



## **MINUTES OF A MEETING OF HEDNESFORD TOWN COUNCIL**

**TUESDAY 16<sup>TH</sup> MAY AT 7.00 PM**

**Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford, WS 12  
4EP**

### **Present:**

Cllr Darrell Mawle  
Cllr Arthur Roden  
Cllr Alan Pearson  
Cllr Sheila Cartwright  
Cllr Laura Harrison  
Cllr Sharon Jagger  
Cllr Ronald Turville  
Co-opted Candidates – Paul Jones, Maryann Turville and Annette Walker

### **In attendance from Hednesford Town Council:**

Lindsey Smith - Chief Officer  
Cheryl Kinsella – Responsible Finance Officer  
Cheryl Oakey – Administration Officer

### **Members of the Public:**

There were 6 members present

### **1. Election of Chair**

Cllr Mawle opened the meeting and welcomed the new Cllrs to Hednesford Town Council

Cllr Mawle then discussed the Election of the new Mayor and welcomed nominations.

Cllr R Turville proposed Cllr Pearson  
Second by Cllr Cartwright  
For: 4 Against: 2

Cllr Harrison proposed herself

Second by Cllr Roden  
For: 2 Against: 4

**Cllr Pearson was appointed Mayor at 7.05 pm.**

Office of Acceptance form for Mayor was signed and witnessed by the Chief Officer

**2. Public Participation**

Cllr Pearson asked if anyone had anything they would like to ask. There were no comments.

**3. Apologies:**

Hednesford Town Council – Matthew Johnson – Community Engagement Officer

**4. Declaration of Interest**

The Chief Officer updated the Cllr's on all the information in their packs and advised that Register of Interest form needs to be returned to the Chief Officer by 31<sup>st</sup> May 2023

No declaration of interests raised

**5. Previous Minutes**

The minutes of the Full Council Meeting held on Tuesday 7<sup>th</sup> February 2023 were reviewed and approved subject to correction of spelling to Cllr Harborow surname

Cllr Harrison, Cllr Jagger, and Cllr Roden were the only Cllrs of the new administration present at the 7<sup>th</sup> March 2023 meeting of council and able to vote

Cllr Jagger proposed  
Second by Cllr Harrison  
Agreed: 3

**6. Constitution**

**I. Approval of Standing Orders**

A brief discussion was held about the Standing Orders. No issues, comments or concerns were raised. Cllrs confirmed that they had read them.

Cllr R Turville proposed  
Second by Cllr Cartwright  
Agreed: 6

**Action: The Standing Orders were approved and adopted by the new council administration**

## **II. Co-option to vacant positions – 4 candidates (correct of the 10<sup>th</sup> of May)**

The Chief Officer advised Cllrs that 4 candidates had expressed an interest in being co-opted onto the council. 1 candidate was on holiday and unable to attend the meeting to be co-opted. The Chief Officer introduced the 3 candidates standing for co-option

Paul Jones  
Annette Walker  
Maryann Turville

Cllrs had no questions to ask of the candidates

Cllr R Turville proposed  
Second by Cllr Harrison  
Agreed 6

**Action: The 3 co-option candidates were accepted as new Cllrs for Hednesford Town Council**

Cllr Jones, Cllr Walker, and Cllr M Turville signed their declarations of acceptance of office witnessed by the Chief Officer and took their seats in the council meeting

## **III. Approval of Committees**

Chief Officer Lindsey Smith updated the meeting with the four Committees –

Pye Green Community Centre (Bi-monthly),  
Planning (monthly)  
Regeneration & Community (Bi-monthly)  
Finance & Personnel (quarterly)

Each Committee needed a minimum of 3 members and a maximum of 5 members. Cllr Pearson feels that everyone should attend the Finance Committee.

Cllr Harrison had a discussion if Planning and Regeneration & Community should go together especially with the Neighbourhood plan.

