

Clerk's Report – May 2019

1. Welcome

Welcome to the Council and congratulations on your election. I have been the Parish Council Clerk since June 1995 and I will hopefully be providing you with the information that you require to make your decisions at the monthly Council meetings.

The Council has a website (www.hhwcouncil.com) that has historical information and we have a Facebook Group that has ongoing developments. Both are hopefully very useful assets. The website has factual information and is being developed as an ongoing project. Facebook is also a work in progress as it is supposed to be a vehicle to promote the dissipation of information about the Council. Council documents such as Standing Orders are all available on the site.

With all media from me, any use of the word Council will be about this Council. We are separate and distinct from Cannock Chase Council and Staffordshire County Council and any references will reflect that distinction.

We hold our meetings at the Hayes Green Centre on the first Wednesday of the month apart from August where there is a break and May, because of the annual elections where the meeting is on the second or third Wednesday, depending on the date of the election. The dates of the meetings for the next four years are shown in Item 2. If there are any proposals about any changes, please forward them.

All meetings start at 7.30pm. This is to try to eliminate confusion that occurs if times are variable. This Council always meets at 7.30pm.

All agendas are compiled and published on the Tuesday of the previous week so any items received by the Monday will be included and any after that will be for the next meeting. Agenda items will be relevant, specific and legal.

Minutes are the record of the Council business of the meeting.

They are not a verbatim record of what was said. They remain in draft form until approval at the next meeting. They should be approved unless there are any material inaccuracies which can be brought to the attention of the Council, debated and voted on.

2. Future Meetings & Events. 26/1/19

2.1 Dates

2019 – 15th May AGM, 5th June, 3rd July, 4th Sept, 2nd October, 6th Nov, 4th Dec.

2020 – 8th Jan, 5th Feb, 4th Mar, 1st Apr, 13th May APM / AGM, 3rd Jun, 1st Jul, 2nd Sep, 7th Oct, 4th Nov, 2nd Dec.

2021 – 6th Jan, 3rd Feb, 3rd Mar, 7th Apr, 12th May, 2nd Jun, 7th Jul, 1st Sep, 6th Oct, 3rd Nov, 1st Dec.

2022 – 5th Jan, 2nd Feb, 2nd Mar, 6th Apr, 11th May, 1st Jun, 6th Jul, 7th Sep, 5th Oct, 2nd Nov, 7th Dec.

2023 – 4th January, 1st February, 1st March, 5th April APM.

Elections 4th May. 10th May AGM, 7th Jun, 5th Jul, 6th Sep, 4th Oct, 1st Nov, 6th Dec.

All meetings start at 7.30pm and are held at the Hayes Green Community Centre. These above are the scheduled meetings for the next four years. Agendas for all meetings will be printed and posted on the Tuesday of the previous week. Please forward any items for inclusion on the agenda in writing with sufficient information to allow a reasonable explanation of what is being proposed.

2.2 Green Issues re paper. Agendas, minutes and reports will initially be sent to you by email. Agendas and minutes are on our website.

2.3 Paper Copies. It would be better for energy consumption, time and cost to go as paper free as possible. Documents can be viewed and only in rare instances such as the Declaration of Office and the Register of Interests have to be signed.

2.3 Meetings. All agendas are sent to all Councillors and each month the planned meetings until May 2023 will be updated and circulated in necessary.

2.4 More information will be available on our website. www.hhwcouncil.com

2.5 Date of AGM. You will note that the AGM is scheduled to held on the second Wednesday in May. This is because of Council practice to not have the AGM the day before the elections as Councillors were less likely to attend the Parish Council meeting in favour of campaigning.

When we have our elections, the AGM has to be held after the elections, however in 2020, 2021 and 2022, the Council can choose to return to the first Wednesday or keep the above dates, which are the following week.

2.6 Apologies. According to Legal Topic Note 5, apologies have to be in writing with a reason for the absence and received prior to the meeting. The apology can then be noted and accepted by the Council. If not in writing and with a reason it is

an absence. If no reason given, verbal and other apologies will be recorded separately.

2.7 Absence. In addition to the above, whether or not apologies are accepted, there is a six month rule that comes into effect should a Councillor fail to attend any meetings in a six month period. That Councillor is then automatically disqualified from office. This period can be extended in advance, should the Council be asked to consider this and approve the absence.

2.8 Other events.

Walking for Health (Library Event). 1pm start.

18th May – Litterpick. Meet at HGCC at 10.30am.

22nd June – St John’s Summer BBQ (2pm onwards- £6).

County Councillors – Hold a monthly surgery on the first Tuesday of the month, 1pm to 2pm at the HGCC.

Police – Hold regular surgeries at Heath Hayes Library. Last two were 3rd May and 7th May. Further dates to follow if this initiative is considered worthwhile.

Sunday 3rd November, Remembrance Event at Wimblebury.

10th November, Remembrance Sunday.

Heath Hayes Library – Times Past. (Check with Library, usually fortnightly).

Community Funday – It is again hoped to hold an event on a Saturday or Sunday in August, between midday to 4pm. Possibly with live music, a BBQ and children’s activities. The following is from the CLC.

St John’s Events. Christmas Carols Event – TBA. Hoped to be held in December in the two weeks before Christmas Day.

3. Hayes Green Community Centre.

3.1 The Centre used to have a daytime, weekday nursery that provided substantial rental income but dominated the use of the Centre. When the nursery hire terminated last year, the Council decided to refurbish the Centre and to have the Centre used for more community use.

The refurbishment went well, with the room divider being removed, ceiling tiles and lights replaced, new carpet, blinds, doors, windows, entrance, white goods, electrical repairs, new boiler, new and flushed radiators, redecoration. The Reg Butler meeting room had a false wall removed, table and chairs and redecorated.

It is planned to have a display cabinet, Council flag and honours board in due course.

At the present time, I am looking for additional hires and to manage the needs of the hirers with the capacity and reasonable expectation of improvements within the financial capability of the Council.

The former bar rooms between the kitchen and the rear of the building have been refitted to improve storage.

In due course, the downstairs room will be improved and a thermostatically controlled electric heater will be installed.

3.2 Management Committee and Trustees.

Last year the Council decided to have every Councillor as a Trustee and on the Management Committee. Had I been asked about this, I would have recommended against it as it is unnecessary, impracticable and confusing. We had three Trustees and up to five on the Management Committee for 15 years and that worked perfectly well.

3.3 Hirers. (See website for full timetable).

Grandparents Play and Stay.

This is a group that meets on a Thursday morning for grandparents and their grandchildren. This group runs through the year and at the moment, there are 25 children and 30 grandparents and growing.

Chase Life Fitness. This is a keep fit group that will meet on a Monday evening. Assistance was given with advertising to help the group.

Community Life Church.

Sunday morning for a church service. Very well attended.

They also have plans for a "Community Funday" in August. The Council has supported this in the past and has agreed to allow free use.

Cherished Coffee Shop – Runs 9am to 3pm Tuesdays, Wednesdays and Thursdays. Popular and socially useful. There is a Woolly Wednesday Group, Chatter and Natter Table everyday, Health / Diet talks on Fridays. They also held two play days over the Easter period with a bouncy castle and other play options. Easter Egg hunt, McMillan Coffee Morning and other initiatives.

OA. This is a long-standing group that meets on a Monday night. The organiser is a very good hirer. She always pays on time and never cause any issues.

Spiritualist Group. This group relocated from the Heath Hayes Cabin and meets on a Tuesday morning.

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Zumba. This started as a Tuesday evening class and has now expanded to Thursdays as well. Very good hirer for the Council.

Cannock Chase Drum Corps. The Council may be asked to assist the group that meets on a Wednesday night. A long term hire, the group is in need of new members.

Helen O'Grady (Drama Academy). This group is a long-term hirer. The group is well attended and is expected to continue.

4. Audit / Financial Issues.

5.1 The first instalment of the 2019/20 precept of £36,500 has been received.

5.2 The accounts for the 2018/19 financial year have been prepared in the format required for this Council and submitted to the Audit Commission.

5.3 The Charity Commission website is not accepting final 18/19 documents, probably until June. Their website updates are not ready.

5.4 The HMRC annual returns have been completed for the Cabin, Centre and Council.

6. Training.

SPCA Training Courses – Local Councillor Training Courses. Three Local Councillor Training Courses have been arranged for: Tuesday 14, Wednesday 29 May 2019, Thursday 18 June 2019. The topics being discussed are:

- Profile of an Active Council / Profile of a Local Councillor A Good Chairman / The Role of the Clerk / The Council as Employer / The Law and Local Councils
- Administrative Duties / Section 137 / Budgets and Precepts / VAT
- Audit Arrangements and Fees / Transparency Code
- Agenda / The Localism Act 2011 / Planning / The Nolan Principles

Time: 7.00pm – 9.00pm **Venue:** Trentham / Rudyard Suite, Staffordshire Place One, Tipping Street, Stafford ST16 2LP

Cost: £20.00 for the first delegate, £15.00 for the second and £10.00 for subsequent delegates from the same affiliated council. The cost of the course can be met by the Council and reimbursement for mileage can be paid as allowable expenses. Please let me know if you would like to attend any of the courses and what date.