



1 July 2020

Dear Councillor

A meeting of the Town Council will be held at **7:00 pm** on Tuesday 7 July 2020 via Zoom following the weblink:

<https://us02web.zoom.us/j/88342164316?pwd=Q2hEMjZ5WENIOG9EVTdMdCs1cXVHZz09>

Meeting Password 454698.

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

Members of the public can join the Zoom link to observe the meeting and ask any questions in the public participation section of the meeting.

Yours sincerely

Cllr Kathryn Downs
Chairman

PUBLIC PARTICIPATION

Members of the public are invited to address the Council and ask questions before the meeting begins.

Additionally, County and District Councillors and local PCSO (if present)

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes - to approve the minutes of the Annual Council Meeting held on 2nd June 2020 (*enclosed **agenda page 3 to 7***)
4. Chairman's Announcements
5. Items from the Clerk

- a. Recruitment Update
 - b. Clerk Recruitment Options Report (*enclosed agenda page 8 to 10*)
 - c. Photocopier Contract Renewal (*enclosed agenda page 11 to 13*)
 - d. Bleed Kit Update
 - e. CCTV Monitoring
6. Pye Green Community Centre Update
 7. Reports from Principal Speakers
To consider reports from Principal Speakers

Planning

to confirm the action of the Principal Speaker for Planning in submitting observations on planning applications (enclosed agenda page 14 to 15)

Regeneration, Communications and Engagement

Finance and Council Procedures

Highways

Wellbeing, Isolation and Loneliness

Environment

Youth and Community Cohesion

Community Projects and Events

Homelessness and Vulnerable Adults

Priorities Update (enclosed agenda page 16)

Community Fridge Update

Community Garden Update

New Estates

8. Items for Information and next agenda
9. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted (if necessary)



**MINUTES OF THE MEETING OF
HEDNESFORD TOWN COUNCIL**

**(remotely on-line via zoom)
Tuesday 2nd June 2020 at 19:00**

NALC had given advice concerning the legality of on-line meetings; it was resolved that the notes of this meeting should be ratified by the usual procedures at a time in the future once government restrictions (Covid-19) are lifted

Present: Cllr Kathryn Downs (chair elect), Cllr Debbie Cartwright, Cllr Mandy Dunnett, Cllr Andy Fittes, Cllr Emma Hunneyball, Cllr Sharon Jagger, Cllr Garry Jones, Cllr Robin Kingston, Cllr Arthur Roden

Apologies: Cllr Paul Woodhead

In Attendance: 2 members of the public & Ginetta Adams

Public Participation

The Chairman read an update from Staffordshire Police regarding repeated breaches of Covid 19 restrictions along with anti-social behaviour at Marquis Drive, noting police are increasing patrols in this area, they are also responding to reports of off road biking and bringing the Camera van into the area more often to try and combat speeding.

1. Apologies for absence

Received from Cllr Paul Woodhead

Despite absences, the Council was quorate for voting.

2. Declarations of Interest

None declared at the outset.

3. Minutes

Minutes of the meetings 12th May were approved as a correct record.

4. Chairman's Announcements

Cllr Downs advised it had been a quiet month with no events due to lock down but reflected on volunteer week and the amount of good will and volunteering that we continue to see as an area is fantastic and extended a big thank you to all the residents in the area giving up their time to help those in need. Cllr Jagger expressed the thanks of the Council to all those working to support the community in response to Volunteer week, with special thanks to all that

helped with the donation table which has been very successful.

5. Items from the Clerk

a. Recruitment update

- Business and Operations Manager - Cllr Downs advised that no suitable candidate had been found and suggested that the job title be updated to Clerk to ensure clarity.

Agreed that this shall be amended.

- Community officer - Cllr Downs advised that no suitable applicant had been found and that the best course of action would be to outsource this vacancy.

Agreed that the Personnel Committee should be convened and a discussion paper brought for consideration.

b. Schedule of Community and Council meeting dates

A draft forward schedule of Council and Committee meetings was presented for consideration.

