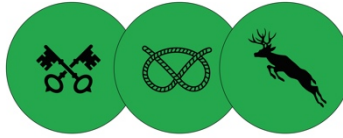


Hednesford Town Council



Gateway to the Chase

MINUTES
MEETING OF HEDNESFORD TOWN COUNCIL
Tuesday 21st June 2022, 7pm
Pye Green Community Centre, Bradbury Lane, Hednesford.

The meeting did not stream live on Zoom or Facebook due to no IT facilities this evening.

Public Participation

Member of the public Joanne Page said she would like an update on the 'Control the Bleed Kits' and cabinets and a timeframe for the installation. Cllr Roden said that as her father he will leave the room.

Cllr Downs confirmed that two bleed cabinets with kits had been purchased by Hednesford Town Council and that verbal agreement had been obtained for one of the cabinets to be installed on the exterior of the Pavilion Café in Hednesford Park. Written permission would now be sought so that installation could be arranged; a second install location would need to be identified for the second cabinet and this may be at St Peter's Church. It is hoped that both cabinets can both be installed within the next month or so.

Cllr Downs asked Community Officer Matthew Johnson to on this going forward. **ACTION: MATTHEW JOHNSON TO OBTAIN WRITTEN CONSENT FOR INSTALL OF TWO CONTROL THE BLEED CABINETS AND ARRANGE WITH THE SUPPLIER (INSTALL HAS BEEN PAID FOR AT TIME OF PLACING THE ORDER).**

Cllr Mawle suggested that there is an update at each Full Council meeting until both cabinets are installed.

Cllr Downs said the third kit (no cabinet) that was being gifted to Hednesford Town Council by Joanne Page's family could be formally accepted by the Council at any time and that it would be placed within Pye Green Community Centre.

Joanne Page asked how the on-going maintenance of the kits would be managed. Cllr Downs said this would fall within Council Officer's remit in the same way that the Speed Indicator Devices are managed by the Council.

1. Apologies

Cllr Crabtree and Cllr Woodhead sent their apologies.

2. Declarations of Interest

Cllr Cartwright declared an interest as a co-founder of Chase Lighthouse which is on the agenda for a proposed Motion.

3. Minutes

- I. It is proposed that the Minutes of the Full Council Meeting held on 3rd May 2022 are approved (enclosed agenda pages 5 to 9).

Cllr Jagger said there was an error in the minutes on page 9 it referred to defibrillators but it should be control the bleed kits.

Proposed: Cllr Mawle

Seconded: Cllr Dunnett

Resolved: Unanimous vote in favour that the minutes are approved.

4. Mayor's Announcements

- I. Queen's Platinum Jubilee.

Cllr Downs thanked Deputy Lieutenant Charles Hawley for attending the Jubilee celebrations in Hednesford town centre. He was impressed with the town's decorations and said he would like the work of the volunteers and Friends of Hednesford to be recognised.

Cllr Downs said the Jubilee Picnic in Hednesford Park had been a great success and thanked organisers and Community Officer Matthew Johnson.

- II. Farmers & Craft Market.

Cllr Downs said it is the monthly Market in Hednesford this Saturday and that entertainment had been booked for the day (Spider man character). There had been a call out for Councillors via email to volunteer at the market.

5. Responsible Finance Officer (RFO)

- I. Year-end accounts, AGAR and audit for Full Council.

Sandie Morris, Acting RFO presented an update to Full Council and said that all papers had been sent to Councillors by email for review before tonight's meeting.

The internal audit report was noted as received.

A proposed audit response document was discussed and relevant points raised where the Council needed to take action.

Proposed: Cllr Jones

Seconded: Cllr Jagger

Resolved: Unanimous vote in favour that the audit response is approved by Hednesford Town Council.

The Annual Governance Statement was discussed, and a document explaining the "No" answers. It was highlighted that review of the Standing Orders, Financial Regulations and Risk Assessment is overdue.

