-£139,986.00	-£178,386.00	£127,325.98	

178/24 e)



3 Year Contract 2025, 2026, 2027

To:
Becky Hodgett
Perton Parish Council

Quotation No: PMC121124PERTON3
contract

Date: 12/11/2024

Dear Becky,

We have pleasure in confirming prices as follows:

Quantity	Part No.	Name	Unit price	Tax	Amount
8	PMS3	3 Tiered Meter Squared Planters – Planted	£225.00	20 %	£1,800.00
1	Maint	Summer Maintenance	£1,350.00	20 %	£1,350.00
1	CARRIAGE	Carriage: Deliver, Install, Remove & Collect	£150.00	20 %	£150.00

Year 2025 Subtotal: £3,300.00
Year 2026 Subtotal (with 5% uplift) £3,465.00
Year 2027 Sub Total (with 5% uplift) £3,638.25

3 Year TOTAL £10,403.25
VAT: £2,080.65
Total: £12,483.90


3 Year Contract 2025, 2026, 2027

Signed.....

Subject to Plantscape Terms and Conditions of Business

Previous charge £3,179

PERTON PARISH COUNCIL

173/24 f)


Application for Concessionary Room Rate

APPLICANTS DETAILS:

NAME OF CLUB/ORGANISATION

PRINCIPAL HIRER (Name & Address)

[REDACTED]

PURPOSE OF CLUB/ORGANISATION

RAISE AWARENESS & FUNDING FOR THE BRAIN TUMOUR CHARITY.

DOES YOUR CLUB/ORGANISATION MAKE A PROFIT? NO.

WHAT HAPPENS WITH EXCESS FUNDS?

CHARITY DONATIONS.

NUMBER OF ADULT MEMBERS

NUMBER OF MEMBERS UNDER 16

NUMBER RESIDING IN PERTON PARISH

PLEASE STATE THE REASON YOU NEED A CONCESSIONARY RATE

THE EVENT IS TO RAISE AS^{MUCH} MONEY AS POSSIBLE FOR
THE CHARITY.

HOW MUCH DO YOUR CLIENTS PAY PER SESSION/VISIT?

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

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

ANY OTHER FACTS YOU WOULD LIKE CONSIDERED

Signed: [REDACTED]

Date: 8/1/25.

PLEASE ATTACH A STATEMENT OF YOUR LATEST ACCOUNTS

PERTON PARISH COUNCIL



Application for Concessionary Room Rate

178/249)

APPLICANTS DETAILS:

NAME OF CLUB/ORGANISATION COMPTON CARE CHOIR

PRINCIPAL HIRER (Name & Address) 

PURPOSE OF CLUB/ORGANISATION TO RAISE MONEY FOR
COMPTON CARE HOSPICE

DOES YOUR CLUB/ORGANISATION MAKE A PROFIT? MAKE A SMALL SURPLUS TO COVER
OPERATIONAL COSTS. PROFITS MAINLY

WHAT HAPPENS WITH EXCESS FUNDS? GO TO COMPTON CARE
GOES TO THE ABOVE HOSPICE

NUMBER OF ADULT MEMBERS 51

NUMBER OF MEMBERS UNDER 16 0

NUMBER RESIDING IN PERTON PARISH 5

PLEASE STATE THE REASON YOU NEED A CONCESSIONARY RATE TO ENSURE WE CONTRIBUTE
ANY PROFITS MADE GO TO COMPTON CARE. WE ARE NON-PROFIT ORGANISATION


HOW MUCH DO YOUR CLIENTS PAY PER SESSION/VISIT? £3. per week

ARE YOU ABLE TO INCREASE THIS CONTRIBUTION PER SESSION/VISIT? THE MEMBERSHIP WAS
INCREASED LAST YEAR. WE ARE RETICENT TO INCREASE IT FURTHER
TO ENSURE EQUAL OPPORTUNITIES FOR ALL

