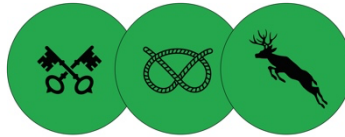


Hednesford Town Council



Gateway to the Chase

28 July 2021

Dear Councillor,

A Meeting of the Town Council will be held at **7:00 pm** on **Tuesday 3 August 2021** at Pye Green Community Centre, please note the return of face-to-face meetings.

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

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

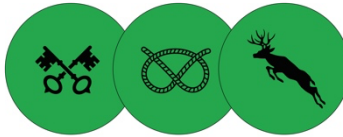
Michelle Baker
Operations & Regeneration Manager

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).

Hednesford Town Council



Gateway to the Chase

HEDNESFORD TOWN COUNCIL

FULL COUNCIL MEETING

TUESDAY 3 AUGUST 2021, 19:00HRS

*To be held at Pye Green Community Centre
The public are invited to attend the meeting by Zoom
The meeting will live stream on the HTC Facebook page*

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes
 - I. To review and approve the minutes of the Full Council Meeting held on 6 July 2021 (enclosed agenda pages 3 to 5)
4. Mayor's Announcements
 - I. Fifth Farmers and Craft Market 31 July
 - II. Summer Festival 14 August (HTC sponsored event)
 - III. Councillor update
 - IV. Co-option procedure and ballot clarification
5. Proper Officer
 - I. Co-option: Four candidates to present to Council (in alphabetical order)
 - II. Confidential ballot
 - III. Declaration of result (to be announced by Mayor)
6. Report from Operations and Regeneration Manager
 - I. Recruitment for the role of Community Officer (enclosed agenda pages 6 to 7)
 - II. (New) Market Manager role (enclosed agenda pages 8 to 9)
7. Finance
 - I. Q1 summary report
8. Items for Information and next agenda
9. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted.
10. Private and Confidential Business



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

Tuesday 6th July 2021 at 19:00

**Held at Pye Green Community Centre, Bradbury Lane, Hednesford
Live-streamed on the Hednesford Town Council Facebook page**

Present: Cllr Emma Hunneyball (Mayor), Cllr Kathryn Downs (Deputy Mayor), Cllr Robin Kingston, Cllr Mandy Dunnett, Cllr Debbie Cartwright, Cllr Arthur Roden, Cllr Paul Woodhead, Cllr Sharon Jagger, Cllr Garry Jones.

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

Members of Public: None.

1. Apologies

None.

2. Declarations of Interest

None.

3. Minutes

I. To review and approve the minutes of the Full Council Meeting held on 1 June 2021 (enclosed agenda pages 4 to 6) and the Annual Town Meeting held on 1 June 2021 (enclosed agenda pages 7 to 8)

Resolved – Minutes approved as a true record.

4. Mayor's Announcements

I. Fourth Farmers and Craft Market 26 July

This was the fourth successful event and the event is bringing positive benefits to the town and local businesses, thanks were given to the organisers, volunteers and traders. It was asked that consideration to be given for toilet facilities and litter bins for future events.

II. Open Air Cinema and Wimbledon Finals 9-11 July

Everyone is looking forward to this, it should be another great event for the community.

III. Councillor co-option

The co-option is scheduled for August's meeting, it was agreed that a Single Transferable Vote system should be used for the co-option process. Four applications have been received to date however due to on-going interest it was agreed that the application deadline would be extended to 16th July 2021.

5. Items from the Operations and Regeneration Manager

I. Council Committee Terms of Reference x 3 for review and approval

o *Regeneration and Community Committee Terms of Reference (enclosed pages 9 to 12)*

o *Pye Green Community Centre Committee Terms of Reference (enclosed pages 13 to 15)*

o *Finance, Personnel and Operations Committee Terms of Reference (Enclosed pages 16 to 19)*

Resolved all 3 terms of reference approved by a unanimous vote.

II. Committee meeting dates

Agreed that the Regeneration and Community Committee to meet once a month, the Pye Green Community Centre Committee to meet twice a quarter and the Finance, Personnel and Operations Committee to meet once a quarter. Mayor Hunneyball also requested that an informal meeting be held, between all chairs and officers to discuss issues that may need to be taken to the committees. Michelle Baker to propose suggested frequency of these meetings.

III. Project's update

The two cycle racks have been installed, the CCTV to monitor these will be installed next week. The Open-Air Cinema will be on this weekend, there is a possibility to extend the hire of the screen to cover the Football finals if England are playing, it would cost £2000 plus security staff costs, to host this event.

Resolved – unapproved due to cost, logistics, security provision and damage/complaints that may arise.

6. Items from the Mayor

I. Amendment to the Conflict-of-Interest Policy (enclosed agenda pages 20 to 29)

Mayor Hunneyball led a discussion around the new policy. It was also advised that the Councillors declarations of interest should be reviewed each year, and that we should look at adding these to our own webpage.

Resolved – Conflict-of-Interest Policy approved by a unanimous vote, with an action to share with relevant bodies.

7. Reports from Committee Chairs and Principal Speakers

PGCC Committee Chair – Cllr Robin Kingston

I. To consider the Paper on the Committee's recommendation for the Council office (Enclosed agenda pages 30 to 34)

It was proposed that the staff continue to work from their current office until December, when it would be reviewed again.

Resolved – Approved by 5 votes, there was 1 against and 1 abstained.

Regeneration and Community Committee Chair – Cllr Paul Woodhead

I. Review of Priorities Plan (see attachment)

The Priority plan needs to be updated and aligned with the new committees to progress them further. Cllr Woodhead agreed to action this with fellow Committee Chairs.

Planning – Cllr Sharon Jagger

I. To consider the attached list of planning applications (enclosed agenda pages 35 to 37)

There are no objections, only a consideration to the location and plant traffic regarding the Wood Lane application, and a request to replant 6 trees to replace the ones taken down at the Stephenson Way application.

II. Proposed Housing Development: Muldon Close

This is not within the Hednesford boundary, but it does border it, so it may be advantageous for us to be part of the discussions, Mayor Hunneyball agreed to lead on this.

Any Other Business

I. '20 is Plenty' speed awareness campaign – verbal update by Cllr Sharon Jagger

Cllr Jagger attended a course on this around reducing the speed to 20mph in built up areas, and the advantages that this could bring, it was agreed that this is something that Councillors should be supporting.

8. Items for Information and next agenda

I. Hednesford Station improvements update

II. Councillor Co-option.

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

10. Private and Confidential Business

I. Equality for Councillors of all age groups - verbal update by Cllr Arthur Roden

There was a discussion on wording in a recent news article around equality, it was confirmed that these were based on statistics.

II. Community Officer role – verbal update by Cllr Paul Woodhead – Cllr Jones left for this part of the meeting.

There is a need to replace the Community Officer role, Cllr Woodhead will be discussing options with Support Staffordshire this week and will bring back his findings to discuss at Council.

| | | | |
|--------------------------|---|------------------|-----------------------------|
| Report To: | Full Council | Date: | 3 rd August 2021 |
| Title: | Recruiting for the Community Officer role | | |
| Anticipated Time: | 15 Minutes | Action: | For Decision |
| Confidentiality: | Public | Priority: | High Priority |

| |
|--|
| Summary |
| Proposal to recruit for a Community Officer in-house and employ the role directly. |

| |
|---|
| Recommendation(s) |
| The Regeneration and Community Committee and The Finance, Personnel and Operations Committee recommendation is for Hednesford Town Council to commence recruitment for the now vacant role of Community Officer directly and to also employ the candidate directly, in place of the original recruitment and employment arrangement adopted in 2020 whereby the role was sourced and employed through a partnership arrangement with Support Staffordshire. |

| | |
|---|---|
| Relevant Issues and Implications | |
| Financial | Employing directly will bring (nominal) cost savings. MB to discuss in meeting. |
| Value For Money | Employing directly will bring (nominal) cost savings. |
| Risk & Control | |
| Health & Safety | |
| Legal | HTC are no longer under contract with Support Staffordshire. |
| Human Resources | There will be an additional cost to the council for payroll for example. |
| Equal Opportunities | |
| People (Public, Centre Users and Councillors) | No risks identified. |

| | |
|-----------|--|
| 1. | Introduction |
| 1.1 | In 2020 HTC advertised for the role of Community Officer and were unsuccessful in recruiting. |
| 1.2 | HTC subsequently entered into an agreement with Support Staffordshire to advertise for the role and to recruit the successful candidate on behalf of Hednesford Town Council. Support Staffordshire employed the candidate directly and invoiced HTC each month in arrears. HTC provided the PC, phone, office. |
| 1.3 | This arrangement was adopted as the existing staff structure was not in place; the Council office has since evolved and there are currently three members of employed office staff. To have the fourth member of office staff employed by a separate employer and with a independent line manager has caused some confusion and issues which would be clearer if all office staff had the same employer and management structure. Taking the role in-house also provides a degree of flexibility in terms of workload which is reactive and changes. |
| 1.4 | HTC wish to acknowledge that the arrangement with Support Staffordshire was hugely beneficial in 2020 and now feel they are in a position to recruit and employ directly. |
| 1.5 | The Operations and Regeneration Manager, PGCC and Administration Officer and the RFO are all employed directly by Hednesford Town Council. |
| 1.6 | There are no significant financial implications for us of this. |
| 1.7 | HTC will continue to have a strong working relationship with Support Staffordshire. |
| 2. | Proposal |
| 2.1 | To review the Job Description and advertise for the role in-house. |
| 2.2 | To employ the Community Officer directly on HTC payroll. |
| 3. | Options |
| 3.1 | Alternative options have been explored and HTC are now in a position where public engagement is strong and it is hoped that recruitment would be easier than it was in 2020. |
| 4. | Conclusion |
| 4.1 | This is a clear way forward and mirrors the employment arrangement of other office staff. |
| 5. | Recommendation(s) |
| 5.1 | To review the Community Officer job description and advertise for the role in-house. To then employ the successful candidate in-house. |

| |
|-------------------|
| Appendices |
| |

For more information on this proposal please contact: Michelle Baker

| | | | |
|--------------------------|---------------------------|------------------|-----------------------------|
| Report To: | Full Council | Date: | 3 rd August 2021 |
| Title: | (New) Market Manager role | | |
| Anticipated Time: | 15 Minutes | Action: | For Decision |
| Confidentiality: | Public | Priority: | High Priority |

| |
|---|
| Summary |
| Proposal to recruit for a new Market Manager to manage the day of the Farmers and Craft Market. |

| |
|---|
| Recommendation(s) |
| <p>The Finance, Personnel and Operations Committee recommendation is for Hednesford Town Council to commence recruitment for a new (self employed) Market Manager position to manage the Farmers & Craft Market on the last Saturday of every month.</p> <p>This would be a self-employed position working from 7.30am – 4.30pm (9 hours) one day per month. In addition to the 1 day on market day there would realistically be communication via email from the HTC Operations and Regeneration Manager who would provide the list of stallholders / site map etc (1 hour per month) and there is the opportunity for the role to take responsibility for displaying the road closure notices in town in the week prior to the market (1 hour).</p> <p>Circa 11 hours per month role.</p> |

| | |
|---|---|
| Relevant Issues and Implications | |
| Financial | The Farmers and Craft Market now charges stallholders and is generating an income which would cover the cost of the role. This ranges from £400 - £500 per month (based on 40 – 50 stalls). |
| Value For Money | |
| Risk & Control | |
| Health & Safety | |
| Legal | |
| Human Resources | It would reduce the pressure on officers / cllrs. |
| Equal Opportunities | |
| People (Public, Centre Users and Councillors) | No risks identified. |

| | |
|-----------|--|
| 1. | Introduction |
| 1.1 | In October 2020 HTC launched a new Farmers and Craft Market. The fifth market will be held on Saturday 31 July. |
| 1.2 | The market has grown rapidly and attracts between 40 (June) – 50 (July) stalls per month. |
| 1.3 | The market relies on the support of Council officers and Councillors to manage the market and to dedicate the last Saturday of every month to the market. This is not a realistic request on staff / cllrs and a sustainable business model needs to evolve. |
| 1.4 | Recruiting for a self-employed market manager will ease the burden on staff and councillors and will also provide a designated point of contact for staff / cllrs and stallholders on the day of the market. |
| 1.5 | |
| 1.6 | |
| 2. | Proposal |
| 2.1 | To agree for HTC to engage a new self employed Market Manager with a caveat that their services may cease to be required if the success of the market deteriorated and the income from the market was less than the cost of the role. |
| 2.2 | To agree to MB writing a job description for a new role of Market Manager with approval by Finance, Personnel and Operations Committee and advertising in August for a prospective start date in August / September. |
| 3. | Options |
| 3.1 | HTC can continue with the current arrangement which relies on staff and cllrs to manage the market or can engage a dedicated Market Manager. |
| 4. | Conclusion |
| 4.1 | This provides a sustainable and realistic business model for the market which has grown in popularity and now requires dedicated resource. |
| 5. | Recommendation(s) |
| 5.1 | To agree to engaging a self-employed Market Manager for circa 11 hours per month. |

| |
|-------------------|
| Appendices |
| |

For more information on this proposal please contact: Michelle Baker