Proposed: Cllr Jones

Seconded: Cllr Harrison

Resolved: Majority vote in favour that the Annual Governance Statement is formally approved by Hednesford Town Council.
Cllr Roden abstained on the vote.

The Annual Accounting Statements were discussed. The Acting RFO explained the process of restating the accounts from Receipts and Payments to Income and Expenditure.

Proposed: Cllr Jones

Seconded: Cllr Jagger

Resolved: Unanimous vote in favour that the Annual Accounting Statement is formally approved by Hednesford Town Council.

The forms were signed by the RFO, Chair and Clerk of the meeting.

Sandie Morris Acting RFO said the Council had a legal obligation to publish these documents on the Hednesford Town Council website, and allow public inspection for 30 days and this must include the first two weeks of July. It was suggested that they are uploaded to the website tomorrow (22nd June 2022) with the period for exercise of public rights being 23rd June to 3rd August. Cllr Downs said she will upload the documents to the website.

Cllr Jagger thanked Sandie Morris Acting RFO for her help and assistance with the finances. Cllr Downs agreed.

6. Community Officer Update

To consider the following Motion submitted by Matthew Johnson **Launch Council Grant Scheme for 2022:**

I propose the launch and promotion of Hednesford Town Council Community Grants 2022 in July 2022. Full Council has already approved and agreed the annual Council budget for 2022/23 which included a ringfenced amount of £5,000.00 for Community Grants. The business grants were an exception in 2021 to assist businesses during the Covid pandemic however due to Council budget restraints this financial year, the application process for 2022 will only be open to community groups and community organisations.

Cllr Downs asked Matthew Johnson to read the Motion and said she would be formally submitting this as he is unable to bring a Motion to Full Council.

Cllr Jones asked for a timeline on the grants application stage, Matthew Johnson said it would likely be two months.

Cllr Jones asked whether there was a theme this year. Cllrs agreed for there to be no theme so that the grants scheme would be open and accessible to all local community groups and community organisations with no limitations.

Cllr Jagger said there could be a 'Feedback Event' for this year's successful applicants so that all community groups would be aware of the work and provide a public update on their projects.

Councillors discussed guidance notes required for this year's application form and that the limit for a single application should remain at £500.00 unless it was an exceptional project.

Councillors discussed the timeframe of the grant application and Matthew Johnson Community Officer said that realistically it would be brought back to the October Full Council meeting for Councillors to decide on the successful applications. Cllr Jones said that as

schools would be closed throughout July and August it would be beneficial to contact them asap so that they don't miss the deadline.

Sandie Morris, Acting RFO said that she had assigned £6,000.00 of community grants from 2021/22 to this year's Council budget and this added to the £5,000.00 community grants budget for 2022/23 creates a total budget of £11,000.00 for community grants this year.

Proposed: Cllr Downs

Seconded: Cllr Dunnett

Resolved Unanimous vote in favour of launching the Council community grant scheme in July 2022.

Matthew Johnson Community Officer provided Councillors with an update of his work. Cllr Jagger thanked him for the work he has undertaken.

Cllr Cartwright asked for an attendance list for the recent Community Event at Pye Green Community Centre.

7. Papers / Reports from Councillors, Committee Chairs and Principal Speakers

I. To consider the following Motion submitted by Sharon Jagger

Streaming Council Meetings on Zoom: During the Covid pandemic Hednesford Town Council streamed Full Council and Committee meetings on the website Zoom to enable members of the public to attend meetings virtually to ask questions and speak directly with Councillors and the Council as they were unable to attend in person. I propose that as there are no longer any attendees on the Zoom platform wishing to ask questions and as Council meetings have reopened for the public to attend in person, the Council cease streaming meetings on Zoom with immediate effect but continue to stream meetings on the Hednesford Town Council Facebook page. A recording of Council meetings will remain on the Facebook page so that meetings can be viewed at a later date.

Cllr Roden asked whether videos would remain on Facebook and asked for assurance videos of meetings would not be deleted / removed. Cllr Downs said this would be a separate Motion and asked Cllr Roden to bring this to a subsequent Council meeting.

Proposed: Cllr Jagger

Seconded: Cllr Dunnett

Resolved: Unanimous vote in favour of Council ceasing the streaming of Full Council and Committee Meetings on Zoom with immediate effect. Meetings would continue to live stream on the Council Facebook page.

Cllr Downs said that the Zoom subscription could be cancelled given the decision made by Full Council. Cllr Jagger said this platform was useful for informal meetings with Councillors, Cllr Downs suggested that Microsoft Teams is used going forward. **ACTION: CANCEL ZOOM SUBSCRIPTION.**

II. Update on the Council Ukraine Appeal – Cllr Sharon Jagger

See enclosed agenda pack page 10.

Cllr Jagger provided an update on the offers of help received.

Cllr Jones suggested that Hednesford Town Council link up with the Staffordshire Ukraine network and Cllr Jagger wrote down the contact details.

III. To consider the following Motion submitted by Cllr Jagger

Death of a Monarch Protocol: Proposal for Hednesford Town Council to formally approve and adopt the enclosed protocol recommended by the FP&Ops (Financial, Personnel and Operations Committee), see agenda pack pages 11 to 16.

Please note: A book of condolence, black arm bands and a black rosette for the Mayor have been purchased, as specified in the protocol. A corresponding policy, specifically in regard to hire at PGCC will be delivered by the PGCC Committee.

Cllr Harrison said that the Pye Green Community Centre element had not been forgotten and would be followed up.

Propose: Cllr Jagger

Second: Cllr Dunnett

Resolved: Vote unanimous in favour of Council formally adopting the Death of a Monarch protocol.

IV. FP&Ops Committee Update – Cllr Sharon Jagger

Chair of FP&Ops Committee to give an update, see enclosed agenda pack page 17.

Cllr Jagger gave an update to Full Council.

Cllr Jones asked which policies were in need of review as this could be a large job.

Cllr Downs said that the current Safeguarding Policy was for Council Officers / staff whereas one was required for hirers of Pye Green Community Centre.

ACTION: CLLR JAGGER TO BRING MOTIONS TO THE JULY FULL COUNCIL MEETING FOR (1) OUTSOURCING COUNCIL POLICIES AND (2) THE RECRUITMENT OF A MARKET ASSISTANT AS A COUNCIL EMPLOYEE (THIS ROLE WAS PREVIOUSLY A SELF EMPLOYED CONTRACTOR).

V. Principle Speaker for Planning – Cllr Sharon Jagger

To note the attached list of planning applications enclosed agenda pack pages 18 to 19.

Councillors noted and no action required.

VI. To consider the following Motion submitted by Cllr Darrell Mawle

Hednesford Market Working Group: Proposal to create a new working group for the Hednesford Farmers & Craft Market.

I propose that a new working group for Hednesford Market be established. We have had great success over the last year establishing Hednesford Market but we need to keep the momentum going as this is probably the flagship of our organisation along with PGCC.

The working group would choose a Chair from within the group membership and the Chair would liaise with the Regeneration & Community Committee Chair on matters that have been discussed and actions the working group would like to take. Major actions would go to full Council under the direction of the Regeneration & Community Committee. Meetings would be on an adhoc basis and would not require Officer attendance.

****Please note that any and all expenditure would need to be approved by via Council staff within their authorised budget remits or taken to Full Council as working groups, Committees and individual Councillors have no powers to approve items resulting in expenditure. Any work of the Working Group must be reported back to the Regeneration & Community Committee for recommendation and then taken to Full Council.***

Cllr Roden said that a risk assessment is needed for the market as there are loose paving stones and kerbs. Cllr Downs suggested that Cllr Roden report this to Staffordshire County Council Highways.