ARE YOU AFFILIATED TO ANY OTHER ORGANISATION? IF SO, GIVE NAME RAISE FUNDS FOR COMPTON CARE

ANY OTHER FACTS YOU WOULD LIKE CONSIDERED

CHOIRS CONSTITUTION ATTACHED EXPLAINING OUR
LINKS TO COMPTON CARE

Signed: 

Date: 31.1.2025

Compton Care Choir.
Statement of monies made for the year to 31.1.25

Income				
Donation Julie Ward Fathers Funeral				£1,000.00
Summer concert				
	Raffle	Cash		£845.00
	Balloons			£98.30
	Raffle sum up net of costs			£125.00
	Ticket sales	cash		£975.00
	Ticketsource			£750.00
Perton Care Home booking				£50.00
Funeral Grahams wife March				£60.00
Julie Ward donation from sale furniture etc				£600.00
Julie and Mike anniversary party donation				£400.00
oddfellows	19.7.24			£150.81
James bucket collection				£81.66
Funeral November				£50.00
Winter concert				
Ticket sales	Ticket sales			£2,200.00
	Raffle			£1,089.00
	Donation SL re St J			£70.00
	Bucket collection			£70.11
Christmas Carols at Pubs				£760.29
Total income				£9,375.17
Expenses				
Summer concert expenses				
MD Concert			£100.00	
Accompaniast			£50.00	
Sum up costs			£3.35	
Costs/ expenses other			£37.00	
Winter concert expenses				

Compton Care Choir.
Statement of monies made for the year to 31.1.25

Advent Calendars/ Gifts- Donna			£73.92	
Decorations - Kate			£50.00	
Holly for scarves			£10.00	
St Johns Ambulance			£137.28	
Room hire			£50.00	
Steven and Matthias			£150.00	
Total expenses			£661.55	661.55
Net monies raised for Compton Care				£8,713.62

Income		
	Rotary Grant	£ 500.00
	Membership fees *	£ 5,736.00
	Monthly Raffles	£ 279.00
	Deposit back for The Pavillion	£ 100.00
	Membership contribution Fleeces/ polo shirts	£ 582.70
	Net income made for Compton Care	8713.62
	Total income	£ 15,911.32
Choir operating Expenses		
	Rehearsal Room Hire	£ 1,350.00
	NAC Membership	£ 53.00
	Choir insurance	£ 94.08
	Music Director	£ 1,950.00
	Music Director Travel	£ 240.00
	Accompanist	£ 805.00
	Sheet music	£ 213.38
	Bank Charges	£ 82.84
	Miscellaneous	£ 257.53
	Fleeces	£ 1,549.26
	Total Operating Expenses	£ 6,595.09
	Surplus Income over expenditure	£ 9,316.23
	Proposed donation for Compton Care Choir	£ 8,800.00

See breakdown separate itemised sheet

Operating Surplus

£ 516.23



COMPTON CARE CHOIR

Mission Statement and Constitution 2025

OUR MISSION

The Compton Care Choir seeks to provide a forum for those who have a shared love of music and singing in all its forms. The Choir aims to:

- Engender friendship and mutual support between its members.
- Pursue the ideal of excellence in its public performances.
- Nurture the name of Compton Care in the community, and where appropriate, to raise funds for the direct benefit of patients and their families.

OUR CONSTITUTION

1. **THE CHOIR** shall be open to adults from all backgrounds who share a love of music and singing

THE CHOIR shall be administered by a **Management Group**

- The terms of this constitution will apply in order to elect the Management Group at an **Annual General Meeting** held in February.
- Eligibility to vote at an AGM will require that members have made subscription payments for at least two thirds of choir practices during the last six months of the year.

2. **THE MANAGEMENT GROUP** shall be comprised of **EIGHT** elected members who will serve for a term of **TWO** years, fifty per cent of whom will be elected on a bi-annual basis. **THE CHAIR** holder will be elected annually by Management Group members at the first meeting following the AGM. Posts within the management group will change according to need and will be MG-appointments.

THERE WILL BE TWO ADDITIONAL EX-OFFICIO MEMBERS of The Management Group entitled to attend meetings by invitation – The President and the Musical Director. Ex-officio members are not entitled to vote.

