



20th July 2023

Dear Councillor,

A meeting of the Finance, Operation and Personnel Committee Meeting will be held **at 7:00pm on Tuesday 25th July 2023 in Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

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

Please can you inform the Chair or Proper Officer if you are unable to attend.

Yours sincerely,

Lindsey Smith

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Chief Officer
Hednesford Town Council

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Hednesford Town Council
Finance, Operations and Personnel Committee Meeting

Tuesday 25th July 2023 at 7:00pm at PGCC

To be held at Pye Green Community Centre, Bradbury Lane, Hednesford
The public are invited to attend the meeting in person.

1. Public Participation

2. Apologies

3. Declarations of Interest

4. Minutes

- a. To note to record the minutes from the Finance, Operations and Personnel Committee from 19th January 2023

Please note that due to only one Member of the previous Finance, Operations and Personnel Committee serving as a member of the current committee that no resolution to accept the minutes is able to take place

5. Chair Update

- a. Appoint Deputy Chair
- b. Agree schedule of meetings
- c. Remit and responsibilities of Committee
 - i. Communication/Emails
 - ii. Support to Chief Officer
- d. Debate not Hate

6. Finance

- a. Quarter 1 Report
- b. Internal Audit
 - i. Report 22/23
 - ii. Reserves
 - iii. Fixed Assets
- c. CIL
- d. Prosperity Fund
- e. Community Grants
- f. Risk Register

7. Operations

- i. Bank signatories
- ii. Council Brand
- iii. Local Plan
- iv. Annual Report 23/24
- v. Precept
- vi. Appraisal Chief Officer due September 2023
- vii. Officer Capacity

8. Personnel

Private and Confidential

Overpayments actions and recommendation from RFO/CO

9. AOB

10. Date of next meeting

Monday 23rd October at 7pm - PGCC