Cllr Jagger thought it would be best to keep them separate and would not want to Chair the Regeneration Committee if this was the case

Cllr Pearson informed that a discussion will take place at a later date when there is more information as how the final committee structure will be

**Action: Committee structure still to be determined as no vote to approve the committees was taken**

#### **IV. Approval of Terms of Reference and Schemes of Delegation**

The Chief Officer updated the meeting on the details in the terms of reference and schemes of delegation which outlines the roles, remit, and responsibilities of the committees

Cllr Jagger proposed  
Second by Cllr R Turville  
Agreed: 6

**Action: Council approved roles, remit, and responsibilities of the committees**

#### **V. Approval of Membership of Standing Committees**

Cllrs elected members for the council committees

##### Pye Green Community Centre Committee:

Cllr Harrison proposed as Chair  
Cllr Pearson Second  
Agreed: 9

Cllr Harrison elected Chair of the Pye Green Community Centre Committee  
Members of Pye Green Community Centre Committee:

Cllr Pearson  
Cllr Cartwright  
Cllr Jones  
Cllr Walker

##### Planning Committee:

Cllr Pearson proposed as Chair  
Cllr M Turville second  
Agreed: 9

Cllr Pearson elected Chair of Planning Committee  
Members of the Planning Committee:

Cllr Walker  
Cllr R Turville  
Cllr Jagger  
Cllr M Turville

##### Regeneration & Communities Committee

Cllr R Turville proposed Cllr Jagger for Chair  
Second by Cllr Jones  
Agreed: 9

Cllr Jagger elected Chair of Regeneration and Communities Committee  
Members of the Regeneration and Communities Committee

Cllr Harrison  
Cllr Pearson  
Cllr Cartwright  
Cllr M Turville

#### Finance, Operations and Personnel Committee

Cllr Pearson informed that it was best practice for all Cllrs to be able to attend the Finance, Operations and Personnel Committee

Proposed by Cllr Pearson  
Second by Cllr R Turville  
Agreed: 9

Cllr Jones proposed for Chair  
Seconded by Cllr Harrison  
Agreed: 9

Cllr Jones elected Chair of Finance, Operation and Personnel Committee  
Members of the Finance, Operation and Personnel Committee:

Cllr Pearson  
Cllr Harrison  
Cllr Roden  
Cllr Jagger  
Cllr Cartwright  
Cllr Walker  
Cllr R Turville  
Cllr M Turville

**Action: All Chairs and members of the council committees were approved**

#### VI. To receive Financial Regulations

Proposed by Cllr Jagger  
Second by Cllr R Turville

**Action: The updated financial regulations were received and adopted by council**

#### VII. To approve Code of Conduct

Cllr Pearson informed the new council administration of the importance of the code of conduct when representing Hednesford Town Council and that it will be vigorously reinforced

Cllr R Turville proposed  
Second by Cllr Jagger  
Agreed: 9

**Action: Code of Conduct was approved**

**7. Finance**

**I. Budget Overview 2023/2024**

The Chief Officer updated the meeting and discussed the 2023/2024 budget which all Cllr's had received in advance.

There were no questions to the Responsible Finance Officer pertaining to the budget.

The Responsible Finance Officer updated the meeting on the Reserve Funds and the internal auditors who had been in on the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> of May 2023 and also coming in on Wednesday 24<sup>th</sup> May 2023 if the Cllr's had any questions.

**II. CIL Funds**

The Chief Officer updated the meeting with the information and figures pertaining to the CIL Funds (Community Infrastructure Fund) together with deadline for spend. The Chief Officer informed that this will be discussed later in the agenda under CIL Strategy

£16,781.30 – October 2023

£46,858.94 – April 2024

The Chief Officer confirmed that if it is not utilised by the deadline then it will need to be returned to district council and requested ideas to take forward for spend to be sent to the Chief Officer by June 2023

**III. Prosperity Funding**

The Chief Officer updated the meeting with the information and figures pertaining to the Prosperity Fund which are devolved Government grants to ensure that local councils are able to have a say in where the grant will be best utilised within the communities. The Chief Officer informed that there are caveats on what the grant can be spent on.

Following late notice end January 2023 from central government Hednesford Town Council were awarded:

£3,750 capital spend and £6,250 revenue spend to be spent by the end of March 2023 (total £10,000)

£3,668.99 capital was spent                      £2,804 revenue was spent (total overall spend £6472.99)

The fund is held and procured by Cannock Chase District Council who are awaiting advice from central government as to whether underspend can be carried over into 23/24 funds

2023/2024 - £5,000 capital funds available

2023/2024 - £13,325 revenue funds available

2024/2025 - £13,750 capital funds available

2024/2025 - £14,375 revenue funds available

Chief Officer advised that all committees can raise suggestions for spend

Cllr Pearson advised Chief Officer Lindsey Smith to spend where needed.

