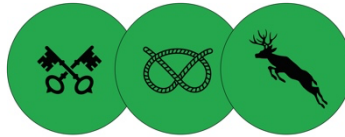


Hednesford Town Council



Gateway to the Chase

27 April 2021

Dear Councillor,

A Meeting of the Town Council will be held at **7:00 pm** on **Tuesday 4 May 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.

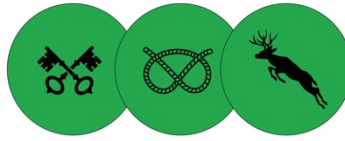
Yours sincerely

Michelle Baker
Operations & Regeneration Manager

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

1. Apologies
2. Declarations of Interest
3. Minutes
 - I. To review and approve the minutes of the Council Meeting held on 6 April 2021 (enclosed agenda pages 5 to 7).
4. Chair's Announcements
 - I. Hednesford in Partnership Awards.
 - II. Farmers and Craft Market.
5. Appointments for Town Council
 - I. Election of Mayor for the 2021-22 Municipal Year. Nominations received for Cllr Hunneyball and Cllr Downs.
 - II. Election of the Vice-Chair for the 2021-22 Municipal Year. Nominations received for Cllr Downs.
6. Town Council Committees and External Bodies Membership
 - I. To elect a Chair for the 2021-22 Municipal Year Town Council Committees:
 - *Regeneration and Community Committee.*
 - *Pye Green Community Centre (PGCC) Committee.*
 - *Finance, Personnel and Operations Committee.*
 - II. To agree the Town Council Committee Membership for the Municipal Year 2021-22: *Three – five members including the Chair of Committee:*
 - *Community and Regeneration Committee.*
 - *Pye Green Community Centre (PGCC) Committee.*
 - *Finance, Personnel and Operations Committee.*
 - III. Principle Speakers. Decision to retain three Principal Speaker roles:
 - *Homelessness and Vulnerable Adults.*
 - *Planning Nomination.*
 - *Highways.*
 - IV. Nomination and election of Principal Speaker roles (to be renamed Spokesperson):
 - *Homelessness and Vulnerable Adults - nomination received for Cllr Cartwright.*
 - *Planning Matters - nomination received for Cllr Jagger.*
 - *Highways - nomination received for Cllr Roden.*

- I. Appointments to External Bodies. To agree the representatives to external bodies for the Municipal Year 2021-22:
 - *Cannock Chase Council Standards Committee.*
 - *Cannock Chase AONB.*
 - *CHAPS.*

7. Schedule of Meetings

- I. To consider the schedule of meetings for the Municipal Year 2021-22. The Council must meet at least three times plus an AGM.
 - To continue to meet on the first Tuesday of every month at 7pm. Plus
 - 3rd May 2022 – Annual General Meeting of the Town Council
 - 7th June 2022 – Annual Town Assembly

Council Operations

8. Responsible Finance Officer (RFO)

- I. Annual Accounts, AGAR and Audit for Full Council
Papers attached as PDF entitled Accounts, AGAR and Audit.
- II. Year End Accounts
Confidential papers supplied to Councillors directly.

9. Chair

- I. Confirmation of Council approval of staff restructure report recommendations.

10. Items from the Operations and Regeneration Manager

a. Events

- I. *To provide a verbal update on the Farmers and Craft Market and Open Air Cinema.*

b. Street Furniture:

- I. Hednesford Court
To provide a verbal update on the outdoor dining area.

- II. Cycle stores
To provide a verbal update on the cycle storage.

- c. CCTV Report. Latest available report from CCDCC
See enclosed pages 8 to 10.

11. Items from the Community Officer

- I. 'Bloomin Cannock Chase' initiative
See paper for decision pages 11 to 13.
- II. SIDS update, analysis of two weeks of data
Verbal update. See attachment entitled 'SIDS April 21' in PDF format.

12. Items from the Community Centre and Administration Officer

- I. PGCC Survey update
See survey analysis. See attachment entitled 'PGCC Data April 21' in PDF format.
- II. DVSA as potential PGCC hirer
Verbal update.
- III. Flags for PGCC
See paper for decision pages 14 to 15.

13. Reports from Principal Speakers

- a. Planning – Cllr Andy Fittes
 - I. *To consider the attached list of applications (enclosed page 16 to 17).*
 - b. *Homelessness and Vulnerable Adults - Cllr Debbie Cartwright*
 - I. *To consider the Paper to discuss the Community Fridge (enclosed page 18 to 23).*

14. Items for Information and next agenda

- a. Hednesford Station improvements update.

15. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted.



MINUTES OF THE MEETING OF HEDNESFORD TOWN COUNCIL

**(remotely on-line via Zoom)
Tuesday 6th April 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 Robin Kingston (Vice Chair), Cllr Andy Fittes, Cllr Emma Hunneyball, Cllr Mandy Dunnett, Cllr Garry Jones, Cllr Debbie Cartwright, Cllr Arthur Roden, Cllr Paul Woodhead, Cllr Sharon Jagger.

In Attendance: Officers: Michelle Baker (Operations and Regeneration Manager), Ginetta Adams (Community Centre and Administration Officer), Laura Dunning (Community Support Officer).

Members of Public: Jenny Holden Chorus Communication.

1. Apologies

None.

2. Declarations of Interest

Cllr Woodhead advised he would not contribute to the discussion regarding the food court in town, due to him owning a business on Market Street that would benefit.

3. Minutes

Resolved – Minutes of Meeting 2nd March 2021 approved with agreed amendments.

4. Chair's Announcements

I. New PR agency – Chair welcomed Jenny from Chorus Communications; the PR firm appointed to work with Hednesford Town Council.

II. Return to face-to-face meetings – Currently due to commence 7th May 2021, however official bodies are lobbying the Government to extend, Councillors were asked to vote for the May's Council meeting to be scheduled as normal via Zoom.

Resolved meeting to be held online.

III. Heart of Hednesford Station Adoption Group – Congratulations were given to David Wiseshall and team for the successful funding bid to create a Community Hub and improve Hednesford Station.

IV. 2021-22 Chair nominations process – Councillors were asked to advise the Chair of nominations for her replacement, these will be voted on at the AGM in May.

5. Items from the Operations and Regeneration Manager

a. Council Grants – 19 business grants totalling £9500.00 were paid out, these will be followed up with businesses in the autumn for an update.

b. Reopening the High Street – Preparations were in place, Michelle has taken part in a video promoting this arranged by CCDC, she has also arranged for a new banner and bollard covers in town, all funded by the government's Reopening High Streets Safely Fund.

c. Events

Farmers and Craft Market – Plans for April's market are going well with 40-50 stalls booked.

Open Air Cinema – Tickets are selling well, with the Greatest Showman sold out.

Hednesford's Talking – These are online events streamed on Facebook Live to encourage discussion on different topics, following on from the success of the first event on International Women's Day. We have 2 further online events booked, June Pride Month and October Black History Month, Michelle to look for ambassadors for each event.

d. Street Furniture:

I. Hednesford Court – This has been funded by the CIL fund, and will be outside of the former Lloyds Bank, tables and chairs will be set up for the benefit of all eateries in town. Bella's have agreed to place the furniture out and take in daily, however other cafes are welcome to help.

II. Cycle stores – CCDC have agreed for us to use Section 106 funds to purchase 2 bicycle racks. They are to be positioned outside William Hill and the Library. A legal agreement was circulated for Council to vote on as approval is required by resolution of full Council.

Resolved to approve legal agreement from CCDC.

e. Pye Green Community Centre car park hire – Permission was requested to allow click and collect food vendors to use PGCC car park on Friday/Saturday evenings. It was requested that we are selective with the type of food sold, so not to be in direct competition with local business, and that we were respectful to neighbours. The rate should be agreed with the PGCC committee, we should also check that there are no prohibitions in the lease.