Agreed to adopt the forward schedule of meetings.

c. Report template to be used for future meeting

A new report template was presented to bring structure and clarity to issues raised in future meetings and aid decision making.

Agreed it was noted by Cllr Hunneyball that this was a clear and useful document, and was subsequently approved.

d. IT system review

Cllr Downs advised of the need to bring updated IT systems into use for Officers and Councillors, including the need for secure central document storage. Three options were presented:

- **Option 1:** That current IT systems and services remain in place, and the Council purchase additional licenses and devices for two additional members of staff through the existing supplier – Centro Systems. Current Operating Costs: £1,689.63
Additional Annual Costs: £976.32
One Off Additional Costs: £1,395
- **Option 2:** That IT systems and services are updated for all colleagues and Councillors with the existing provider – Centro Systems. This option would see Centro working with the Chairman and Business & Operations Manager to fully adopt Microsoft 365 including Microsoft Office, Microsoft SharePoint for shared document management, Microsoft OneDrive for personal Document Storage, Microsoft Teams for video conferencing and instant messaging, Microsoft Planner for organising workload. Two additional laptops be purchased for two new colleagues. This option also includes the adoption of new backup software to keep data safe for all colleagues and Councillors.
Current Operating Costs: £1,689.63
Additional Annual Costs: £948.82
One Off Additional Costs: £2,195.10

- **Option 3:** That Microsoft 365 be implemented in full of a robust migration and testing plan by a new provider – TechCare, and all other services remain with Centro Systems. This option would see the full adoption of Microsoft 365 including Microsoft Office, Microsoft SharePoint for shared document management, Microsoft OneDrive for personal Document Storage, Microsoft Teams for video conferencing and instant messaging, Microsoft Planner for organising workload. Two additional laptops would be purchased for two new colleagues. This option also includes the adoption of new backup software to keep data safe for all colleagues and Councillors.

Current Operating Costs: £1,689.63

Additional Annual Costs: £948.82

One Off Additional Costs: £4,805.96

Agreed that this was much overdue and to pursue the recommended option 2, with all training to be given where necessary.

e. CCTV Monitoring

It was noted that the Council had not received an updated CCTV report for the period.

f. Pye Green Community centre update

Cllr Kingston has spoken to all the users with regards to re-opening, and has recommendations for the following:

- The centre is due to open for staff on the 6th July followed by the general public on the 13th July, subject to further Government advice.
- We are installing 3 wall fixed hand sanitizers and a screen in reception, along with air sanitizer spray.
- Once open, function rooms 1 and 2 will be accessed via the front door while function room 3 will be accessed via the rear entrance.

Agreed that the changes be implemented and centre re-open subject to Government advice.

6. Report from the principle speaker

- Cllr Fittes confirmed that the planning portal was now in place and up and running giving special thanks to Cllr Jagger for her assistance with this. No further planning to discuss currently.
- It is felt time to push on with the Hednesford life magazine first edition, the to start looking at contributions for the 2nd edition, Cllr Hunneyball suggested that a welcome to newcomers to the area be added.

7. Finance and council procedures

- a. Cllr Jones discussed the full accounts for the current financial year. Generally financial performance and procedures are ticking along but the council is way off budget due to the impact of Covid-19.
- b. At year end we currently expect to be in a net gain scenario due to underspends outweighing overspends.

Noted the content of the financial report and the hard work and effort put in by Cllr Jones investigating the finances of the Council.

c. Internal Audit

i) Cllr Jones shared the output from the Internal Audit including recommendations, Full Accounts and AGAR and noted thanks on behalf of the Council to Sandy Morris for conducting the internal audit and for the help and advice received through the process.

ii)

Approved – Full Accounts for 2019-2020

Approved – Bank Reconciliation for 2019-2020 and noted that this will be reviewed quarterly moving forwards

Approved – Internal Audit report and recommendations

Approved – AGAR forms

Approved – the internal audit is complete and will now go to external auditors.

d. Budget update for the year

The budget will show the pre-set amounts as 37% Town generation, 26% Community, 23% Pye Green Community Centre and 14% General running of the council.

Approved – updated Council budget

8. Highways

Speed indicators are now installed, however 1 is not working correctly, Cllr Jones confirmed that final payment will be held back until it is working. It was also noted that the Zebra Crossings had been repainted. Thornhill Road and Chalcot Drive to have payments resurfaced. Wilcox Avenue and Lomax Road to be re-dressed. Pavers outside the library to be redone soon, and work to commence on Beehive island shortly.

9. Wellbeing and Isolation

Cllr Jagger introduced the annual report from Citizens Advice, confirming how vital the services are in the current climate.

10. Environment

Cllr Dunnnett advised that due to lock down some of the planting had not been able to go ahead, however some of the wild flower planting can be done in the Autumn ready for the next year, so hopefully this will go ahead.

11. Youth and Community Cohesion

No further updates currently.

12. Community Projects and Events

The summer Festival has been cancelled this year due to Covid-19, however Cllr Kingston asked for the possibility of the budget being carried over to 2021 to make this a bigger event. however, it was felt that it was too early to

commit to this now, but it will be looked at again towards the end of the Budget settling process.

Cllr Kingston hopefully look at putting the Silver Sunday event in October and the Christmas lights, depending on Covid-19 situation.

13. Homeless

Cllr Cartwright thanked all the volunteers at Chase Lighthouse for all their hard work with the community table and the dedication of the volunteers.

14. New Estates

Cllr Hunneyball she had spoken to the builders of the Lyme's estate with regards to the landscaping, which was now going to be looked at, and also that the Hedging along Pye Green Road and Lime Pitt Lane to be rectified.

Cllr Fittes Brought to attention that West Hill Primary School had a Baby Division and that this was giving discounted rates to key workers.

15. VAT Report

The Council **NOTED** the contents of an external report received in relation a historic VAT accounting issue.

The meeting closed at 21:10

Signed:

Dated:

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| Report To: | Full Council | Date: | 07/07/20 |
| Title: | Clerk Vacancy Options | | |
| Anticipated Time: | 15 Minutes | Action: | For Decision |
| Confidentiality: | Public | Priority: | High Priority |

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| Summary | |
| <p>A recent exercise to recruit a Business and Operations Manager was unsuccessful. While the advert attracted several applicants the recruitment team concluded the role title caused confusion about the purpose and key responsibilities of the role.</p> <p>A resolution at Full Council on 02/06 changed the role title to Clerk and approved an updated role profile placing greater emphasis on the key skills of financial management and leadership.</p> <p>Feedback from SPCA suggests the part-time nature (17-18 hours per week) of the role is likely to put off Clerks who might consider relocating to take up the post with Hednesford Town Council. A decision is required on the options to adjust hours and/or responsibilities of the Clerk role to attract the best candidates.</p> <p>During a meeting of the Personnel Committee on 10/06/20 the Committee proposed to adjust the hours of the Clerk to 28+ and keep the role part time. This proposal requires ratification by Full Council to be formally adopted.</p> | |

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| Recommendation(s) | |
| <ul style="list-style-type: none"> • That Full Council approve amending the hours of the Clerk role to 28+ per week • That Full Council do not seek to incorporate elements of either the Town Regeneration Manager or Community Officer roles into the Clerk position | |

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| Relevant Issues and Implications | |
| Financial | The Clerk position has been vacant since April, during which time a salary has not been paid. This report assumes that a new Clerk will start in August. There will be an increase to the Council's salary, pension |

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| | and NI costs of £7000 for this financial year, and £22,000 annually. There is no appetite to fund the increased costs through an increase of the Precept in 2021, however in the short to medium term the increase could be funded by savings elsewhere, or from the Council's reserves. |
| Value For Money | The Council has ambitious plans which will require the support of a strong Clerk. It is likely that the demand on a Clerk's time will exceed the hours currently advertised. |
| Risk & Control | <i>No relevant issues or implications identified</i> |
| Health & Safety | <i>No relevant issues or implications identified</i> |
| Legal | <i>No relevant issues or implications identified</i> |
| Human Resources | <i>No relevant issues or implications identified</i> |
| Equal Opportunities | In advertising a scale of hours the role does not exclude those who would like to work flexibly or on a part time basis. |
| People (Public, Centre Users and Councillors) | <i>No relevant issues or implications identified</i> |

