



31 December 2020

Dear Councillor

A meeting of the Town Council will be held at **7:00 pm on Tuesday 5 January 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

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

5 January 2021

1. Apologies

2. Declarations of Interest

3. Minutes

To review and approve the minutes of the Council Meeting held on 1 December 2020
(enclosed agenda pages 4 to 6)

4. Chairman's Announcements

5. Items from the Clerk

1. Current COVID-19 Restrictions
2. PYGG Consultation Planning

6. Items from the Town Regeneration Manager

7. Items from Support Staffordshire Community Officer

1. Grants update

8. Reports from Principal Speakers

- a. Regeneration, Communications and Engagement
 - b. Community Projects and Events
 - c. Planning
 - d. Finance and Council Procedures
 1. Acceptance of Audit Report and AGAR (enclosed)
 2. Proposal for Precept. – To discuss the proposal that HTC's precept for 2021/22 be 0%
 3. Consideration and approval of Budget 2021/22 (draft enclosed)
 - e. Youth and Community Cohesion –
 - f. Homelessness and Vulnerable Adults
10. Items for Information and next agenda

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

MINUTES OF THE MEETING OF

HEDNESFORD TOWN COUNCIL

(remotely on-line via Zoom, relayed publicly on Facebook)

Tuesday 1st December 2020 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), Ginetta Adams (Administration), 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 3rd November 2020

(enclosed agenda pages 2 to 3)

Approved as correct

4. Chair's Announcements

The Chair, Cllr Kathryn Downs, noted the following.

Remembrance Sunday was a very different event this year, with Covid-19 restrictions in place we held a virtual service this year, which went very well, so a big thanks to all involved.

The community groups have come together to decorate the town ready for Christmas, it is looking lovely and shows what a wonderful community spirit Hednesford has, for which the council is very appreciative.

The brick work repairs have been done around town, this was carried out by Barratt Homes after requests from the Town Regeneration Manager, so again a big thank you to Barrett Homes for this.

5. Items from the Clerk

Caretaker role update – a new advert has been created and put out through different media options with the closing date 16th December. We will be working through this to create a short list for interview with the hope of having someone in post in the new year.

Steve introduced himself as the new Town Clerk, with this being his first formal meeting, and noted it has been a strange start being in lock down but is impressed with how the pandemic has not stopped the hard work that the council does. He thanked everyone for the warm welcome and expressed how pleased he is to take up the role.

9. PGCC Discussion part 1 – brought forward

Staffordshire remains in Tier 3 of the Covid Precautions measures, the Very High Threat level. The Council is required to determine whether it should open Pye Green Community Centre for those activities that are permitted, for it to remain closed.

Cllr Woodhead said it we should be cautious and maybe stay closed until we had more information unless there are activities that are critical to the community.

Cllr Kingston advised that the groups wanting to return have sought advice from their own governing bodies who have confirmed that they can begin classes again subject to PGCC being open, the groups in question follow very strict guidelines of their own regarding cleaning etc with the safety of participants being of paramount importance and compliant with Government guidelines.

It was also confirmed that PGCC staff would be doing extra cleaning between hirers and that staff would not be encountering the groups.

A vote was called on the issue.

The Chair asked for councillors to vote on whether to open the community centre for the groups that would be able to return or to keep it closed.

The vote resulted in 4 votes for each option and 1 abstaining (Cllr Arthur Roden) which left the Chair without a majority leaving her to fall back on a status quo situation where the community centre will stay closed. It was agreed that this would be reviewed in 2 weeks.

The Town Clerk asked if there were to be any exceptions such as health visitors, he was advised that these should be looked at on an individual basis.

6. Items from the Town Regeneration Manager

Update for the month – the 'Visit Hednesford' Facebook page is now up to 2896 likes and 3075 followers, we are still holding the weekly giveaways which is generating lots of interest.

Barratt Homes has completed the brick work in town, however one of the corners have already been hit and has been damaged so this will need attention.

The 10k business grant has been launched, the Town Regeneration Manager will promote this opportunity.

The Farmers and Craft Market cannot go ahead due to it being classed as an event not a market, but we are hoping that some restrictions will be lifted for us to proceed with this in January.

We are awaiting an updated quote for the branded bike racks, once received this will be progressed to get them installed.

We also need to put a group together for assessing and processing the applications, this can be done in the January meeting.

Events Plan – A plan has been circulated between councillors for input of anything that may have been missed, it had been suggested that we check with surrounding towns that there are no clashes.

To increase footfall in town and boost the profile of Hednesford, a paper has been sent to all councillors regarding a proposal to hold a 3-day open air cinema on Hednesford park between the 9th and 11th July 2021, this would show films and the Wimbledon final. The paper circulated shows all costings, it would be a fully managed by the events company. We would be looking at a cost of £6300 however some of this can be recouped with sponsorship. It was thought by council to be a good idea, however Cllr Garry Jones has asked if the budget, will be available.

Resolved - Approved in Principle.

7. Items from Support Staffordshire Community Officer

Community Christmas competition – we will be releasing the Facebook competition for residents for them to put images of their decorations, the winners will receive hampers donated by Tesco.

Also asked if there were any small events that the councillors planned to participate in, if she could be advised to liaise with the community groups.

Grant applications received 1 application to date, and a couple of calls but anticipates more within the new year after sending a group email.

8. Reports from Principal Speaker

a.. Hednesford Life magazine is going for its final draft tomorrow with the intention of printing next week, we just need to look at how this is going to be delivered to 9k homes without relying on 2 councillors doing the majority of the PR services are currently outsourced for the equivalent of 1 day per month. It was agreed that we would benefit from this continuing to outsource PR but to revise who this is with. The requirements have been listed in the document supplied with the agenda. It was asked that a cost for this should be advised to the Clerk and the Town Centre Manager to add to the budget.

Approved for this to be moved to the next stage.

c. Community Projects and events – The Christmas lights switch on will be a virtual event to be live streamed, it will start with a song from Georgia Bray and a speech from Chair Cllr Downs, a reading from Santa and a second song from Georgia Bray, Santa will then read out children's names, it is a joint event led by the council but supported by our community groups.

d. Planning

The list is circulated and happy to answer any questions on that, an apology was offered as the last meeting it was asked to get in touch with the developers, this has been done and an email has been received back advising that they were going through the process and it is with the council, whose legal department are looking at this for an agreement to be drawn up, he is going to be sending a positive letter to the developers regarding this.

The only other application is out of area in Rawnsley for a housing development on green belt land, they have received a letter and grievances regarding this from residents.

e. Finance and Council Procedures

The Clerk and Town Centre Manager are busy working on their budget so can councillors speak to them if there is anything planned that will incur a cost to the budget so that this can be added.

f. Youth Community and Cohesion

Last month we agreed a equality and diversion policy by Cllr Hunneyball, this has helped us move on greatly, with this in mind we should look at changing the title of Chairman to Chairperson, after some discussion it was decided the term Chair is more appropriate. Cllr Jones also suggested training in equality and diversity for councillors and employees, which was agreed that this should be done and the cost adding to next year's budget.

Resolved - title to be changed to Chair.

g. Homelessness & Vulnerable Adults

A lot has been on hold due to Covid-19 restrictions, Cllr Cartwright has applied for a funds to supply a Tall Fridge, larder cupboard and cleaning cupboard, within that budget she can apply for food hygiene certificates for volunteers. Once restrictions are lifted, she can get hygiene representatives to come into the centre to say if this is a viable location.

9. PGCC discussion – 2

Following the submitted paper it was agreed that the council undertakes a detailed public consultation starting in the new year. This should be a comprehensive discussion with the hirers and the residents of Hednesford to see what it is that they want from the centre, what it is used for and if this should be funded by the precept or self-sustaining. It was noted that there is a need to review the terms of the contracts in place. Also, as budgets will be set before the consultation takes place, we should be including the cost of the centre in the budget precept for the next 12 months. The Town Clerk will be creating a comprehensive Consultation plan for January for the engagement with the public to follow, to then bring reports and development recommendations to the council at a future date.

10. Items for Information and next agenda

Draft Budget
Precept
Grant process and planning
Draft PGCC Consultation

11. No private business to be discussed on this occasion.

<meeting ends>

Proposed Council Budget 2021/22

1. The draft budget has been prepared with the assumption that the precept will be agreed as 0%
2. The basic principle in preparing this draft is to keep the proposed budget broadly in line with FY 2020/21. This is due to a new staff team who will be developing new ideas and projects, and some uncertainty as the country hopefully recovers from the COVID-19 pandemic.
3. Members will note that the Community Grants budget is proposed to be reduced by £5000. This is a result of the extent of demand in TY 2020/21. A sum of £1000 is proposed to be set aside to assist any community group in urgent need. A scheme where officers' time and skills can be used (for example, fundraising, planning and governance advice, social media support etc) is proposed also.
4. A major new event in the summer is planned – an Open-Air Cinema. Along with the new proposed Pop Up Shops, this will help show that the town is recovering from COVID-19 and will enable us to showcase to potential sponsors and to improve and highlight our Visit Hednesford brand.
5. The budget proposal calls for a draw on the reserve of just under £24,000 to make it balance.

