



2<sup>nd</sup> October 2025

Councillors are summoned to a Full Council Meeting of Heath Hayes and Wimblebury Parish Council which will be held at Hayes Green Community Centre at 6.30pm on Wednesday 8<sup>th</sup> October 2025, when the following business will be transacted.

The press and public are invited to attend the meeting.

Kind Regards

*L Bowman*

Mrs Laurie Bowman  
Parish Clerk

## A G E N D A

Minute Number	Item	Attachment
10/25/99.0	<b>Apologies</b> To consider and approve the apologies.	
10/25/100.0	<b>Declaration of personal &amp; prejudicial interest in any item on the agenda</b>	
10/25/101.0	<b>To receive requests for dispensation</b>	
10/25/102.0	<b>Public Participation</b> Members of the public are invited to address the Council on any issue over which it has a power. <i>Members of the public wishing to raise issues which are not on the agenda are asked to notify the Clerk at least 8 hours before the meeting. Members of the public may not take part in the Council meeting itself.</i>  <i>A person who attends a meeting is permitted to report on the meeting while the meeting is open to the public. To 'report' means to film, photograph, or make an audio recording of the meeting proceedings; however, as a matter of courtesy, the Chair should be advised before any recording takes place.</i>	
10/25/103.0	<b>To Approve the Minutes of the meeting held on the 10<sup>th</sup> September 2025</b>	(1)
10/25/104.0	<b>Chair's Announcements &amp; County Council's update</b>	
10/25/105.0	<b>Clerks Report</b> Council to consider and note the Clerk's Report.	(2)

Clerk: *Mrs L Bowman* Dated: 2<sup>nd</sup> October 2025  
Hayes Green Community Centre, Heath Way, Heath Hayes  
Phone: 07951409707 Email: clerk@hhandw-pc.gov.uk

<b>10/25/106.0</b>	<b>Income &amp; Payments</b>	
10/25/106.1	Council to note the payments since the last report that had been authorised by the audit and governance committee, and the monthly finance report.	<b>(3)</b>
10/25/106.2	Council to note the bank reconciliation up to 30 <sup>th</sup> September 2025	<b>(4)</b>
10/25/106.3	Council to note the Vat reclaimed for July, August, September 2025	<b>(5)</b>
10/25/106.4	Council to agree the Audit & Governance Committee terms of reference.	<b>(6)</b>
<b>10/25/107.0</b>	<b>Notice of Completion of Audit of the Accounts for the Year ended 31 March 2025</b>	
10/25/107.1	Council to take note of the Auditors comments. Audited Annual Governance & Accountability Return 2024/25 Section 3 External Auditors Report and Certificate	<b>(7)</b>
10/25/107.2	Mazars Completion Letter	<b>(8)</b>
10/25/107.3	Notice of conclusion of the audit	<b>(9)</b>
<b>10/25/108.0</b>	<b>Police Report</b>	
	Council to note the Police Report 01/09/2025 – 30/09/2025	<b>(10)</b>
<b>10/25/109.0</b>	<b>Planning Committee</b>	
10/25/109.1	Council to note the planning applications received that the committee considered and decisions received from Cannock Chase District Council.	<b>(11)</b>
10/25/109.2	Council to agree the Planning Committee terms of reference.	<b>(12)</b>
<b>10/25/110.0</b>	<b>Open Spaces</b>	
	Council received the photographic list of work completed during the month.	<b>(13)</b>
<b>10/25/111.0</b>	<b>Events Committee</b>	
	Council to note the draft minutes of the events committee meeting held on the 17 <sup>th</sup> September 2025.	<b>(14)</b>
10/25/111.1	Council to review Committee members.	
10/25/111.2	Council to agree the Events & Youth Committee terms of reference.	<b>(15)</b>
<b>10/25/112.0</b>	<b>Working Parties Terms of Reference</b>	
	Council to agree the following terms of reference:	
10/25/112.1	Newsletter.	<b>(16)</b>
10/25/112.3	Appoint lead member.	
10/25/112.4	Local Government Reorganisation for Staffordshire.	<b>(17)</b>
10/25/112.5	Appoint lead member.	
<b>10/25/113.0</b>	<b>Civility and Respect Pledge, Councillor's Statement of Assurance</b>	
	Each Councillor had been asked to sign the Councillor's Statement of Assurance.	<b>(18)</b>
<b>10/25/114.0</b>	<b>Additional Flag Pole</b>	
	Council to consider purchasing an additional Flag Pole and Flag at the Hayes Green Community Centre.	<b>(19)</b>
<b>10/25/115.0</b>	<b>Defibrillator Training</b>	
	Council to consider Community First Responder Defibrillator Training on the 22 <sup>nd</sup> or 23 <sup>rd</sup> October 2025 at 6.30pm	
<b>10/25/116.0</b>	<b>Commemorative Bench on John Street</b>	
	The handyman had fitted extra brackets on the commemorative bench on John Street but would not be able to install new slats, the bench is rotten. Council to consider replacing the bench.	<b>(20)</b>
<b>10/25/117.0</b>	<b>Items for Information or Future Agendas</b>	
<b>10/25/118.0</b>	<b>Date of Next Meeting - Council Meeting Wednesday, 12<sup>th</sup> November 2025</b>	