Resolved in principle of conditions of the above.

f. HTC Summer Intern – A request was made for a University intern to be taken on for 2 months in the summer. Concerns were raised that this had not been budgeted for, however it was agreed it was a good idea and that this should be considered when allocating next year's budget.

Not Passed – for this year

Resolved – To accept a voluntary work experience placement.

6. Items from the Community Support Officer

a. Communication with groups – 8 new contacts have been made this month along with contacting regular groups. The first E Bulletin has been sent to 124 groups that have had contact with Hednesford. There is also a new Facebook campaign to raise awareness of mental health called Memoirs, asking for public to send in the drawings and poems to be displayed in Hednesford Park.

b. Laptop Appeal – No change from last month, but we have received good feedback.

c. Community Grants – All community grants have been paid and will be followed up.

7. Responsible Finance Officer (RFO)

I. Updated budget proposal – A new line has been added for income from Open Air Cinema ticket sales and the figures have been tweaked so the deficit has reduced from £11k to £7k.

Resolved Budget Agreed – This can now be entered into the accounts system.

II. Asset Depreciation Policy (enclosed agenda page 18).

Resolved policy passed.

8. Council Operations

I. Adopting the title Mayor – In preparation of electing the new Chair at next month's AGM, it was requested that we change the title from Chair to Mayor, to bring us in line with our growing town and image that the council would like to achieve, however this would incur a cost for civic regalia.

Resolved to change title from Chair to Mayor.

Resolved to obtain a cost for civic regalia and to attach medal to chain, plus a display box.

II. Formally agree Committees. – There will be 3 committees with 3 councillors on each, the Regeneration and Community to meet monthly, Finance and Operations to meet every 3rd month, PGCC to meet 2 out of 3 months alternate with Finance and Operations meeting. They will take the place of the Principal Speaker roles with exception of Planning.

Cllr Cartwright raised concerns that she did not want to lose her Principal Speaker role on behalf of the Homeless and Vulnerable.

Resolved for committees to be created.

III. AGM plans.

Resolved for 4th May 2021 online.

9. Reports from Principal Speakers

a. Regeneration, Communications and Engagement – Cllr Paul Woodhead.

I. Hednesford Life Magazine – Cllr Kingston will be visiting businesses to discuss advertisements; we also require comments from the Chair. The precept spend details will also be included in this issue, but further content is still required. There will also be a future tender for design and printing costs.

b. Planning – Cllr Andy Fittes

Most applications were straight forward, the most comments received were around the planning permission for the new Scout's hut, it was suggested that a Zoom meeting be arranged open to the public to discuss any concerns.

Resolved to arrange a Zoom meeting.

c. Speed Indicator Devices – Cllr Emma Hunneyball.

A new process is in place for Council Officers to download information from the SID's on a fortnightly basis due to SID's only holding a limited amount of data. Laura to liaise with Police to find out, what and how much information is required to merit further action such as speed cameras.

d. Bleed kit cabinets – Cllr Arthur Roden.

Councillors were asked to consider the purchase from council funds for a cabinet to hold a bleed kit in town, this would be in addition to the two reserved for Wetherspoons and Tesco. It was suggested that there may be a grant available for this.

Not Approved to use council funds.

10. Items for Information and next agenda

a. Community fridge update.

b. Hednesford Station improvements update.

11. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted.

12. Private Business

Council considered a report from Cllr Garry Jones regarding the issuing of work mobile phones to all colleagues.

Resolved: That Council will issue mobile phones to Officers and Community Centre staff.



Dear Hednesford Town Council,

Re: CCTV Monitoring for Hednesford Town Council

Please see attached statistical information collated from CCTV within the month of March 2021.