Cllr Jones said that a sub-committee is referred to in the Standing Orders and the proposal from Cllr Mawle made reference to a Working Group.

It was agreed to defer this decision to the July Council meeting as the Council Standing Orders do not make reference to a Working Group. **ACTION: MICHELLE BAKER LOCUM CLERK TO REVIEW STANDING ORDERS AND LIAISE WITH CLLR MAWLE ON HOW THIS MOTION IS RE-WORDED FOR THE JULY MEETING.**

VII. To consider the following Motion submitted by Cllr Darrell Mawle

Defer Forthcoming Hednesford Life Issue: Proposal to not produce a Summer edition of Hednesford Life. Due to various problems, the Spring Edition of the Hednesford Life magazine has only just finished going out. We find ourselves back to square one again and with Summer a week or so away we are not very prepared to get out a Summer edition. The Spring edition went well over budget at a time when we are making cuts in all areas.

I propose that we don't do a summer edition of Hednesford Life and any savings we make goes towards the Commonwealth Games Baton Event which we currently have no budget for. I also propose that the Autumn & Winter Hednesford Life magazines combine into one Autumn/winter edition which gives us time to get stories together, encourage deliverers and put out a really good edition to end the year with.

Cllr Jones said that as the Hednesford Life Magazine had been over budget, any decision to not proceed with a summer issue would not necessarily create a new budget for the Commonwealth Games and that budgets can be reconciled at the end of the year to identify underspend / savings made.

Proposed: Cllr Mawle

Seconded: Cllr Roden

Resolved: Unanimous vote in favour of not proceeding with a Summer issue of Hednesford Life magazine.

VIII. Highways (verbal) Update by Highways Spokesperson Cllr Darrell Mawle

Cllr Mawle said he had asked the public for feedback on the condition of roads in Hednesford via the Chase Independents Facebook page and received 113 comments. Michelle Baker Locum Clerk asked that as this was a request on behalf of Hednesford Town Council work it should be made using the Council social media pages instead of Chase Indies page.

Cllr Mawle said he had signed up to Community Speedwatch training.

Cllr Roden raised concerns about a signage pole and potholes; Cllr Mawle said this was not within his remit as Highways Spokesperson. Cllr Roden said it is as Highways covers all of those issues. Cllr Downs reminded all Councillors that they all had an equal responsibility to report issues and concerns to the District and County Council and that it is not just the responsibility of Cllr Mawle.

IX. To consider the following Motion submitted by Cllr Laura Harrison

PGCC Committee Membership: Proposal to elect Cllr Roden onto the Pye Green Community Centre Committee. Cllr Roden has expressed an interest in joining the PGCC Committee and he has been attending the meetings as an invited guest. I propose that Cllr Roden is voted onto the PGCC Committee as a new Committee member with immediate effect.

Proposed: Cllr Harrison

Seconded: Cllr Cartwright

Vote in favour of proposal: Cllr Harrison and Cllr Cartwright.

Vote against the proposal: Cllr Downs, Cllr Jones, Cllr Jagger, Cllr Mawle.

Abstained: Cllr Dunnett.

The Motion was not approved.

Cllr Roden said he would continue to attend as a guest or member of the public.

X. To consider the following Motion submitted by Cllr Harrison

Chase Lighthouse to continue to use PGCC foyer area on a Sunday from 12pm-2pm.

In December 2021 Full Council voted in favour of permitting Chase Lighthouse to use the foyer at Pye Green Community Centre at no cost during the winter months and requested that they return outside of the building during the summer months. Due to the unpredictable weather and implications relating to food being placed outside, I am proposing that Hednesford Town Council allow Chase Lighthouse to continue to use the foyer area as a short-term measure.

Chase Lighthouse will be applying for a Council Community Grant when the scheme is launched next month and this will enable a permanent solution and agreement to be sought. In the meantime I propose that Chase Lighthouse continue to use the foyer area 12pm-2pm every Sunday, continuing the arrangement that has been in place since December 2021. When Chase Lighthouse submits their grant application next month this will be for Full Council to determine whether the arrangement continues and is funded by the Council / given as free space for a not for profit community food table and I respect the decision made at that time. The proposal today relates to the remainder of June and July and up until the time that a decision is made regarding their grant application.

Council felt that they had adequately responded to this matter on 7th December 2021 when the proposal was previously taken to Full Council for consideration; the outcome of that meeting was that it was proposed (by Cllr Cartwright) and agreed by Council that Chase Lighthouse could use Pye Green Community Centre foyer during the darker, colder winter months and should return to outside during the lighter, warmer weather.

The proposal in December requested use of the foyer during the winter months only and Council agreed with that proposal.

Council felt that as it is fourth week of June 2022 this no longer qualifies as winter and is therefore in breach of the decision made by Council in December. They felt that the Sundays during May and June should be considered as an 8 week extension of the request to hold indoors during the winter months.

Council were aware that other community groups and organisations have not been offered free space at Pye Green Community Centre and that having tables, volunteers and visitors in the foyer area is blocking an accessway that must be kept clear at all times.

Hednesford Town Council has never advertised free room hire / space for community groups and they are concerned that it could be perceived as an abuse of office that a Councillor benefits from such an arrangement.

When the HednesFIT yoga is not running there is a cost implication in opening / locking Pye Green Community Centre and the Council is unable to give Cllr Cartwright a set of keys as this would be a conflict of interest and could be perceived as favourable treatment for a Councillor as no other hirers are provided with a set of keys.

Given the public scrutiny Hednesford Town Council has faced in recent months Council are aware that a Councillor requesting free use of the Community Centre could be viewed as preferential treatment for a Councillor.

Council considered the point in the Paper regarding food being placed outside and they felt that images appearing on social media showing boxes of food on the floor by a property shows that this is already an issue for Chase Lighthouse and not the responsibility of Hednesford Town Council.

It was discussed whether Chase Lighthouse could use the inside of their new premises on Market Street and whether a long-term arrangement is to be sought, perhaps by applying for funding such as the National Lottery.

The Hednesford Town Council grants scheme will open in July and Chase Lighthouse will be able to apply for funding to cover the costs of room hire. As the foyer area needs to be kept clear and is not a lettable space, the larger meeting room may be an option for you to consider using.

Council discussed that prior to using the foyer area Chase Lighthouse had been outside and that returning to this arrangement was for the best with immediate effect.

Should Chase Lighthouse wish to book Pye Green Community Centre meeting room 1 or large hall (when available), as a paid hirer in line with the terms and conditions of other hirers then this could be a solution until the grants programme opens for this year.

Proposed: Cllr Harrison

Seconded: Cllr Roden

Voted in favour: Cllr Harrison and Cllr Roden.

Voted against: Cllr Downs, Cllr Dunnett, Cllr Jones and Cllr Jagger.

Proposal not accepted.

XI. PGCC Committee Update for Full Council – PGCC Committee Chair Cllr Laura Harrison (see copy of the PGCC building survey report attached to email).

Cllr Harrison read through the professional building survey report commissioned for Pye Green Community Centre. Items for repair include the 1960's roof at a cost of £30,000 and other repairs at £59,950.00 (inclusive of the £30,000 for the roof) plus contractor fees.

Cllr Jones said that the Council reserves were £50,000 yet the building survey has highlighted that £100,000 of repairs were required on a building that is owned by Cannock Chase District Council.

Cllr Jones and Cllr Harrison both said that it had been publicly said in a previous Council meeting that the Building Survey had been fine with no issues and that the public must be made aware of the actual costs and issues.

Cllr Harrison said the Caretaker may be able to complete some of the work needed.

Cllr Jagger said that the PGCC Working Group should not meet if a new Farmers Market Working Group has just been turned down as not adhering to the Standing Orders. Cllr

Downs suggested that an informal meeting of the PGCC Committee takes place to progress matters.

