

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

12th May 2022

To: Members of the Penkridge Parish Council

Dear Sir/Madam

I write to invite you to attend a meeting of the Penkridge Parish Council to be held on **Thursday 18th May 2023 at 7.30 pm.**

Yours faithfully

Lesley Hough
Parish Administrator

Part I - Public Session

Audio recordings will be made of all Ordinary and Special Council meetings and Committee meetings, with the inclusion of confidential matters.

AGENDA

1. APOLOGIES
2. CHAIRMAN & VICE CHAIRMAN
 - [a] To elect the Chairman of Council.
[Chairman to sign Register of Acceptance to Office].
 - [b] To elect the Vice Chairman of Council.
3. PERSONALIA AND EVENTS
 - [a] To receive the above for May 2023.
 - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
 - [c] To receive the 2023-2024 Meetings Calendar.
 - [d] To present the Chairman's Charities cheque to Compton Care
4. COMMITTEES
 - [a] To elect members to each of the Parish Council's two Committees.
Please refer to item 22.2 of Standing Orders.
 - [b] To note that the Chairman and Vice-Chairman of each Committee will be elected at the first meeting.
5. APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

To appoint Council representatives to outside bodies.
6. DECLARATIONS OF INTEREST
7. DISCLOSABLE PECUNIARY INTEREST (DPI)

To receive and consider any DPI requests.
8. PUBLIC PARTICIPATION

As per Standing Orders - Public Participation 7.3[a], 33.5, 33.6, 33.7 and 33.8 [attached]

9. POLICE MATTERS

- [a] To receive a police report for April.

10. SOUTH STAFFORDSHIRE & STAFFORDSHIRE COUNTY COUNCIL

- [a] To receive updates/reports from the above Councillors.
[b] To receive a letter dated 25th April from SCC Cllr David Williams in reply to a question of the legality of the speed cushion on Cannock Road at the March 2023 meeting and to note that they fall within the Department for Transport's guidelines.

11. MINUTES

- [a] To approve the minutes of the Full Council meeting of the 13th April 2023.
[b] To receive the Follow Up Sheets for Full Council, Haling Dene Management and Recreation and Amenities.

12. COMMITTEE MINUTES

- To note the minutes of the:-
[a] Planning Minutes for 13th April 2023.

13. WORKING GROUP MINUTES

- [a] To note that no minutes have been received.

14. OUTSIDE GROUPS WITH PC REPRESENTATION

- [a] To receive the minutes of the Penkridge Sports and Recreation Centre meetings of 20th February and 27th March 2023.
[b] To receive an invite to all Councillors to the Penkridge Sports and Recreation Centre's Annual General Meeting on Monday 22nd May at 7.30 pm.

15. ACCOUNTS

- [a] To receive and approve the end of year Final Accounts for 2022-2023.
[b] To receive and approve the Annual Return for the year ended 31st March 2023 – Section 1 Annual Governance Statement 2022/2023.
[c] To receive and approve the Annual Return for the year ended 31st March 2023 – Section 2 Accounting Statements 2022/2023.
[d] To receive the Internal Auditor's year end audit report for 2022 – 2023.
[e] To receive the Pie Chart for March and Summary Sheet.

16. POLICIES AND PROCEDURES

- To receive and approve the amendments to the below Procedures:
[a] Standing Orders
[b] Financial Regulations
[c] To note there are no updates to the Transparency Code 2015.
[d] To adopt the Staffordshire County Council's Safeguarding Policy for the Library Volunteers.

17. PENKRIDGE PARISH CAUSAL VACANCY

- [a] To note following the Parish Council Elections there are three vacancies, one for South East and two for North East Wards.
[b] The vacancies will be advertised for co-option.

18. DECLARATIONS OF INTEREST

- [a] To note that Councillors are required to complete their Disclosable Pecuniary and Other Interests Forms within 28 days of being elected and return to the PA [blank copy attached].

19. GENERAL POWER OF COMPETENCE

- To determine if the Council meets the set criteria for the above power and if the Council wishes to adopt the power.

20. NEIGHBOURHOOD PLAN
[a] To receive an update on the above from Parish Council representatives.
21. BLEED KITS
[a] To consider purchasing two of the above which will fit into the Defibrillator Cabinets at the Festival Gardens and Haling Dene at a cost of £90 each.
22. WEBSITE
[a] To note the new website is now live and NetWise will undertake all technical updates on behalf of the Parish Council.
23. DATE AND TIME OF NEXT MEETING
Thursday 9th June 2022 at 7.30 pm.
24. Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.

Agenda Item 9

Standing Orders – Public Participation

7.3

- [a] For a period of no longer than 15 minutes at the commencement of the meeting to receive comments from the general public present at the meeting, concerning relevant items or business of the Council. No person may speak **for more than 2 minutes** at the discretion of the Chairman.
- 33.5 The public are permitted to make representations, answer questions and give evidence in respect of any item.
- 33.6 The period of time which is designated for public participation in accordance with standing order above shall not exceed 15 minutes.
- 33.7 Each member of the public is entitled to speak **once only** in respect of business itemised on the agenda.
- 33.8 A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.