



**28 January 2021**

Dear Councillor,

A meeting of the Town Council will be held at **7:00 pm on Tuesday 2 February 2021**

via Zoom following the weblink:

<https://us02web.zoom.us/j/88342164316?pwd=Q2hEMjZ5WENIOG9EVTdMdCs1cXVHZz09>

Meeting Password 454698.

You are invited to attend for consideration of the matters shown on the agenda.

Members of the public can join the Zoom link to observe the meeting and ask any questions in the public participation section of the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Steve Lightfoot', with a long horizontal stroke extending to the right.

Steve Lightfoot

**Town Clerk**

#### **PUBLIC PARTICIPATION**

Members of the public are invited to address the Council and ask questions before the meeting begins.

Additionally, County and District Councillors and local PCSO (if present)



## **AGENDA**

**2 February 2021**

### 1. Apologies

### 2. Declarations of Interest

### 3. Minutes

To review and approve the minutes of the Council Meeting held on 5 January 2021.

(enclosed agenda pages 4 to 6)

### 4. Chair's Announcements

- i. response to Rugeley Town Council's request for free parking to Cannock Chase Council.
- ii. Proposed Committee Structure and Terms of Reference (enclosed)

### 5. Items from the Clerk

- i. Updates on PYCC consultation. See enclosed survey documents.
- ii. Call for items for Hednesford Life Magazine.
- iii. Bus shelters – confirmation that the matter is not proposed in the budget for FY 21/22
- iv. Extending the remote meeting regulations. Information from NALC
- v. CCTV Report. Latest available report from CDC. See enclosed.

### 6. Items from Responsible Finance Officer

- i. Revised budget.
- ii. Bank Reconciliation and Q3 report.

### 7. Items from the Town Regeneration Manager

- i. Events Guide
- ii. Business grants
- iii. Community Infrastructure / S106

### 8. Items from Community Officer

- i. Grants update
- ii. Laptop appeal

### 9. Reports from Principal Speakers - items by exception.

10. Items for Information and next agenda

Meeting Closes. Next meeting due **Tuesday 2 March 2021**



**MINUTES OF THE MEETING OF  
HEDNESFORD TOWN COUNCIL**  
**(remotely on-line via Face Book)**  
**Tuesday 5th January 2021 at 19:00**

*NALC had given advice concerning the legality of on-line meetings; it was resolved that the notes of this meeting should be ratified by the usual procedures at a time in the future once government restrictions (Covid-19) are lifted.*

Present: Cllr Kathryn Downs (Chair), Cllr Emma Hunneyball, Cllr Mandy Dunnett, Cllr Sharon Jagger, Cllr Robin Kingston, Cllr Arthur Roden, Cllr Andy Fittes, Cllr Garry Jones, Cllr Deborah Cartwright, and Cllr Paul Woodhead

In Attendance: Officers: Michelle Baker (Town Regeneration Manager), Laura Dunning (Community Officer) and Steve Lightfoot (Town Clerk)

Members of the public: 1

1. Apologies

None

2. Declarations of Interest

None

3. Minutes

To review and approve the minutes of the Council Meeting held on 1<sup>st</sup> December 2021.

Item 8 Cllr Cartwright advised that the community fridge was being arranged by Chase Lighthouse and not just herself as a councillor.

Cllr Jagger noted that the paragraph at the top of the minutes saying that once we get back to normal, they will be ratified and that we should check if the LGA has given us anymore guidance on that.

**Minutes Approved subject to amendments**

4. Chair's Announcements

Cllr Downs noted that the virtual Christmas event was very well received by the public and social media. There has also been positive feedback about the Christmas decorations and how good the town is looking. Cllr Downs sent a big thank you to everyone involved from traders, council officers and volunteers for all their hard work.

5. Items from the Clerk

1. Current COVID-19 Restrictions – The Clerk shared an update on PGCC noting we are now in a national lockdown. This has resulted in another closure of PGCC except for the Health Visitors which are classed as an essential service. On a personal level as a new member of staff, it is incredibly frustrating, but I would like to thank all the councillors and colleagues for the support given.

Cllr Woodhead noted that the county council were offering grants to businesses that are not able to operate, he asked would we be eligible for one of these, the Clerk advised he has been looking into this and will make a case for a grant application, he has also shared information with our hirers as to what grants may be available.

2. PGCC Consultation Planning – this work is underway, and a digital survey is being developed. It is difficult with the current Covid-19 restrictions to fully engage face to face with the public.

#### 6. Items from the Town Regeneration Manager

The Visit Hednesford Facebook page has 3500 likes at the date of this meeting.

The Draft Events Guide for 2021 has been written and is awaiting budget approval before moving to detailed planning and costing.

The Business Grants - received 6 so far. There still appears to be interest in these grants, and the original deadline was Monday 18<sup>th</sup> January. It is requested that this be extended to the 29<sup>th</sup> January to get maximum exposure.

**Resolved for the deadline to be extended to 29 January.**

#### 7. Items from Support Staffordshire Community Officer

Received 5 grant applications so far and believe there are a further 2-3 in the process of being completed. It was requested that the deadline for these grants to be extended too.

**Resolved for the deadline to be extended to 29 January.**

#### 8. Reports from Principal Speakers

a. Regeneration, Communications and Engagement - Cllr Woodhead wanted to thank everyone who participated in getting Hednesford Life Magazine distributed, this was done in record time. Thanks was given to Cllr Kingston who played a big part in this. We now need content for the next edition.

b. Community Projects and Events - Nothing yet with the current situation but will be working closely with Town Regeneration Manager once restrictions are lifted.

c. Planning –nothing to report.

d. Finance and Council Procedures

1. Acceptance of Audit Report and AGAR (enclosed) – Cllr Jones introduced the audit report which has been received from the Council's auditors, Mazars LLP. The audit report and the associated completion notice will be placed on the website when Council has approved them.

**Resolved audit report approved.**

2. Proposal for Precept. – To discuss the proposal that HTC’s precept for 2021/22 be 0%

**Resolved. The precept rise for 2021/22 financial year will be 0%**

3. Consideration and approval of Budget 2021/22 (draft enclosed)

There was a discussion regarding contingency fund from the reserves if Pye Green Community Centre must remain closed and does not meet its income targets.

Cllr Jones advised of options, some utilities were on hold or reduced, and staff were on furlough.

Cllr Woodhead advised that he would like the budget to give better clarity around income, expenditure, and reserves, ready for the next meeting.

**Resolved that the budget will be brought back at February meeting for further discussion.**

e. Youth and Community Cohesion – No updates at present

f. Homelessness and Vulnerable Adults – Chase Lighthouse are carrying on with their good work.

## **10. Items for Information and next agenda**

Cllr Roden asked that an update on the bus shelters be brought, Cllr Woodhead advised that there is no current update.

Meeting ended.

### Item 6.1 Revised Budget


- At the January meeting of Hednesford Town Council it was resolved not to ask for any additional council tax from each household keeping the same rate per household as 2020/21
- The basic principle in preparing this draft is to keep the proposed budget broadly in line with FY 2020/21.

- This has been augmented by a new staff team who are developing new ideas and projects, and some uncertainty as the country hopefully recovers from the COVID-19 pandemic.
- The Council has a priority project plan which is being reviewed by staff and councillors to inform and track progress in the year ahead.
- The increase in the Community Grants budget for the current year will be reduced by £5000 to reflect the similar commitment for previous years. Additionally, a sum of £1000 is proposed to be set aside to assist any community group in urgent need.
- The income and expenditure for Hednesford Life has been included for a quarterly magazine.
- The business support grant pot created to help businesses in facing issues due to COVID-19 for this year has been retained at a £5000 rate but designated towards Business Support Initiatives
- There is provision through an increased events budget to show that the town will be recovering from COVID-19 and will enable us to showcase to potential sponsors and to improve and highlight our Visit Hednesford brand, the profile of the Town Council and the collaborative working with community groups.
- A specific and time limited project is underway to explore options around Pye Green Community Centre which has a significant potential impact on the budget each year and Council should note the £44,000 is directed from the Council tax to subsidise PGCC
- The budget proposal calls for a draw on the reserve of just over £30,000 to make it balance. There remain significant sums in the reserve, (*estimated to be approximately £280k at the end of the finance year*, with £80k of that ringfenced against Community Infrastructure Levy projects). Going forward, Council will need to agree a strategic approach to maintaining an appropriate level of reserve and balance against liabilities.
- Income is forecast to be £243,320 from all sources, although there is a risk to income from PGCC room hire (up to £33,000) due to uncertainty around COVID-19 restrictions. This maybe offset in part or in whole by the management of the costs not incurred when the centre is closed. Income may increase further with a corresponding expenditure in the event of any applied grant funding.

Item 6. Bank Reconciliation and Q3 out turn.

- Bank account balances as of 31 December 2020.

Bank Reconciliation		Year end 2020-2021		Q1		Q2		Q3		Q4	
		31/3/20		30/6/20		30/9/2020		31/12/2020		31/3/2021	
<b>Bank Balances - from statements</b>											
	Unity Trust Bank Current Account	£	3,956.20	£	13,527.81	£	25,067.34	£	87,276.57		
	Unity Trust Instant Savings	£	86,780.03	£	170,156.81	£	130,156.81	£	130,156.81		
	Nationwide 2 Year Savings (<1 yr remaining)	£	51,505.00	£	51,505.00	£	51,505.00	£	52,076.12		
	Nationwide 125 Day Savings	£	50,838.00	£	50,915.00	£	50,955.54	£	51,041.05		
	<b>Total at Bank</b>	£	<b>193,080.00</b>	£	<b>286,104.62</b>	£	<b>257,684.69</b>	£	<b>320,550.55</b>		
<b>Receipts &amp; Payments Accounts - from Scribe</b>											
	Balance B/f	£	113,246.00	£	193,079.00	£	286,103.62	£	257,656.91		
	Receipts	£	297,345.00	£	113,179.43	£	19,977.43	£	108,981.48		
	Payments	£	217,512.00	£	20,154.81	£	48,424.14	£	46,087.84		
	<b>Balance C/f</b>	£	<b>193,079.00</b>	£	<b>286,103.62</b>	£	<b>257,656.91</b>	£	<b>320,550.55</b>		
		£	1.00	£	1.00	£	27.78	£	-		
<b>Assets &amp; Investments</b>											
	Assets	£	400.00	£	400	£	400	£	400		
	Investments	£	-	£	-	£	-	£	-		
	<b>Cash &amp; Assets &amp; Investments</b>	£	<b>193,479.00</b>	£	<b>286,503.62</b>	£	<b>258,056.91</b>	£	<b>320,950.55</b>	£	-

Signed:  .....

Dated: 27/1/2021

Name: Stephen Lightfoot  
Role: Responsible Financial Officer