



Finance, Operations and Personnel Committee Meeting

Tuesday 23rd April 2024 at 7pm

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

Present:

Cllr Paul Jones (Chair)
Cllr Laura Harrison
Cllr Arthur Roden
Cllr Ronald Turville
Cllr Ann Turville
Cllr Shelia Cartwright
Cllr Alan Pearson
Cllr Garry Samuels

In attendance from Hednesford Town Council:

Lindsey Smith – Chief Officer
Cheryl Kinsella – Finance Officer

Members of the Public:

There were no members of the public present

1. Apologies:

Cllr D Cartwright

2. Declaration of Interest

No declarations of interests were raised

3. Previous Minutes

Previous minutes from the FOP Committee meeting held on 23rd January 2024 were agreed and approved

Proposed: Cllr P Jones

Second: Cllr S Cartwright

Agreed: Cllr P Jones, Cllr S Cartwright, Cllr A Turville, Cllr R Turville, Cllr A Roden, Cllr L Harrison

Abstain: Cllr A Pearson, Cllr G Samuels

4. Public Participation

There were no members of the public present

5. Finance

- a. RFO provide dates for the internal audit and advised that the interim audit had captured some procedural matters that have been rectified
- b. RFO advised that a further signatory who was able to access online banking was required. Cllr G Samuels was suggested

Proposed: Cllr A Pearson

Second: Cllr L Harrison

Agreed: Cllr P Jones, Cllr S Cartwright, Cllr A Turville, Cllr R Turville, Cllr A Roden, Cllr L Harrison, Cllr A Pearson, Cllr G Samuels

Action: Cllr G Samuels to be added as a bank signatory

- c. Chief Officer provided an update on the payment for the CCTV contract following a meeting on 12.04.24. CCTV are to provide a business case for the 3 options that were discussed

6. Operations

- a. Committee reminded that it does not hold the powers of a full council
- b. Deadline for review of committee delegations was 19.04.24. No comments had been received. A discussion took place about the role of the Finance, Operations and Personnel Committee. Chief Officer suggested bringing this back following Annual Town Meeting when committee meets in June

Proposed: Chief Officer

Second: Cllr R Turville

Agreed: Cllr P Jones, Cllr S Cartwright, Cllr A Turville, Cllr R Turville, Cllr A Roden, Cllr L Harrison, Cllr A Pearson, Cllr G Samuels

Action: Committee delegations for committee to be discussed and agreed at June 2024 meeting

- c. Chief Officer requested directive from committee for Annual Town Assembly

Proposed: Cllr R Turville

Second: Cllr P Jones

Agreed: Cllr P Jones, Cllr S Cartwright, Cllr A Turville, Cllr R Turville, Cllr A Roden, Cllr L Harrison, Cllr A Pearson, Cllr G Samuels

Action: Chief Officer and Community Officer to structure and action

- d. Following directive from Pye Green Community Centre Committee a quote was obtained for panic alarms for lone staff working at the community centre. A discussion followed about lone working and H&S regulations and about how the alarm would work

Quote for 4 wireless panic alarms supplied and fitted and with no oncosts
£941.00 + VAT

Committee requested a trial period and a demonstration about how they will work before committing to an order

Propose: Cllr A Pearson

Second: Cllr P Jones

Agreed: Cllr P Jones, Cllr S Cartwright, Cllr A Turville, Cllr R Turville, Cllr A Roden, Cllr L Harrison, Cllr A Pearson, Cllr G Samuels

Action: RFO to arrange demonstration for next Finance, Operations and Personnel Committee meeting

- e. Following directive from Pye Green Community Centre Committee regarding lack of hot water in small kitchen a discussion took place about the issue

Propose: Cllr A Pearson

Second: Cllr A Roden

Agreed: Cllr P Jones, Cllr S Cartwright, Cllr A Turville, Cllr R Turville, Cllr A Roden, Cllr L Harrison, Cllr A Pearson, Cllr G Samuels

Action: Officers to action rectification for lack of hot water

- f. Following a directive from Pye Green Community Centre Committee a discussion took place regarding the ongoing issues with roof at the community centre. The original company will only patch the issues. A quote from a separate company has come in at £21,000 with a quote for the 3rd company pending

Propose: Cllr L Harrison

Second: Cllr A Pearson

Agreed: Cllr P Jones, Cllr S Cartwright, Cllr A Turville, Cllr R Turville, Cllr A Roden, Cllr L Harrison, Cllr A Pearson, Cllr G Samuels

Abstain: Cllr P Jones

Action: Outstanding quote to be chased and options taken to full council in June 2024

7. Personnel

- a. Chief Officer updated that a By-Election has been called for the vacant Councillor position for Pye Green Ward. Awaiting confirmation from Returning Officer as to date
- b. Chief Officer Updated that new Project Support Officer is now in post

Private and Confidential Business

Committee reviewed draft end of year position

Proposed: Cllr A Pearson

Second: Cllr P Jones

Agreed: Cllr P Jones, Cllr S Cartwright, Cllr A Turville, Cllr R Turville, Cllr A Roden, Cllr L Harrison, Cllr A Pearson, Cllr G Samuels

A discussion took place about the Public Works Loan and also about the insurance cover for the bank balance and possible actions

Proposed: Cllr R Turville

Second: Cllr L Harrison

Agreed: Cllr P Jones, Cllr S Cartwright, Cllr A Turville, Cllr R Turville, Cllr A Roden, Cllr L Harrison, Cllr A Pearson, Cllr G Samuels

Action: RFO to calculate figure for cash needs for the year together with any potential penalty charges and bring back to Committee in June

15. Date of Next Meeting

To be confirmed following Annual Town Meeting '

Meeting Closed at 8:26pm

Signed (Chair of FPOPs Committee):

Date: