

6 September 2016

Dear Councillor

A Meeting of the Town Council will be held at 7:30 pm on Tuesday 13 September 2016 at Pye Green Community Centre, Bradbury Lane, Hednesford. You are invited to attend for consideration of the matters shown on the agenda.

Yours sincerely

Peter Harrison
Town Council Manager/Clerk

PUBLIC PARTICIPATION

Members of the public are invited to address the council and ask questions before the meeting begins

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes – to approve the minutes of the Meeting held on 2 August 2016 (enclosed **pages 12 to 16 of 2016-17**)
4. Chairman's Announcements
5. Policing Arrangements
Duncan Rollo, Police Partnership Manager will be attending the meeting to introduce himself formally and explain his role and canvas members opinions on the police service

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Pye Green Community Centre Bradbury Lane Hednesford Staffordshire WS12 4EP
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Tel: 01543 424872 Skype: HTC.clerk

6. Report of the Town Council Manager/Clerk

To consider the following:

a) Planning

To confirm the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications (enclosed **agenda pages 1 to 2**)

b) Neighbourhood Plan

Consultation on the draft Neighbourhood Plan ended on 31 August 2016

The proposals have been on permanent display at Pye Green Community Centre since the official launch on 4 July. Information has been available in the library and there have been stands in Tesco for 4 days and at the Hednesford Festival on 13 August. Articles have appeared in the Express & Star, Chronicle and other media publicising the draft plan

The contents of the plan were published on the website and this has created much activity and comment on social media, especially *twitter* and *facebook*. The video has been viewed no less than 540 times

The Town Council has received a number of complimentary comments on how it has undertaken the consultation

Over 220 questionnaires have been received

In addition to the public consultation in excess of 150 Statutory and other bodies were contacted directly along with owner/occupiers of properties identified as being of special historic interest and individual landowners (where known). This has resulted in the receipt of a number of lengthy formal representations

There will also need to be some further consultation with interested parties on the Strategic Environmental Assessment that is being undertaken

The consultation responses require detailed analysis and consideration. It is therefore proposed that the Neighbourhood Plan Steering Group be charged with undertaking this task with the Group inviting individuals/organisations to present their views in person where appropriate, before recommending to the Council the final contents of the plan

Once the Council has agreed the final content of the plan this will be submitted to Cannock Chase Council for confirmation that it is in compliance with the Local Plan

Thereafter there will need to be an independent inspection and finally a public referendum

- c) Hednesford in Partnership
To consider a report of a meeting held on 30 June 2016 (enclosed **agenda pages 3 to 6**)

- d) Hednesford – Street Market
Hednesford in Partnership is currently pursuing the possibility of holding a market in Market Street on 4 occasions (Saturdays) per annum:

Valentines' Day (February)

Staffordshire Day (May)

Festival Day (August)

Christmas (this would be in addition to the usual Friday evening Community Event)

This would necessitate Road Closure Orders for each occasion and the Town Council has informally been asked to consider dealing with this and meeting the cost involved which would be in the region of £275 per occasion

- e) Community Council of Staffordshire AGM – 6 October
The Town Council has been invited to send representatives to the AGM being held at 7:00 pm on 6 October 2016 at Stowe-by-Chartley Village Hall

- f) Staffordshire County Council Countryside Estate Review
The Town Council has been advised that Bidders' Information and Registration days are being held on 6 and 11 October 2016 (enclosed **agenda pages 7 to 9**)

- g) Highway Infrastructure Asset Management Plan Consultation
To consider the following:

"Dear Sir/Madam,

As you are aware Staffordshire has one of the largest highway networks in the UK stretching across 6,400km and as an asset it is valued in

excess of £7 billion.

It is the largest single asset managed by the authority and its efficient management is therefore vital not just in getting people from A to B safely, but to driving the economic growth of the county.

With the limited budgets available it is hugely important that we take a co-ordinated approach to deliver the best long-term benefits to the network and value for money for Staffordshire taxpayers – and this is captured in our asset management approach.

Staffordshire has always been at the forefront of the asset management approach to highway infrastructure maintenance, the new Highway Infrastructure Asset Management Plan (HIAMP) defines how Staffordshire links it's key priorities through to the delivery of its highway services and can be found attached to this document.

Over the coming weeks we are asking parish and town councils to comment on our approach and would welcome any comments you may have. If you could forward these to matthew.davenhill@staffordshire.gov.uk by 13th September that would be much appreciated.

Yours faithfully,

*Councillor Mark Deaville
Staffordshire County Council
Cabinet Support Member for Transport and Highways”*

Copies of documents relating to the Highway Infrastructure Asset Management Policy have been emailed to Town Councillors and hard copies **will not** be available at the meeting

h) DfT West Midlands rail franchise

The DfT has published a Stakeholder Briefing Document and Consultation Responses, which specifies Chase Lines services in the next franchise from October 2017. The key points are as follows:-

Birmingham Chase Line (Birmingham – Walsall – Cannock – Rugeley)

- Increased frequency from one to two services an hour between Birmingham and Rugeley during the off-peak by December 2018.
- New direct services between Walsall and London at peak times (two morning peak journeys into London and two evening peak journeys returning from London) by December 2018.
- Increased evening frequency Monday to Saturday between Birmingham and Walsall to three services an hour by December 2018.
- Increased evening frequency Monday to Friday between Birmingham and Rugeley to two services an hour by December 2018.
- Later last services Monday to Friday from Birmingham to Rugeley as an extension from Hednesford, departing Birmingham at least one hour later by December 2018.
- Increased Sunday frequency between Walsall and Birmingham from two to four services an hour by December 2021.
- Increased Sunday frequency between Rugeley and Birmingham from one to two services an hour by December 2021.
- Later last services from Cannock to Birmingham on Sunday, arriving in Birmingham two hours 45 minutes later by December 2018.

The Crewe-Stoke-Stafford-Rugeley Trent Valley-Euston service will be diverted to operate direct between Stafford-Crewe and direct Rugeley TV-Stoke services will end. There will also be two Walsall-Euston peak journeys a day

- i) CCTV Monitoring
To receive the monitoring reports up to July 2016 (enclosed **agenda page10**)

- j) Library Update
To report the following information from Mark Cardwell Social Care Professional Lead and Divisional Head of Commercial and Business Development South Staffordshire & Shropshire Healthcare NHS Foundation Trust regarding the Library:

"The issue of safeguarding volunteers who are lone working is not an issue as we have taken the decision that no volunteer would be working on their own in any of the CML that we are supporting

Our volunteering policy allows for volunteers to claim reasonable expenses, for any costs necessary as part of their volunteering role. That would include transport costs to and from the libraries if they were a distance away. It would also include any other travel that we asked people to do in pursuit of the development of the library offer. In reality most people walk to their library or it is such a short distance that they don't want to put in a claim, but we are paying transport for a few people who are on benefits and need to use public transport etc. We really don't want volunteers to feel that they are having to dip into their

pocket as well as giving their valuable time, but any expenses we pay will have to come out of the income that the libraries raise and so we are hoping that there will be a sensible and fair approach to this issue"

k) Recognition Scheme

Members will recall that at the last meeting there was an item included on the agenda regarding recognising local sporting achievements. Mention was also made of an earlier recognition scheme that had been adopted by the Council

On 30 June 2009 the Council agreed to a "Good Citizens Award" scheme which focused on recognising voluntary service undertaken by "unsung heroes"

This had 3 categories. Citizen of the Year, Young Citizen of the Year and Community Group of the Year

The scheme was publicised and nominations were invited. However by October 2009 the deadline for nominations was extended as none had been received

In March 2010 the first awards were made to Mr J Bradley and Mr J Mears for their work in connection with the Florence Street Youth Club. They both received a certificate and a Town Council plate. As the Council has no powers to make payments to individuals a sum of £100 was paid to the Youth Club

Since that time no other nominations have been received

It is suggested that the existing scheme could be amended to not only include recognition of voluntary service but those who achieve success in other fields such as sport, academia etc.

There is also the option of awarding the Freedom of the Town to recognise outstanding and exceptional achievement

Town Councillors need to promote the scheme and encourage nominations to be made. In this respect it is proposed that there should be no closing date as such for nominations but that consideration be given to any received on an annual basis

l) Finance

To note income received and confirm payments made up to 31 August 2016 (enclosed **agenda pages 11 to 13**)

m) Completion of Audit of Accounts for the Year ending 31 March 2016

The external audit of the Council's accounts for the year ended 31 March 2016 has been completed and the Statutory notices have been posted including on the website

The auditors have stated that on the basis of their review of the Annual Return, in their opinion the information in the Annual Return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. There is one minor administrative

matter which they have drawn attention to. The full Annual Report including the auditor's opinion is enclosed **agenda pages 14 to 20**

n) Financial Position of the District Council

A letter was received from the Managing Director of Cannock Chase Council (enclosed **agenda pages 21 to 23**) concerning the financial position of the District Council. The closing date for responses was delayed until 7 September. However, as this was before the Town Council Meeting the Chairman of the Finance and GP Committee was consulted and the following response has been sent:

"The Town Council fully appreciates the dire financial situation being faced by the District Council as a result of the sudden and unexpected loss of business rates arising from the premature closure of Rugeley Power Station and condemns the Government for not providing any assistance whatsoever in these exceptional circumstances

At this stage the Town Council has noted that consideration may have to be given to ceasing grant funding and funding for Christmas illuminations

Whilst such a situation would be extremely regrettable the Town Council understands that difficult decisions need to be taken and the District Council can be sure of the Town Council's support as far as is possible. In the event of any adverse impact of those decisions on Town and Parish Councils Hednesford Town Council will need to examine its own budget later this year and will need to decide to make cuts in its own expenditure, increase the precept in 2017-18 or utilise balances in the short term (or a combination of these measures)

However, at this stage I can give you an indication that the Town Council is likely to be receptive towards making up any shortfall in relation to the future provision of Christmas lighting and will be looking to provide a reasonable budget in 2017-18 to provide for improving and enhancing the festive lighting in future years

In the meantime I am writing to Amanda Milling MP to express extreme concern that the Government is unwilling to assist Councils faced with exceptional hardship as a result of the loss of business rates when a large business suddenly closes

I will also be copying this letter to the other Town and Parish Councils in Cannock Chase for their information

No doubt you will keep the Town Council informed of any future developments"

With regard to Christmas lighting further clarification has been provided from Cannock Chase Council concerning this as follows:

- 1. The proposed removal of the grant element to Parish/Town Councils is for the 2017/18 financial year onwards on a permanent basis. No reduction/removal in this 2016/17 financial year proposed*
- 2. Christmas illuminations will be funded for December 2016 as in this 2016/17 financial year. The funds are proposed to be removed for the 2017/18 year so will impact in December 2017*

The Council plan to donate the lights where appropriate to the Parish/Town Council if that would help. Where this happens, the Parish/Town Council would be responsible for storage, maintenance and erection

Members of the Town Council are recommended to:

1. confirm the action taken in responding to Cannock Chase Council and writing to the MP
 2. give further consideration to this matter at the budget meetings in December and January (or earlier if necessary) when the results of the deliberations of Cannock Chase Council are known including provision of an appropriate budget for Christmas lighting
 3. authorise the Town Council Manager/Clerk in consultation with the Chairman of the Council, the Chairman of the Finance and General Purposes Committee and the Principal Speaker for Promotion/Publicity & Communications to investigate the options for providing Christmas lights for 2017 and thereafter
7. Members Items for Consideration
Children's Emergency Services at County Hospital Temporarily Suspended on Safety Grounds – Cllr Brian Gamble

In relation to this matter members are advised that an offer has been received from Healthwatch Staffordshire to meet Town Councillors to explain its role and services and provide information about its work including:

Research into end of life pathways

Patient Discharge

Adult and children's mental health services

Should members wish to accept this offer a date/time during the week commencing 24 October has been suggested

8. Items for Information and next agenda
9. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted (if necessary)



HEDNESFORD TOWN COUNCIL

MINUTES OF A MEETING OF THE COUNCIL

HELD AT 7:30 pm ON TUESDAY 2 AUGUST 2016

AT PYE GREEN COMMUNITY CENTRE, HEDNESFORD

PRESENT: Cllrs. A Pearson (Chairman), B Gamble (Vice-Chairman),
G Adamson, Mrs S Cartwright, D J Davis, Mrs D Grice,
B Hardman, Mrs S Hardman and C Mitchell

(Apologies were received from Cllr Mrs L Whitehouse)

IN ATTENDANCE: Mr P Harrison (Town Council Manager/Clerk), District Cllr P Woodhead, PCSO S Parsons , D Wisehall (Heart of Hednesford) and a member of the press

Prior to the formal commencement of the meeting the following was reported:

Hednesford Railway Station

Endeavours were being made for the Heart of Hednesford Restoration Project to adopt the station with a view to carrying out enhancements. This would include artwork on the railway bridge. It was hoped that access for disabled etc. on the north bound entrance/exit could be improved

Merger of Community Organisations

It was noted that consideration was being given to merging the Friends of Hednesford Town and the Heart of Hednesford Restoration Project to form a single community organisation

Restored Red Telephone Box

Cannock Chase Council had refused permission for the telephone box to be located in the park and it was therefore proposed to site it in the vicinity of the railway station with possible use as an information point

Community Speedwatch

Funding had been secured for this initiative which was planned to commence in September

1 MINUTES

The minutes of the meeting held on 21 June 2016 were approved as a correct record

2 CHAIRMAN'S ANNOUNCEMENTS

Park Opening

The Chairman had been delighted to be able to represent the Town Council at the

well-attended official re-opening of Hednesford Park on the hottest day of the year so far - 19 July. The park and the new play equipment looked fantastic and all involved in the improvement works were to be congratulated

He also recalled that the Town Council had played a key role in helping to preserve the former Hednesford railway signal box by contributing towards the cost of having it moved in to the park where it was to be renovated

Summer Planting

An expression of appreciation had been sent to Mr Philip Jones of Cannock Chase Council for the summer bedding carried out in the town – especially the red cross at the entrance to the War Memorial

Hednesford Festival

Events would be taking place on Saturday 13 August in the park and in the town centre. It was hoped that as many people as possible would be able to attend. The Town Council would be exhibiting the draft Neighbourhood Plan at a stand in the park

Heritage Presentation

The spokesperson for Heritage – Cllr Derek Davis had been able to arrange another presentation on the history of the area – this time in respect of The Tunnellers of WW1. This would be held at 7:00 pm on Tuesday 6 September