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| 1. | Introduction |
| 1.1 | Feedback from the SPCA indicates the hours of the role as previously advertised would not be attractive to candidates. |
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| 2. | Proposal |
| 2.1 | Amend the hours of the Clerk role to a flexible scale of 28-37 in order to attract candidates. |
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| 3. | Options |
| 3.1 | Do nothing- advertise the Clerk role with the previously agreed hours and responsibilities |
| 3.2 | Amend the hours of the Clerk role to a flexible scale of 28-37 |

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| 3.3 | Amalgamate the responsibilities of the role with those of the Community Support Officer to create one full time role, with an annual salary, pension and NI increase of £6,500 per annum but with little to no impact for the current financial year, assuming the role is filled from 1 st August. |
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| 4. | Conclusion |
| 4.1 | Option 3.1 is not recommended given the feedback from SPCA. Whilst the role title, profile and job advert have been revised following the previous recruitment exercise, it is recommended that the hours offered are reviewed. |
| 4.2 | Option 3.3 is not recommended. While the solution would provide increased hours, the skill sets required are very different. |
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| 5. | Recommendation(s) |
| 5.1 | Adopt recommendation in field 3.2 and amend the hours to a flexible scale between 28 and 37, to be negotiated with the successful candidate |

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| Appendices |
| <i>List any appendices that accompany this report here.</i> |

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| For more information on this proposal please contact: |
| Cllr Emma Hunneyball emma.hunneyball@hednesford-tc.org.uk |

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|--------------------------|----------------------|------------------|---------------------------|
| Report To: | Full Council | Date: | 1 st July 2020 |
| Title: | Photocopier Services | | |
| Anticipated Time: | 5 Minutes | Action: | For Recommendation |
| Confidentiality: | Public | Priority: | High Priority |

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| Summary |
| The Council's current contract for provision of photocopiers is due renewal at the end of July and formal approval is sought from the council to procure new services. |

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| Recommendation(s) |
| That the Council APPROVE option 2 – procurement of a new device from a new supplier with unlimited prints. This option represents best value for money for the Council. |

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| Relevant Issues and Implications | |
| Financial | The new contract will save the council approximately £100 per year exc VAT. |
| Value For Money | The current device is 5 years old and therefore subject to increased risk of breakdown. A new device will ensure continued operation with reduced risk of failure. An unlimited print contract will also meet the Councils growing needs for printing from a bigger team and increasing workload. |
| Risk & Control | <i>No relevant issues or implications identified</i> |
| Health & Safety | <i>No relevant issues or implications identified</i> |
| Legal | <i>No relevant issues or implications identified</i> |
| Human Resources | <i>No relevant issues or implications identified</i> |
| Equal Opportunities | <i>No relevant issues or implications identified</i> |

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| People (Public, Centre Users and Councillors) | <i>No relevant issues or implications identified</i> |
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| 1. | Introduction |
| 1.1 | The current photocopier and associated contract have been in place for 5 years and are now due for renewal. The Council has historically exceeded the contracted allocation of prints, incurring extra costs, the last invoice for which was £16.62 exc VAT for the quarter Feb 2020 – April 2020 |
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| 2. | Proposal |
| 2.1 | That a new photocopier and contract be sourced either with the existing supplier or a new supplier. Two quotes have been obtained to this end. |
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| 3. | Options |
| 3.1 | Option 1 – procure a new photocopier on a 5 year contract from the current supplier at a cost of £49.94 per month exc VAT, including: <ul style="list-style-type: none"> • Full Ricoh UK service (toners/parts/engineers/callouts) • Automatic toner replenishment & meter readings • Automatic toner replenishment & meter readings • 730 B&W prints per month inc • 183 Colour prints per month inc • Delivery & Installation |
| 3.2 | Option 2 – procure a new photocopier on a 5 year contract from a new supplier at a cost of £55.66 per month exc VAT, including: <ul style="list-style-type: none"> • Full Xerox UK service (toners/parts/engineers/callouts) • Automatic toner replenishment & meter readings • Automatic toner replenishment & meter readings • One fixed cost for all prints & device • Delivery & Installation |
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| 5. | Recommendation(s) |
| 5.1 | That Option 2 be APPROVED and services implemented before the current contract expires at the end of July. |

Appendices

List any appendices that accompany this report here.

For more information on this proposal please contact:

Cllr Kathryn Downs – 07516 401223

Annex 1 - List of Planning Applications

| Application | Application Location and Description | Response |
|-------------|--|---|
| CH/171 | Proposed Development: Construction of a first floor bridge to connect unit 4 & 5; elevation changes to both units and erect advertisement in order to support the current self-storage business. Location: Unit 4 & 5, Ash Park, Hyssop Close, Cannock, WS11 7XA | No objection raised to this application, as long as any negative impact on neighbouring businesses is mitigated |
| CH/175 | Proposed Development: Conversion from 1 to 3 bedsits. New window to rear, new window to side. Location: 45-47, Market Street, Hednesford, Cannock, WS12 1AY | No objection raised to this application |
| CH/173 | Proposed Development: Demolition of an existing dwelling and outbuildings, and the erection of 10 dwellings and associated development including access, parking and landscaping Location: 268, Bradbury Lane, Hednesford, Cannock, WS12 4EP | Concerns raised regards parking availability and impact on access to Bradbury Lane. No objections to site development |
| CH/176 | Proposed Development: Two storey side extension and single storey rear extension Location: 212 Bond Way, Cannock, WS12 4SL | No objections to this application |
| CH/184 | Proposed Development: Demolition of existing garage, replace with two storey side extension. Demolish existing rear conservatory, Location: 22 Broadhurst Green, Pye Green, Cannock, WS12 4LA | No objections to this application |
| CH/180 | Proposed Development: Single storey extension to rear. Pitched tiled roof over garage. Location: 67 Swallowfields Drive, Hednesford, Cannock, WS12 1UG | No objections to this application |

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| CH/181 | <p>Proposed Development: Conversion of integral garage to living accommodation. Resubmission of CH/20/099. Location: 53 Winding House Drive, Hednesford, Cannock, WS12 4FP</p> | Some concerns regards space available for conversion |
| CH/189 | <p>Proposed Development: Ground floor and first floor extensions Location: 14 Levetts Hollow, Heath Hayes, Cannock, WS12 2AW</p> | No objections to this application |
| CH/190 | <p>Proposed Development: Proposed part 2 storey and part single storey rear extension and garage conversion Location: 9 Sishton Close, Hednesford, Cannock, WS12 4WD</p> | No objections to this application |
| CH/139 | <p>Proposed Development: Single storey rear extension, side access ramp and rear steps - AMENDED PLANS Location: 35 Heath Street, Green Heath, Cannock, WS12 4BW</p> | Concerns raised regards privacy of neighbours |
| CH/193 | <p>Proposed Development: Single dwelling log cabin Location: 19 Glendene Road, Hednesford, Cannock, WS12 1QJ</p> | Objections raised regards the suitability and location of this application |

Annex 2 – Homelessness and Vulnerable Adults Priorities Update

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| Homelessness and Vulnerable Adults | To be of support in the local community regarding homelessness and vulnerable adults/low income families | Maintain good relationships with CCDC Homelessness and Housing Team | |
| | | Build a network of voluntary sector organisations to support those in need | |
| | | Consider the establishment of a "Community Fridge" | Produce paper to explain what it is and what is involved for discussion |
| | | Direct the opportunity of support the Council's relationship with Citizens Advice Bureau | Arrange second meeting |