Cllr Jones said that the PGCC Committee needs to bring a full schedule and timeline to Full Council of when the works are anticipated to take place and the costs.

Cllr Harrison said that she will ask Ginetta Adams Community Centre and Administration Officer to arrange a survey of the electrics and the drainage, this will then provide a complete overview of PGCC for Council to consider.

Cllr Jones said that the Council budget had allocated £50,000 for the repairs to PGCC and to increase this value to £100,000 would only leave 1 month of operating costs in Council reserves which is not good practice for a Council and the Council would not be in a healthy financial position.

Cllr Jones said that the PGCC Committee could explore whether any improvements to PGCC could be funded through the CIL (Community Infrastructure Levy).

Cllr Jagger said that the online campaign to stop the PGCC lease being assigned said they wanted to know what was happening with the community centre and that she felt strongly that the public need to be informed of the costs associated with maintaining Pye Green Community Centre which is now closer to £100,000 of tax payers money.

Cllr Roden said that the proposed lease assignment to 1st Hednesford Scouts earlier this year may have meant that the Council would remain liable for the maintenance yet receive none of the hire income.

XII. To consider the following Motion submitted by Cllr Laura Harrison

PGCC Hire Agreement Amendments – Proposal that Full Council review and accept the amendments made by the PGCC Working Group and reviewed by the PGCC Committee. *Hire Agreement to follow.*

Proposed: Cllr Harrison

Seconded: Cllr Mawle

Resolved: Unanimous vote in favour of accepting the amendments to the Pye Green Community Centre Hire Agreement.

ACTION: ALL HIRERS TO BE ISSUED WITH THE UPDATED COPY OF THE HIRE AGREEMENT AS THEY HAD BEEN SENT VERSION 1.

III. CCTV Statistics – Cllr Paul Woodhead

To note the CCTV report – to follow.

Cllr Woodhead was not at the meeting. Cllr Downs said he had circulated the CCTV report.

8. Items for the next meeting Agenda

Items from Cllr Jagger and Cllr Mawle that had been deferred at tonight's meeting. Cllr Roden has items to bring to the July meeting.

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

9. Private and Confidential Business

- I. Proposed that Full Council ratify and adopt the implementation of the Lone working policy & risk assessment – Michelle Baker.

It was agreed that this would be brought to the July Full Council Meeting. **ACTION: MICHELLE BAKER TO ADD TO JULY AGENDA.**

- II. Paper entitled: Staff restructure – Cllr Garry Jones.

Councillors discussed the proposal that had been circulated to Councillors (confidential Paper) and it was explained that the restructure was required for commercial business reasons and that for the Council operations to run more effectively this would result in a change of working practice.

Cllr Harrison queried the hours allocated to a member of the Pye Green Community Centre staff as she did not feel it was sufficient for the level of work required.

Cllr Harrison asked for an amendment to the Motion and that the hours for one of the proposed PGCC roles be increased from 9 to 12 hours.

Proposed: Cllr Harrison

Seconded: Cllr Roden

Voted for: Cllr Harrison, Cllr Roden, Cllr Dunnett and Cllr Mawle.

Voted against: Cllr Jones, Cllr Jagger, Cllr Downs, Cllr Dunnett.

The Mayor has the casting vote in the event of a tie and this amendment to the Motion is not passed.

The original proposal was considered regarding the proposed Hednesford Town Council restructure:

Proposed: Cllr Jones

Seconded: Cllr Dunnett

Resolved that the Council adopt the restructure: Votes in favour - Cllr Jones, Cllr Jagger, Cllr Downs, Cllr Mawle, Cllr Cartwright, Cllr Dunnett voted in favour of the proposed staff restructure presented in the confidential papers.

Vote against: Cllr Harrison and Cllr Roden.

- III. Locum Clerk contract with M Baker.

Michelle Baker Locum Clerk left the room.