Cannock Chase Council Civic Service

The Chairman had attended the Civic Service at St. Jame's Norton Canes

Combat Stress

The Chairman had attended a charity event organised by the Regimental Association to raise funds for Combat Stress

Sgt Watchman V

The Regimental Mascot, which had the honour of the Freedom of Hednesford, had been nominated as Westminster Dog of the Year. Anyone who wished to support the nomination could vote online at www.votewatchman.co.uk

Pye Green Academy

I was pleased to attend the school to present the Alan Pearson Shield a new award for Community Minded pupil of the year

PCSO Shannon Parsons

PCSO Parsons was going to be moving on to a new career in the Police. The Chairman placed on record thanks for the work she had undertaken including the setting up of the "Chill Out" Youth Club and wished her all the best for the future

Deaths of Mr K Baker and Mr D Ballot

Condolences were expressed in relation to the recent deaths of Mr K Baker (former Town Councillor and bar manager at Pye Green Community Centre) and Mr D Ballot (a well-known local resident and member of Brindley Heath Parish Council)

3 REPORT OF THE TOWN COUNCIL MANAGER/CLERK

Consideration was given to this report:

RESOLVED:

a) Planning

That the action of the Town Council Manager/Clerk in consultation with the principal speaker in submitting observations on planning applications as shown in annex 1 be approved

b) Community Infrastructure Levy

That it be noted that the Planning Authority had advised that the Town Council would receive no CIL funding for 2015-16

c) Neighbourhood Plan

That it be noted that the consultation on the draft plan was proceeding successfully and the results would be reported to the next meeting of the Council

d) Community Spirit Partnership

That a report of a meeting held on 9 June 2016 be noted

e) Hednesford in Partnership

That a report of a meeting held on 26 May 2016 be noted

f) CCTV Monitoring

That the monitoring report up to 30 June 2016 be received

g) Library Update

i) That it be noted that the transfer of the Library to the NHS Trust had taken place on 4 July and that the facility was being operated by a skeleton group of volunteers

ii) That it also be noted that arrangements were being made for unemployed to volunteer without adversely affecting their benefits

iii) That enquiries be made regarding the safeguarding of lone working volunteers and expenses that volunteers could claim

h) Finance

That income received be noted and payments made be confirmed up to 30 June 2016

4. MEMBERS ITEM FOR CONSIDERATION

Cllr B Hardman raised a question concerning an award to recognise achievement of local young people. Members agreed that this was something worthy of further consideration and agreed that the Town Council Manager/Clerk report on this matter to the next meeting of the Council

The Meeting ended at 8:40 pm

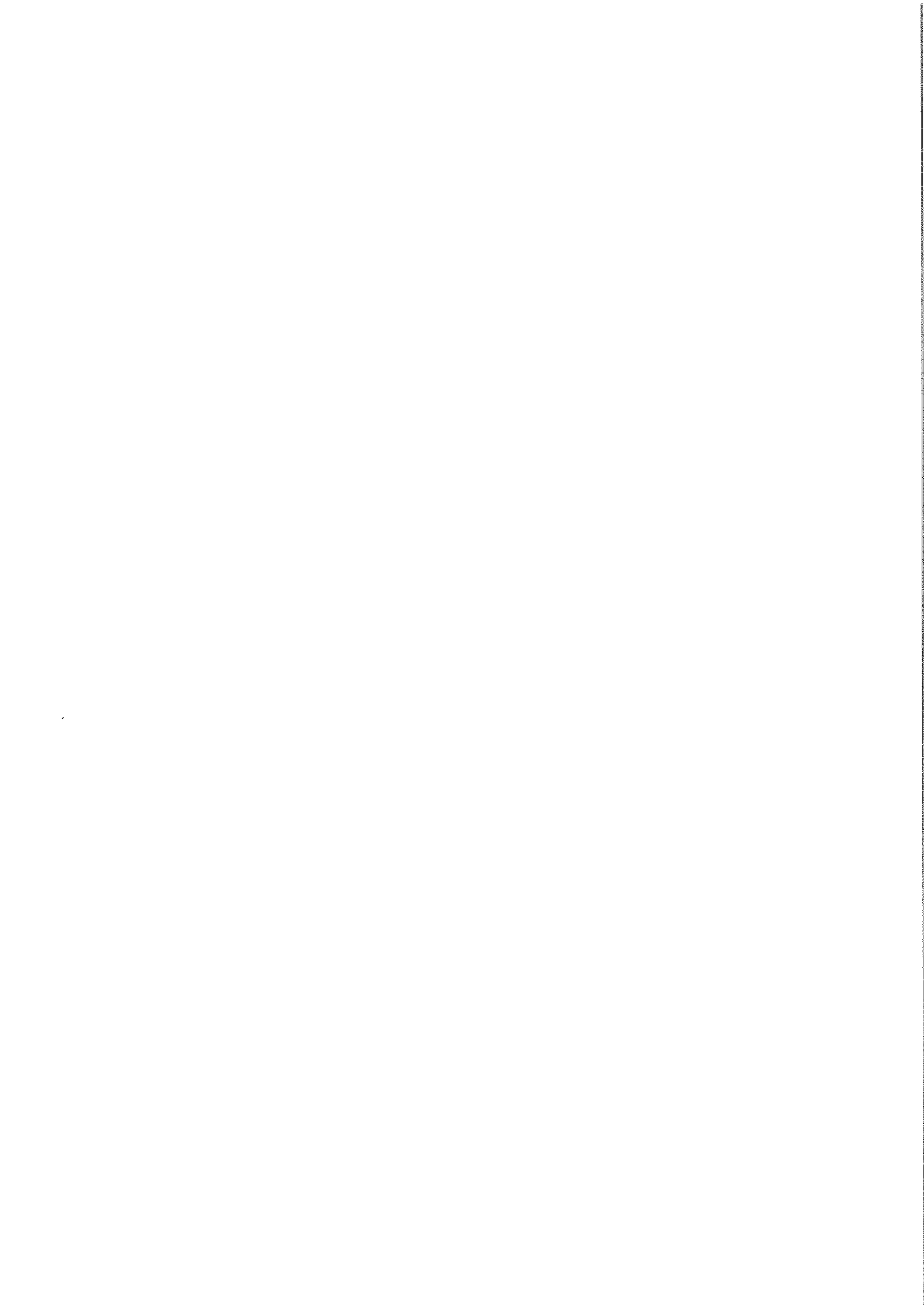
Signed:

Dated:

Annex 1

Council Meeting – 2 August 2016 – List of Planning Applications

16/225	Extension – 517 Rawsley Road	No Objection
16/220	Extension – 15 Stafford Lane	No Objection
16/206	Conversion of Public House to 4 Apartments – 52 Broadway	No Objection
16/195	Variation of Conditions – Land at junction of McGhie Street and Station Road	No Objection



Council Meeting 13 September 2016 – List of Planning Applications

16/327	Installation of fixed step lift etc. – 48 Priory Road	No Objection
16/322	Extension – 60 Uxbridge St	No Objection
16/320	2 Internally illuminated fascia signs and 1 non illuminated projecting sign – 2 Market Street	No Objection
16/312	Change of Use from auto salvage yard to haulage yard etc.	There is concern about the ability of numbers of large HGV's to access the site from Old Hednesford Road without carrying out driving manoeuvres that will impact on traffic flow. It is also queried as to whether 24 hour operation will cause disruption in the local area
16/295	Erection of 6 dwellings (resubmission of 15/311) – Land off Church Hill	No Objection
16/292	Extension to existing dropped kerb – 10 Hill Street	No Objection
16/290	Conversion of dwelling to apartments and extension – 4 Anglesey Street	No Objection subject to adequacy of off street parking being confirmed
16/288	Extension – 206 Belt Road	No Objection
16/270	Signs – One Stop Community Stores, 4 Rosehill	No Objection
16/262	Retention of boundary wall – 60 Priory Road	No Objection
16/256	Variation to CH/14/0350 – Former Cannock Sports Stadium, Pye Green Road	No Objection

16/240	Residential Development: Demolition of garage court buildings and erection of 4. No 2 bed semi-detached dwellings – Land at Woodland Close	The Town Council supports the redevelopment of disused former garage sites. Policy H2 in the draft Neighbourhood Plan for Hednesford states “Bungalows on small housing sites – Priority will be given to the building of bungalows on small infill housing sites identified in the SHLAA and on windfall sites including disused garage courts”
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Hednesford

in partnership

Minutes of the Meeting

Held on Thursday 30th June 2016, at Pye Green Community Centre

Attendance:

Paul Woodhead - HIP Vice Chair
Lesley Yates - HIP Treasurer/Secretary
Cllr Brian Gamble
Sheila Harding - CHAPS
Keith Fitch - Friends of Hednesford Town & CCRPG
David Wisehall - The Heart of Hednesford Restoration Project
Cllr George Adamson
Thomas Mabley - Staffordshire Fire and Rescue Service
Stef Cunningham - Traders of Hednesford Town Centre

Apologies:

Carol Owen - HIP Chair
Mark Goodwin - Kingsmead School
Cannock Radio
Trudie McGuinness - South Staffs College
Jo Palmer - Staffs University Academy

Matters arising from the previous minutes.

Cllr George Adamson confirmed that a service level agreement had now been signed between Staffs CC and DWP to allow work experience participants to provide support at local libraries including Hednesford. He also advised the group that he had agreed for Michael Titchford of Cannock Chase Council to make contact with the HIP team to arrange a presentation to the Councils scrutiny committee.

1. Update from Arts and Architecture Group.

Lesley Yates gave an update to the group and confirmed that good progress was being made in line with the project timetable. Steve Cooling has been appointed by Inspiring Healthy Lifestyles to start work with the schools in September and the funding for this would be provided by Wiggin Leisure Group as part of their match funding towards the project. Lesley confirmed that the group are still liaising with various contacts regarding the proposed increase of the height of the panels on the bridge, but that it had been confirmed that the owners of the bridge are Staffs CC and have in principal confirmed that they support the proposals. David Wisehall and Keith Fitch informed the group that they would be attending meetings regarding the future of Hednesford Train Station and would keep the group informed.

2. Funding Opportunities / Section 106 Fund

Stef Cunningham confirmed that the Traders had been told that there was just under £10,000 in the funding pot. The group discussed that £30,000 of section 106 money had previously been promised to the Traders; it was suggested that £20,000 of the fund had been used to resolve drainage issues in Hednesford Park. It was agreed that Lesley Yates will write to Glen Watson at Cannock Chase Council to get some clarification on the matter.

Lesley discussed the need to work on project proposals so that they would be saved and then could be available when funding opportunities arise. The group discussed the possibility of setting up a working group to work on project proposals. Groups that indicated that they have project ideas included: Heart of Hednesford Restoration Project, Friends of Hednesford Town and Traders of Hednesford Town Centre. Lesley agreed to draft a letter and set up a meeting for a working group.

Stef gave an update on the traders plans for the flagpoles in the town and questioned the use of some of the Section 106 money for this. The group agreed that as there now appeared to be a much smaller pot of section 106 money than originally thought; the Traders should move ahead with the project and apply to draw down some of the 106 money to pay for it. It was agreed that the Traders group needed to get some credibility and the flagpole project would be a very visible achievement for them.

The group discussed other avenues of in kind support. Shannon the Community Support Officer has been discussing the use of young people to do litter picking/cleaning up. The group discussed the lack of use of the community payback scheme and felt that this was a resource that Hednesford should make use of for cleaning and tidying projects. Sheila Harding agreed to provide a contact name for the community payback team. The group discussed the Co-op's offer of volunteers and that groups should make the most of this. The fire service confirmed that they would be providing support via the Space Scheme for 4 hrs per week at Hednesford Park.

3. Events Update - Summer Event - Saturday 13th August

Paul updated the group on progress and confirmed that Friends of Hednesford Park would be leading on providing 'old fashioned games', there will be a WW1 themed

zone, Inspiring healthy Lifestyles would be organising Artists. The Town Council are dealing with the road closures. A risk assessment would be completed in July. The next meeting of the summer events group will be held on 12th July.

Paul explained that there was a need for Stewards on the day and the group discussed possible help from the Lions and the Co-op. Paul agreed to make contact with them. The group discussed a possible press release to recruit volunteers.

Lesley informed the group that HIP would be having a stand at the event and that there would be a big push to encourage the local residents to sign up to a volunteer register. Lesley put out a general request for help with manning the stand on the day. Thomas from Staffs Fire Service said they would be happy to provide support if the stalls were located close together as they too would be having a stand.

4. Neighbourhood Plan Consultation Update.

Cllr Brian Gamble gave an update and confirmed that the consultation period starts on 4th July and that an excellent video had been released on face book to promote the plan and consultation and asked all partners to take a look and share. It was confirmed that there will be a stand at the summer event promoting the plan/consultation. Lesley issued out some leaflets for partners to take away and promote the plan/consultation.

5. Updates from members.

CHAPS - The final phase of the miners bricks is well underway and requests are still coming in. It is hoped that the project will be complete by the end of the year, with the final bricks being placed in the garden around the Town Clock. Sheila stated that there would be a smaller launch event than there had been previously .

The Heart of Hednesford Restoration Project - David Wisehall informed the group that the proposal to place the telephone box in Hednesford Park as a historical information point had been refused by Tom Walsh of Cannock Chase Council with the reason given, that it did not form part of the original heritage lottery bid. David agreed to speak with Cllr Christine Mitchell and Alan Parsons to see what the main objections were. He discussed a second proposal to locate the telephone box as an information point near Hednesford train station. The group agreed that he should keep pushing for the location in the park. David Informed the group that HOHRP would be working closely on plans with regard to the future of Hednesford Train Station.

Friends of Hednesford Town - They have now appointed a Chair Person - Roy Badger and are wanting to work on a vision to re introduce a market to the town. They confirmed they would like to get involved in events in the town.

Traders of Hednesford Town Centre - Confirmed they had been in discussions regarding the restricted use of the Car Park at the rear of the Co-op. The proposal is to return it to a shoppers car park and not a commuters car park. It is proposed that

the car park will have a restricted stay of a maximum of 4 hours. Glen Watson at Cannock Chase Council is currently in discussions with owners of the car park outside Tesco with regard to commuters using that as an overflow to the designated station car park. The traders have also raised the issue around the parking and traffic problems around the taxi rank area with the District Council. Cllr Adamson confirmed parking restrictions in the area will come into force from 3rd August 2016.

6. Volunteers needed

Lesley discussed the need for more volunteer support due to the success of HIP and the growing workload. There was a discussion about a general lack of volunteers being an issue for many projects. It was agreed that HIP will advertise for an admin volunteer at the summer event and may need to consider placing an actual advert for a volunteer vacancy.

Lesley discussed the desperate need to get work started on the Christmas Event and asked whether any members would agree to take the lead. There were no volunteers so it was agreed that Lesley should call a sub group meeting as soon as possible.

7. Any Other Business

None.

8. Next Meeting

Thursday 11th August 2016 at 6pm to be held at Pye Green Community Centre.

Staffordshire County Councils Countryside Estate Review

Bidders' Information Day & Registration 6 October 2016 & 11th October 2016

Staffordshire County Council's countryside estate includes large country parks, picnic sites and greenways.

The estate is well-used and highly valued by communities and visitors to the area, with an estimated three million visits each year. Use of the sites is changing with higher numbers of visitors wishing to pursue a wider range of activities. The sites are therefore making a significant contribution to the health and enjoyment of local communities, but this increasing demand also places greater pressure on the sites and requires active management. With significant pressure on County Council budgets, the current delivery model is not financially sustainable and risks deterioration of the estate. There is a need to develop a different model to ensure that the quality of the estate and its contribution to Staffordshire's communities and environment can be sustained into the future. This review is underway to explore how this can be achieved.

The sites that make up the estate are highly varied, ranging from Cannock Chase at over 1000 hectares to small patches of land with limited access. Given this variety, it is unlikely that a 'one size fits all' model will be possible.

The Countryside review project provides a unique and exciting opportunity for potential partners to work with Staffordshire County Council to maximize the opportunities from the sites which make up the estate.

The climate is changing for local government. Demand for our services continues to increase whilst we manage ever decreasing budgets.

In Staffordshire, we're proud of how we've embraced innovation and greater collaboration between both public and private sectors in the face of this challenge.

For this reason the County Council sees a future in working together along with other partners to realise the full potential of the Countryside sites

We're looking for innovative partners and ideas that will help us to develop and deliver a long-term plan to ensure that our Countryside sites are working hard for the people of Staffordshire. We will provide the opportunity and you

will bring the skills, resources, investment, insight and contacts to move at pace to help us deliver.

We are holding a Bidders' Information Days on:

- Thursday 6 October 2016 at Chasewater Innovation Centre 9:30 – 12 and
- 11 October 2016 at Apedale Visitor Centre, Newcastle 1pm – 4pm

to allow potential partners the opportunity to find out more and provide feedback on what would make encourage you to tender for the opportunities to work with our site.

Presenters will include:

- Cabinet Member for Economy, Environment and Transport of Staffordshire County Council (SCC), Cllr Mark Winnington,
- Commissioner for the Rural County, Ian Wykes
- Countryside Manager, Emma Beaman,

As well as formal presentations there will be the opportunity for delegates to attend a workshop and look around information stations. Rangers who work at the sites will be available throughout the morning.

Private panel feedback meetings with officers and key colleagues will also be available.

Registration

Places are restricted to a maximum of three people per company. To register please complete and return Form A below confirming delegate details and return by email to emma.beaman@staffordshire.gov.uk

Registration closes at 12pm on Wednesday 28th September. Confirmation of attendance, directions and an agenda will be sent by email no later than 5pm on Thursday 29th September.

Presentations and Feedback forms (if not completed on the day) will be made available after the event to all delegates who registered for the Bidders' Day

Private Panel feedback meetings

Panel meetings are being offered on a first come, first served basis and will last for 20 minutes. They will begin at 13:00 (Oct 6th) and 15:00 (Oct 11th) (held at the intervals with a break for lunch (Lunch will not be provided)

If you propose to attend a panel session it would be beneficial if you could provide the panel with details of any questions you have in advance so if possible can you provide brief details of any questions you would like answered, or indicate particular areas of interest in Form A.

Form A

Staffordshire County Councils Countryside Estate Review

i) Company Name:			
ii) Wish to attend a Private Panel feedback meeting?	Yes / No (please delete)		
	Delegate 1	Delegate 2	Delegate 3
Name:			
Position:			
Email Address:			
Contact Telephone Number:			
Dietary Requirements: (please state)			

(if yes to ii) Panel Session Questions

By completing this form you are agreeing to the details you have supplied to be shared with other suppliers. Your data will only be used for the purposes of the Countryside Estate Review and will not be kept for longer than is necessary.



Dear Hednesford Town Council,

Please see attached statistical information collated from Central Control CCTV within the month of July 2016

CCTV MONITORING for Hednesford Town Council

Criminal and non criminal activity

BURGLARY

THEFT 1

DAMAGE 2

AUTOCRIME 2

DISTURBANCE 2

DRUNKNESS 3

ANTI SOCIAL BEHAVIOUR 5

GRAFFITI

SUSPICIOUS 10

TRAFFIC 5

MISSING PERSON 2

DRUGS

ASSAULTS 0

NON CRIMINAL (AREAS MONITORED)

172

TOTAL 206

POLICE ADVISED US 4

WE ADVISED POLICE 0

RESOURCE DEPLOYED 0

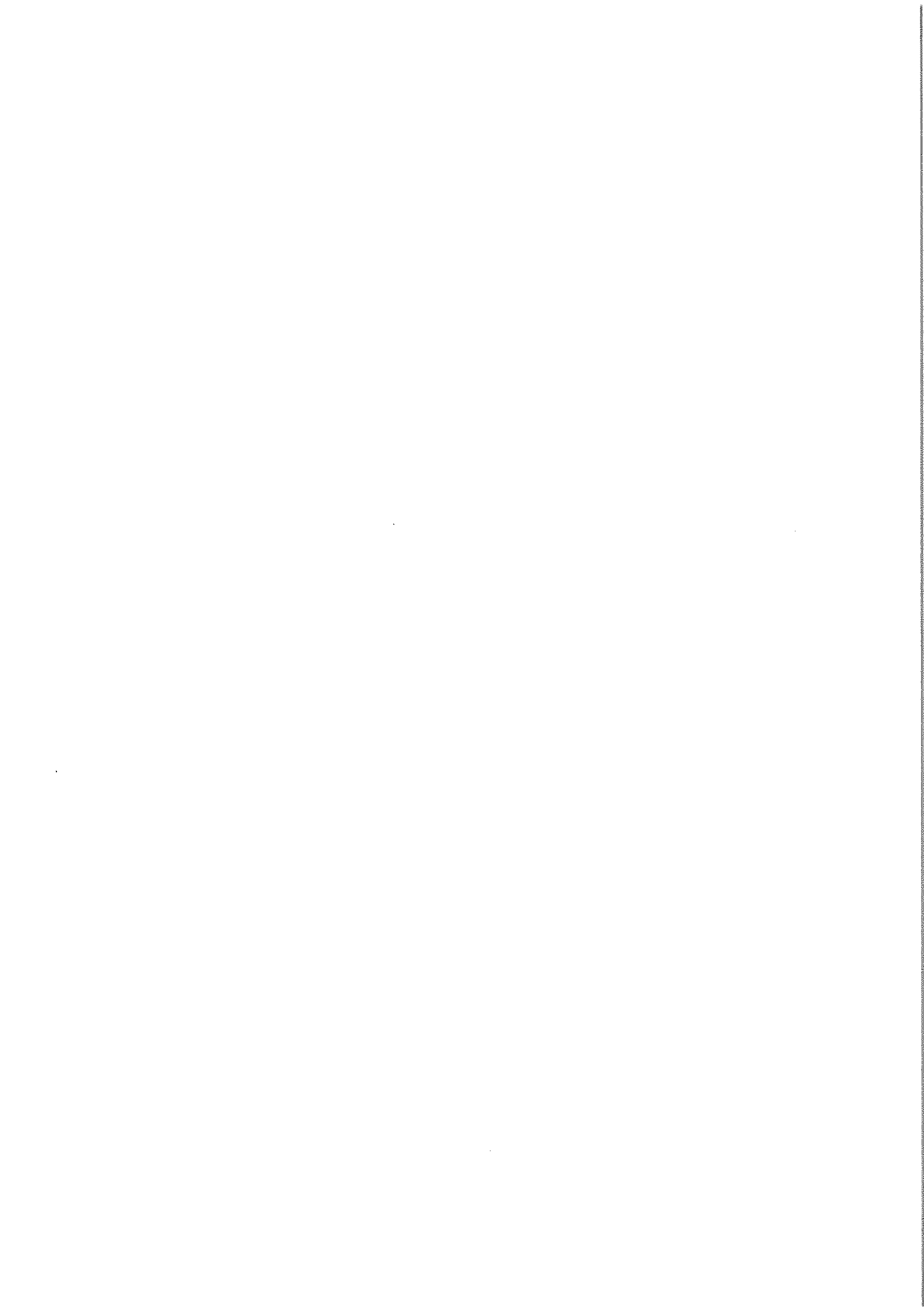
94% of Monitoring was non reportable.

6% of Monitoring was of observing reportable activities to the Parish/Police

General Observations – The increase in anti-social behaviour during July could be because the skate park has been very busy during the last month, and this has attracted people away from the town centre and previous Anti Social Behaviour hotspots.

Work continues towards the installation and commissioning of 2 new cameras in Hednesford Park, which will help our operators to assist Police in monitoring this very welcome and popular area.

Hednesford Town Football Club have recently signed up to the Store Net service, which is a great way of being able to monitor any potentially problematic people leaving the football club intending on coming into Hednesford to cause further issues.



Hednesford Town Council
Lloyds TSB Bank Reconciliation 31/07/16

Bank Balance per Statement £ 39,123.40

LESS O/S cheques

15-12-15	2922	Hednesford in Partnership	£	250.00
20-07-16	3035	Risk Assessment Solutions Ltd	£	30.00
	3038	Mr D Davis	£	23.98
	3039	Mr Pearson	£	20.00

£ 323.98

Cash Book bank balance at 31.07.16

£ 38,799.42

Lloyds TSB Cash Book Balance

£ 38,799.42

1 Year Long Term Savings

£ 50,000.00

6 month Savings

£ 50,000.00

Unity Trust Bank

£ 50,800.00

Total Cash Balances

£ 189,599.42

Reserves B/F

£ 159,080.17

Receipts

£ 88,004.51

£ 247,084.68

Less: Expenditure

£ 57,485.26

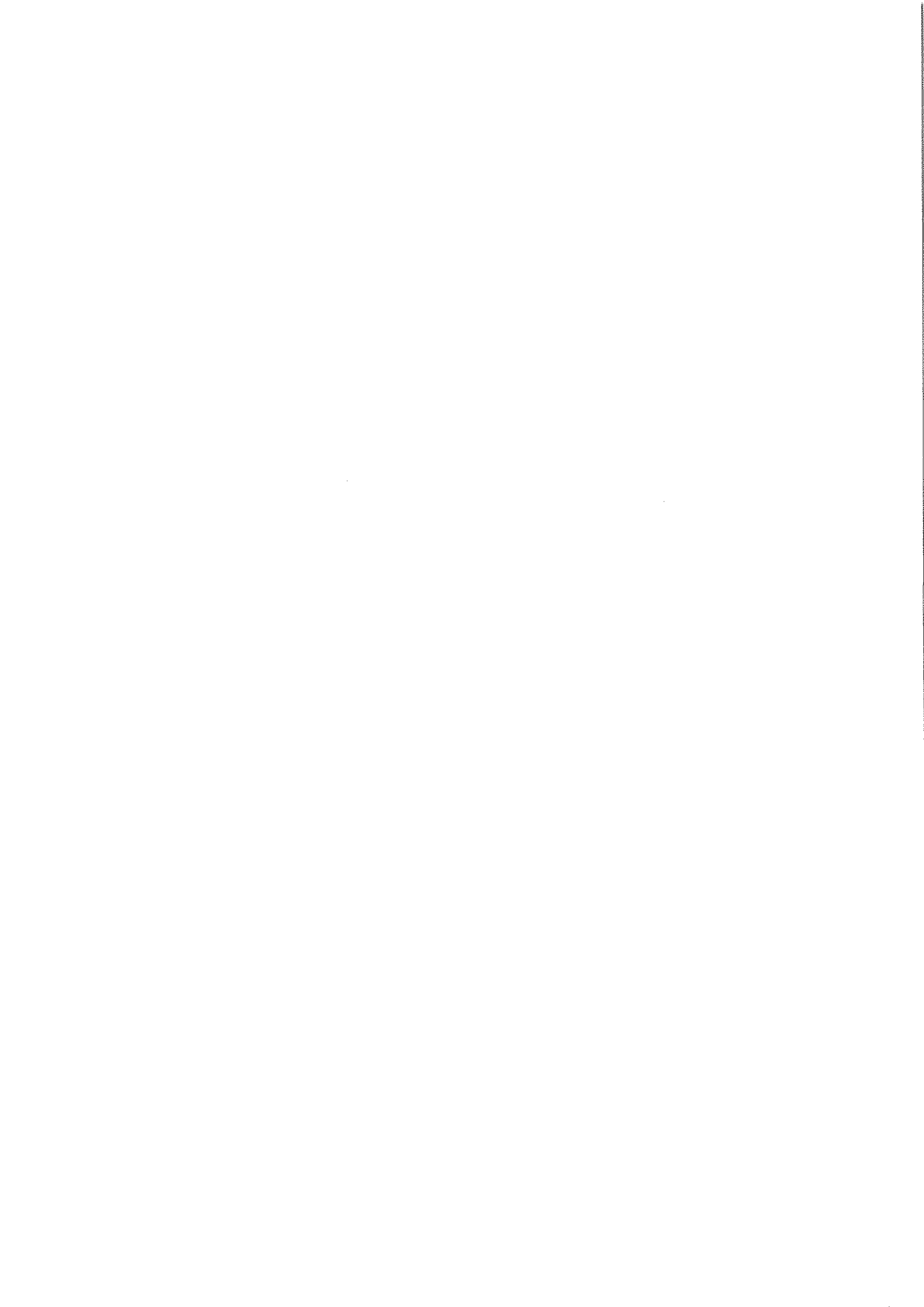
TOTAL

£ 189,599.42

Signed

Printed

Dated

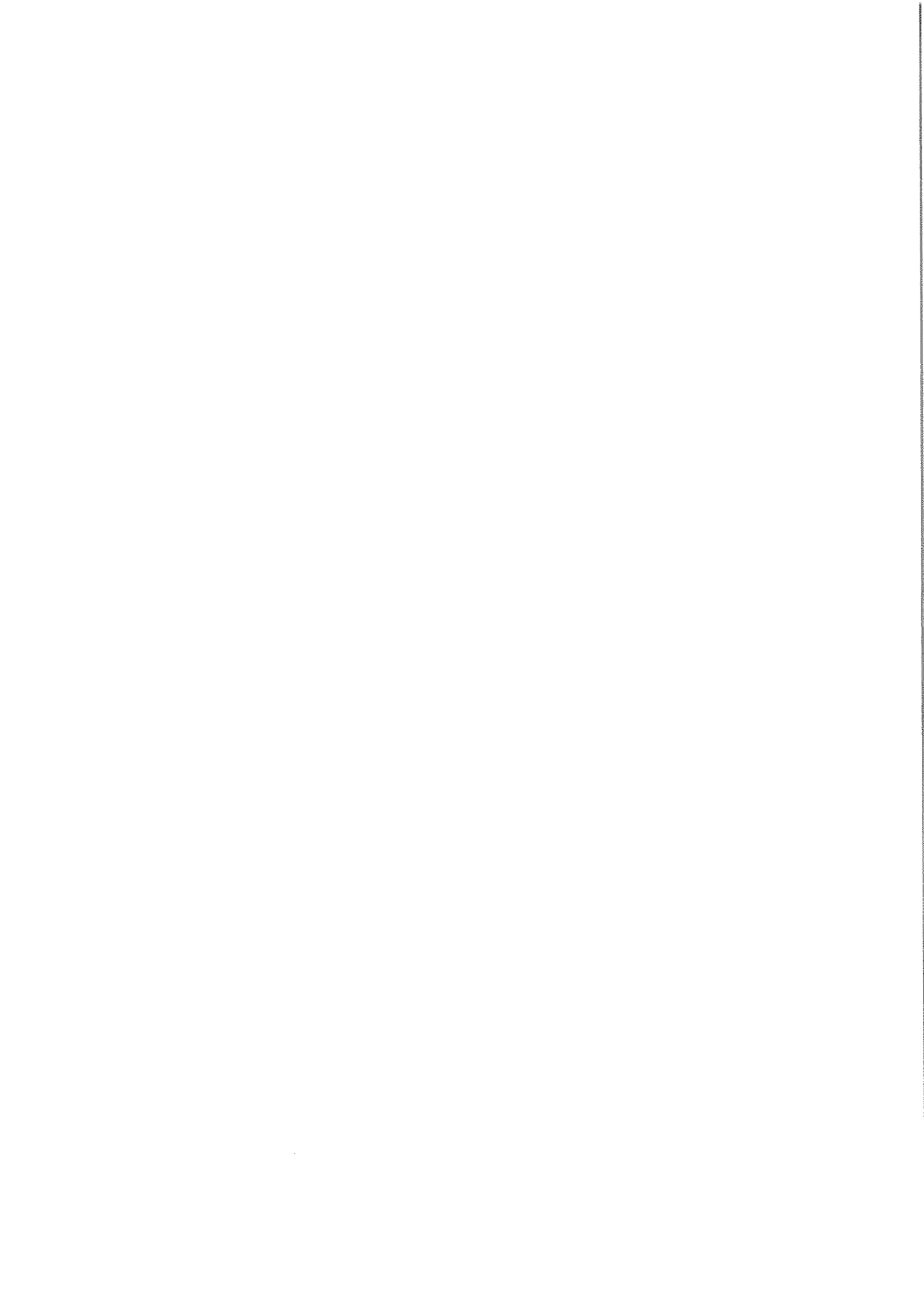


Date	check	Source	Type	TOTAL	VAT on Receipts	Precept	VAT Received	Interest Received	PGCC Meeting Rooms	PGCC Function Room Lettings	PGCC Bar Takings	Misc	Grants	Loan	Savings Transfer	Community Investment Levy