LOGGED INCIDENTS	Jan	Feb	Mar
ANTI-SOCIAL BEHAVIOUR (INC. DISTURBANCE AND DRUNKENESS)	1	2	7
ASSAULTS	0	0	0
AUTOCRIME (INC. THEFT OF/FROM MOTOR VEHICLES)	0	1	0
BURGLARY	0	0	0
CRIMINAL DAMAGE (INC. GRAFFITI)	0	0	0
DOMESTIC INCIDENTS	0	0	0
DRUG RELATED ACTIVITY (INC. POTENTIAL COUNTY LINES)	0	1	2
MISSING PERSONS	2	1	0
ROBBERY	1	1	0
ROUGH SLEEPERS	0	0	0
SHOPLIFTING / THEFT	1	1	3
SUSPICIOUS ACTIVITY	3	1	11
WELFARE CHECK / CONCERN FOR SAFETY	0	1	0
OTHER	0	2	0
TOTAL	8	11	21
COMMUNICATIONS AND MONITORING			
AREAS MONITORED	245	216	274
AMOUNT OF TIMES WE CONTACTED POLICE	5	9	5
AMOUNT OF TIMES POLICE CONTACTED US	11	11	12
AMOUNT OF TIMES WE CONTACTED OTHER PARTNERS (LICENSED PREMISES, STORES ETC.)	0	0	0
AMOUNT OF TIMES OTHER PARTNERS (LICENSED PREMISES, STORES ETC.) CONTACTED US	0	0	6
IMPACT ON SERVICE			
NUMBER OF CAMERA FAULTS	0	0	0
RECORDING DAYS LOST TO CAMERA FAULTS	0	0	0

ASB (Including Covid Breaches)

01/03 Report from Hednesford Park of youths trying to burn rubber by climbing frame in park. Nothing seen on camera but kept camera on that area.

02/03 Report from Hednesford Park of 15 youths, 1 with a knife in park. Area checked, negative. Park very busy. Updated PCSO and updated log direct. Located male, fitting description of male with a supposed knife. Officers attended. CCTV asked to

monitor hedges nr A460, knife possibly discarded. Male seen by Supermarket and was not seen again.

13/03 Male on railway platform taking his shoes off and throwing them and his coat about. Requested Police and continued to KIV. Police managed to detain male who had got onto the track.

23/03 Report from Hednesford Park of a large group of youngsters 40 + in skate park just had a scuffle. Monitored youths until Police attended.

25/03 PCSO reported incident with possible knives in Hednesford Park. Area checks negative. Patrols attend but the injured party runs off & doesn't want to engage.

29/03 Report from Hednesford Park that a ball was being thrown onto main road and then on the Pavillion. Police deployed but then diverted. Footage saved.

31/03 ASB in park. 3 x motorbikes, ridden over the grassed area. Police attended.

ASSAULTS

None

AUTOCRIME

None

BURGLARY

None

CRIMINAL DAMAGE

None

DOMESTIC INCIDENTS

None

DRUG RELATED ACTIVITY

03/03 Known male observed speaking to another male, possible drug deal. Footage saved and given to PCSO and noted in Day Book.

23/03 Asked by Police to KIV a vehicle (make, model and reg given) as this vehicle is known to be used to transport class A drugs. All areas monitored. Vehicle found out of our area.

MISSING PERSONS

None

ROBBERY

None

ROUGH SLEEPERS

None

SHOPLIFTING / THEFT

17/03 Report of a male running after being hit by a car after theft of a purse description passed. Area checked, male not seen.

26/03 Male deterred from stealing from a supermarket. PCSO gave description but male was not seen.

27/03 PCSO inform me of incident with poss knives in Hednesford Park. Areas checked, negative.

SUSPICIOUS ACTIVITY

06/03 Known male entered Park. KIV'd until out of view due to trees.

09/03 Known male in Park. Located on skate park, PCSO informed.

10/03 In Market St car (reg taken). Driver gets out, shouts up to flats above shops. 3 persons come out to vehicle. Monitored PSCO to attend.

11/03 3 figures seen (early hours) walking on Market St. One male went into a flat, other two went behind flats. Saved a good facial image.

15/03 Late at night, vehicle on car park with lights on full. Monitored and noted.

16/03 Noted car pull onto driveway between shops. Males waiting, 1 has a dog. Monitored and noted

16/03 Noted two males round the corner of Bookmakers. Appeared suspicious, monitored and noted in case they were waiting for a deal.

