

PERTON PARISH COUNCIL

4th October 2022

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 October 2022 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

74/22 - Public Open Session

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

Fly tipping presentation from South Staffordshire Street Scene & Envirocrime Assistant Team Manager Andy Aston

75/22 - To receive apologies for absence

76/22 - To receive for information Police, Fire and Crime reports

- a) Police report

77/22 - Declaration of Disclosable Pecuniary Interest

To receive Declarations of Disclosable Pecuniary and Other Interests from the Agenda

78/22 - Code of Conduct

To receive any 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)

79/22 – Standing Orders

To consider and approve the revised Standing Orders - councillors to particularly note item 9b

80/22 - Minutes

- a) To approve minutes of the Parish Council meeting held on 11th July 2022.
- b) To receive for information draft minutes from the following committees/working parties:
 - i. Health & Safety working party held on 28th September 2022
 - ii. Finance meeting held on 4th October 2022

81/22 - Finance

- a) To approve list of Payments for September 2022
- 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

82/22 – Wrottesley Park Road Development

- a) An update on handover of allotments
- b) To agree the costs for installation of electricity £4614.03 and water £7510.25 plus civil costs £3375.00 – total of £15499.28
- c) To consider installation of 3 x water troughs £7,330.68

- d) To consider the draft financial agreement to cover installation costs with Housing Plus Group
- e) To consider and agree the name for the allotment

83/22 Children's Play area

To approve the small increase in cost of £414 for replacement wet pour at the Children's Play area to 18383 + VAT

84/22 – The Church At Perton – Christmas Tree Festival

To consider participation in the festival

85/22 – Perton Citizen of the Year

To consider the award for 2022/23

86/22 – Health & Safety

- a) To receive an update from the Health & Safety working party
- b) To consider an Occupational Therapy visit to assess the office staff workstation requirements at a cost of £100.

87/22 - Queens Platinum Jubilee

- a) To receive an update on the rose garden
- b) To consider the quotations for clearing the site agreed for the rose garden
- c) To consider a name for the site agreed for rose garden
- d) To receive an update on the fireworks display being held on Sunday 6th November 2022

88/22 - Staffordshire County Council

- a) To receive for information report from the County Councillor
- b) Options for safety measures crossing Wrottesley Park Road at Bluebell wood

89/22 – South Staffordshire Council

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

Applications for consideration previously distributed:

Application no. : 22/00881/FUL

Location: 55 St Andrews Drive, Perton, WV6 7YL

Proposed: rear and side extension and reposition fence

Application no. : 22/00926/TTREE

Location: Land Adjacent to 15 Hoylake Road, Perton, WV6 7YS

Proposed: Dismantle and remove tree with foreseeable failure risk

Licence Application received:

Location: Perton Farm Shop, Wrottesley Park Road, Perton, Wv6 7HL

Proposed: street trading consent for a food trailer (old converted horse box) to be placed at the side of the shop.

90/22 – Reports - to note and receive for information

- a) Weekly Clerk's Reports previously distributed
- b) Clerk updates on the following
 - Foodbank
 - Princess Irene Regiment

91/22 - Date and time of next meeting – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 14th November 2022

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.

List of Model Standing Orders

1.	Rules of debate at meetings	4
2.	Disorderly conduct at meetings	5
3.	Meetings generally	5
4.	Committees and sub-committees	8
5.	Ordinary Council meetings	8
6.	Extraordinary meetings of the Council and committees and sub-committees	10
7.	Previous resolutions	10
8.	Voting on appointments	10
9.	Motions for a meeting that require written notice to be given to the Proper Officer	11
10.	Motions at a meeting that do not require written notice	11
11.	Management of Information	12
12.	Draft minutes	12
13.	Code of conduct and dispensations	13
14.	Code of conduct complaints	13
15.	Proper Officer	14
16.	Responsible Financial Officer	15
17.	Accounts and accounting statements	15
18.	Financial controls and procurement	16
19.	Handling staff matters.....	17
20.	Responsibility to provide information	17
21.	Responsibility under Data Protection legislation	18
22.	Relations with the press/media	18
23.	Execution and sealing of legal deeds	18
24.	Communicating with District and County or Unitary Councillors	18
25.	Restrictions on Councillor activities	18
26.	Standing Orders generally	19

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless **early** verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A Councillor may move an amendment to **his/her/their** own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k) **below**, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate **or on** the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since **he/she/they** last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate **or on** a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which **he/she/they** considers has been breached or specify the other irregularity in the proceedings of the

- meeting **he/she/they** is concerned by.
- q A point of order shall be decided by the chairman of the meeting and **his/her/their** decision shall be final.
 - r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory **or legal** requirements.
 - s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived **his/her/their** right of reply.
 - t Excluding motions moved under standing order 1(r) **above**, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any Councillor or the chairman of the meeting may move that the person be no longer heard or **be** excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) **above** is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) **above** shall not exceed (30) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) **above**, a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e) **above**, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise **his/her/their** hand when requesting to speak **and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.**
- j A person who speaks at a meeting shall direct **his/her/their** comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral **report or oral** commentary about the **a** meeting as it takes place without permission.**
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in **his/her/their** absence be done by, to or before the Vice-Chairman of the Council (if there is any one).
- p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors ~~or~~ and non-Councillors with voting rights present and voting.
- r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

A secret ballot may be requested by at least two Councillors.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of Councillors who are present and the names of Councillors who are absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. the grant of dispensations rights (if any) to Councillors and non-Councillors with voting rights;
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.
- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.
- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours 30 minutes which incorporates the Public Open Session which may last no longer than 30 minutes. Continuation thereafter to be by resolution.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of **full the** Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) **above**, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) **above**, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, **in both cases**, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or sub-committee.