		Year Total		£ 76,525.78	£ -	£ 65,000.00	£ 2,268.06	£ 52.09	£ 2,150.65	£ 6,917.80	£ 37.18	£ 100.00	£ -	£ -	£ -	-
01-07-16		Groundwork UK	BGC	£ 6,950.00						£ 89.60			£ 6,950.00			
12-07-16		Mr Small		£ 1,511.20						£ 151.20						
		Mrs DL Denny								£ 180.00						
		Mrs Ridgeway							£ 64.00							
		Pye Green Ladies Club								£ 240.00						
		Mrs Ward								£ 384.00						
		Mr & Mrs Key								£ 102.40						
		Mr Gregory								£ 130.00						
		Cookern								£ 170.00						
18-07-16		HMRC	BGC	£ 1,518.82			£ 1,518.82									
19-07-16		Physio Careing	Faster Payment	£ 13.93												
20-07-16		Land Registry	500192	£ 331.20							£ 13.93					
		Engaging Communities							£ 26.40							
		Mrs Small								£ 89.60						
		Mrs D L Denny								£ 184.80						
		Mrs Smith - Cornish Housing														
		Cancock Chase Council														
21-07-16		EDA	BGC	£ 100.00						£ 100.00						
21-07-16		BEMAA	Faster Payment	£ 44.40						£ 44.40						
21-07-16		Pro School Learning Alliance	Faster Payment	£ 199.20						£ 199.20						
25-07-16		Pye Green Ladies Club	500193	£ 500.00						£ 96.00						
		Mr Taylor								£ 180.00						
		Mrs Ridgeway								£ 144.00						
22-07-16		Interest	Transfer	£ 1.98				£ 1.98								
28-07-16		Midlands Psychology	Faster Payment	£ 308.00					£ 308.00							
		Year Total		£ 88,004.51	£ -	£ 65,000.00	£ 3,786.88	£ 54.07	£ 2,659.45	£ 9,403.00	£ 51.11	£ 100.00	£ 6,950.00	£ -	£ -	-

Grant for the Neighbourhood Plan
Regular Hirer - Sequence Dance
Regular Hirer - Tuesday Dance
Regular Hirer - Saturday Slimming World

Vat Recovered
Bar Commission

Use of Hall for Elections



Hednesford Town Council - Cash Book 2016/17

31-07-16 Cheques sent out

Date	Payee	£	Details
04-07-16	3033 Land Registry cheque returned		
	3034 Ascot Industrial Supplies Ltd	£ 111.62	Cleaning Materials
20-07-16	3035 Risk Assessment Solutions Ltd	£ 30.00	Fire Extinguisher & Emergency Lights Monthly Check
	3036 Rainway Roofing LLP	£ 552.00	New Facia around Rear wall
	3037 City Electrical Factors	£ 63.77	Bulbs
	3038 Mr D Davis	£ 23.98	Twentieth Century Hednesford Book
	3039 Mr Pearson	£ 20.00	Black Country Night
	3040 Mr B Jones	£ 267.95	Salary
	3041 Mrs D Richards	£ 503.31	Salary
	3042 Mrs L Bowman	£ 1,285.63	Salary
	3043 Mr P Harrison	£ 1,488.26	Salary
	3044 Mr M Bradbury	£ 548.36	Salary
	3045 Staffordshire Pension Fund	£ 1,208.81	Pensions
	3046 Transfer £50,000 to Unity Trust		
	3047 The Maketing Room CHQ CANCELLED		
	Contra Sainsbury's	£ 40.00	Refreshments for Neighbourhood plan launch
01-07-16	D/D Public Works Loan Board	£ 8,715.88	Loan
04-07-16	D/D Cannock Chase District Council	£ 726.00	Rates
18-07-16	D/D Npower	£ 557.00	Electric
22-07-16	D/D Pitney Bowes Finance	£ 75.49	Postage
25-07-16	Biffa Waste Services Ltd	£ 86.64	Refuse Collection
28-07-16	Lloyds Bank	£ 31.62	Bank Charges
12-07-16	D/D Service Charge Unity Trust	-£ 18.00	Refund of Bank Charges
		<u>£ 16,318.32</u>	
Lloyds TSB Cash Book Balance		£ 38,799.42	
Lloyds, 1 Year Long Term Savings		£ 50,000.00	
Nationwide, 6 months Savings		£ 50,000.00	
Unity Trust Bank Account		<u>£ 50,800.00</u>	
Total Cash Balances		<u>£ 189,599.42</u>	
Reserves B/F		<u>£ 159,080.17</u>	
Receipts		<u>£ 88,004.51</u>	
		<u>£ 247,084.68</u>	
Less: Expenditure		<u>£ 57,485.26</u>	
TOTAL		<u>£ 189,599.42</u>	





✓ ABE
12/05/16

STF09C

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

HEDNESFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

81)

dated 10/05/16

Signed by:

Chair

A R Pease

dated

10/05/16

Signed by:

Clerk

P. Wilson

dated

10/05/16

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

HEDNESFORD TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	135,653	157,834	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	112,266	112,266	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	58,995	61,067	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	55,495	55,634	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	17,432	17,432	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	76,153	99,081	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	157,834	159,080	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	157,834	159,080	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	700,712	700,712	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	199,000	190,766	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center;">Yes</td> <td style="text-align: center;">No</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">X</td> </tr> </table>	Yes	No		X		The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	X						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

P. MARIN

Date

10/05/16

I confirm that these accounting statements were approved by this smaller authority on this date:

10/05/16

and recorded as minute reference:

8.1)

Signed by Chair of the meeting approving these accounting statements.

AR Pearson

Date

10/05/16

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

HEDNESFORD TOWN COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

~~(Except for the matters reported below)~~* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

See attached

(continue on a separate sheet if required)

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

20 July 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

HEDNESFORD TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

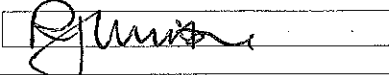
Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	YES		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit RICHARD NEWTON FCA

Signature of person who carried out the internal audit  Date 27/04/2016

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, including the dates set for the period for the exercise of public rights, has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	✓
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.



This page is part of Section 3 - External auditor certificate and opinion 2015/16

**Hednesford Parish Council
Audit Report for the year ended 31 March 2016**

Matters reported

Other matters not affecting our opinion which we wish to draw to the attention of Hednesford Parish Council for the year ended 31 March 2016

Order of signing the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2)

The Town Council has considered, approved and signed the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) on the same day and under the same minute reference. The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting Statements at Section 2 by resolution of members of the authority meeting as a whole. In future, the Town Council should ensure that the minute references clearly demonstrate that that the Annual Governance Statement was considered, approved and signed before the Accounting Statements.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date *20 July 2016*

Our ref STF090

Council Meeting 13 September 2016 agenda Item Page 20



22nd July 2016



Mr. P. Harrison
Clerk
Hednesford Town Council
Pye Green Community Centre
Bradbury Lane
Hednesford
WS12 4EP

Dear Mr. Harrison

Financial Position of the District Council

Further to the last meeting of Parish and Town Council Clerks on 1st June 2016, I am now writing to update you on the financial position of the Council and to invite your comments on two potential financial savings options that will be put forward for consideration in September 2016 as part of the development of a Financial Recovery Plan for the District.

The Council has responded flexibly to the 50% reduction in Government grant funding over the last three years by reducing management and administration costs, sharing services and management with Stafford Borough Council, entering a long term partnership with a charity for the provision of leisure and cultural services, market testing services such as waste collection and sharing accommodation at the Civic Centre with various public bodies. Over this period, the Council has not reduced frontline services to the public and has protected grants to Parish Councils and voluntary sector organisations such as the CAB. It has worked well in partnership with the full range of public bodies who deliver services in the District so that all public funds can be maximised.

The Council now faces a situation where Government grant will cease in the next 3 year period as part of major changes to the way in which Councils are funded. What has pushed the Council into very difficult financial circumstances in the closure of Rugeley Power Station on 6th June 2016 which has already led to the loss of £700,000 of business rates income and over £1m next year. This represents a 25% reduction in income from business rates, which together with other funding reductions, reduces the spending power of the Council by 15%. A reduction of more than 7% in spending power signifies that a Council faces very difficult circumstances.

Tony McGovern | Managing Director

Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire WS11 1BG
tel 01543 462621 | fax 01543 462317 | www.cannockchasedc.gov.uk

Search for 'Cannock Chase Life' @CannockChaseDC



The Council has requested transitional funding support from Government to bridge the difficulty until the proposed Mill Green Outlet Village opens in 2018/19 which mitigates about 73% of the loss of business rates from the power station. Unfortunately, following a recent meeting with a DCLG Minister, confirmation was provided that no support can be made available.

This means that the Council faces a funding deficit that peaks in 2018/19 at £2.15m and with an ongoing deficit of £1.6m from 2019/20 subject to the Mill Green Outlet Village opening. Officers at the District Council have now been requested to identify a full range of savings options to meet this deficit, which will be considered in September. A 6 week period of public consultation will then take place plus statutory consultation with any District Council employees who may be at risk of redundancy if the option(s) were to be implemented. In this spirit, I am now canvassing at the earliest opportunity the comments and views of your Parish/Town Council on two options:

- (1) The cessation of any grant funding from the District Council to all Parish and Town Councils from 1 April 2017. This would create a saving of £77,970 (see below for breakdown)

Parish	Grant
	£
Brereton and Ravenhill	8,435
Bridgtown	1,428
Brindley Heath	651
Cannock Wood	769
Heath Hayes and Wimblebury	6,598
Norton Canes	7,987
Rugeley	34,368
Hednesford	17,734
Total Precepts	77,970

(2) The cessation of funding for Christmas illuminations across the District which would save a total of £34,290. (15 x £2,286)

Each of the 15 wards in the District is allocated £2,286 in 2016/17. £6,858 is allocated direct to Rugeley Town Council and £2,286 to Brereton and Ravenhill Parish Council.

Therefore, the total amount of savings across the two potential options would be £112,260. Whilst I realise that these options will be unwelcome to Parish and Town Councils and there are many good arguments not to take up these options as savings, the argument for this is that Parish and Town Councils are precept raising authorities in their own right and you are not capped in your ability to increase in Council Tax. It is also a reality that the District has to look at every activity it funds to be able to generate savings of the magnitude required. There are obviously political and public implications if these two options are taken forward.

I would be grateful to receive any comments or feedback by 22nd August 2016 on these options which will be provided to our Cabinet shortly afterwards. If you wish to meet individually or collectively please let me know and I will arrange.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tony McGovern', written in a cursive style.

Tony McGovern
Managing Director