The position of **PRESIDENT** will be approved at the AGM annually.

- The Management Group shall meet monthly, or as required.
- The Management Group shall review the Constitution as necessary
- Notification convening the AGM will be given by **The Secretary** to all members at least **TWO** weeks prior to the AGM.
- Eligibility to fill a vacant position on the Management Group will be open to any member of the choir who has met the attendance criterion. They will be required to submit a nomination form within the time period specified in any notification. A written nomination form will be required to be **signed by two proposers and two seconders, each of**

whom will be a fully accredited member. In the event of an election being required a simple majority of the votes of members present at the AGM shall decide the outcome.

- It will be the joint responsibility of members of the Management Group to oversee, record, and officially acknowledge every aspect of the choir's administration including finances, performing dates, public relations and all legal requirements relating to public performances and health and safety.
- An income and expenditure account shall be maintained by the treasurer and presented annually at the AGM.
- Three bank account signatories will be agreed annually to include **THE CHAIR, THE TREASURER** and **ONE** other member of the Management Group.
- In anticipation of possible loss of income there should always be sufficient funds held in the bank account to enable the choir to meet its financial commitments relating to rehearsals and performances.

3. The Choir and its Management Group shall remain autonomous on the understanding that, as far as possible, and as long as decisions are taken in the general interest of Compton Care Choir, the expressed views of members will be considered in all discussions relating to choir business.

- An annual fee is payable monthly by all members to meet overhead costs. The amount of the membership fee is to be reviewed and agreed annually by the Management Group, before approval is sought at the AGM
- The name **Compton Care** shall imply only support for the charity. No paid employee or volunteer of the hospice shall have any influence on choir management unless that employee or volunteer is a recognised member of the choir by meeting the attendance criterion.
- The appointment and subsequent reappointment of the post of **Musical Director** and the remuneration associated with the post shall be agreed annually by the Management Group with the recommendation being ratified by the membership at the AGM.
- **The Musical Director** shall be consulted and their opinions sought on every aspect of public performance. In the event of failure to agree performance criteria the Management Group's majority decision will be final.
- **ALL ENQUIRIES RELATING TO PUBLIC PERFORMANCES OF WHATEVER NATURE** shall be referred to the Bookings Secretary of the Management Group in the first instance, after which the request will be considered at the following Management Group meeting **before any undertaking by the choir can be confirmed.** The Management Group will share an annual performance schedule with choir members once agreed.

4. **THIS CONSTITUTION** is not exhaustive. It will continue to be a developing document that will respond to future issues that may arise in relation to maintaining the integrity of the Compton Care Choir and its membership.

ANY CHANGES TO THE CONSTITUTION may be considered by the Management Group but will not be deemed to have been approved before they have been submitted to the full membership at the next Annual General Meeting.



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PERTON PARISH COUNCIL

Parish Council	Finance	Management	HR	Allotments
Monday 7.00pm	Tuesday 10.00am	Wednesday 7.00pm	Wednesday 7.00pm	Wednesdays 6.00pm
2025				
10 th March	4 th March		19 th March	26 th March
14 th April	8 th April	23 rd April		
28 th April Annual Parish Meeting				
12 th May Annual meeting of Parish Council	6 th May			
9 th June	3 rd June		18 th June	
14 th July	8 th July			
8 th Sept	2 nd Sept	10 th September		24 th September
13 th Oct	7 th Oct			
10 th November	4 th Nov		19 th November	
8 th December	2 nd Dec			
2026				
12 th January	6 th January	28 th January		
19 th January Precept				
9 th February	3 rd February			
9 th March	3 rd March		18 th March	25 th March
13 th April	7 th April			
20 th April Annual Parish Meeting		29 th April		
11 th May Annual meeting of Parish Council	5 th May			

**Planning Meetings- date to be agreed when necessary
See Perton Parish Council Website for more information
www.pertonparishcouncil.gov.uk**

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



PERTON PARISH COUNCIL ROOM HIRE RATES

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NB: * 'One Off' Saturday functions in the smaller rooms can only be booked when Lakeside Hall is in use.
Concessionary rate is shown in red.