#### **IV. Authorised Signatories**

Chief Officer read out the motion proposing that in the absence of sufficient bank signatories, due to a delay with the previous administration in signing a revised bank mandate, that no payments including salaries can be made. Upon advice from SPCA the motion proposes that the Chief Officer and Mayor authorise payments and instruct outgoing bank signatories Paul Woodhead and Garry Jones to make the transaction on behalf of the council.

Cllr Pearson enquired who the new bank signatories will be. Chief Officer informed Cllr Jagger, Cllr Harrison, Cllr Roden, and the Chief Officer, with Finance, Operations and Personnel Committee to agree/update at the first meeting.

Cllr Pearson proposed

Second by Cllr Jones

Agreed: 9

#### **8. Community Officer Update**

In the absence of the Community Officer, the Chief Officer provided the Community Officer Update

##### **Current projects**

- Community Consultation. Currently underway and breadth and depth will continue throughout 2023. The purposes of this are to gain a better understanding of the needs of the local community which can feed into a formal Community Forward Plan with measurable and achievable outcomes. This will also allow us to target external funding for specific projects which may be identified subsequently.
- Volunteers Programme. The HTC Volunteer Policy is now in place. Recruitment and Role Descriptions for individual projects are being formulated.
- Community Officer is establishing a Healthy Walking Group in partnership with CCDC and Cannock Can App. Inspiring Healthy Lifestyles are providing free Guide Leader training for Community Officer and Volunteers. This project will link into the Cannock Chase Can App and the forthcoming Wayfinding Project led by CCDC / Inspiring Healthy Lifestyles.

- Hednesford Festival (August 2023) Community Officer will have a voluntary presence at this event representing HTC.
- Community Officer will be present in a Volunteer capacity for Armed Forces Day in partnership with Royal British Legion at Hednesford Town Market.
- Community Officer organising Remembrance Event Sunday 12<sup>th</sup> November in partnership with Hednesford Lions, 1<sup>st</sup> Hednesford Scouts, St Peter's Church and Royal British Legion.
- Christmas Lights Switch On. This is a Hednesford in Partnership event but HTC is a partner and Community Officer assumes responsibility for Christmas Lights including testing, installation, permissions and road closures).
- Community Support Grants. Community Officer will be launching these in September 2023 as well as compiling Project Completion Reports from grants issued 2022 / 23.
- Community Officer will be making an application for Funding for Warm Spaces. Grants of up to £1000 available to provide a safe heated Warm Space with a warm drink and meal (Volunteer led project based at PGCC).
- Community Officer exploring the establishment of a Cosy Club. A fortnightly informal drop in where participants can socialise over a board game and enjoy a drink and a biscuit. (Volunteer led based at PGCC).
- Community Officer is currently expanding contacts with schools to explore partnership working with particular reference to projects which promote health, community, and intergenerational activity.
- Community Officer is exploring the possibility of delivering a series of simple craft activities during school summer holidays for children and families. This is dependent upon volunteer capacity and cost.

## **9. Chief Officer Update**

### **I. Neighbourhood Plan**

Chief Officer updated on the need for the neighbourhood plan to be reviewed as a matter of priority and for a local plan to be set out and agreed as a priority.

Cllr Pearson advised that a neighbourhood was already in place. The Chief Officer informed that there is a plan in place but that it has not been reviewed for a number of years.

A discussion followed around the role of the planning committee with the Chief Officer informing that the committee delegation outlines the remit of the planning committee and that this includes the neighbourhood plan and local plan.

### **II. Update on Market**

#### **a. Residents Access**

Chief Officer updated that she had received a petition of 55 signatures from residents that live in Casa Mia Court, Woodlands Court and Helens Court, Hednesford regarding access to properties on market days.

A discussion followed about steps taken to resolve the complaint to date.



Cllr Pearson advised to pass the petition to the Regeneration and Communities Committee to address.