5. Ordinary Council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the **new** Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **~~If no other time is fixed~~, the annual meeting of the Council shall take place at 6pm ~~if no other time is fixed.~~**

- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council **directs decides**.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f The Chairman of the Council, unless **he/she/they** has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, **he/she/they** shall preside at the **annual** meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but **must shall** give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. **He/she/they** may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this/her/their to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of **his/her/their** acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 **above**;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, (including legal agreements), with other local authorities, not for profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and **other** assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all **insured**

insurable risks;

- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20, and 21);
- xviii. Review of the Council's policy for dealing with the press/media; and
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

6. Extraordinary meetings of the Council, committees and sub-committees

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not ~~or refuses to~~ call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting ~~shall must~~ be signed by the two Councillors.
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not ~~or refuses to~~ call an extraordinary meeting within 5 days of having been requested by to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [~~and or~~ the sub-committee] may convene an extraordinary meeting of ~~a the~~ committee [~~and or~~ a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 Councillors to be given to the Proper Officer in accordance with standing order 9 ~~below~~, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) ~~above~~ has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled ~~for~~ and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents. (see appendix a)
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) ~~above~~, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) ~~above~~ is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, ~~so that it can be understood~~, in writing to the Proper Officer ~~so that it can be understood~~ at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f ~~Subject to standing order 9(e) above~~, The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded ~~in a book for that purpose~~ and numbered in the order that they are received.
- h Motions rejected shall be recorded ~~in a book for that purpose~~ with an explanation by the Proper Officer ~~of the reason~~ for ~~their~~ rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
- i. to correct and inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or ~~sensitive other~~ information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a member of the public;
 - xiii. to exclude a Councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory ~~or~~

- legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close **a the** meeting.


11. Management of Information

See also standing order 20

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this/her/their is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and **the** minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) **above.**
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, **he/she/they** shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the (...) held on [date] in respect of (...) were a correct record but **his/her/their** view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
-  e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place**
- f Subject to publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u) ~~above~~.

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless ~~he/she/they~~ has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he/she/they~~ has another interest if so required by the Council's code of conduct. ~~He/she/they~~ may return to the meeting after it has considered the matter in which ~~he/she/they~~ had the interest
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) ~~above, dispensations requests a dispensation request~~ shall be considered at the beginning of the meeting of the Council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) ~~above~~ if having regard to all relevant circumstances ~~any of~~ the following ~~applies apply~~:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business ~~or~~**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the District that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this/her/their to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this/her/their fact, and the Chairman shall nominate another staff member to assume the duties of the

Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d) below.

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/her/they. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a committee or sub-committee,**
 - **serve on Councillors by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda.**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them.**

See standing order 3(b) ~~above~~ for the meaning of clear days for a meeting of a full Council and standing order 3(c) ~~above~~ for a meeting of a committee.
 - ii. subject to standing order 9 ~~above~~, include on the agenda all motions in the order received unless a Councillor has given written notice at least (2) days before the meeting confirming ~~his/her/their~~ withdrawal of it;
 - iii. **convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her/their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. ~~retain~~ hold acceptance of office forms from Councillors;
 - vii. ~~retain~~ hold a copy of every Councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under ~~and~~ data protection legislation in accordance with ~~and~~ ~~subject to~~ the Council's policies and procedures.
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one)
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g.. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
see also standing order 23 ~~below~~.

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with ~~the Council's~~ its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in ~~his/her/their~~ absence Vice-Chairman (if any) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

see also standing order 23 ~~below~~.

16. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide ~~(England)~~.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's ~~income & expenditure receipts and payments~~ for each quarter;
 - ii. the Council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the ~~full~~ Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council income and expenditure for a year to 31 March. A completed draft annual ~~governance and accountability~~ return shall be presented to ~~each-all~~ Councillor at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 ~~which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement)~~**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender
- f **~~A Public Where the value of a contract regulated is likely to exceed the threshold specified by the Office of government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of~~**

~~£4551,413 for a public works contract (or other thresholds determined by the European Commission every two years or the Utilities contracts Regulations 2016 apply to the contract and published in the Official Journal if either of the European Union (OJEU)) those Regulations apply, the Council must comply with the relevant procurement rules. NALC's procurement guidance contains further details procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.~~

- g ~~A Public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas oil or solid fuel with an estimated value in excess of £363,424 for a supply, service or design contract; or in excess of £4551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Council is subject to standing order 11 **above**.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if he is not available, the vice-chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chairman of the Council or in **his/her/their** absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the parish clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff **employee** shall contact the chairman of the Council or in his/her/their absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this/her/their matter shall be reported back and progressed by resolution **of the Council**.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the parish clerk relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat **as confidential** the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters **as confidential and secure**
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to Provide Information

See also standing order 21

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

- b **If gross annual income or expenditure (whichever is higher) exceeds £200,000** The Council shall publish information in accordance with the regulations of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. Responsibilities under Data Protection Legislation

(below is not an exclusive list)

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii) **above**.*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23 (a) above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**
The above is applicable to a Council without a common seal.

24. Communicating with District and County

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Councillor(s) representing the area of the Council.

25. Restrictions on Councillor activities

- a. Unless **duly** authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

26. Standing Orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (5) Councillors to be given to the Proper Officer in accordance with standing order 9 **above**.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible **after he has delivered his acceptance of office form**.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



AGENDA ITEM REQUEST FORM

Please complete form with as much detail as possible. If further help is required contact the Parish Clerk.

Date of meeting:	
AGENDA ITEM: Insert wording to appear on the agenda. Remember to make it clear what you are asking your fellow Cllrs to do. "To consider...", "To note..." "To review..."	
BACKGROUND INFORMATION: Insert as much information as possible so that Cllrs have the detail that they need in order to make an informed decision.	
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: 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 officer time or VAT which cannot be reclaimed (if known)	
BUDGET: Detail which budget the expenditure is to be made from	
LEGAL POWER:	
RECOMMENDATION: Insert the resolution that you are seeking i.e. "to resolve to..." "to note that ..."	
PLEASE NOTE: Agenda item requests; these must be received by the Proper Officer at least 7 clear days before the meeting at which you would like your item to be considered. Please refer to standing orders for more detail	

Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 26th September 2022, 7.00pm

PRESENT:

Councillors, Mrs P Allen, R Bradley, N Caine (part of the meeting), Mrs L Dew, K Elder (Chairman), D Glynn (Vice Chairman), C Rathbone, J Turner and Mrs B Walters,

Parish Clerk Mrs B Hodgetts
Assistant Clerk Mrs L Higgins

Also in attendance:

County Councillor J Abrahams (part of the meeting)

PCSO S Fryer (part of the meeting)

Members of the public – Two

A minute's silence was held to honour Her Majesty the Queen who passed away on 8th September 2022.

55/22 - PUBLIC OPEN SESSION

Two points raised regarding the maintenance of trees, River Penk and both lakes will be considered as part of the SSDC Green Space Management Plan.

56/22 - APOLOGIES FOR ABSENCE

Apologies received and noted from Councillors AA Bourke, P Davis, Mrs R Heseltine J Sherlock

57/22 - POLICE, FIRE AND CRIME REPORT

- a) PCSO S Fryer presented a written report received from PCSO A Tooth. The report was made available for members.
- b) **Resolved** to invite the Police, Fire and Crime Commissioner to a locality 4 meeting on 28th November 2022. Clerk to invite Councillors from Pattingham, Codsall and Bilbrook Parish Councils.

58/22 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

- 67/22 a) SSDC Green Space Management Plan Grounds - Cllr K Elder
- 67/22 b) Planting of wild flowers between south outer and inner islands - Cllr K Elder
- 71/22 Forest of Mercia – Cllr K Elder

59/22 - REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

- a) No request for dispensation received.
- b) The Civility and Respect Charter was discussed. Before the Council sign the pledge it was felt that Councillors, Clerk and Assistant Clerk should undertake training. **Resolved** Clerk to forward details of training events. Clerk to also confirm if there is any implication to the Code of Conduct.

60/22 - MINUTES

- a) **Resolved** that the minutes of the Parish Council Meeting held on 11th July 2022 were agreed as a true and correct record.
- b) Noted for information the draft minutes of the following committees/working parties:
 - Health & Safety working party held on 28th September 2022
 - Finance Committee meeting held on 4th October 2022

61/22 - FINANCE

- a) **Paid Expenditure Transactions** between paid between 01/07/22 and 31/08/22.

Resolved payments approved.

Payment Reference	Paid date	Tn no	Gross	Details
DD ASH06	01/07/22	4673	£150.46	Ash Waste Services General & Recycle Waste Collection
DD Rates07	01/07/22	4674	£1,435.00	South Staffordshire Council Rates - July
Bacs	06/07/22	4675	£130.00	Kalidescope pertonparishcouncil.gov.uk Domain
DD	07/07/22	4676	£10.51	Bright pay connect Monthly Subscript

Bacs N&B06	07/07/22	4677	£136.16	Nuts & Bolts Ltd Hedge Trimmer and Battery
DD Gas06	12/07/22	4678	£9,406.71	Total Energies Gas & Power Ltd Charges 09/12/21 - 22/06/22
Bacs Film06	12/07/22	4679	£300.00	Arts Alive Film Screening - Belfast
Bacs TA06	12/07/22	4680	£1,230.00	Thorne Architecture Ltd - Allotments Survey and Scheme
Bacs UKFC07	15/07/22	4681	£1,350.00	The UK Firework Company Ltd Public Firework Display - Deposit
Bacs PEN06	15/07/22	4682	£3,208.85	Staffordshire County Council June Pension Fund
Bacs IR06	15/07/22	4683	£3,005.29	Inland Revenue Tax & NI - June
DD BT06	18/07/22	4684	£77.50	British Telecom Telephone & Broadband Charges
Bacs	20/07/22	4685	£3,814.80	Plantscape 8 x Tier Planters & Weekly Maintena
Bacs NAS	20/07/22	4686	£66.00	National Allotment Society Membership Renewal
Bacs ESPO07	20/07/22	4687	£253.36	ESPO Stationary and Cleaning Products
Bacs EDGE07	20/07/22	4688	£93.60	Edge IT Systems Ltd Band Increase for Booking System
DD Gas06a	20/07/22	4689	£548.01	Total Energies Gas & Power Ltd Charges 22/06/22 -
Bacs	21/07/22	4690	£100.00	Refunded Deposit Walters - 16/07/22
DD Elec06	21/07/22	4691	£354.83	Eon Next Electricity Electricity Charges - June
CHG HSBC06	21/07/22	4692	£10.12	HSBC UK Bank Charges
DD Water07	25/07/22	4693	£227.15	Waterplus Water Charges 28/04/22 - 08/07/22
Bacs AE07	27/07/22	4694	£84.00	Acquiesce Environmental Compliance Ltd Legionella Monitoring
Bacs	29/07/22	4695	£10,757.26	Salaries M4
Bacs	29/07/22	4696	£104.49	Halls SMS Paper Towels & Centre Feed
Bacs	29/07/22	4697	£50.00	Refunded Deposit Jones - 23/07/22

July Total £36,904.10

DD ASH07	01/08/22	4698	£185.28	Ash Waste Services General & Recycle Waste Collection
DD Rates08	01/08/22	4699	£1,435.00	South Staffordshire Council Rates - August
Bacs SCC 07	03/08/22	4700	£160.00	Staffordshire County OHU Referral
Bacs	04/08/22	4701	£250.00	Refunded Deposit Millard - 29/07/22
DD	04/08/22	4702	£10.51	Brightpay Connect Monthly Subscript
Bacs DTE07	10/08/22	4703	£108.00	Down to Earth Grass Cutting to Playground - 13/07
Bacs PEN07	12/08/22	4704	£3,151.78	Staffordshire County pension – July Pension Fund
Bacs IR07	12/08/22	4705	£2,803.62	Inland Revenue Tax & NI - July
DD BT07	15/08/22	4706	£78.25	British Telecom Telephone & Broadband Charges
CHG HSBC07	21/08/22	4707	£10.62	HSBC UK Bank Charges
Bacs PCR07	22/08/22	4708	£57.83	Ricoh Rental and Copy Charges: 1st May - 31st July
Bacs AE08	22/08/22	4709	£84.00	Acquiesce Environmental Compliance Ltd Legionella Monitoring
Bacs TPIC	22/08/22	4710	£180.00	The Play Inspection Company Outdoor Annual Inspection
DD Elec07	22/08/22	4711	£343.18	Eon Next Electricity Electricity Charges - July
PettyCashTop	22/08/22	4724	£39.14	Sainsbury's Tea, Coffee, Sugar & Milk
PettyCashTop	22/08/22	4725	£67.12	Home & Motorsave General Maintenance Items
PettyCashTop	22/08/22	4726	£37.99	Just Keys Ltd Citizen of the Year Clock & Engravi
PettyCashTop	22/08/22	4727	£20.00	Codsall Flowers Citizen of the Year Flowers
PettycashTop	22/08/22	4728	£8.97	C & L Foods Betting Plants for Planters
PettyCashTop	22/08/22	4729	£30.00	Whitmore Reans Plumbers Replacement Tap Cartridges
BACS SSDC	23/08/22	4712	£43.60	South Staffordshire Council Garden Waste Subscription
DD Water08	24/08/22	4713	£98.98	Waterplus Water Charges 08/07/22 - 08/08/22
DD DMR08	25/08/22	4714	£169.87	Siemens Qtrly Lease - Aug-Oct
Bacs MSO	25/08/22	4715	£708.13	Communicate Better MSOffice365 Business Annual Subscri
Bacs	26/08/22	4716	£10,615.34	Salaries M5

DD Gas07	26/08/22	4717	£381.50	Total Energies Gas & Power Ltd Charges 29/06/22 - 31/07/22
CreditCard 08	26/08/22	4718	£53.09	Screwfix Direct Fire Exit Signs and Fixings
CreditCard 08	26/08/22	4719	£32.00	HSBC UK Commercial Card Annual Fee
Bacs DTE08	30/08/22	4720	£108.00	Down to Earth Grass Cutting to Playground - 17/08
Bacs SPC08	30/08/22	4721	£100.00	Staffordshire Property Repairs to emergency exit door Services
Bacs SGS08	30/08/22	4722	£306.00	S G S Systems Limited Fire Alarm Bulk Head Replacements
Bacs	31/08/22	4723	£124.00	Refunded Deposit Fazal - 20/08/22

August total £21,801.80

- 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) External Auditor report - noted for information, no issues raised.
- f) External Audit arrangements - **Resolved** to continue with the SAAA appointing arrangements from 2022/23 – 2026/27 financial years.
- g) Parish insurance renewal from 1st October 2022. **Resolved** to approve the 5 year Long Term Agreement at £3605.32
- h) **Resolved** Concessionary room hire rate approved for Dyspraxia Foundation (South Staffordshire)
- i) Way finder post replacement vinyl's – **Resolved** to replace with relevant headings at a cost of £363.60 + VAT

62/22 – CHILDREN'S PLAY AREA

- a) Annual inspection report distributed breaks down what Parish Council staff can undertake, and which items require a qualified contractor. **Resolved** to accept the quotation for repairs from HAGS at a cost of £4808.46 + vat.
Clerk to contact the District and County Council to see if there is any funding available to help with costs. The Vice Chairman to ask the Wrottesley Arms if they can contribute to the repairs.
- b) Councillors were made aware of the repairs required in the wet pour. There is substantial damage and the parish council are no longer able to 'patch repair'. Four quotes were presented. Following discussion it was **resolved** to appoint DCM Surfaces at a cost of £17,999 which includes Heras fencing, if no cheaper quote can be obtained.
Cllrs Mrs P Allen and K Elder have both pledged rewards of £50 for any information leading to the identity of anyone causing damage to the surface or equipment.

63/22 - CHRISTMAS

- a) **Resolved** to purchase a Christmas tree from Weston Sawmills at a cost of £500 + vat. This is an increase of £50 from last year.
- b) The installation of the lights on the Christmas tree and around Anders Square costs £1780. **Resolved** to fund this from the Christmas budget heading.
- c) **Resolved** the Christmas Fair committee can use the Civic Centre on Saturday 3rd December free of charge.

64/22 – POLICIES AND TERMS OF REFERENCE

- a) **Resolved** to approve the amended Health and Safety terms of reference. Councillors K Elder and D Glynn will come along to the Health & Safety working group.
- b) The Dignity at Work policy was deferred to a later date when the civility and respect training has been completed.
- c) **Resolved** to adopt the Equality and Diversity Policy to replace the Equal Opportunities Policy. The Human Resources Committee to review in 12 months.

65/22 – PLATINUM JUBILEE

- a) **Resolved** to approve the revised planting scheme for the Rose garden.
- b) Community payback – unfortunately the community payback are not allowed to operate where there are people or traffic and are therefore not able to offer support in clearing the ground.

- c) Firework display 6th November – there were some concerns using the playing fields due to grounds maintenance and marshalling the event. Perton Middle School have been approached to see if they would consider the Parish Council using their field. Unfortunately, no decision has been made yet. **Resolved** that should the school approve the display will go ahead, if the school do not agree the display will be cancelled with the loss of the 45% deposit already paid. Also it was agreed to donate £500 to the Middle School PTFA if the event goes ahead.

First aid will cost £100 for an hour and a half cover.

The play list - confirmed that the National Anthem will be played before the fireworks start.

Other members were reminded that they could donate to the fireworks by sending an email to the office confirming their contribution.

66/22 - STAFFORDSHIRE COUNTY COUNCIL

- a) A verbal report received from the County Councillor Abrahams.

- Chaired a meeting with Silver Poplar residents and all branches of authority were present
- Site meeting at the Kingswood Activity Centre, the entrance for the buses is not clear and the buses park on the main road and the children have to walk. SCC say the site is clearly marked. Cllr Abrahams is contacting local farmers to see if they would clear the lane.
- Cllr Abrahams informed the council that no objections have been received to the proposed speed reduction through Trescott.
- Updates were not available for the white lining of the A41.
- Dippons Lane – from Lower Dippons the hedges along the length of the lane require cutting.
- Highway access to the new development for the show and view houses needs clarification.
- Cllr Abrahams to raise the question with highways, why Parishes are not always informed of work within the area.
- Why have some areas around Mercia Drive not had their footpaths repaired. The Clerk informed the Council that several years ago SCC had said that footpaths in that area required more work than just surface dressing and they hadn't got any funding in the budget. Councillors to provide a map showing the affected roads.
- Wrottesley Road new development – there are some concerns with access when the show homes are open for viewing. There has been no highways approach to ensure safety.
- A drone view of the new development was shown. These will be shown regularly and linked from the parish website. The development is progressing well and the first five properties, the show and view homes will be completed in November 2022. The contractor on site uses local contractors where possible. The name of the development is called Wrottesley Village and the road names will be as agreed with SSDC and Royal Mail.
- The doctors are concerned that they have had no information from the developer and would like to be prepared for any influx of patients. **Resolved** Clerk to contact Severn Homes and request the approach the doctors to provide an update.

67/22 – GROUNDS MAINTENANCE

- a) Draft Open Spaces Management Plan - **Resolved** a small working group was formed, Councillors D Glynn, N Caine and Mrs P Allen volunteered. All councillors were welcome to be involved.

800 Fratelli bulbs are to be planted in the meadow areas. TPO trees to be included – a full map would be helpful.

- b) Maintenance of the South Island was discussed. Heathers that were planted on the island were paid for by a donation. Clerk to look at the cost of the plants and how much was spent. **Resolved** that Civic Centre staff will maintain it through their contracted hours where there is available time.
- c) Wildflower planting along the verge from the south outer and south inner island was agreed. **Resolved** Civic Centre staff to use the wildflower seeds donated.

Following a discussion on wildflower planting and conditions of items in Anders Square it was **Resolved** the Clerk obtains a quote for a camera covering Anders Square and play area.

68/22 - SOUTH STAFFORDSHIRE COUNCIL

- a) District Council written report presented from Cllr P Davis and Mrs R Heseltine. Verbal reports presented by N Caine. The reports were noted for information.

9.30pm **Resolved** to move standing order 10a x) to allow further time to complete the agenda.

The life belts around the lake are facing the wrong way, should they be turned round. This can be looked at in the Open Spaces Management Plan. SSDC must consider the viability of the current cabinets.

- b) Planning Applications:

Applications for consideration previously distributed:

Application no. : 22/00129/FUL

Location: Ambre Verde, Pattingham Road, Perton, WV6 7HD

Proposed: Amended application for replacement dwelling with new contemporary eco home.

Applications returned since last meeting:

Application no. : 22/00546/FUL

Location: 12 The Windrow, Perton, WV6 7TY

Proposed: Single storey rear extension complete with new kitchen diner and utility, proposed second storey to have 3rd bedroom and en-suite.

Comments: No objections received

Application no. : 22/00672/FUL

Location: Moorland House, Pattingham Road, Perton, WV6 7HD

Proposed: One and a half storey triple bay garage to front garden.

Comments: No objections received

Application no. : 22/00757/FUL

Location: The Kingswood Centre, Barn Lane, Kingswood, WV7 3AW

Proposed: Part retrospective changes to adventure equipment.

Comments: No objections received

Application no. : 22/00752/FUL

Location: The Haven, Newport Road, Kingswood, WV7 3AJ

Proposed: Addition of a single storey glass room located at the rear of the property in private garden

Comments: No objections received

Application no. : 22/00422/FUL

Location: 61 Hawksmoor Drive, Perton, WV6 7TL

Proposed: First floor side extension.

Comments: Perton Parish Council object to this proposal and view this application with concern as an over development of the site and a return to the original proposal for a six bedroomed house, which received many local objections and was withdrawn and a smaller proposal submitted in its place. This addition to the previously approved extension would be inappropriate in this location and the street scene. We note the residents' concerns.

69/22 – PRINCESS IRENE REGIMENT

- a) Hosting the Princess Irene Regiment on one of their UK tours was discussed. **Resolved** to contact the regiment with the invitation.
- b) **Resolved** to install an appropriate memorial to the regiment following discussion with the regiment.

70/22 – PERTON YOUTH CLUB

The new youth club is due to open on Friday 4th November in The Church At Perton.

71/22 – REPORTS TO NOTE AND RECEIVE FOR INFORMATION

- a) Weekly Clerk's Reports previously distributed
- b) Clerks update on the following:

Foodbank

A volunteer is collecting approximately 6 parcels a week. The Church do not think we need to order racking at the moment.

Wrotesley Park Development

- Housing development
Discussed at item 66/22.

- Allotments

The contractual date for the handing over under the s106 agreement is 6th January 2023. The cost for the utilities and water troughs have not been received to date. Confirmed that a 25mm water main and a 45 KVA three phase supply for electric would be suitable.

SSDC have started the process of requesting the £75,000 plus indexed amount. The architect drawings have been forwarded to three contractors by the architects. The documents to be put on the government tender site.

County Homes are aware that the allotment can only be called Jubilee allotments in 2022.

72/22 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council – 10th October 2022

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.

73/22 – Update on staffing matters

Councillor were updated on Occupational Therapy report. The council are doing everything they can to support the employee as recommended by the report.

Meeting closed at 10.07pm

Signed
Chairman

Date:

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/09/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Co-operative Bank	£2,544.22
HSBC Current Account	£20,262.42
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£179,056.64

RECEIPTS	Net	Vat	Gross
Parish Council	£219,301.98	£0.00	£219,301.98
Civic Centre	£30,525.56	£0.00	£30,525.56
Total Receipts	£249,827.54	£0.00	£249,827.54
PAYMENTS	Net	Vat	Gross
Parish Council	£76,110.68	£2,874.84	£78,985.52
Civic Centre	£68,893.74	£3,083.05	£71,976.79
Total Payments	£145,004.42	£5,957.89	£150,962.31

Closing

Ordinary Accounts

Co-operative Bank	£2,044.22
HSBC Current Account	£119,627.65
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£277,921.87

Uncleared and Unpresented

Statement Closing

Ordinary Accounts

Co-operative Bank	£2,044.22
HSBC Current Account	£119,627.65
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	£277,921.87

Health & Safety meeting

28th September 2022 – virtually

Present: Brenda Walters, Liz Dew, Penny Allen, Becky Hodgetts.

Rita Heseltine sent her apologies.

There was some confusion in the documents from the Health & Safety Policy.

There must be cross reference to item E Performance Success Indicators.

The document should probably be reviewed yearly.

Recommended that the action plan be used as the key performance indicator

Review of Policies

The Health, Safety & Wellbeing policy was reviewed and amendments made where appropriate.

Policy to have page numbers.

Workplace inspections –

- remove individual names and have roles. An appendix to the policy will name designated staff.
- Add internal of the premises

Notice of first aiders and where to find them. A dedicated separate notice board in the reception office would be a good idea.

To include near misses in accident reporting, recording & investigation which could be a key indicator.

Health & Safety heading to be added to each full council agenda.

Other sections: –

Personal Emergency action plan - PEEPS should be in the policy under the fire section

Weather conditions – severe weather should that be included

Should biological/virus/disease happens 'again' - should they be in the document

There is probably not enough detail in the policy to remove the requirement for a policy. They could be combined. Manual handling, glass and glazing, work at height etc could all be together under the Policy with guidance

Snow & ice risk assessment to be tailored to adverse weather (including heat).

Identify areas that need more detail so could include guidance eg Fire

Some of the detail is feels too much in the policy document, there should be separate policies. Sign post area to where more detail is needed. Further work will be required.

Start the process with high risk. Check other Parish Councils and HSE for further policy ideas.

Local Government Authority - do they have a list of all policy requirements? Penny will raise this at the Peer review on 6th October.

Fire- page 3 duties of fire marshall – add in after the evacuation – review

First aid – during normal hours – does a reference have to be made outside hours

Training – keeping up to date with training

Assessment – should one of the risks do you have staff or members lone working.

Where 'accident' is mentioned add near misses.

Lakeside community Church – sole users, no responsible person on site.

Fire evacuation plan to show which car park is the meeting point.

Agreed fire is the main one that needs to be looked at first.

Workplace assessment - Occupational Health may be able to do an assessment ensuring the right equipment is being used.

Meeting closed 9.05pm

Date of next working party:- to be agreed

80/22 bii

Minutes of the meeting of Perton Parish Council

Finance Committee meeting held on Tuesday 6th September 2022 at 10.00am

Present:

Councillors D Glynn (Vice Chairman) P Davis and Mrs R Heseltine

Parish Clerk Mrs B Hodgetts

Assistant Clerk Mrs L Higgins

F20/22 - APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mrs P Allen, N Caine and K Elder (Chairman)

F21/22 - DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

No Declarations received.

F22/22 - REQUESTS FOR DISPENSATION

No requests for dispensation received.

F23/22 - MINUTES OF MEETING

Resolved that the minutes of the Meeting held on 5th July 2022, previously distributed, were a true and correct record and signed by the Chairman.

F24/22 - ACCOUNTS PAID

The Assistant Clerk presented a list of payments up to 31st August 2022. **Resolved** that all payments were correct and authorised. Payments for Acquiesce Environmental Compliance Ltd and Codsall Flowers were discussed.

F25/22 - INCOME RECEIVED

The schedule of income received up to 31st August 2022 was reviewed and accepted for information. It was noted that £11,000 is outstanding in room hire payments.

F26/22 - BUDGET TO DATE

The budget to date was reviewed and noted. **Resolved** that £500 would be vired from Contingency to Events and £160 from Contingency to H&S Consultancy Services.

F27/22 - RECONCILIATIONS

The Assistant Clerk presented the HSBC bank statement number 183 dated 31st August 2022 for reconciliation to the cashbook. Also presented for scrutiny the Co-op bank, Petty Cash records and the CCLA Public Sector Deposit Fund. **Resolved** that all reconciliations were correct along with the Petty Cash balance and were signed-off by two Councillors and the Assistant Clerk.

F28/22 - DATE AND TIME OF NEXT MEETING

Tuesday 4th October 2022 at 10.00am.

Meeting closed at 10.47am

Signed
Chairman

Date:

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/09/22 and 30/09/22

Payment

Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
DD ASH08	01/09/22	4730		£150.10	£25.02	£125.08	Ash Waste Services	General & Recycle Waste Collection 224
DD Rates09	01/09/22	4731		£1,435.00	£0.00	£1,435.00	South Staffordshire Council - Rates	Rates - September 221
DD BPayCon08	06/09/22	4732		£10.51	£1.75	£8.76	Brightpay	BrightPay Connect Monthly Subscription 112/2
Bacs DepRef01/10	06/09/22	4733		£150.00	£0.00	£150.00	Refunded Deposit	Latham - 01/10/22 223
DebitCard CF09	13/09/22	4734		£40.00	£6.67	£33.33	Codsall Flowers	Queen's Wreath 122
Bacs STN08	14/09/22	4735		£159.42	£26.57	£132.85	Seton	Chair Trolley 214
Bacs AMAZON09a	14/09/22	4736		£31.25	£5.22	£26.03	Amazon	First Aid Kit Refils & Picture Hanging Strips 214
Bacs PEN08	16/09/22	4737		£3,128.63	£0.00	£3,128.63	Staffordshire County Pension Fund	Pension - August 201/4
Bacs IR08	16/09/22	4738		£2,639.32	£0.00	£2,639.32	Inland Revenue	Tax & NI - August 201/3
DD BT08	20/09/22	4739		£77.54	£12.92	£64.62	British Telecom	Telephone & Broadband Charges 227
DD Elec08	21/09/22	4740		£380.66	£63.44	£317.22	Eon Next Electricity	Electricity Charges - August 209
CHG HSBC08	21/09/22	4741		£7.81	£0.00	£7.81	HSBC UK	Bank Charges 229
Bacs PCR09	23/09/22	4742		£158.30	£26.38	£131.92	Ricoh	Rental Charges: 1st Sept - 30th Nov 126/3
Bacs ExternalAudit	23/09/22	4743		£960.00	£160.00	£800.00	Mazars	External Audit for Year Ending 31/03/22 105/1
Bacs AE09	23/09/22	4744		£84.00	£14.00	£70.00	Acquiesce Environmental Compliance Limited	Legionella Monitoring 215
Bacs ESPO09	23/09/22	4745		£30.01	£5.00	£25.01	ESPO	Stationary and Cleaning Products 129
DD Gas09	23/09/22	4746		£4.37	£0.00	£4.37	Total Energies Gas & Power Ltd	Payment Query 213
DD Water09	26/09/22	4747		£98.98	£0.00	£98.98	Waterplus	Water Charges 08/08/22 - 08/09/22 228
Bacs HALLS09	28/09/22	4748		£81.17	£13.53	£67.64	Halls SMS	Paper Towels & Centre Feed 207/2
Bacs WDL09	28/09/22	4749		£252.00	£42.00	£210.00	Whitehill Direct Limited	Replacement Noticeboard Door - Mercia Drive 124
CreditCard 09	28/09/22	4750		£43.20	£7.20	£36.00	Tradeprint	Custom Print Coasters 122
CreditCard 09	28/09/22	4751		£80.00	£13.33	£66.67	My Picture - United Arts	Canvas Prints for Foyer 219

81/22

2.

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/09/22 and 30/09/22

Payment						
Reference	Paid date	Tn no	Order no	Gross	Vat	Net
Bacs AMAZON09b	29/09/22	4752		£14.98	£2.49	£12.49
Bacs SalaryM6	30/09/22	4753		£10,770.13	£0.00	£10,770.13
Total				£20,787.38	£425.52	£20,361.86
					Replacement LED Bulb	214
					Salaries	201/1

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/09/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

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Total	<u>£179,056.64</u>

RECEIPTS	Net	Vat	Gross
Parish Council	£219,301.98	£0.00	£219,301.98
Civic Centre	£30,525.56	£0.00	£30,525.56
Total Receipts	£249,827.54	£0.00	£249,827.54

PAYMENTS	Net	Vat	Gross
Parish Council	£76,110.68	£2,874.84	£78,985.52
Civic Centre	£68,893.74	£3,083.05	£71,976.79
Total Payments	£145,004.42	£5,957.89	£150,962.31

Closing Balances

Ordinary Accounts

Co-operative Bank	£2,044.22
HSBC Current Account	£119,627.65
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	<u>£277,921.87</u>

Uncleared and Unpresented effects

Statement Closing Balances

Ordinary Accounts

Co-operative Bank	£2,044.22
HSBC Current Account	£119,627.65
Petty Cash Account	£250.00
Public Sector Deposit Fund	£156,000.00
Total	<u>£277,921.87</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

81/22 c)

Summary of Income April 2022 - March 2023														
	Community Centre & Parish Receipted Income						Community Centre & Parish BACS Income							
	Business Income						Business Income							
	Room Hire	Refund Deposit	Other	Photo Copies	Drinks	PPC events	Room Hire	Refund Deposit	Precept	Interest	Grant	Other	Plyvine Commission	Agency Fee
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Apr	518.00	50.00					1,526.50		107,500.00	65.41		903.78		
May	1,473.50			10.60			4,392.50	250.00		79.33	750.00		74.84	
June	1,357.50						5,420.17	150.00		171.57	250.00			
July	817.00					160.00	3,469.57	250.00		175.76				251.59
Aug	1,056.50						3,775.00			183.94				272.56
Sept	1,277.00	100.00		1.40			4,971.81	200.00	107,500.00	251.81			169.90	252.56
Oct														
Nov														
Dec														
Jan														
Feb														
Mar														
=	6,499.50	150.00	0.00	12.00	0.00	160.00	23,555.55	850.00	215,000.00	927.82	1,000.00	903.78	244.74	776.71

£10,000 owed in NHS invoices up to end of Sept (does not include Sept room hire)

Financial Budget Comparison

8/122 d)

