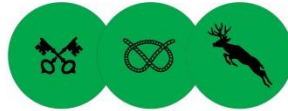


Hednesford Town Council



Gateway to the Chase

27 October 2020

Dear Councillor

A meeting of the Town Council will be held at **7:00 pm** on Tuesday 3 November 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.

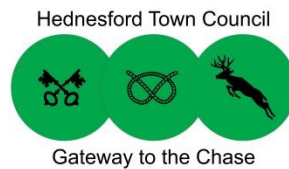
Yours sincerely

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 review and approve the minutes of the Council Meeting held on 6 October 2020
(enclosed agenda pages 4 to 6)
4. Chairman's Announcements
 - a. Farmers & Craft Market
 - b. Community Group Activities
5. Items from the Clerk
 - a. Recruitment Update
To receive an update on recruitment
 - b. Support Staffordshire Community Officer
To receive an update on aims and arrangements for quarterly reporting
 - c. Community Centre Update
To receive an update on discussions surrounding Pye Green Community Centre's financial performance
 - d. Policy Review
*To review and approve the Equality, Diversity & Inclusion Policy
(enclosed agenda pages 7 to 11)*
 - e. SID Ongoing Operation
To consider a report from Councillor Hunneyball regarding ongoing management of the SID's (enclosed agenda pages 12 to 14)
 - f. Office Furniture
To consider the purchase of new office chairs and an additional desk for PGCC.
6. Items from the Town Regeneration Manager
 - a. Town Regeneration Manager Monthly Update – October 2020
To receive an update from the Town Regeneration Manager

7. Items from Support Staffordshire Community Officer
 - a. *Grant Fund*
To receive an update on the community fund

 - b. *Remembrance Sunday*
To receive an update on plans for Remembrance Sunday

8. Reports from Principal Speakers
 - a. Regeneration, Communications and Engagement
 - i. Hednesford Life Magazine – *to receive an update on preparation and distribution planning*
 - ii. District Corporate Plan - *To consider submitting a response*
 - iii. NALC's Climate Change Survey - *To consider completing the survey and the use of the Giki Zero Carbon Audit tool.*

 - b. Community Projects and Events
 - i. Christmas Lights - *to receive an update on preparations*

 - c. Planning
 - i. Update - *to consider the attached report (enclosed agenda page 15)*

 - d. Finance and Council Procedures
 - i. Bank reconciliation
To receive a bank reconciliation report (enclosed agenda page 16)

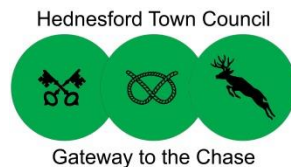
 - ii. Budgeting Process & Considerations
To discuss budgeting processes and considerations

 - iii. Staff Covid-19 Related Self Isolation
To consider treating self-isolation as sickness absence

 - e. Homelessness & Vulnerable Adults
 - i. Christmas Food Table - *To consider the attached request received from Chase Lighthouse (enclosed agenda pages 17 to 19)*

9. Items for Information and next agenda
 - a. Community Fridge Update
 - b. PR Services Review
 - c. PGCC Discussion
 - d. Draft Budget

10. 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 Face Book)
Tuesday 6th October 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 (Chairman), Cllr Emma Hunneyball, Cllr Mandy Dunnett, Cllr Sharon Jagger, Cllr Robin Kingston, Cllr Arthur Roden, Cllr Paul Woodhead

In Attendance: Officers: Michelle Baker (Town Regeneration Manager), Ginetta Adams (Administration), Laura Dunning (Community Officer)

Members of the public: 2

1. Apologies

Cllr Andy Fittes, Cllr Garry Jones and Cllr Debbie Cartwright

2. Declarations of Interest

Cllr Paul Woodhead advised that he is a town retailer at Bella's

3. Minutes

Resolved – the Minutes from September 2020 Meeting to be a full and accurate record.

4. Chairman's Announcements

Cllr Downs confirmed that it had been a quiet month overall, but we are now looking forward to our new Farmers and Craft Market at the end of the month.

