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29th June 2023

Dear Councillor,

You are hereby summoned to attend the Town Council meeting of Hednesford Town Council to be held **on Wednesday 5th July 2023 at 7pm** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

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

Any Councillor unable to attend should forward their apologies to the Chief Officer or the Mayor.

Yours sincerely,

Lindsey Smith

Lindsey Smith

Chief Officer

Hednesford Town Council





Hednesford Town Council
Council Meeting Agenda

Wednesday 5th July 2023 @ 7PM

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. Declaration of Interest

4. Previous Minutes

To review, approve and sign the minutes of the Council Meeting held on Tuesday
13th June 2023

5. Dawn Freeman – Hednesford Nursery School (15 minutes)

Presentation and request for Council support from Dawn Freeman – Nursery and
Inclusion Manager – SENCO from Hednesford Nursery School, Eskrett Street,
Hednesford

6. Motion from Cllr Jagger – Live Stream of Full Council Meetings

Motion from Cllr Jagger to propose that Full Council resolve to reinstate the live
streaming of Full Council Meetings. Committee meetings are to be live streamed at
the decision of each individual committee

7. Cllr Debbie Cartwright – Provision of HMO

Update and request for Council support regarding proposed HMO for homeless and
vulnerable adults in Cannock



8. Finance

- i. Internal Audit Report and actions
- ii. Action on Reserves

9. Community Officer

Update on current activities and projects

10. Verbal Update from Committee Chairs

Regeneration and Communities

Inaugural meeting took place 27th June 2023

Planning

Inaugural meeting took place 29th June 2023

A vacant seat remains on the Planning Committee. One note of interest has already been received. If any other Cllr is interested in the vacancy, please attend the next committee meeting for committee to take the allocation to the vote

Pye Green Community Centre

Inaugural meeting due 20th July 2023

A vacant seat remains on the PGCC Committee. One note of interest has already been received. If any other Cllr is interested in the vacancy, please attend the next committee meeting for committee to take the allocation to the vote

Finance, Operations and Personnel

Inaugural meeting due 25th July 2023

11. Motion from Chief Officer – Hednesford Town Council Webpage

Motion from Chief Officer to propose that Full Council approve spend for a new and updated Hednesford Town Council website to come from reserves at an agreed maximum spend, and to delegate the decision making to appoint a new supplier to the Chief Officer/RFO.

The current local provider has not provided any support, invoices etc since at least September 2022 and have recently sold to a London based company. The Chief Officer is keen to ensure that the Council utilises a local based company who will create a bespoke, inclusive, accessible, and fit for purpose website which is also in keeping with the refreshed branding of the Council and will enable all Officers to

be trained in its use and provide a robust and extensive information hub for the community of Hednesford.

Indicative pricing is in the region of £1500- £3000.

In the absence of the Chief Officer, the RFO will be able to answer questions.

12. Update from Chief Officer

In accordance with the Committee Delegations passed by Full Council the Chief Officer was required to incur emergency expenditure regarding the health and safety of both hirers and officers at PGCC.

Due to the lights in the function room continually tripping due to a power leakage hirers have not only the quality of their hire affected but also are put at a safety risk with having half of the function room in darkness and bulbs and switches continuously blowing. Officers are put at risk as they are required to access the electrical panel on a regular basis and to continually reset the panel, change bulbs in the high ceiling and/or be called out to PGCC out of hours to rectify the issue.

It was fully intended to gain additional and comparative quotes but owing to the need to mitigate and limit any further health and safety risk, together with the light fittings being obsolete with many suppliers and the next full council meeting not being until September (as would be the case for additional quotes to be acquired) the decision was made by the Chief Officer to instruct TNA to proceed with the works as soon as possible.

Please see attached quote for full breakdown and costs. Full council please need to clarify if these costs are to come from CIL spend or Reserves.

In the absence of the Chief Officer, the RFO will be able to answer questions.

13. Date of next meeting

Wednesday 13th September 2023 at 7pm

