



11th June 2024

Dear Councillor,

A meeting of the Finance, Operation and Personnel Committee Meeting will be held **at 7:00pm on Monday 17th June 2024 in Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

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

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

Yours sincerely,

Lindsey Smith

Lindsey Smith
Chief Officer
Hednesford Town Council



Hednesford Town Council
Finance, Operations and Personnel Committee Meeting

Monday 17th June 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. Apologies

2. Declarations of Interest

Reminder – Hednesford Town Council have been contacted by the Monitoring Officer to remind Cllrs that it is a criminal offence not to disclose any relevant disclosable pecuniary interest, and that it would be a breach of the code of conduct not to declare any other registerable interests (as mentioned in the Hednesford Town Council code of conduct)

Cllrs also reminded to update any changes to interests

3. Minutes

To resolve to agree the minutes from the Finance, Operations and Personnel Committee from 23rd April 2024

4. Public Participation

Public are able to raise any questions, queries, or comments to Committee

If a member of the public requires a written response, they are requested to leave their appropriate contact details with The Chief Officer

5. Constitution of Committee

- a. Election of Deputy Chair of Committee
- b. Confirmation of meeting dates
- c. Confirmation of Committee Delegations

6. By-Election Update

7. Finance

- a. Access to view bank account – agreement sought from Committee to permit Admin Officer view only access to the bank account for the purpose of processing invoices
- b. Finance Regulations Update Review – to approve updated financial regulations
- c. Energy Contract – committee to confirm if Hednesford Town Council are to sign up to Crown Commercial Government Scheme or go with a 'switch' account - update from Finance Officer

8. Operations

- a. Annual Town Assembly - directive required from committee for format for 2025

9. Personnel

- a. Pension – consent from Committee for William John Manning to join Hednesford Town Council Pension Scheme

10. Date of next meeting

Monday 16th September 2024 at 630pm

Private and Confidential Businesses

Finance – Loan – interest v monies held Update