



Cannock Chase Council

Annual Council Meeting

Wednesday 20 May 2026 at 6:00pm

In the Council Chamber, Civic Centre, Cannock

Notice is hereby given of the above-mentioned meeting of the Council, which you are summoned to attend for the purpose of transacting the business as set out below:

Prior to the commencement of the formal business of the meeting, the following will take place:

- Outgoing Chair's remarks
- Presentation of Youth Endeavour Award

Part 1

1. Apologies

2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any interests in accordance with the Code of Conduct.

Members should refer to the guidance as included as part of this agenda.

3. Election of a Chair of the Council

To elect a Chair of the Council for the municipal year 2026-27.

4. Election of a Vice-Chair of the Council

To elect a Vice-Chair of the Council for the municipal year 2026-27.

5. Minutes

To approve the Minutes of the meeting held on 22 April 2026 (enclosed).

6. Chair's Announcements and Correspondence

To receive any announcements and correspondence from the Chair of the Council.

7. Office of the Leader of the Council and Form and Composition of the Cabinet

To elect a Leader of the Council in accordance with the requirements set out in the Constitution, and to receive notification from the Leader of the Council of the number and identity of Cabinet members and their portfolios (Item 7.1 - **to follow**).

8. Leader's Announcements and Correspondence

To receive any announcements and correspondence from the Leader of the Council.

9. Leader of the Opposition and Form and Composition of the Shadow Cabinet

To receive confirmation of acceptance of office from the Leader of the Opposition, and to receive notification from the Leader of the Opposition of the number and identity of Shadow Cabinet members and their shadow portfolios (Item 9.1 – **to follow**).

10. Allocation of Seats to Committees and Other Bodies

Report of the Chief Executive (Item 10.1 – 10.4).

11. Appointment of Members, Chairs and Vice-Chairs to the Council's Committees, Sub-Committees and Other Bodies for 2026-27

Council is requested to consider:

- (i) The appointment of Councillors to Committees etc. as proposed by each of the Group Leaders.
- (ii) The appointment of Chairs and Vice-Chairs to Committees, Sub-Committees and Other Bodies*.

*Provided that advance notification of any Political Groups' proposed membership, Chairs and Vice-Chairs to Committees etc. has been circulated by the Proper Officer to all Members at least 24 hours before the start of the Annual Meeting (**this will be in the form of a schedule circulated to all Members via email**).

12. Council Appointed Representatives on Outside Bodies for 2026-27

Report of the Chief Executive (Item 12.1 – 12.3 + Appendix 1 (**to follow**)).

In accordance with the Council Procedure Rules, **Appendix 1** to this report (the completed schedule of proposed appointees) **will be circulated to all Members at least 24 before the start of the Annual Meeting.**

13. Members' Allowances: Access to Pension Scheme

Report of the Head of Law and Governance (Item 13.1 – 13.4).



T. Clegg
Chief Executive

12 May 2026

Guidance on Declaring Interests at Meetings

Declaring Interests at Full Council

The Code of Conduct requires that where you have an interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

The following interests must be disclosed where they may be affected by any matter arising at the meeting:

- (a) A **Disclosable Pecuniary Interest** is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.
- (b) A **Registerable Interest** includes any unpaid directorships or any body of which you are a member, or are in a position of general control, and (i) to which you are appointed by the Council, or (ii) which exercises functions of a public nature, or (iii) which is directed to charitable purposes, or (iv) one of whose principal purposes includes the influence of public opinion or policy.
- (c) A **Non-Registerable Interest** is any other matter affecting your financial interest or well-being, or a financial interest or well-being of a relative or close associate.

Where the matter **directly relates** to the interest, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where the matter **affects** the interest, but does not **directly relate** to it, you can remain in the meeting and take part **unless** the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision, and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

Please make the nature of the interest clear to the meeting

It would be helpful if, prior to the commencement of the meeting, Members informed the Monitoring Officer of any declarations of interest, of which you are aware. This will help in the recording of the declarations in the Minutes of the meeting.

Some items will be mentioned in the papers for full Council but are not actually being considered by Full Council. In such circumstances the Monitoring Officer's advice to Members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, Members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and/or
- Where the matter in which the Member has an interest is specifically mentioned or discussed at the Council meeting.

Cannock Chase Council

Minutes of the Meeting of the Council

Held in the Council Chamber, Civic Centre, Cannock

On Wednesday 22 April 2026 at 6:00 p.m.

Part 1

Present

Councillors:

Aston, J. (Chair)

Boulton, C.	Jones, P.
Bullock, L.	Jones, V.
Craddock, R.	Lyons, N.
Dunnett, M.	Lyons, O.
Elson, J.	Muckley, A.
Fisher, P.	Preece, J.
Fitzgerald, A.	Samuels, G.
Freeman, M.	Sutherland, M.
Gaye, D.	Thompson, S.
Haden, P.	Thornley, S. (Leader)
Hill, J.	Thornley, S.J.
Johnson, J.	Todd, D.
Johnson, T.	Williams, D.

78. Apologies

Apologies for absence were noted for Councillors J. Bancroft, S. Cartwright, J.O. Hill, G. Hughes, D. Mawle and J. Prestwood.

79. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

None received.

80. Minutes

Resolved:

That the Minutes of the meetings held on 25 February and 23 March 2026 be approved as a correct record.

81. Chair's Announcements and Correspondence

(i) Overview of Term as Chair

The Chair noted that this would be her last meeting as Chair and that it had been a privilege and honour to serve as in the role since last November.

Highlights in the role included having the Beavers and Scouts coming to visit the Council Chamber which it was hoped would continue for many more years to come, and the visits to the Council's sheltered housing schemes just before Christmas.

On a personal note, the Chair advised she had recently left the Labour Party and was now sitting as an independent, and thanked Councillor S. and S.J. Thornley for their close friendship with her, especially so when her mum was in palliative care last year.

82. Leader's Announcements and Correspondence

(i) Pride in Place

The Leader advised that £20m had been donated to Cannock North by the Government through its 'Pride in Place' programme to be spent over a period of 10 years, at approximately £2m per year.

The funding was not intended to create division, but to bring communities together. The community and the people within it would be the ones spending the money, not councillors or officers. A committee would be established made up of people living and working in that area and they would be the decision makers.

Separately to this, the Council had been working really hard with the Chase Heritage Community Interest Company (CIC) regarding the future of the Museum of Cannock Chase and noted with sadness that it would not be possible to conclude business before the forthcoming elections.

It was however pleasing to say that all of the building blocks were in place, and if those were taken forward by whoever the new Administration would be from next month, then the Museum would be back playing its part in the area's communities.

It had been a pleasure to work with the CIC; they were focused, incredibly professional, set out their stall very clearly and demanded very little from the Council.

Moving back to pride in place, it was also pleasing to announce that hopefully, the Cannock Stadium group and their supporters would now get the toilets and the funding for those toilets which had been previously removed by the opposition.

83. Recommendations Referred from Cabinet

Consideration was given to the following recommendations to Council, made by the Cabinet at its meetings held on 5 March and 16 April 2026:

(i) Corporate Plan 2026-27 to 2027-28 (Cabinet 05/03/26, Minute Number 104.)

"That Council, at its meeting to be held on 22 April 2026, be recommended to approve:

- (i) The Corporate Plan 2026-27 to 2027-28 (as set out in appendix 1 of the 5 March 2026 Cabinet report).
- (ii) The outline Priority Delivery Plans for 2026-27 to 2027-28 (as set out in appendices 1a to 1d of the same report).

Resolved:

That:

- (A) The Corporate Plan 2026-27 to 2027-28, as set out in appendix 1 of the 5 March 2026 Cabinet report, be approved.
- (B) The outline Priority Delivery Plans for 2026-27 to 2027-28, as set out in appendices 1a to 1d of the same report, be approved.

(ii) Refurbishment of Union Street Play Area and Open Space (Cabinet 16/04/26, Draft Minute Number 121.)

“That Council, at its meeting to be held on 22 April 2026, be recommended to include £114,905 into the 2026/27 capital programme, made up of £111,905 Cannock Chase Council Section 106 funds and a £3,000 grant from Forest of Mercia.

Resolved:

That £114,905 be included into the 2026/27 capital programme, made up of £111,905 Cannock Chase Council Section 106 funds and a £3,000 grant from Forest of Mercia (to deliver the Union Street Park project as set out in the 16 April 2026 Cabinet report).

84. Constitution Amendments

Consideration was given to the report of the Monitoring Officer (Item 7.1 – 7.10).

Resolved:

That the proposed amendments to the Constitution, as set out in report appendix 2, be approved.

85. Code of Conduct for Employees

Consideration was given to the joint report of the Head of Business Support & Assurance and the Head of Law & Governance (Item 8.1 – 8.27).

Resolved:

That the Code of Conduct for Employees, as set out in report appendix 1, be approved for inclusion in the Constitution.

86. Comments and Questions on Part 1 and Part 2 Minutes of Cabinet, Committees, Sub-Committees and Panels Under Rule 9

None received.

The meeting closed at 6:53 p.m.

Chair

Allocation of Seats to Committees and Other Bodies

Committee:	Annual Council
Date of Meeting:	20 May 2026
Report of:	Chief Executive
Portfolio:	Leader of the Council

1 Purpose of Report

- 1.1 For Council to determine the allocation of seats for each Political Groups duly constituted, on its committees and other bodies, following the District elections held on 7 May 2026.

2 Recommendations

- 2.1 That the allocation of seats for each Political Group on the Council's committees and other bodies, as set out in appendix 1, be confirmed.

Reasons for Recommendations

- 2.2 Council is required to confirm the allocation of seats to each Political Group in order that the appointment of members, chairs and vice-chairs to committees and other bodies can be subsequently considered under item 11 of the agenda for today's meeting.

3 Key Issues

- 3.1 Following the District elections held on 7 May 2026 that resulted in the election of 13 ward councillors, it has been necessary to review the allocation of seats to committees, sub-committees, and other bodies as established by Council to ensure the allocations are proportionate to the membership of each Political Group.

4 Relationship to Corporate Priorities

- 4.1 The Council, through its democratic process, supports the Council's corporate priorities.

5 Report Detail

- 5.1 The Local Government and Housing Act 1989 (and associated regulations since) requires the Council to allocate seats to each constituted political group represented on the Council in accordance with the political balance rules.
- 5.2 Council is required to consider the allocation of seats to each political group in relation to the Council's committees and other bodies, to give effect to, and reflect, so far as reasonably practicable, the political balance of the Members of the Council.

- 5.3 The number of seats on each Council committee is fixed at the start of the municipal year and remains fixed for that year. In the event of any changes to party membership or a vacancy occurring during the year, the size of committees would not change; the only change being the allocation of seats to political parties in accordance with the political balance rules.
- 5.4 Under agenda item 11 of today's meeting, Council will be asked to consider and confirm the appointment of members, chairs and vice-chairs to its committees and other bodies as proposed by each of the Group Leaders in accordance with a political balance calculation previously provided to them.

6 Implications

6.1 Financial

None.

6.2 Legal

The Council has a duty under Section 15(3) of the Local Government and Housing Act 1989 ('the Act') to "determine the allocation to the different political groups into which the members of the authority are divided of all the seats which fall to be filled by appointments made from time to time by that authority...".

Sections 15(4) and (5) of the Act place a further duty upon the Council, in performing its obligations under subsection (3) above, to determine the allocation to different political groups of seats on Committees and Other Bodies, to give effect, so far as reasonably practicable, to the following principles:

- (a) That not all the seats are allocated to the same political group.
- (b) That the majority of the seats are allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership,
- (c) Subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of the Council as is borne by the number of members of that group to the membership of the Council; and
- (d) Subject to paragraphs (a) to (c) above, that the number of seats which are allocated to each political group bears the same proportion to the number of all the seats on Committees and Other Bodies as is borne by the number of members of that group to the membership of the Council.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equalities and Diversity

None.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix 1: Political balance calculation as at 20 May 2026.

8 Previous Consideration

None.

9 Background Papers

None.

Contact Officer: Matt Berry

Telephone Number: 01543 464 589

Report Track: Annual Council: 20/05/26

Political Balance / Allocation of Seats on Committees etc.

For Annual Council Meeting on 20 May 2026

Committee	Seats	Reform UK (14)	Labour (10)	Conservatives (8)	Greens (3)	Independent (1)	Total
		Proposed	Proposed	Proposed	Proposed	Proposed	
<i>Council</i>	36	<i>14</i>	<i>10</i>	<i>8</i>	<i>3</i>	<i>1</i>	36
<i>All Committees:</i>	73	<i>29</i>	<i>20</i>	<i>16</i>	<i>6</i>	<i>2</i>	73
Planning Control	13	5	4	3	1	0	13
Licensing & Public Protection	10	4	3	2	1	0	10
Audit & Governance	6	3	2	1	0	0	6
Standards	6	3	1	1	0	1	6
Investigatory & Disciplinary	5	2	1	0	1	1	5
<i>Scrutiny Committees:</i>							
Economic Prosperity	11	4	3	3	1	0	11
Health, Wellbeing & The Community	11	4	3	3	1	0	11
Responsible Council	11	4	3	3	1	0	11
Actual Seat Allocation		29	20	16	6	2	73
<i>Other Bodies:</i>							
Trade Union Consultative Forum*	6	2	2	1	1	0	6
Appeals & Complaints Panel**	5	2	1	1	1	0	5
Joint Appointments Committee*	3	1	1	1	0	0	3
Constitution Working Group**	6	2	2	1	1	0	6
Total:	20	7	6	4	3	0	20

*Although not a Council committee, political balance calculation applies.

Council Representatives on Outside Bodies 2026-27

Committee:	Annual Council
Date of Meeting:	20 May 2026
Report of:	Chief Executive
Portfolio:	Leader of the Council

1 Purpose of Report

- 1.1 To consider the appointment of representatives to outside bodies for 2026-27 as set out in the schedule to be circulated no later than 24 hours prior to the Annual Council Meeting.
- 1.2 To confirm the Chief Executive's authority to make appointments to any other outside bodies throughout the municipal year and amend as necessary, in accordance with the arrangements as set out in paragraph 3 of this report.

2 Recommendations

- 2.1 Council determines the appointment of representatives to outside bodies for 2026-27, as set out in Appendix 1 of the report (**to follow**).
- 2.2 The Chief Executive, in consultation with the Political Group Leaders, makes appointments to additional outside bodies and amendments to any existing outside bodies, as necessary, throughout the municipal year.
- 2.3 In the event of the Political Group Leaders failing to agree on a nomination(s) to an outside body (as referred to in paragraph 2.2 above) the appointment will be a matter for determination by the Council.
- 2.4 Subject to paragraph 2.2 above, the Chief Executive when appointing representatives to outside bodies, be authorised to determine which of the appointments should be classed as an 'approved duty' for the purposes of claiming travelling and subsistence expenses.

Reasons for Recommendations

- 2.5 The appointment of representatives to serve on outside bodies must be undertaken annually in accordance with the requirements as set out in paragraph 3.1, below, and the terms of office and other conditions detailed in the schedule at Appendix 1 of the report (**to follow**).
- 2.6 Council is also requested to delegate authority to the Chief Executive, in consultation with the Group Leaders, to make appointments to any additional outside bodies, and amend existing appointments as necessary, throughout the municipal year, on receipt of any nominations from individual Group Leaders.
- 2.7 Should Council agree to recommendation 2.2, then further delegated authority is sought for the Chief Executive to determine those appointments that are to be classed as an 'approved duty' for the purposes of the nominated representative claiming travelling and subsistence expenses.

3 Key Issues

- 3.1 Under the order of business for the Annual Council Meeting, as set out in the Council Procedure Rules (Part 4, Section 27 of the Constitution), the Council shall “appoint representatives to outside bodies provided that Group Leaders have submitted their nominations to the Proper Officer at least 48 hours prior to the commencement of the Annual Meeting. The submitted nominations shall be circulated to Members of the Council at least 24 hours prior to the meeting and no amendments shall be permitted once the nominations are received by the Proper Officer.”.

4 Relationship to Corporate Priorities

- 4.1 The Council, through its democratic process, contributes to the Council's Corporate Priorities and promotes community engagement through the appointment of representatives to outside bodies.

5 Report Detail

- 5.1 In helping to prepare the schedule of proposed appointments, details of the number of meetings of outside bodies called during the preceding 12-month period, together with details of the attendance of those appointed to such bodies has been provided to each of the Political Group Leaders prior to them submitting their nominations. However, it should be noted that this information may not provide an accurate picture of attendance / representation because, for example, the body may have met only infrequently / has failed to meet at all during the period; or has not fed back details of attendance on request.
- 5.2 Determination of appointments to representatives on outside bodies is a matter for Council in the first instance. To not cause undue delay in between full Council meetings, recommendation 2.2 seeks delegation to the Chief Executive, in consultation with the Political Group Leaders, to make additional appointments to new outside bodies or amend appointments to existing outside bodies. Recommendation 2.3 sets out that if agreement cannot be reached in such circumstances, then the matter will be referred to full Council for resolution.
- 5.3 Recommendation 2.4 seeks authority for the Chief Executive to determine which outside bodies should be classed as ‘approved duties’ under the Members’ Allowances Scheme for the purposes of paying travel and subsistence allowances.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs which arise from appointments determined as an approved duty, and thereby subject to travel and subsistence claims, will have to be met from existing Members’ budgets.

6.2 Legal

Unless otherwise specified by statute, Section 101(1) of the Local Government Act 1972 empowers the Council to arrange for the discharge of any of its functions by an officer of the Council in that:

“subject to any express provision contained in this act or any act passed after this Act, a local authority may arrange for the discharge of any of their functions-

(a) by a committee, a sub-committee or an officer of the authority...”

Council can therefore delegate the appointment of representatives on outside bodies to the Chief Executive.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equalities and Diversity

None.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix 1: Schedule of proposed Outside Bodies appointments for 2025-26 (to follow).

8 Previous Consideration

None.

9 Background Papers

None.

Contact Officer: Matt Berry

Telephone Number: 01543 464 589

Report Track: Annual Council: 20/05/26

Members Allowances: Access to Pension Scheme

Committee:	Annual Council
Date of Meeting:	20 May 2026
Report of:	Head of Law and Governance
Portfolio:	Resources and Transformation

1 Purpose of Report

- 1.1 To update the Members Allowance Scheme to include the right for members to access the Local Government Pension Scheme (LGPS).

2 Recommendations

- 2.1 That the Councils Members Allowance Scheme be updated to include the right for councillors to opt-in to the Local Government Pension Scheme, as set out in the **Appendix**.

Reasons for Recommendations

- 2.2 The Local Government Pension Scheme (Amendment) (Elected Member Pensions) Regulations 2026, come into force on 11th May 2026, and requires the Council to update its Members Allowance Scheme to include the right for its councillors to opt-in to the LGPS.

3 Key Issues

- 3.1 From 11th May 2026, councillors will become eligible to opt-in to the Local Government Pension Scheme and local Members Allowance Schemes will need to be updated to specify that basic and special responsibility allowances are pensionable.

4 Report Detail

- 4.1 The Council is required to adopt a scheme setting out the payment of any allowances to its councillors ("Members Allowance Scheme"). When adopting or amending a scheme, the Council must have regard to recommendations made by an independent remuneration panel.
- 4.2 The current Members Allowance Scheme was adopted in January 2025 having regard to the findings of the Independent Remuneration Panel.
- 4.3 The Local Government Pension Scheme is a statutory occupational pension scheme established primarily for local government employees. Although councillors previously had access to the scheme, this benefit was withdrawn for councillors in England in April 2014.

- 4.4 Following a period of consultation, the Government has now introduced legislation to restore access to the LGPS for councillors in England. The government believes that these proposals will help talented people come into public service and ensure a consistent position across the UK (with councillors in Scotland, Northern Ireland and Wales already having access to the LGPS).
- 4.5 The Local Government Pension Scheme (Amendment) (Elected Member Pensions) Regulations 2026 came into force on 11th May 2026. They amend the LGPS Regulations 2013 to permit councillors to become members of the LGPS in their office as a councillor.
- 4.6 Councillors are eligible to be a member of the LGPS if they are permitted to do so under their local Members Allowance Scheme. At the same time, the legislation requires local Member Allowance Schemes to provide that a councillor is entitled to a pension under the LGPS and that the basic allowance and special responsibility allowance are to be treated as amounts in respect of which such a pension is payable.
- 4.7 Admission to the scheme by individual councillors is voluntary and not compulsory. Once a councillor is eligible to become a member of the LGPS, they may apply in writing to the Council to join the pension scheme. They would then become an active member of the LGPS on the first day of the payment period following their application.

5 Implications

5.1 Financial

Where a councillor opts to become a member of the LGPS, the Council is required to pay employer pension contributions at rates set by the administering authority. These rates are not locally determined. The financial impact on the Council will therefore depend on the number of councillors who choose to opt in.

5.2 Legal

As set out in the report.

5.3 Human Resources

Any elected member opting into the LGPS will pay pension contributions against the same pay bands as any non-elected member of the pension scheme. The employing authority will likewise pay the same contribution rate for elected members joining the scheme as they would for non-elected scheme members. In other regards elected members will remain as office-holders and will not accrue any wider employment rights through membership of the scheme.

5.4 Risk Management

None.

5.5 Equalities and Diversity

The restoration of pension access for councillors in England is promoted as supporting diversity and participation in elected office by addressing pension-related barriers to public service. The rights apply equally to all councillors.

5.6 Health

None.

5.7 Climate Change

None.

6 Appendices

Appendix 1: Additional wording for Members Allowance Scheme

7 Previous Consideration

None

8 Background Papers

Report of Independent Remuneration Panel as attached to Council report “Review of Members’ Allowances” dated 22nd January 2025

Contact Officer: Ian Curran

Telephone Number: 220

Report Track: Annual Council: 20/05/26

Members Allowances: Access to Pension Scheme

Addition of the following new paragraph in the Members Allowance Scheme:

12 Pension

- 12.1 From 11th May 2026, members will be eligible to join the Local Government Pension Scheme (LGPS). Membership is voluntary and members wishing to join must complete the relevant “opt-in” form and return this to Staffordshire Pension Fund. The form can be accessed via the Staffordshire Pension fund website at www.staffspf.org.uk
- 12.2 Both the basic and special responsibility allowances shall be treated as amounts in respect of which such pension is payable. No other allowances or expenses paid under this scheme will be pensionable.