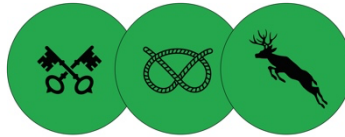


Hednesford Town Council



Gateway to the Chase

25 May 2021

Dear Councillor,

A Meeting of the Town Council will be held at **7:00 pm** on **Tuesday 1 June 2021** at Pye Green Community Centre, please note the return of face-to-face meetings.

The evening will consist of two meetings:

- **The Annual Town Assembly** 7pm – 8pm, followed directly by
- **Full Council meeting** 8pm – 9pm

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

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

Via Zoom following the weblink:

<https://us02web.zoom.us/j/82623239486?pwd=ZkhGQUhFRGFJbDErV2lEUjZoMlhQdz09>

Meeting ID: 826 2323 9486

Passcode: 203550

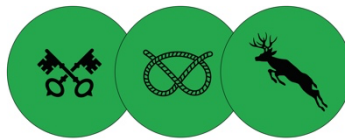
Yours sincerely

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).



**THE ANNUAL ASSEMBLY OF THE TOWN OF HEDNESFORD (7PM – 8PM)**

**To be held at Pye Green Community Centre  
Guests are invited to attend by Zoom and will not attend in person**

**AGENDA**

1. Apologies
2. Welcome by the Mayor
3. Mayor's report
4. To receive updates from town organisations via Zoom
5. Open discussion forum
6. Meeting closed

**FULL COUNCIL MEETING (8PM – 9PM)**

**Will be held at Pye Green Community Centre  
The public are invited to attend by Zoom**

**AGENDA**

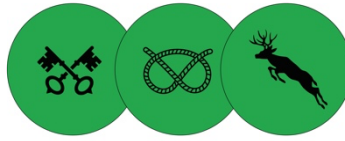
1. Apologies
2. Declarations of Interest
3. Minutes  
To review and approve the minutes of the Council Meeting held on 4 May 2021 (enclosed agenda pages 4 to 8).
4. Chair's Announcements
  - I. Return to face-to-face meetings from 7<sup>th</sup> May.
  - II. New District Councillors.
  - III. New Council Committees.
  - IV. Third Farmers and Craft Market.
  - V. Upcoming 'Hednesford's Talking' LGBTQ+ Facebook live Tuesday 8<sup>th</sup> June.
  - VI. Latest Hednesford Life magazine.
5. Items from the Operations and Regeneration Manager  
Verbal update.
6. Items from the Community Officer  
Verbal update, read by Michelle in Laura's absence.
7. Reports from Principal Speakers / Committees

- a. Planning – Cllr Sharon Jagger.  
To consider the attached list of planning applications (enclosed agenda page 9).
  - b. PGCC Committee – Cllr Robin Kingston  
To consider the Paper on the Committee’s recommendation for the Council office (enclosed pages 10 to 12).
  - c. Call for Inquiry – Cllr Arthur Roden  
Official request for an inquiry on how the bleed kits were procured including the process. (see scanned attachment).
- 8. Items for Information and next agenda**
- a. Hednesford Station improvements update.
- 9. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted.**

Private and Confidential Business

- I. Responsible Finance Officer (RFO)  
To consider the Paper for a new Responsible Finance Officer (enclosed pages 10 to 14).
- II. Conflict of Interest policy

Hednesford Town Council



Gateway to the Chase

## **MINUTES OF THE MEETING OF HEDNESFORD TOWN COUNCIL AGM**

**Tuesday 4<sup>th</sup> May 2021 at 19:00**

**(Remotely on-line via Zoom)**

*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 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: 1 Member of Public plus Jenny Holden Chorus Communication.

### **1. Apologies**

Cllr Andy Fittes sent his apologies.

### **2. Declarations of Interest**

Cllr Sharon Jagger advised that she would be unable to contribute to item 11. I: 'Bloomin Cannock Chase' project, due to conflicts of interest including being a member of Hednesford in Partnership and Friends of Hednesford.

### **3. Minutes**

Resolved – Minutes of Meeting 6<sup>th</sup> April 2021 approved with agreed amendments.

### **4. Chair's Announcements**

#### **I. Hednesford in Partnership Awards.**

The Hednesford in Partnership awards were presented at the Farmers and Craft market, congratulations to Susan Schofield awarded volunteer of the year and Chase Lighthouse awarded volunteer group of the year.

#### **II. Farmers and Craft Market.**

This was a fantastic success with wonderful weather and great atmosphere, thank you to everyone involved, officers and volunteers.

Chair announces that Cllr Andy Fittes would be standing down at the end of May, thanks were given for all of his hard work.

### **5. Appointments for Town Council**

#### **I. Election of Mayor for the 2021-22 Municipal Year. Nominations received for Cllr**

### **Hunneyball and Cllr Downs.**

Cllr Downs advised that she did not want to stand for Chair this year. Cllr Woodhead nominated Cllr Hunneyball for Mayor; this was seconded by Cllr Jagger.

#### **Resolved with 7 votes, Cllr Hunneyball is our new Mayor.**

Cllr Downs handed the meeting over to Mayor Cllr Hunneyball, Cllr Downs was thanked for all of her hard work and determination over the last 12 months.

### **II. Election of the Vice-Mayor for the 2021-22 Municipal Year. Nominations received for Cllr Downs.**

Cllr Jagger Nominated Cllr Downs, this was seconded by Cllr Woodhead

#### **Resolved with 7 votes, Cllr Downs is now Vice Mayor.**

### **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.***

Cllr Downs Nominated Cllr Woodhead for Chair, Cllr Jagger seconded.

##### **Resolved with 8 votes Cllr Woodhead Chair.**

##### **§ *Pye Green Community Centre (PGCC) Committee.***

Cllr Woodhead nominated Cllr Kingston for Chair, Cllr Downs Seconded.

##### **Resolved with 8 votes Cllr Kingston Chair.**

##### **§ *Finance, Personnel and Operations Committee.***

Cllr Jones nominated Cllr Jagger for Chair; Cllr Woodhead seconded.

##### **Resolved with 7 votes Cllr Jagger Chair.**

#### **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.***

Agreed members are Cllr Downs, Cllr Jagger, Cllr Hunneyball and Cllr Dunnett. Cllr Paul Woodhead as Chair.

##### **§ *Pye Green Community Centre (PGCC) Committee.***

Agreed members are Cllr Cartwright, Cllr Dunnett and Cllr Downs. Cllr Robin Kingston as Chair.

##### **§ *Finance, Personnel and Operations Committee.***

Agreed members are Cllr Woodhead, Cllr Jones, and Cllr Roden. Cllr Sharon Jagger as Chair.

#### **III. Principle Speakers. Decision to retain three Principal Speaker roles:**

##### **§ *Homelessness and Vulnerable Adults.***

##### **§ *Planning Nomination.***

##### **§ *Highways.***

Cllr Woodhead proposed these should be kept as per agenda, Cllr Downs seconded this.

##### **Resolved by 9 votes to keep 3 Principle Speakers.**

#### **IV. Nomination and election of Principal Speaker roles (to be renamed Spokesperson):**

##### **§ *Homelessness and Vulnerable Adults - nomination received for Cllr Cartwright.***

Cllr Downs nominated Cllr Cartwright; Cllr Kingston seconded.

##### **Resolved with 9 votes**

##### **§ *Planning Matters - nomination received for Cllr Jagger.***

Cllr Woodhead nominated Cllr Jagger; Cllr Downs seconded.

##### **Resolved with 9 votes**

##### **§ *Highways - nomination received for Cllr Roden.***

Cllr Downs nominated Cllr Roden; Cllr Jagger seconded.

##### **Resolved with 7 votes**

**I. Appointments to External Bodies. To agree the representatives to external bodies for the Municipal Year 2021-22:**

- **Cannock Chase Council Standards Committee.**

Cllr Downs nominated Cllr Jagger; Cllr Kingston seconded.

**Resolved with 8 votes.**

- **Cannock Chase AONB. N/A**

- **CHAPS.**

Cllr Woodhead nominated Cllr Kingston; Cllr Downs seconded.

**Resolved with 9 votes.**

**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** – Cllr Jones requested that this be delayed to the 10<sup>th</sup> of May 2022 to take pressure of the AGAR,

**§ 7th June 2022 – Annual Town Assembly** – Cllr Jones request the this be brought forward to Tuesday 26<sup>th</sup> May 2022.

**Resolved as above with 9 votes.**

**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.***

Cllr Jones verbally confirmed accounts as per attached.

**VII. Annual Accounts, AGAR and Audit for Full Council**

Cllr Jones, RFO for Hednesford Town Council presented the annual accounts, the AGAR and the audit which had all been completed for Hednesford Town Council and also informed full council of the steps of the process. Councillors had already been provided with copies of these documents 7 days previous to the meeting for inspection and review.

Full Council were presented with the annual accounts, they were reviewed and agreed by full Council. **Resolved with 9 votes.**

Full Council were presented with the bank reconciliation, they were reviewed and agreed by full Council. **Resolved with 9 votes.**

Full Council were presented with the recommendations of the auditor, they were reviewed and agreed by full Council. **Resolved with 9 votes.**

Full Council were presented with the governance statement on page 4 of the AGAR, this was reviewed and agreed by full Council. **Resolved with 9 votes.**

Full Council were presented with the financial statements on page 5 of the AGAR, this was reviewed and agreed by full Council. **Resolved with 9 votes.**

Full Council were presented with the accompanying statement of significant variances, this was reviewed and agreed by full Council. **Resolved with 9 votes.**

Full Council were presented with the proposed exercise of electors' rights this was reviewed and agreed by full Council. **Resolved with 9 votes.**

### **Associated Documents (overleaf or attached):**

- a. Annual accounts – summary overleaf and full report shared privately
- b. Bank reconciliation - overleaf
- c. [Internal Auditors management letter – click here](#)
- d. [Internal Auditors report – click here](#)
- e. [Annual Governance and Accountability return \(AGAR\) – click here](#)
- f. Explanation of Significant variances - overleaf
- g. Exercise of Electors Rights- overleaf

### **9. Chair**

#### **I. Confirmation of Council approval of staff restructure report recommendations.**

Report confirming restructure of staff, Michelle Baker – Proper Officer / Operations and Regeneration Manager, Ginetta Adams – Community Centre and Administration Officer.

**Resolved with 9 votes.**

### **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.***

Fantastic feedback, there were 40 stalls all Covid compliant, next month we have 50 stalls booked and will introduce a £10 pitch fee, generating £500 per market (based on 50 stalls) to cover costs i.e. event insurance, road closure orders, high-vis vests, hand sanitiser, marketing. The cinema tickets were increased from 200 to 400 due to fantastic demand, several films are now sold out, marketing required to ensure the remaining tickets sell out.

#### **b. Street Furniture:**

##### **I. Hednesford Court**

###### ***To provide a verbal update on the outdoor dining area.***

This has been well received, the project has been covered by the media in the Express and Star and radio BBC WM.

##### **II. Cycle stores**

###### ***To provide a verbal update on the cycle storage.***

These are on order and due to be installed 4 weeks from manufacture.

#### **c. CCTV Report. Latest available report from CCDC**

##### ***See enclosed pages 8 to 10.***

Cllr Cartwright advised that there are 5 rough sleepers in Hednesford that had not been included in the CCDC CCTV report. There will be two additional CCTV cameras installed in the town centre to monitor the two new cycle stores which may assist with this. It was noted that there are concerns about the language/ phrases used in the report, and more contact with the PCSO's would be beneficial in tackling issues.

### **11. Items from the Community Officer**

#### **I. 'Bloomin Cannock Chase' initiative**

##### ***See paper for decision pages 11 to 13.***

Cllr Woodhead advised that this was a good way to bring the community groups together and it would fall under the Community Officers remit.

**Resolved by 6 votes for Laura to Coordinate this new project.**

#### **II. SIDS update, analysis of two weeks of data**

##### ***Verbal update. See attachment entitled 'SIDS April 21' in PDF format.***

The report highlights that the two roads hosting the Speed Indicator Devices (SIDs) are very busy with some excessive speeds, there will be a safer roads incentive including 30 mph stickers for residents to put on bins. Cllr Roden confirmed that the Speed Watch will be relaunched.

### **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.**

Ginetta Adams provided the Council with a summary of the Pye Green Community Centre survey data.

Cllr Woodhead and Cllr Jones highlighted the need to ensure that the survey data was not bias and that

Michelle Baker agreed to prepare a report on the survey findings and present a way forward.

Cllr Kingston agreed that the report and recommendations would come from the PGCC Committee in the forthcoming months.

## **II. DVSA as potential PGCC hirer**

Ginetta Adams updated the Council on the DVSA's latest position and that the hire of one of the meeting rooms within the community centre was on hold until a recruitment / training drive on new instructors.

Ginetta said she would keep the Council updated on developments.

Cllr Woodhead said he would contact local instructors who are in full support of a Hednesford test centre and also the DVSA as this service is important to the community.

## **III. Flags for PGCC**

***See paper for decision pages 14 to 15.***

Ginetta Adams presented a report on flag flying at PGCC.

Cllr Jagger advised that the absence of the St Georges flag had caused some local ill-feeling and that it is clear this is important to the residents of Hednesford.

Cllr Woodhead noted that the Union Flag is always flying at PGCC and that the St Georges flag has never flown.

Cllr Kingston said that some occasions are marked by the flag and that the PGCC Committee would take this away and draw up a plan for flag-flying at the Hednesford Town Council offices.

## **13. Reports from Principal Speakers**

### **a. Planning – Cllr Andy Fittes**

***1. To consider the attached list of applications (enclosed page 16 to 17).***

Nothing to report

***b. Homelessness and Vulnerable Adults - Cllr Debbie Cartwright***

Work is continuing with the help of Chase Lighthouse.

***1. To consider the Paper to discuss the Community Fridge (enclosed page 18 to 23).***

A request to have a container positioned on PGCC car park for the use of the community fridge and cupboard, this will be a manned facility. It was agreed that an 18-month Community and Service Level Agreement made with a condition that any alterations should be put back to their original state if the container is moved at a future date, should be in place.

**Resolved with 9 votes**

## **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**

## **Private Business**

Councillors unanimously agreed that two Council Officers and the Mayor and Vice Mayor would be the only admins for the Council social media platforms: Hednesford Town Council, Pye Green Community Centre, Visit Hednesford.



## Annex 1 - List of Planning Applications

Application	Application Location and Description	Response
CH/21/194	<p>Proposed Development: Swimming pool to rear of property with orangery/glasshouse structure over. Widening of dropped kerb. Replacement of chain link fence along pavement with brick wall &amp; railings.</p> <p>Location: 15 Stafford Lane, Hednesford, Cannock, WS12 1LE</p>	We have no objections to this application
CH/21/203	<p>Proposed Development: Prior approval for a proposed 20m high Phase 8 Monopole c/w wraparound cabinet at base &amp; ancillary works.</p> <p>Location: Green Heath Road, Hednesford, Cannock, WS12 4TU</p>	We have no objections for this prior approval application
CH/21/217	<p>Proposed Development: Erection of 1 x 4 bed detached house and change of use of existing offices to 1 x 4 bed house</p> <p>Location: 45, Station Road, Hednesford, Cannock, WS12 4DH</p>	<p>We note this is a substantial development in a road which has restricted access . Our concerns would be the impact on neighbouring properties and the issues with access to the site impacting on traffic in Station Road during development .</p> <p>We would not have any objections to the change of use to residential and subject to mitigations of the concerns above would not have objections to the development</p>

<b>Report To:</b>	Full Council	<b>Date:</b>	27 <sup>th</sup> May 2021
<b>Title:</b>	Hednesford Town Council office		
<b>Anticipated Time:</b>	15 Minutes	<b>Action:</b>	For Decision
<b>Confidentiality:</b>	Public	<b>Priority:</b>	High Priority

## Summary

### Council office

The Council had historically employed 2 members of staff (Clerk and Deputy Clerk) and office space had not been an issue, both staff were in the smaller reception office.

By November 2020 the Council had 4 members of staff and the smaller office was no longer fit for purpose, it also breached Covid social distancing and UK legislation: Health Safety and Welfare Regulations 1992, regulation 10 which stipulates that an employee should have 11 cubic metres (excluding office furniture) and the smaller office has 19 cubic meters.

The compact size of the office also affected the work that could be undertaken i.e. when one person was on a phone call, another person could not also take a call nor hold a conversation without causing disruption, verified by the former Chair who had spent time working from that office with staff.

The Council office was moved to Meeting Room 1 in November 2020 and the former board room was reconfigured to accommodate 4 desks.

The former office was subsequently let out and two hirers now pay for use of the room on Tuesdays and Thursdays. There is scope for the two smaller meeting rooms to be actively marketed to boost PGCC income.

Within Meeting Room 1 there are now 4 workstations for the 3 members of staff and a hot desk for the new Responsible Finance Officer (RFO) who will be working from the office circa 1 day per month. There is also space (a 2-seater chair) for visitors to meet i.e. Councillors / PGCC hirers / residents.

Pye Green Community Centre Committee met on 26<sup>th</sup> May 2021 to discuss the Council office and whether it should remain in Meeting Room 1 or whether it should return to the former office.

## Recommendation(s)

Pye Green Community Centre Committee met on 26<sup>th</sup> May and their recommendation is that Hednesford Town Council office is to remain in Meeting Room 1. This is to be reviewed in 6 months time (December 2021).

This provides sufficient time for social distancing guidance to be changed and for the PGCC survey report of recommendations to be published which will present a robust way forward for Pye Green Community Centre.

If the staff vacated Meeting Room 1 now it would still not be suitable for Full Council meetings due to Covid restrictions on social distancing and would sit empty. It was recommended that Council staff remain and this be reviewed in 6 months time.

It was recommended that during the next 6 months the Full Council meetings take place in the PGCC foyer and also within the community: library / fire station/ new care home / school etc.

### Relevant Issues and Implications

Financial	<p>The 2021/22 budget had been approved and signed off by full Council. The budget did not include the hire of Meeting Room 1 within its forecast and there are no financial implications on staff remaining in Meeting Room 1 as there is no loss of income.</p> <p>However it is feasible that if Meeting Room 1 was vacant a hirer would be interested although there have been no enquires during the past 12 months.</p> <p>This may change over the forthcoming months. The hire of Meeting Room 1 would help to contribute to the deficit.</p>
Value For Money	
Risk & Control	
Health & Safety	Three staff working from the former office breaches legislation on employee space requirements. (Regulation 10 of the Workplace, (Health Safety and Welfare) Regulations 1992.
Legal	Three staff working from the former office breaches legislation on employee space requirements and social distancing.
Human Resources	Two staff working from the former office and one staff member working from home is not assisting an effective working environment and is singling out a member of staff.
Equal Opportunities	
People (Public, Centre Users and Councillors)	Councillors could use the spare hot desk as required.

<b>1.</b>	<b>Introduction</b>
1.1	From November 2020 there were 4 Council Officers in 2-person office. Staff relocated to Meeting Room 1 which has been reconfigured from a board room layout and now has 4 workstations.
1.2	With the staff restructure there are 3 Council Officers and 1 hot desk for the new Responsible Finance Officer. There is also space for visitors i.e. Councillors, PGCC hirers, residents.
1.3	Regulation 10 of the Workplace (Health Safety and Welfare) Regulations 1992 state that room dimensions and space requirements, "should be at least 11 cubic metres is a minimum and may be insufficient if taken up with furniture". The smaller office is 19 cubic metres which is in breach of legislation.
1.4	Social distancing applies within the workplace for the foreseeable.

1.5	If Meeting Room 1 was to return to a board room it could not accommodate the Full Council meetings with 10 Councillors and 3 officers as it would breach social distancing.
1.6	
1.7	
<b>2.</b>	<b>Proposal</b>
2.1	For Meeting Room 1 to remain as the Hednesford Town Council office, this will be reviewed in 6 months (December 2021).
2.2	A thorough analysis of the PGCC survey is required and a comprehensive report on findings and recommendations is needed. This will direct the future of PGCC.
<b>3.</b>	<b>Options</b>
3.1	Staff remain in Meeting Room 1 and Council to review in 6 months time (recommendation of PGCC Committee)
3.2	Two staff to relocate to the former office and one member of staff to work from home (total three staff)
<b>4.</b>	<b>Conclusion</b>
4.1	As Meeting Room 1 is not suitable for Full Council meetings due to Covid restrictions on social distancing and as three staff members can work from one room, it is recommended that staff remain in Meeting Room 1, to be reviewed in December 2021.
<b>5.</b>	<b>Recommendation(s)</b>
5.1	Staff to remain in Meeting Room 1 for six months and then matter reviewed.
5.2	PGCC Survey Report to be written with recommendations for PGCC to include a marketing strategy and actively marketing every meeting room to understand the demand for room hire.
5.3	

## Appendices

--

For more information on this proposal please contact: PGCC Committee  
Written by Michelle Baker, Operations and Regeneration Manager