

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

2<sup>nd</sup> June 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 8<sup>th</sup> June 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. PERSONALIA AND EVENTS
  - [a] To receive the above for June 2023.
  - [b] Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.
3. DECLARATIONS OF INTEREST
4. DISCLOSABLE PECUNIARY INTEREST (DPI)  
To receive and consider any DPI requests.
5. PUBLIC PARTICIPATION  
**As per Standing Orders - Public Participation** 7.3[a], 33.5, 33.6, 33.7 and 33.8 [attached]
6. POLICE MATTERS
  - [a] To receive a Police report for May, if available.
7. SOUTH STAFFORDSHIRE & STAFFORDSHIRE COUNTY COUNCIL
  - [a] To receive updates/reports from the above Councillors.
8. MINUTES
  - [a] To approve the minutes of the Full Council meeting of the 18<sup>th</sup> May 2023.
  - [b] To receive the Follow Up Sheets for Full Council, Haling Dene Management and Recreation and Amenities.

9. COMMITTEE MINUTES

To note the minutes of the:-

- [a] Planning Minutes for 18<sup>th</sup> May 2023.
- [b] Haling Dene Management Minutes for 25<sup>th</sup> May 2023
- [c] Recreation and Amenities Minutes for 25<sup>th</sup> May 2023

10. WORKING GROUP MINUTES

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

11. OUTSIDE GROUPS WITH PC REPRESENTATION

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

12. ACCOUNTS

- [a] To approve the accounts for payment for the months of April and May 2023.
- [b] To receive the expenditure summary print outs for April and May 2023.
- [c] To note the April and May Monthly Summary of Accounts and Pie Chart for the website.

13. POLICIES AND PROCEDURES

To note that the below Policies/Procedures will be included on the July Full Council agenda:

- [a] Business Continuity Plan
- [b] Business Risk Assessment
- [c] Dispensation Procedure

14. DECLARATIONS OF INTEREST

- [a] Councillors are reminded that they are required to complete their Disclosable Pecuniary and Other Interests Forms within 28 days of being elected and to note the last date to submit forms to the PA is 27<sup>th</sup> June.

15. ONE AND FOUR YEAR PLAN

- [a] The Council moves to develop a one and four year plan in order for the Council to focus its efforts around specific core goals and achievements.
- [b] The Parish Council to form a special Working Group for interested members to meet on Wednesday 28<sup>th</sup> June at 6.30 pm to consider the above and put proposals for consideration to the July Full Council meeting.

16. GRANTS

To receive and consider grant applications, together with the guidelines, from:

- [a] Penkridge Anglo German Remembrance Day Association for a grant of £300 towards their room hire costs for the Remembrance Day Reception at the Haling Dene Centre.
- [b] Penkridge Parochial Church Council for a grant of £1,500 towards the cost of the Churchyard maintenance.
- [c] Penkridge Voices Community Choir for a grant of £500 towards the cost of room hire, music and music accompaniment.
- [d] Penkridge Civic Society for a grant of £1,000 for a new combi boiler.
- [e] Penkridge Peace Memorial Hall for a grant of £500 towards the cost of replacing the Water Heater in the Kitchen with a high efficiency one.
- [f] Penkridge Litter Pickers for a grant of £250 to purchase new equipment and pay for Liability Insurance.
- [g] Penkridge Phoenix Art Club A for a grant of £500 towards their room hire costs.

17. CYBER RISK AND RESILIENCE

- [a] To note the Parish Council have completed the above on 25<sup>th</sup> May 2023.
- [b] To note the presentation slides will be circulated to all Councillors for information.

17. DATE AND TIME OF NEXT MEETING

Thursday 13<sup>th</sup> July 2023 at 7.30 pm.

18. 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 5

### 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.