25/03 In early hours noted a female at a cash machine, she drove off and then returned a while later and a male got out and tried to use the cash machine. Couple tried another cash point and then left area. Vehicle reg logged.

29/03 Two knowns heading towards train station. KIV'd till they got off at Cannock station.

30/03 Three males drinking from cans. Was unable to get a clear view of if they were drinking alcohol in street. Monitored and noted.

30/03 sus car inMarket Street, then moved to Eskrett Street. Monitored and noted.

WELFARE CHECK / CONCERN FOR SAFETY

None

OTHER

None

I would like to apologise for the lateness of this report as we experienced some IT issues at the beginning of the month.

Please do not hesitate to contact us regarding any issues or concerns that we can assist in monitoring around Hednesford town centre.

Kind regards,

Linda Newton
CCTV Operator

Report To:	Full Council	Date:	4 th May 2021
Title:	Bloomin Cannock Chase		
Anticipated Time:	15 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

Summary
<p>To discuss if the Council wish to support the project 'Bloomin Cannock Chase' and specifically Hednesford's entry.</p> <p>This year a new local competition is being launched to encourage community engagement and participation (Covid compliant) through a district wide competition - 'Bloomin Cannock Chase'</p> <p>The idea is that one area of land (with access for the public) within the Town's boundaries is focused on and improved in line with the six key areas below:</p> <ul style="list-style-type: none"> -Community involvement -Creativity -Colourfulness -Cleanliness- tidy and clean of litter -Use of plants/natural Beauty -Interpretation of Blooming <p>The location will be decided in the next few weeks, judging would take place in the summer and regular updates regarding the area are anticipated on a dedicated Facebook page (Bloomin Cannock Chase). The current plan is that CCDC will announce the winners in August.</p>

Recommendation(s)
<p>That we support the project and Hednesford's entry into 'Bloomin Cannock Chase'.</p>

Relevant Issues and Implications	
Financial	None
Value For Money	Aids community involvement-No direct costs
Risk & Control	Activity not directly managed by the Council
Health & Safety	H/S including risk assessments would be the role of the Coordinator to ensure they are in place/managed
Legal	Coordinator would need to ensure permissions were obtained and this would not involve the Council.
Human Resources	Community Officer's time to support the networking and communication with the coordinator
Equal Opportunities	Enabling all the community to have an input if they wish
People (Public, Centre Users and Councillors)	Public

1.	Introduction
1.1	Do the Council support the project- 'Bloomin Cannock Chase'
1.2	Do we get involved with Hednesford's Entry into the competition
2.	Proposal
2.1	To support the community with an entry into 'Bloomin Cannock Chase'
2.2	
2.3	
3.	Options
3.1	The Council support the competition and provide help with some aspects of it.
3.2	We activity participate in the competition and provide a coordinator for it
3.3	We do not have any involvement in the competition

4.	Conclusion
4.1	To encourage community input and the development of an area with our town for the benefit of all and to be entered into a competition in the district
5.	Recommendation(s)
5.1	To support the competition and provide help where possible to the coordinator overseeing Hednesford's entry.
5.2	
5.3	
5.4	
5.5	

Appendices

For more information on this proposal please contact:
Community Officer Laura Dunning

Report To:	Full Council	Date:	4 th May 2021
Title:	Flags		
Anticipated Time:	15 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

Summary
A decision to be made on Flags to be flown outside of Pye Green Community Centre and Council Offices on behalf of Hednesford Town Council.

Recommendation(s)
Option A – see overleaf.

Relevant Issues and Implications	
Financial	Approximately £6 per flag plus Caretaker time
Value For Money	N/A
Risk & Control	N/A
Health & Safety	N/A
Legal	N/A
Human Resources	N/A
Equal Opportunities	None.