2024-25 ROOM	MONDAY to FRIDAY PER HOUR (1 hour minimum hire)	FRIDAY EVENING (from 6pm onwards) & SATURDAY* PER HOUR (3 hours minimum hire)	DEPOSIT	21st / Teen Parties DEPOSIT
Lakeside Hall	£31.00 / £21.00	£38.00 / £28.00	£100.00	£250.00
Terry Harding	£17.00 / £13.00	£23.00 / £18.00	—	—
Madeline Moore Bar (as meeting room) Ken Bott New Room	£15.00 / £12.00	£19.00 / £15.00	—	—
Boardroom	£17.00 / £13.00	£23.00 / £18.00	—	—

Kitchen Access	MONDAY to FRIDAY PER 3 HOUR SESSION	FRIDAY EVENING (from 6pm onwards) & SATURDAY* PER 3 HOUR SESSION	DEPOSIT
Tea/Coffee	£7 / £0	£7.00 / £0	£50.00
Cold catering	£22.00 / £16.00	£32.00 / £24.00	£50.00
Hot catering	£32.00 / £24.00	£47.00 / £32.00	£50.00

Lakeside Church £130 per Sunday session - 3 year fixed (2024-2026)

Harlequin Pantomime £5300 - 3 year fixed (2025-2027)

BKVC COMPETITION 2025

183/24 c)

The Best Kept village and Community (BKVC) Competition aims to develop and highlight a sense of pride amongst local people. The competition is run by The Community Foundation with a new sponsor for this year, the Owen Family Trust

The competition is not about finding the most beautiful, old or picturesque village, and the winners are more varied and diverse than you might think. Entries can be accepted from housing estates or wards within districts.

What is judged and marked in BKVC

75% of the judging marks come from village maintenance and the community spirit amongst its residents. This is judged from the entry form and supporting documents and from an in person visit from the judging team.

A village is not disadvantaged if they do not have a particular feature ie church yard, community centre. Eyesores can be excluded from judging if judges are notified of them in the application.

Community Spirit

25% of the points available will be awarded for demonstrating inclusivity, year round events, clubs, and community cohesion. This is determined from the entry form and will be judged separately to the in person judging. It is based solely on the entry form and any evidence submitted. Communities have year round events and clubs taking place within the village and the evidence must be submitted and the event must take place between September and August of the following year.

How entries work.

It is often the parish council who take the lead in entering the competition, but it doesn't always have to be. It could be a local residents association, or a group of friends who think their village should be recognised. Some of the most successful entries have come from local residents who are community minded. Only one entry per village is allowed.

We encourage villages to involve children and young people. It helps to ensure that the competition and an area's entry becomes sustainable. It also helps to represent different opinions and viewpoints. This can foster a sense of ownership, community and involvement, and can help reduce isolation and anti social behaviour.

In Staffordshire there are three separate categories that people can enter. You could enter all of them, or just one or two. Which ones you choose to enter is up to you.

The first competition relates to the village or estate itself. The second relates to supplementary competitions aimed at individuals. The third category, sponsored by CPRE, recognises a wider contribution to village life.

The competition opens on 1st March until 31st April.

There can only be three entries per village for each category (see table) other than the village awards when its only one submission.

Village Awards

In this category we make five separate awards:

Best Small Village (North)

This award is presented to the winner in the north of the county, that being any area in Newcastle-under-Lyme, the Staffordshire Moorlands or Stoke-on-Trent. We recognise that some villages are small and compact whilst others are quite spread out, and so size is determined on population.

Best Small Village (South)

This award is presented to the winner in the south of the county, that being any area in Cannock Chase, East Staffordshire, Lichfield, South Staffordshire, Stafford and Tamworth. We recognise that some villages are small and compact whilst others are quite spread out, and so size is determined on population.

Best Large Village (North)

This is presented to the winner of the best large village in the north of the county. Large villages are considered to have a population of more than 1500.

Best Large Village (South)

This is presented to the winner of the best large village in the south of the county. Large villages are considered to have a population of more than 1500.

In each category we award a winner and a runner up. Each receives a trophy, certificate and cash prize that can be spent on something for their community. The winner will receive £500 and the runner up £250.

Staffordshire's Best Kept Village & Community – Overall Winner

Awarded to the county's overall winner.

Spirit of BKVC Awards

These awards are based not on what happens in your village, but how you present what happens in your area. The entry may have an environmental message, a message about keeping the area tidy, or just something that celebrates the area in which you live. It is a chance to let your artistic side out and is a great way for children and young people to get involved. We will award a winner and a runner-up in each of five categories:

Picture This Competition (5 – 7 year olds)

This award is for entries from children aged 5 to 7. It can be a drawing, painting, or poster. We will accept a maximum of three entries from each village.

Picture This Competition (8 – 11 year olds)

This award is for entries from children aged 8 to 11. It can be a drawing, painting, or poster. We will accept a maximum of three entries from each village.

Vision of BKVC (Young People)

The Vision of BKVC award can accept entries of video, paintings, drawings, tapestry, cross-stitch, poetry and prose or short stories. This award is open to young people aged between 11 and 17.

Vision of BKVC (Adults)

The Vision of BKVC award can accept entries of video, paintings, drawings, tapestry, cross-stitch, poetry and prose or short stories. This award is open to anyone over 18.

Living Countryside Awards

This category is sponsored exclusively by CPRE, and is broken down into four separate awards.

Inspiring Groups

This award recognises groups leading on environmental issues. This could include local community campaign groups fighting for better services and facilities in their area, groups offering advice to residents on matters such as planning, groups maintaining green spaces or carrying out biodiversity projects, litter-picking groups, or community transport groups.

Trailblazer Award

This award would recognise individuals who are going the extra mile to protect their local countryside. They could be people who are providing significant contributions to projects, or working to maintain parks, green spaces or local facilities. Individuals might be actively involved in developing activities and schemes in their community to make it a better place in which to live, work or go to school.

Made in Rural Staffordshire Award

This category celebrates local businesses who provide local produce, alcohol, crafts and everything in between, who add value to our local economy and make the county so unique and varied.

Countryside on Camera Award (Children's Award)

An award for children to submit their best photo of the Staffordshire countryside.

Countryside on Camera Award (Adult's Award)

We would encourage everyone to submit their best photo of the Staffordshire countryside.

Timeline

May - The first round of judging will take place. This is done in the office assessing entries and submissions.

June - For those entries that are eligible in person judging will be carried out. We will know before making an entry what they will be looking for.

July – once all judging is finished the scores will be collated to determine the winners and runners up.

August – may seem quiet, but behind the scenes they will be preparing trophies and plaques for the winners and organising the presentation evening.

September – Entrants will receive notification of the presentation evening. Two free tickets will be available and a small charge will be made for additional tickets. The presentation evening will take place at the end of September.

BEST KEPT VILLAGE COMMUNITY COMPETITION 2024

REPORT ON *PERTON*

Perton continues to make progress in the BKVC competition, and will continue to improve in 2025. A wide range of children's posters were seen in both May and June. Noticeboards were well-maintained with up-to-date information, and the large public open space was well mown, with a very small amount of litter. The children's play area was well equipped, catering for all ages.

There are some aspects that would benefit from attention:-

- 1 More BKVC posters would be helpful throughout the community, and on the entrance roads. – **Pointed out that there was one of their signs on the entrance! Needs to be bigger. Could use banners.**
- 2 Litter picking is needed in the substantial central area of the village, including the surrounds of the church. Litter was particularly noted in the May judging, which followed a Bank Holiday. – **Litter pickers do not work on Bank holidays.**
- 3 The bus shelters, whilst being free of litter, were rather grubby; entry form noted that there is an ongoing replacement programme. They had been cleaned not loin
- 4 Graffiti should be removed in the youth shelter. **Done**
- 5 The telephone kiosk was being put to good use for a defibrillator, but the kiosk itself needed some tlc. **Will look at what is needed**

Community Spirit

The Community Spirit in Perton is evident in the very wide range of activities that are available for residents, centering on the community centre.