6. Income is forecast to be £241,430 from all sources, although there is a risk to income from PYCC room hire due to uncertainty around COVID-19 restrictions.

PROPOSED BUDGET 2021/22 FOR APPROVAL						
	General	PGCC	Taus	Communi	TOTAL	Notes
RECEIPTS						
Precept	27000	44000	72500	51000	196500	
Community Infrastructure Levy					0	cannot be forecast / restricted due
Fundraising Income					0	none currently planned
VAT Recovered	464	3156	5455	1305	10380	estimated from VAT table depend below
Interest Received	700				700	
PGCC - Meeting Room Letting		16500			16500	at risk - David
PGCC - Function Room Letting		16500			16500	at risk - David
PGCC - Bar Taking		500			500	
TOTAL RECEIPTS	28164	86656	77955	52305	241430	
PAYMENTS						
Personnel						
Salaries/NIP Pension - not tab	38636	25886	46159	5129	125810	see comments farz politz
Outsourced support				14808	14808	Community Offices - Support Staffs 19.5 hpu
Payroll	800				500	Bradleys
Travel Expenses	50		125	125	300	
Training	50	500			1000	all team
Office Costs						
Telephone/broadband	500	600	50	50	1200	
Mobile Phones	340		340	340	1020	purchase and rental @€20pm
Postage	100	200	50	50	200	
Photocopying	300	375	100	100	875	
Computer software & Maintenance	100	150	50	50	350	
Stationery Items	100	125	25	25	275	
Marketing & Communication						
M&C Support	2000	1000	500	500	4000	etc
Marketing	250	150	2000	250	2650	
Website	250	250	250	250	1000	
Insurance/Legal/Subsriptims						
Insurance - building	65	1170	35	35	1305	
Insurance - EL/PLI	300	600	300	300	1500	
Subscriptions	1000	200	100	100	1400	SFOA/NALC and Support Staffs
Professional Fees	745				745	
Licensing		180			180	
Fees & Charges						
Loan Repayment		17432			17432	PWLB
Audit Fees	200	100	50	50	400	Black Rose
Bank Charges	50	50	25		125	
Councillor Costs						
Election Costs	0				0	prorata not required this year
Chairman Expenses	150	0	100	0	250	
Councillor Training	600				1000	away day event prepared.
Conference Fees	200		200		400	
Club Travel	100	50	50	50	150	
Taus Activities						
CCTV			24000		24000	CCDC
Taus Centre Maintenance			4000		4000	graffiti removal etc
Community Events						
Hednesford Christmas Lights				5000	5000	includes lights and event
Hednesford Summer Festival				3000	3000	
Open Air Cinema Event			8500	0	8500	significant amount to be covered from Sponsorship
Community Events	1000			1000	1000	Silver Sunday, Remembrance etc.
Community Grants						
Citizen Advice				5000	5000	CASSW
Grant Applications				5000	5000	reduced from 10k this year, as demand low, and prepared scheme of support in kind using officer time.
Discretionary Grants				1000	1000	Ad hoc based on need
PGCC Utilities & Rates						
Electricity	500	4500			5000	TC Office pay 10%
Business Rates	750	6750			7500	TC Office pay 10%
Water	150	1350			1500	TC Office pay 10%
H&S Checks	70	630			700	TC Office pay 10%
PGCC Services						
Refuse Collection		1100			1100	
Security		700			700	
Sanitary Disposal		350			350	
Cleaning		400			400	
Gardening		300			300	
Refreshments		200			200	
PGCC Equipment & Repair						
Building Maintenance & Upgrades		3000			3000	
Minor Repair		1300			1300	
Bar Equipment		200			200	
Furniture & Equipment	1100	1100			2200	office equipment
PLEASE ADD NEW LINES HERE ONLY						
FROM RESERVE					-23,995	
TO RESERVE					0	
Farmer's Market					600	including road closure costs
Pop Up Shop					5000	New - support town centre Covid recovery
TOTAL PAYMENTS	449,456	479,393	487,809	443,012	4241,430	
SURPLUS/DEFICIT					17,000	

Please see enclosed "HTC PROPOSED BUDGET for approval 2021 22" (Excel and PDF for convenience)