People (Public, Centre Users and Councillors)	
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1.	Introduction
1.1	Flags at PGCC
1.2	
2.	Proposal
2.1	To decide which flags to be flown outside of Council offices at PGCC.
2.2	
2.3	
3.	Options
3.1	Option A – Union Jack year round.
3.2	Option B – Union Jack plus flags to represent all 4 Patron Saints, plus Remembrance Sunday / Poppy Day
	Option C – Option B plus history months (LGBT & any other Councillors would like to honour)
4.	Conclusion
4.1	HTC to consider which if any flags to fly other than Union Jack
5.	Recommendation(s)
5.1	Option A
5.2	If Option B / C is chosen, flags for Patron Saints to commence 2022 as three out of four Days have already occurred this year.

Appendices

For more information on this proposal please contact: Ginetta Adams

List of Planning Applications

Application	Application Location and Description	Response
CH/21/129	Proposed Development: Proprietary Dining Canopy Location: Kingsmead Academy, Kings Avenue, Littleworth, Cannock, WS12 1DH	We have no objections and are supportive of this application
CH/21/87	Proposed Development: Outline application (some matters reserved) - Proposed new Scout Hut for 1st Hednesford Scout Group. Access/Layout/Scale - AMENDED PLANS & ADDITIONAL INFORMATION Location: Land at end of Tower Road & Plantation Road, Pye Green, Cannock	Many thanks for this additional information which is most useful . We have no additional comments from the original proposal and have no adverse comments . We are still supportive of this application pending consideration of local residents comments being taken into account
CH/21/151	Proposed Development: Single storey side and rear extension Location: 23 Meadowbrook Close, Hednesford, Cannock, WS12 4FD	We have no objections to this application
CH/21/153	Proposed Development: Front, rear and side extensions with internal modifications and associated works Location: 131 Green Heath Road, Green Heath, Cannock, WS12 4AU	There are limited details on this application aside from the drawings of the proposal . From these it would appear that the extension comes close to the boundary with their neighbours. Subject to mitigation to minimise any adverse impact on these neighbours we would not have objection to the proposal .

CH/21/168	Proposed Development: Part change of use of dwelling to include dog grooming business (suis generis) Location: 65 Swallowfields Drive, Hednesford, Cannock, WS12 1UG	We have no objections to this change of use application
CH/21/176	Proposed Development: Loft conversion with alterations to roof shape and dormer to rear and single storey rear extension Location: 143 Hill Street, Hednesford, Cannock, WS12 2DW	We do not have any objections to this application
CH/21/189	Proposed Development: PROPOSED SINGLE STOREY REAR EXTENSION Location: 7 Western Road, Cannock, WS12 4AS	We do not have any objections to this application
CH/21/188	Proposed Development: Outline application (all matters reserved). Residential Development - 3 bedroom dormer bungalow to the rear including the removal of the existing garage other alterations to existing bungalow to allow access. Location: 74 View Street, Pye Green, Cannock, WS12 4JQ	There are not enough details on the current application for us to make an informed decision

Report To:	Full Council	Date:	4 th May 2021
Title:	CHASE LIGHTHOUSE COMMUNITY FRIDGE & CUPBOARD		
Anticipated Time:	15 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

Summary

Chase Lighthouse is a Constituted Unincorporated Association which, amongst other services organise and delivers the Community Table every Sunday at Pye Green Community Centre car park.

Vulnerable and homeless citizens who require assistance with food supplies can visit the Community Table every Sunday between 2pm – 4pm. Approximately 60 – 70 people use this service every Sunday, with numbers increasing each month. It is a much needed and valued service in the community and has the capacity to develop further and provide more support.

The service is run by volunteers with the support of local supermarkets and businesses that supply the food, Chase Lighthouse sort and distribute to those in need.

Chase Lighthouse would like to develop and expand the service to include a new Community Fridge and Cupboard stored at Pye Green Community Centre.

Consideration is to be given by Hednesford Town Council for hosting the Community Fridge and Cupboard in the car park area of PGCC as there is insufficient room and lack of availability for it to be installed inside the building. There may also be implications for insurance and hirers if the Community Fridge was positioned inside.

A small container unit would be sufficient for the fridge and shelving. The container would be opened at set times / days and these would not clash with hirers in the hall i.e. private parties.

Recommendation(s)

For Hednesford Town Council to support the Community Fridge initiative as part of the Council's commitment to supporting the vulnerable and homeless in the community and respond to their needs.