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

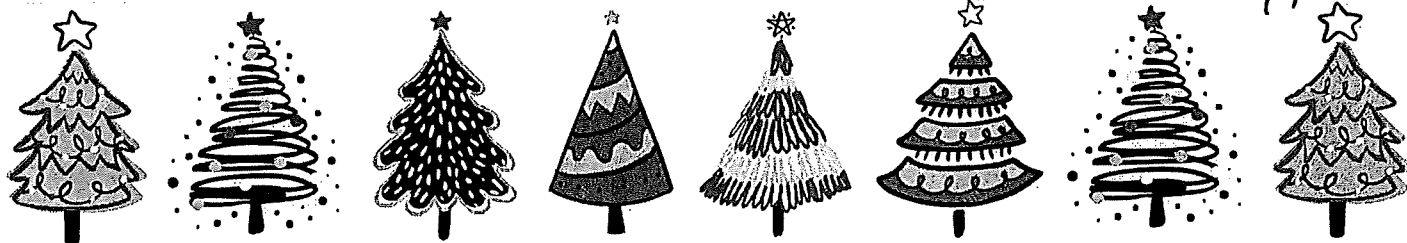
		2022/2023	revised	Actual Net	Balance
126	Photocopier	£500.00	£500.00	£191.22	£308.78
127	Premises Licence Fee	£200.00	£200.00	£180.00	£20.00
128	Staff Training	£1,000.00	£1,000.00	£30.00	£970.00
129	Stationery & Postage	£500.00	£500.00	£260.10	£239.90
130	Subscriptions	£1,650.00	£1,650.00	£775.89	£874.11
132	Telephone & Broadband	£600.00	£600.00	£191.79	£408.21
133	Website	£250.00	£250.00	£108.33	£141.67
134	Ringfenced Items	£80,000.00	£81,416.65	£3,973.86	£77,442.79
136	War Memorial Maintenance	£200.00	£200.00	£0.00	£200.00
137	Flowers tubs & hanging baskets	£3,500.00	£3,500.00	£3,448.22	£51.78
138	Partnership Working	£10,000.00	£10,000.00	£113.47	£9,886.53
139	Skatepark	£10,000.00	£10,000.00	£0.00	£10,000.00
140	Co-op Bank: Community Support Hub (Covid-19) RINGFENCED	£2,544.22	£2,544.22	£500.00	£2,044.22
Total Parish Council		£283,667.22	£282,517.22	£76,110.68	£206,406.54
Civic Centre					
201	Salaries	£85,500.00	£85,500.00	£42,198.13	£43,301.87
203	Automatic Doors	£3,400.00	£3,400.00	£0.00	£3,400.00
204	Boilers	£1,000.00	£1,000.00	£0.00	£1,000.00
205	CCTV Cameras	£1,000.00	£1,000.00	£0.00	£1,000.00
206	Computers	£500.00	£500.00	£78.00	£422.00
207	Consumables	£1,212.00	£1,212.00	£569.46	£642.54
208	Drinks Machine	£700.00	£700.00	£283.12	£416.88
209	Electricity	£5,000.00	£5,000.00	£1,906.04	£3,093.96
210	Electrical Inspection	£2,500.00	£2,500.00	£124.45	£2,375.55
211	Fire & Security Alarms	£1,200.00	£1,200.00	£959.23	£240.77
212	Fire Extinguisher Maintenance	£250.00	£250.00	£0.00	£250.00
213	Gas	£9,000.00	£9,000.00	£8,663.30	£336.70
214	General Maintenance	£2,000.00	£2,000.00	£989.44	£1,010.56
215	Legionella Monitoring	£1,000.00	£1,000.00	£715.00	£285.00
216	Insurance Renewal	£1,900.00	£1,900.00	£0.00	£1,900.00
217	Lifts	£2,000.00	£2,000.00	£0.00	£2,000.00
218	Performing Rights Society & PPL	£1,000.00	£1,000.00	£0.00	£1,000.00
219	Miscellaneous CC	£500.00	£500.00	£311.67	£188.33
220	Photocopier	£500.00	£500.00	£191.20	£308.80
221	Rates	£16,000.00	£16,000.00	£8,606.25	£7,393.75
222	Refreshments	£400.00	£400.00	£39.14	£360.86
223	Refund of Deposits	£1,700.00	£1,700.00	£1,374.00	£326.00
224	Refuse Collection	£2,000.00	£2,000.00	£809.42	£1,190.58
225	Staff Uniforms	£50.00	£50.00	£0.00	£50.00
226	Stationery & Postage	£100.00	£100.00	£0.00	£100.00
227	Telephone & Broadband	£600.00	£600.00	£191.83	£408.17
228	Water & Sewerage	£1,500.00	£1,500.00	£795.74	£704.26
229	Bank Charges	£0.00	£150.00	£88.32	£61.68
Total Civic Centre		£142,512.00	£142,662.00	£68,893.74	£73,768.26

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	revised	Actual Net	Balance
Total Expenditure	<u>£426,179.22</u>	<u>£425,179.22</u>	<u>£145,004.42</u>	<u>£280,174.80</u>
Total Income	£269,600.00	£269,600.00	£248,005.26	-£21,594.74
Total Expenditure	<u>£426,179.22</u>	<u>£425,179.22</u>	<u>£145,004.42</u>	<u>£280,174.80</u>
Total Net Balance	-£156,579.22	-£155,579.22	£103,000.84	



Hello!!

This year, the Church At Perton is organising a **Christmas Tree Festival** and we'd be delighted if your group would agree to be a part of it!

We're inviting you to join in by bringing your own tree and decorating it to reflect your group. We are hoping that this will give us a diversity of trees showcasing our whole community.

The festival will be open to the public as follows:

Friday 9th December: 3-6pm

Saturday 10th December: 10am-4pm

Sunday 11th December: 2-4pm

Monday 12th December: 10am-3pm

There will be refreshments available when open.

On **Sunday 11th December** at 10.30am there will be a **Special Service** for the Christmas Tree Festival.

Here's some details:

- * Trees can be real or artificial
- * Trees will be displayed on tables, therefore max. height is 3 feet
- * Please use only battery powered lights
- * Please decorate for Christmas in a way that reflects your group
- * We will provide signs identifying each group for those visiting the festival
- * Trees can be set up between 10am-3pm on Friday 9th December*
- * Trees are to be collected between 5-7pm on Monday 12th December (due to lack of space, any that are not collected will be carried out into the courtyard)

* if daytime really is not possible, please let us know and we'll try and find another time.

We really hope you will join in this fun festive time for the whole village! In order to ensure that we have enough trees, please book your tree space as soon as possible,

before 31st October by dropping me an email or phoning:

revjulia.perton@gmail.com / 01902 750232

We hope you can support this exciting venture, and look forward to hearing from you!

Rev Julia & The Church At Perton



PERTON PARISH COUNCIL

CITIZEN OF THE YEAR AWARD 2022-2023

**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 - 1st March 2023



District Councillor's Report 10.10.2022

89/22 a)

Since the last Parish Council meeting I have attended the following:

26.09.2022: Local Plan Review-Member Update

27.09.2022: CLT with the Leader

Informal Cabinet

Planning Committee

28.09.2022: Your Council Challenge Panel

29.09.2022: Licensing & Regulatory Committee

This was to give an update on Public Health Licensing. This covers premises/businesses which offer tattooing, ear piercing, acupuncture, electrolysis and the now extended range of skin piercing activities to include cosmetic (body) piercing and semi-permanent skin colouring (which includes micro-pigmentation, semi-permanent make up and temporary tattooing.) There are many requirements to ensure that certain hygiene standards are met. A lengthy discussion took place where many concerns were expressed. It was proposed that information should be made available highlighting the risks - and, maybe, later the regrets! - when undertaking any of the procedures. Once again, I think this highlights just how varied and widespread the role of Environmental Health actually is, alongside the L&R Committee.

02.10.2022: Helped to plant some of the 800 Fritillary bulbs in Perton's meadow areas. These bulbs were purchased with the £200 Climate Change prize awarded by South Staffordshire Council.

03.10.2022: Bi- Weekly Lead Member Briefing

04.10.2022: CLT with the Leader

Cabinet

Informal Cabinet

Service to Commemorate the Death of Her Majesty Queen Elizabeth

Rita Heseltine. Lakeside Ward.