



Annual Council Meeting

Heath Hayes and Wimblebury Parish Council
held at Hayes Green Community Centre on
Wednesday, 13th May 2026 at 6.30pm

A G E N D A

Minute Number	Item	Attachment
05/26/20.0	Election of Chair for the 2026/27 Municipal Year Signing of the declaration of acceptance of the office of Chair.	
05/26/21.0	Election of Vice Chair for the 2026/27 Municipal Year Signing of the declaration of acceptance of the office of Vice Chair.	
05/26/22.0	Apologies To consider and approve the apologies.	
05/26/23.0	Declaration of personal & prejudicial interest in any item on the agenda	
05/26/24.0	To receive requests for dispensation	
05/26/25.0	Public Participation 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>	
05/26/26.0	To Approve the Minutes of the meeting held on the 8th April 2026	(1)
05/26/27.0	Co-option	
05/26/27.1	Council to consider co-option application from New Heath Hayes Ward.	(2)
05/26/27.2	Signing of the declaration of acceptance of office.	
05/26/27.3	Council to consider co-option application from Old Heath Hayes Ward.	(3)
05/26/27.4	Signing of the declaration of acceptance of office	
05/26/28.0	County Council's update	

05/26/29.0	To agree on Meeting Dates for the 2026/27 Municipal Year Council to agree on Meeting Dates for the 2026/27 Municipal Year.	(4)
05/26/30.0 05/26/30.1 05/26/30.2 05/26/30.3 05/26/30.4 05/26/30.5	To agree on Committees and Members for the 2026/27 Municipal Year Planning. Events, Christmas Lights, Youth & Community. Audit & Governance. Human Resources. To appoint a representative to the District Council Standards Sub-Committee	(5)
05/26/31.0 05/26/31.1 05/26/31.2 05/26/31.3 05/26/31.4 05/26/31.5 05/26/31.6 05/26/31.7 05/26/31.8 05/26/31.9 05/26/31.10 05/26/31.11 05/26/31.12 05/26/31.13 05/26/31.14 05/26/31.15	Council to review and approve Policies: Financial Regulations Standing Orders Code of Conduct Asset Register Risk Assessment Policy Health & Safety Policy Lone Working Policy Privacy Notice for Staff, Councillors & Role Holders General Privacy Notice for the Public Data Breach Policy Co-Option Policy Equal Opportunity Policy Safeguarding Children & Adults Policy Statement Disciplinary Procedure Terrorism & Security Policy	(6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20)
05/26/32.0	Clerks Report Council to consider and note the Clerk's Report.	(21)
05/26/33.0 05/26/33.1 05/26/33.2	Income & Payments Council to note the payments since the last report that had been authorised by the audit and governance committee, and the monthly finance report. Council to note the bank reconciliation up to 30 th April 2026	(22) (23)
05/26/34.0 05/26/34.1 05/26/34.2 05/26/34.3 05/26/34.4 05/26/34.5 05/26/34.6 05/26/34.7	Annual Governance Statement & Return Council to note and approve: The Internal Auditor's Report for 2025/26. To review the Annual Governance Statement as part of the Annual Return 2025/26, section 1 and consider the responses required. To approve the Annual Return For 2025/26, Section 2, Accounting Statements 2025/26. Notice of appointment of date for the exercise of public right accounts for the year ended 31 st March 2026 and contact details. Annual Return Bank Reconciliation. Annual Return Significant Variance. Appointment of Internal Auditor Council to agree to Kim Squires as the Council's Internal Auditor for the Financial Year 2026/27.	(24) (25) (26) (27) (28) (29)
05/26/35.0 05/26/35.1 05/26/35.2	Planning Committee Council to note the planning application received that the committee considered. Council to note the planning decisions received from Cannock Chase District Council.	(30)

05/26/35.3	Cannock Chase Local Design Guide Supplementary Planning Document Consultation The Council invites representation to be made on the Design Guide between Tuesday 28 th April 2026 until 5pm on Tuesday 26 th May 2026.	(31)
05/26/36.0	Open Spaces Council received the photographic list of work completed during the month.	(32)
05/26/37.0	Events Committee Council to note the draft minutes of the events committee meeting held on 22 nd April 2026.	(33)
05/26/38.0	Litter Bin Council to consider purchasing a litter bin, on the field off Hemlock Way	(34)
05/26/39.0 05/26/39.1 05/26/39.2 05/26/39.3	Hayes Green Community Centre Rats, Council had asked the Community Centre caretaker to contact Environmental Health. Financial Report for the Community Centre 2025-26. Council to agree for the Community Centre to receive the 2026-27 Grant award.	(35)
05/26/40.0	Technical support Establish which Councillors are experiencing email difficulties.	
05/26/41.0	Council Litter Pick Saturday, 16 th May 2026, 12-2pm, meet at Hednesford Road Car park	
05/26/42.0	Christmas Street Lights Council to agree to loan Cannock Chase District Council their unused Christmas Street Lights.	
05/26/43.0	Items for Information or Future Agendas	
05/26/44.0	Date of Next Meeting - Full Council Meeting, Wednesday, 17 th June 2026 at 6.30pm	