To agree to hosting Chase Lighthouse Community Fridge in the car park of PGCC. This will likely be in the form of a small container that houses the fridge and shelving.

The fridge would remain secure and locked at all times, other than when in use. Days and times are yet to be confirmed and would be set after understanding which days / times are most needed.

Chase Lighthouse would be solely responsible for the day to day management of the Community Fridge including opening and closing the gate for fridge users.

Relevant Issues and Implications	
Financial	Cost of: Taking the electricity source from HTC to fridge / unit and ongoing electricity bill / running cost for a fridge. Annual PAT testing. Fire extinguisher and servicing. Amendment to HTC insurance.
Value For Money	Good value for money as assisting the community.
Risk & Control	Risk assessment required for users of the Community Fridge and users of PGCC.
Health & Safety	Review the CCTV and lighting coverage of proposed area for fridge to determine whether the area is safe after dark and if users are covered by CCTV.
Legal	Service Level Agreement required between HTC and CL.
Human Resources	None. Chase Lighthouse team would be responsible for manning the Community Fridge.
Equal Opportunities	None.
People (Public, Centre Users and Councillors)	Council Officers and staff would not be managing the Community Fridge. Chase Lighthouse would liaise with HTC Community Centre and Administration Officer ensure the Opening Times do not clash with PGCC hirers.

1.	Introduction
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1.1	Chase Lighthouse would like to expand their service and provide a Community Fridge and Cupboard. HTC host Chase Lighthouse every Sunday 2pm – 4pm on PGCC car park for the weekly Community Table. The Community Fridge would be in addition to this service.
1.2	Chase Lighthouse would like HTC to accommodate the Community Fridge as part of their commitment to the homeless and vulnerable in the community.
2.	Proposal
2.1	Chase Lighthouse to source a container or other outhouse, approved by Environmental Health and install over 2-3 parking spaces at the rear of PGCC car park.
2.2	HTC to arrange for the electric supply to be taken to the storage unit PLUS the cost of the on-going electricity. HTC to update insurance.
2.3	Chase Lighthouse to cover the cost of insurance (Public Liability) and enter into a Service Level Agreement (SLA) to formalise the arrangement. The SLA will confirm opening times, gate keyholders and fridge governance.
3.	Options
3.1	Agree to host the Community Fridge outside of Pye Green Community Centre. Subject to Chase Lighthouse funding the container, fridge, shelving and initial install costs. Also costs of Public Liability insurance.
3.2	Do not grant permission to use PGCC car park.
4.	Conclusion
4.1	A community fridge would be a partnership project between Chase Lighthouse and HTC, providing a service for the community.
5.	Recommendation(s)
5.1	HTC to agree to Chase Lighthouse installing a container or other suitable store room on PGCC car park for a 12 - 18 month trial period. Taking up approximately 2-3 parking spaces at the rear of the community centre.
5.2	HTC to agree to providing the electric and covering this cost of electric during the 12 - 18 months.

5.3	HTC to be recognised in all communication and literature as the Community Fridge is Brought to you by Chase Lighthouse and Supported by Hednesford Town Council.
5.4	Chase Lighthouse to agree to fund the cost of the container, the cost of the fridge and shelving and the insurance of the container and contents.
5.5	Chase Lighthouse to register the Community Fridge with Environmental Health.
5.6	Chase Lighthouse to manage the Community Fridge including temperature checking and recording fridge as often as legally required, date checking contents, removal of food and cardboard waste from site at all times.
5.7	Chase Lighthouse to be responsible for all fundraising required to purchase the container / fridge / shelving. HTC to promote and share the fundraising page as part of working in partnership on this project.

Appendices

Example image of container. Example images of a recently viewed Community Fridge & Cupboard at a school in Telford, as a guide from Environmental Health.

For more information on this proposal please contact:

CLlr Debbie Cartwright

EXAMPLE OF A CONTAINER



EXAMPLE OF A COMMUNITY FRIDGE & CUPBOARD