**Action – Regeneration and Communities Committee to inform of next steps to reach resolution of petition**

**b. Market Partnership**

Chief Officer updated the meeting that following a passing of a motion from March council that from the 1<sup>st</sup> of May 2023 to 31<sup>st</sup> December 2023, that the monthly market will be run in partnership with HQ Events.

The partnership will be reviewed mid-autumn. If the decision is made to continue to outsource the market, then it will go to full tender.

**IV. Motion from Chief Officer**

Following some complaints from local high street traders who regularly attend the market about now being asked to pay for their pitch on market days – these were previously offered free of charge, - the Chief Officer proposed that the council cover these costs for the 5 traders until December 2023 when a decision will have been made about the future management of the market. The 5 High Street Traders will still be required to book their pitch with HQ Events and will be liable to pay Hednesford Town Council the £35.00 pitch fee if they fail to attend on the day. HQ Events will then invoice Hednesford Town Council for their pitch fees. If for any reason the Traders fails to recompense Hednesford Town Council for non-attendance, then they will automatically waiver their free pitch for all future markets

Should all 5 Traders should attend all remaining markets from May to December 2023, the total cost to cover the pitches will be £1400 to Hednesford Town Council.

HQ Events will inform the above Traders of this agreement and ensure all the appropriate paperwork from Hednesford Town Council is signed prior to them booking onto the Market each month.

Cllr Jagger would like to see the 5 Traders mentioned in the motion. Chief Officer updated the meeting to say she will send out an email to all Cllr's with the Traders names.

Cllr Pearson checked that HQ Events is temporary to December 2023, Lindsey Smith confirmed.

Cllr M Turville thought this was a great idea for the 5 Traders for their loyalty and thanks over the years.

Cllr R Turville proposed  
Second by Cllr M Turville  
Agreed; 9

**Action – Chief Officer to update Cllrs on names of 5 traders. Hednesford Town Council to cover cost of market pitch high for 5 traders.**

## **V. Update on Citizens Advice Partnership**

### **a. SLA**

### **b. Quarterly Report**

Chief Officer updated the meeting regarding Citizens Advice who receive a £5.000 grant each year from Hednesford Town Council , and a discussion followed regarding the contents of the quarterly report.

Cllr Jagger asked about staffing, Lindsey Smith reported that 1 member of staff comes in every Wednesday from Citizens Advice, and the session is 9.30 am – 12.30 pm each week and it is a free drop-in to the public.

Cllr Pearson is very happy with the service the Citizen Advice gives each week.

## **10. Pye Green Community Centre Update**

### **a. Room Hire**

Chief Officer informed that following the King's Coronation Tea Party event on Sunday 7<sup>th</sup> May, there have been more enquires and confirmed room bookings, positive feedback after hirers events. Following on from the last meeting there have been regular bookings of Meeting Room 1 especially over the weekend.

### **b. Hand Dryers**

Following on from the last meeting, there are now hand dryers in all the toilets, the funds for the hand dryers have come from the Prosperity Fund. Cllr Harrison thanked Chief Officer for ensuring the completion of the dryers.

### **c. Digital Display Screen**

In the Foyer at Hednesford Town Council there is now a digital display screen, this will show all events at the PGCC, an up-to-date calendar, all Councillor information/photos, long term hirers information and an opportunity will be available for local Hednesford business to advertise free of charge. Funding has come from the Prosperity Fund.

### **d. Lighting**

Chief Officer confirmed the lighting in the Ladies toilet is now fixed. Cllr Harrison explained the lighting in the function room keeps tripping out and the outside lighting not working on the timer. A discussion followed about the electrical report earlier in the year and the need to pick this back up in the PGCC Committee meeting.

### **e. Roof**

Cllr Harrison updated the meeting that the roof contractor is finally able to come out on 18<sup>th</sup> May 2023 to rectify the issues with the roof about meeting room 3 and the bar area.

## **11. Any other Business**

Cllr Pearson asked if anyone had any other business. There were no comments.

Election of deputy mayor was missing from the agenda. This is to be carried over to the next full council meeting.

## **12. Date and Time of Next Meeting**

**Tuesday 13<sup>th</sup> June 2023 – 7.00 pm**

The meeting closed at 8.10pm

Signed:

Date: