

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

7th July 2023

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 13th July 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 July 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 June, 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 8th June 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 8th June 2023.
10. WORKING GROUP MINUTES
 - [a] To note that no minutes have been received.
11. OUTSIDE GROUPS WITH PC REPRESENTATION
 - [a] To receive the Penkridge Sports and Recreation Centre minutes for their meeting of 24th April 2023.
12. ACCOUNTS
 - [a] To approve the accounts for payment for the month of May and June 2023.
 - [b] To receive the expenditure summary print outs for May and June 2023.
 - [c] To note the May and June Monthly Summary of Accounts and Pie Charts for the website.
 - [d] To note the Internal Auditor will meet with Councillors on 14th December at 6.00 pm and has requested the nature of the queries/questions.
 - [e] To note the deadline for Councillors to take their ID details to Barclays Bank is 28th July for the Bank Mandate and to note Standing Orders will then apply.
13. POLICIES AND PROCEDURES
To receive and approve the below Polices/Procedures:
 - [a] Business Continuity Plan
 - [b] Business Risk Assessment
 - [c] Dispensation Procedure
14. CASUAL VACANCY
 - [a] To receive and consider Expressions of Interest for the two vacancies on North East Ward and one vacancy on South East Ward.
15. ONE AND FOUR YEAR PLAN
 - [a] To receive and approve the Working Group minutes dated 28th June for the One Year Plan.
16. CHAIRMAN'S CHARITY
To receive the above for 2022-2023.
17. HERON PLAY AREA LEASE
To receive and approve the:
 - [a] Lease drawn up by South Staffordshire Council for the Open Space where the Play Area is located.
 - [b] S106 Agreement for the release of the £26,000.
18. NEIGHBOURHOOD PLAN WORKING GROUP
 - [a] To receive an update from a Council Representative of the above.
19. REMEMBRANCE SUNDAY PARADE DETAILS
 - [a] To receive and approve the updated details for the above.

20. NOTICE OF MOTION

To receive and consider a Notice of Motion from Cllr Gary Poston:

Penkridge Parish Council amends the current format of both the Annual Budgetary Expenditure and the Monthly Budgetary Spending Pie Charts so that:

1. Overall salary costs are shown separately (with the corresponding amounts deducted from each relevant Area / Committee)*.
2. Amounts in GB £ and well as a percentage figure.
3. The amended Pie Charts would continue to be made available to the general public via the Parish Council web site

* Under the Local Government Transparency Code (Paragraph 48) no individual salaries are required to be made public under a predetermined threshold (currently £50,001). This motion does not seek to change that by publishing individual salaries.

21. DATE AND TIME OF NEXT MEETING

Thursday 14th September 2023 at 7.30 pm.

22. 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.