PERTON PARISH COUNCIL

CITIZEN OF THE YEAR AWARD 2024-2025

**Do you know someone
who makes a real difference in
our community?**

If you know someone who should be recognised for the work and commitment they have shown to our community then please complete a nomination form available from:

**Perton Civic Centre - Perton Library
or download from pertonparishcouncil.gov.uk**

There are two categories:
Young Citizen of the Year (under 18)
Citizen of the Year (18 and over)

Closing date for nominations - 31st March 2025





Coming Soon

Perton Civic Centre

Movie Afternoons

Wednesdays at 2pm

16th April 2025

18th June 2025

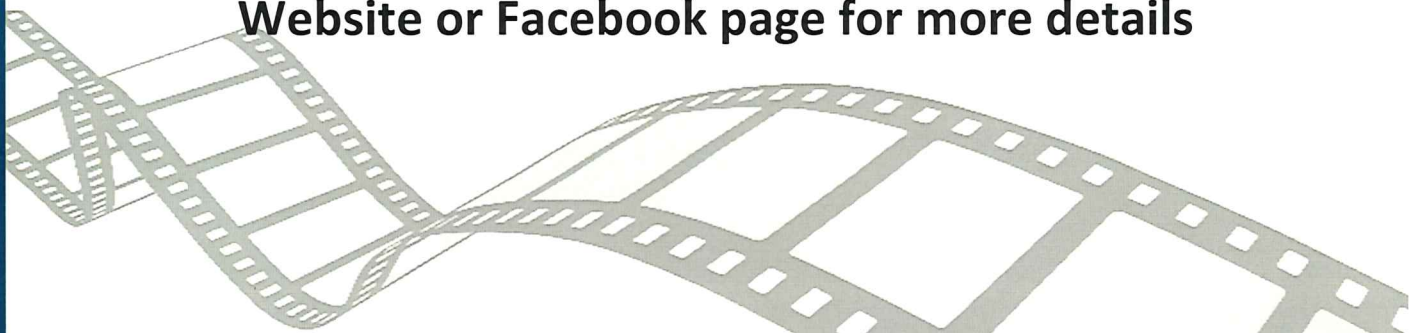
17th September 2025

19th November 2025

11th February 2026

Films to be announced

Please check Perton Parish Council noticeboards,
Website or Facebook page for more details



Council@pertonparishcouncil
www.pertonparishcouncil.gov.uk





Thursday 8th May 2025 we are encouraging the lighting of **Beacons and Lamp Lights of Peace** at **9.30pm**, the raising of a unique VE Day flag at **9am**

The "Lamp Light Of Peace" is a traditional Oil Lantern. Its Ruby Red colouring represents the ultimate sacrifice made by brave men and women across the globe.

The light from the flame will represent the 'light of peace' that emerged from the darkness of war.

The lamp provides a simple and safe way of taking part in this important 80th anniversary occasion.

£55 plus postage



VE Day 80 Lamp Post Sign

- 1 x £4.99
- 10 x £47.99
- 25 x £111.99



Mixed VE Day Lamp Post sign

- 3 x 4 £56.99 (12 signs)
- 7 x 4 £125.99 (28 signs)



5ft x 3ft £19.99

185/24.

PERTON PARISH COUNCIL Agenda Item Request Form

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

DATE OF MEETING:	FEBRUARY 10TH 2025
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 CONTACT PEAR + PARTRIDGE WITH REFERENCE TO PROVIDE A DEFIB UNIT.
BACKGROUND INFORMATION: Insert as much information as possible so that Cllrs have the detail that they need to make an informed decision.	REQUEST A DEFIB OR POWER POINT BE PROVIDED DURING REBUILD.
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)	NONE
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.	NONE AT THIS POINT
BUDGET: If there is a cost, detail which budget cost centre the expenditure is to be made from.	NONE
LEGAL POWER: Does the Council have the legal power to do this?	YES.
RECOMMENDATION: Insert the resolution that you are seeking i.e. "to resolve to..." "to note that ..."	

EASE 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.