



5th May 2025

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**TO ALL MEMBERS OF PATTINGHAM
AND PATSHULL PARISH COUNCIL, THE PRESS AND THE PUBLIC**

Dear Sir or Madam

You are summoned to attend the Parish Council Meeting of Pattingham and Patshull Parish Council to be held at 7.30pm on Monday 12th May 2025, at Pattingham Village Hall.

Yours faithfully

J S Cree

Clerk to the Council

AGENDA

- 57/25. Election of Chairman of the Parish Council for the Council Year 2025/6.
(the new Chairman to make his/her declaration of Acceptance of Office).
- 58/25. Appointment of Vice-Chairman of the Parish Council for the Council Year 2025/6.
(the new Vice-Chairman to make his/her declaration of Acceptance of Office).
- 59/25. Apologies for Absence.
- 60/25. Declarations of Councillors' Interest.
- 61/25. Public Forum - Democratic fifteen minute period / public question time including
Presentation for Pattingham Resident of the year 2025
- 62/25. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held
on 14th April 2025.
- 63/25. County / District Councillors to address the Council on any matters relevant to the Parish
- 64/25. Review standing orders, Financial Risk Assessment and Financial regulations.
- 65/25. Review of inventory of land and assets including buildings and office equipment.
- 66/25. Review and confirmation of arrangements for insurance cover in respect of all insured
risks.
- 67/25. Reviewing the Council's complaints procedure and Health and Safety policy.
- 68/25. Reviewing the Council's procedures for handling requests made under the Freedom of
Information Act 2000, GDPR and the Data Protection Act 1998.
- 69/25. Reviewing the Council's policy for dealing with the press/media

- 70/25. To note and confirm Declaration of Pecuniary Interest forms.
- 71/25. To confirm the dates, times and place of ordinary meetings of the full Council for the year ahead to May 2026 (Schedule attached).
- 72/25. Authorisation of signatories for Cheques.
- 73/25. Appointments on outside bodies
- 74/25. Community Speedwatch update
- 75/25. To discuss updates on the 4 year plan
- 76/25. Report from the Clerk.
- 77/25. Accounts for Payment and to discuss to help part funding for a new PCSO Bike
- 78/25. Items for future Meetings
- 79/25. Dates of Next Meetings to be agreed at this meeting

64/25. Review standing orders, Financial Risk Assessment and Financial regulations.
The standing orders have been updated and sections 14 and 18 have changed.

They are listed below:--

14 CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

18 FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to

- the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

The new amended Financial regulations are attached with the agenda papers for adoption.

- 65/25. Review of inventory of land and assets including buildings and office equipment.
- 66/25. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- 67/25. Reviewing the Council's complaints procedure and Health and Safety policy.
- 68/25. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000, GDPR and the Data Protection Act 1998.
- 69/25. Reviewing the Council's policy for dealing with the press/media

All of the above documents were circulated in the New Councillor Packs and are on the website

- 70/25. To note and confirm Declaration of Pecuniary Interest forms.

Any changes to the forms must be checked by members and then changed if required.

71/25. To confirm the dates, times and place of ordinary meetings of the full Council for the year ahead to May 2026 (Schedule attached).

	PATTINGHAM
MAY 25	12 (AGM)
JUNE 25	2
JULY 25	7
AUG 25	-
SEPT 25	1
OCT 25	6
NOV 25	3
DEC 25	1
JAN 26	5
FEB 26	2
MAR 26	2
APRIL 26	20 (APM)
MAY 26	18 (AGM)

72/25. Authorisation of signatories for Cheques.

Cllrs S Walker, J Tomlinson, A Freeman and J Cree are the approved signatories.

73/25. Appointments on outside bodies

Anyone sitting on outside bodies for the Council need to be re-appointed at this time.

Village Hall – No additional members required from the Parish Council as previous cllrs now sit on this committee

Education Pattingham Foundation – Councillors N Hill and Mrs A Davies

Over 65's Lunch – Councillors L Billingham, A Freeman and Mrs A Davies Attend

Police Forum – Councillors M Finch and J Tomlinson

75/25. To discuss updates on the 4 year plan

Cllr P Dunn to report.

76/25. Report from the Clerk.

New prices for Dittons

Thank you for inviting us to re-tender for the grounds maintenance at Pattingham and Burnhill Green. It has been a pleasure working with the council and we would very much like to continue. The price has been £6,000 since 2022, during which time our costs have risen considerably.

This year we must implement a 3% increase across each of the 3 years to ensure the security of our staff and equipment. The prices for each year are as follows:-

2025 to 2026 £6,180.00

2026 to 2027 £6,365.40

2027 to 2028 £6,556.36

Our quotation includes the following,

- Cut the football pitch and amenity grass 23 times per year, to include children's play area
- Cut the pathways 3 times per year
- Apply pesticide 2 times per year
- Cut the area of grass at Windsor Road approximately 16 times per year
- Cut the hedges once per year

Tennis court quotes

Rigott - Costs for the outer green only £8,780 and £1200 for 2 x tennis and one netball.

Fosse have quoted costs to lightly clean, colour coat the entire court surfaces and line mark the 2Nr. courts as existing would be £4740.00 + vat in total. They are happy to cover 50% of the above cost, which would leave a balance of £2370.00 + vat for Pattingham Parish Council to pay.

Soft Surfaces £9034

77/25. Accounts for Payment.