



Finance, Operations and Personnel Committee Meeting

Tuesday 25th July 2023 at 7pm

Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP

Present:

Cllr Paul Jones (Chair)
Cllr Arthur Roden
Cllr Alan Pearson – left the meeting at 7:17pm
Cllr Sheila Cartwright
Cllr Sharon Jagger
Cllr Laura Harrison
Cllr Annette Walker – arrived at the meeting at 7:10pm

In attendance from Hednesford Town Council:

Lindsey Smith - Chief Officer
Matt Johnson – Community Engagement Officer
Cheryl Kinsella – Finance Officer

Members of the Public:

There were 0 members of the public present

1. Public Participation

No points were raised under public participation

2. Apologies:

Cllr D Cartwright
Cllr R Turville
Cllr A Turville
Cllr Walker advised prior the meeting commenced that she would be a little late
Cllr Pearson advised prior to the meeting that he would need to leave at 7:15pm

3. Declaration of Interest

No declaration of interests were raised

4. Previous Minutes

Previous minutes from the FOP Committee meeting held on 19th January 2023 were accepted and noted to record. No vote could be taken due to only Cllr Jagger having been in attendance at the last FOP Committee meeting

Cllr Pearson and Cllr S Cartwright stated that they had not received the previous minutes, or the agenda pack in advance of the meeting. Cllr Pearson further stated that he is entitled to have copies delivered to his home address

Chief Officer advised that the previous minutes and agenda pack had been sent out via email and well within the minimum requirements. The email stated that if paper copies were required to advise the Chief Officer so that these could be made available for collection. No such requests were received.

5. Chair Update

a. Appointment Deputy Chair

Proposed: Cllr Harrison

Seconded: Cllr Roden

Agreed: Cllr Jones, Cllr Harrison, Cllr Roden, Cllr Jagger, Cllr Pearson, Cllr S Cartwright

Action: Cllr Harrison appointed Deputy Chair of FPOPs Committee

b. Agree Schedule of Meetings

Confirmed that meetings will meet quarterly

- Tuesday 24th October 2023
- Tuesday 23rd January 2024

Action: Proper Officer to send out committee dates

c. Remit and Responsibilities of Committee

The Chair gave an overview on the remit of the committee and what activities fall under the committee in accordance with the Committee Delegations document

Cllr Jones reminded Cllrs that Officers support and advise Cllrs but that they do not work for the Cllrs. Of the need to regularly check HTC emails and of the Debate Not Hate Agenda

6. Finance

a. Finance Officer gave update on the financial situation of the Council

b. Finance Officer gave update on internal report

c. Chief Officer informed of CIL deadlines approaching and direction being needed from the Council on how they wish to proceed and allocate these funds. Chief Officer provided overview of items for consideration

Following a discussion it was felt that an Extraordinary full council meeting would need to be called

Action: Cllr Jones and Cllr Harrison to contact Mayor of Hednesford Town Council to request a meeting be called

d. It was further agreed that the Extraordinary full council meeting would also consider how the Council wish to proceed and allocate Prosperity Funding. Chief Officer provided an overview of items for consideration

820pm – Cllr Jones proposed that the Standing Orders were suspended in order to permit other items of business to be discussed and a short comfort break taken

Proposed: Cllr Jones

Seconded: Cllr Jagger

Agreed: Cllr Jones, Cllr Harrison, Cllr Roden, Cllr Jagger, Cllr S Cartwright, Cllr Walker

Action: Standing Orders suspended

825pm – Meeting re-convened

e. Chief Officer advised that the information regarding community grants was for noting. Community Officer advised that reports are due from those organisations who received grants in 22/23 and that funding for 23/24 will be launched in the autumn

f. Finance Officer advised that the Council do not appear to have a risk register. This is needed to ensure the Council is fully compliant and is a large piece of work

Action: Cllr Jones to work with Finance Officer to progress this as soon as possible

7. Operations

Finance Officer advised Committee that a further 2 signatories are required for the bank

Cllr Jones and Cllr Walker proposed themselves

Seconded: Cllr Harrison

Agreed: Cllr Jones, Cllr Walker, Cllr Harrison, Cllr Roden, Cllr Jagger, Cllr S Cartwright

Action: Finance Officer to add Cllr Jones and Cllr Walker as bank signatories and to support Cllr Jagger to re-instate online access

Chief Officer provided an overview of the new branding for the Council, of the need to develop a local plan, for committee to oversee the annual plan for 23/24 as well as for committee to be aware of when to instigate precept conversation with the other Council committees and the due date for the Chief Officer's appraisal

Chief Officer expressed concern that between them that the Officers have accumulated 100 plus hours of TOIL in order to meet the needs of the Council, that this is not acceptable or sustainable and that this does not include the work that Officers do in their own time at home, and which is not claimed

Action: Cllr Jones resolved to close the meeting to the public and move to private and confidential business

8. Personnel - Private and Confidential

A lengthy discussion took place to ascertain reasons for the excess TOIL and to address Officer wellbeing

Committee resolved to not pursue a small salary overpayment to a previous employee

Proposed: Cllr Jagger

Seonded: Cllr Jones

Agreed: Cllr Jones, Cllr Harrison, Cllr Jagger, Cllr Roden, Cllr Walker, Cllr S Cartwright

Action: FOP Committee to arrange review of Chief Officer role

15. Date of Next Meeting

Tuesday 23rd October 2023 at 7pm

Meeting Closed at 930pm

Signed (Chair of FPOPs Committee):

Date: