

BRERETON AND RAVENHILL PARISH COUNCIL

DISTRICT OF CANNOCK CHASE COUNTY OF STAFFORDSHIRE

Minutes of the FULL COUNCIL

Held at: the Parish Hall, Ravenhill Park, Brereton, Rugeley. WS15 1DU

Thursday 19th September 8.00pm - 9.30pm

WELCOME

Members Present:

M Blackham (MB)(Chair), S Merriman (SM), C Davies (CD),
 J Gascoigne (JG)(V-Chair), K Paul (KP), A Cowdell (AC),
 R Hall (RH),

APOLOGIES: Apologies were received from the following, which were accepted

K Theobald (KT), D Blocksidge (DB), J Johnson (JJ)
 C. Harris (CH) C Boulton (CB),

In Attendance:

Lee Featherstone (RFO), Vanessa Hands (Clerk)

108.	<p>DECLARATIONS OF INTEREST IN ANY ITEMS ON THE AGENDA</p> <p>None</p>	
109	<p>FORMAL ANNOUNCEMENTS BY THE CHAIR / CLERK</p> <ul style="list-style-type: none"> • <i>Mobile phones off/silent</i> <i>MB reminded everyone that all phones need to be on silent or off for the entirety of the meeting</i> • <i>Café hygiene standards award</i> <i>Congratulations to the hard work at getting the very high rating of 5 for the first inspection. RH also thanked Brereton Millions for the donation of the fridge.</i> • <i>Official introduction of our new Clerk/RFO</i> <i>MB thanked Paul the outgoing Clerk for the hard work that has happened over the last 12 months. MB also thanked Lee, the RFO, for their hard work getting the financial information to where it is.</i> <p><i>MB welcomed the new Clerk to the meeting.</i></p> <ul style="list-style-type: none"> • <i>Preventing sexual Harassment [new legislation (s40A Equality Act 2010)]</i> <i>This policy is currently being written and reviewed</i> • <i>Ability to film proceedings</i> <i>Recording, including filming, audio-recording, taking photographs and using other social media platforms is permitted at council meetings which are open to the public</i> 	

10	PUBLIC PARTICIPATION <i>No public present</i>	
111	AGREEING THE MINUTES FROM THE PREVIOUS <i>To approve and sign off the minutes of Full Council and Annual Council meetings held on Thursday 5th September 2024.</i> The previous minutes were agreed and signed as a true record.	
112	MATTERS ARISING <i>101.7.1. That MB would contact the previous council chair and arrange an urgent meeting with the CCDC solicitor concerning the Green.</i>	The clerk to arrange the meeting with MB and previous chair
113	REPORTS FROM COMMITTEES / WORKING GROUP MEETINGS	
113.1	Finance Asset & Risk Committee: Possible proposals from FARc for approval: <ul style="list-style-type: none"> • <i>BRPC Communication & Social Media Policy</i> <i>This policy is currently being reviewed.</i> • <i>BRPC Risk Assessment. Section 54: Café</i> <i>This risk assessment is currently being reviewed.</i> • <i>BRPC Food Safety Management System Policy</i> <i>This policy is currently being reviewed.</i> • <i>BRPC Financial Regulations</i> <i>This policy is currently being reviewed.</i> • <i>BRPC Investment Strategy & Policy</i> <i>This policy is currently being reviewed.</i> • <i>Music Licence</i> <i>The cost of the licence was approved for payment at the Finance Asset & Risk meeting.</i> 	
	Financials: <ul style="list-style-type: none"> • <i>Bank Reconciliation</i> <i>Agreed and signed</i> • <i>Income .v. Invoices</i> <i>Agreed</i> 	
113.2.	Planning Committee <i>None</i>	
113.3	Parish Hall Management WG <i>None</i>	

113.4	<p>Community Engagement WG <i>Grants 2: Organisation of minuted Meeting first week in October.</i></p> <p><i>This is noted, All information is now live on the website</i></p>	
113.5.	<p>Staffing WG</p> <ul style="list-style-type: none"> • <i>Handy person Position update This position has been filled and the successful candidate will be starting shortly.</i> • <i>Clerk/RFO update The new Clerk started on 16th September 2024.</i> 	
113.6.	<p>Policies, Practice & Procedures WG <i>All policies are currently being reviewed by the committee.</i></p>	
113.7.	<p>Neighbourhood WG</p> <ul style="list-style-type: none"> • <i>Village Green Application (CD/MB) MB to discuss this with the previous Chair.</i> • <i>Allotments and Footpaths concerns (KT) To be discussed at the next meeting</i> • <i>Festive Lights (CD/BHD) The missing lights have been located and there are arrangements for these to be returned as soon as possible. The paperwork for the installation has been completed and submitted by CD. A purchase order has been raised for the cost of testing the light poles for suitability.</i> 	
113.8.	<p>Speed Calming WG <i>None</i></p>	
113.9.	<p>Heritage WG</p> <ul style="list-style-type: none"> • <i>Ginnie Wagons Trail (CH) This is currently been looked at in line with the budgets and will be updated shortly</i> • <i>Canalside Project (CH) This is currently been looked at in line with the budgets and will be updated shortly</i> • <i>The Linen Map (RHD) This was discussed and it was agreed to see if there was another alternative that would be an option that brings the cost down rather than the quite provided. It was decided that should this be possible then this was to go ahead, if not, then this would need to be discussed again at the next meeting.</i> 	
113.10	<p>Drop-In WG <i>None</i></p>	

113.11.	Police Report <i>None for this month.</i>	
114	POLICIES <i>All policies are currently being reviewed by the committee.</i>	
115	DISTRICT NEWS (CB) <i>None</i>	
116.	PARISH COUNCIL DIARY <ul style="list-style-type: none"> • <i>Agree calendar of meetings for next year. The council agreed that the current arrangement of the first and third Thursday of each month should continue.</i> • <i>Arrange Quarterly non-signatory checking of the financials. AC and RHD confirmed that they would be willing to check the financials</i> • <i>Send a letter to re-employ our Internal Auditors. The clerk will instruct the Internal Auditors</i> • <i>Arrange the annual staff reviews The new clerk will work with SM and KP to produce a new set of reviews for the current and new staff.</i> 	Clerk to send instructions to Internal Auditors
117.	DATE OF NEXT COUNCIL MEETING: Thursday 3rd October 2024 at 8.30pm	

Meeting closed at 9pm