5. Items from the Clerk

a. Recruitment Update – We have now formally offered the role of Clerk which has been accepted and they are due to start the second week in November. We have only received 1 application for the Caretaker role so this is going to be re-advertised.

6. Items from the Town Regeneration Manager

Town Regeneration Manager Monthly Update – September 2020

Preparations for the new Farmers and Craft Market are well underway with a good number and variety of stalls already signed up. Funding secured from CCDC for banners and bollard covers and investigating funding for sanitizer stations in town. CCDC will also be funding the Cycle Racks and the sign for free parking on Anglesey Street and have agreed HTC are able to hold outdoor exercise classes which Pure Gym are happy to hold free of charge. The Visit Hednesford brand is doing well with a new Facebook page with 1200 followers already, this will be a great way for promoting local events and businesses in town. Barret's are due to come back with a date for repairing the brickwork in town, and we are also awaiting a date for the removal of the Graffiti.

7. Items from Support Staffordshire – Community Officer

a. Grant Fund Overview – A list of suggested projects was received and discussed by Council

Resolved - that this was a good suggestion and that energy efficiency be added to the list.

b. Draft Grant Guidance/Terms & Conditions -The wording has been changed to make it more user friendly by consolidating and bullet pointing items. It was asked if the wording around £500 grant cap remained suitable. Also, that applicants should be able to apply subject to a constitution being in place.

Resolved – that £500 was a good maximum figure to help more causes, however if a request for more was received it would be considered on its merit. That applicants should have a bank account in the organisations name.

c. Draft Grant Application Form – To be Branded

Resolved – Draft Application Form approved with addition of question regarding previous applications for grant. That applications for Covid-19 related grants be reviewed on an ongoing basis by Council.

8. Reports from Principal Speakers a. Planning

Apologies from Cllr Fittes for none attendance – Council received a report on planning applications for the month, nothing of note to discuss.

9. Finance and Council Procedures - Bank reconciliation

Apologies from Cllr Jones for none attendance - Council received a bank reconciliation report, nothing of note to discuss.

10. Items for Information and next agenda

- Hednesford Life Magazine – to discuss distribution options.

11. To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted

12. PR Services

RESOLVED – That PR Services continue to be outsourced for the next 12 months, but that a review of requirements take place and that a working group be created comprising Cllrs Paul Woodhead, Emma Hunneyball and Arthur Roden.

Signed:

Dated:

HEDNESFORD TOWN COUNCIL EQUALITY, DIVERSITY AND INCLUSION POLICY

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Our commitment

The Council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

The Council is committed to understanding the profile of its staff, customers and community and to providing services which are fair and accessible. The Council is committed to delivering services which meet the needs of the community by engaging and consulting with residents.

The Council is committed to being an inclusive employer. Many of our roles are suitable for part-time working and we are equally committed to the career development of our part-time and full-time staff.

This policy is intended to assist the Council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

The Council acknowledges that discrimination can occur at both an institutional level, (where prejudices can become rooted within organisations through policies, practices, procedures and criteria for decision making) and at an individual level, (where a person may hold negative attitudes about other people or groups). Either of these could result in inappropriate discriminatory behaviour to which Hednesford Town Council has a zero tolerance approach.

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The Council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The Council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The Council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the Council considers it has good reasons, unrelated to any protected characteristic, for doing so. The Council will comply with its obligations in relation to statutory requests for contract variations.

The Council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The Council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The Council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the Council's privacy notices.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the Council's grievance procedure to make a complaint.

The Council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

People not employed by the Council

The Council will not discriminate unlawfully against those using or seeking to use the services provided by the Council.

You should report any bullying or harassment by suppliers, visitors or others to the Council who will take appropriate action.

Training

The Council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The Council will raise awareness of all staff engaged to work at the Council to help them understand their rights and responsibilities and what they can do to help create a working environment free of bullying and harassment. The Council will provide additional training to managers to enable them to deal effectively with complaints of bullying and harassment.

Your responsibilities

Every employee is required to assist the Council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the Council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Monitoring and review

This policy will be monitored periodically by the Council to judge its effectiveness and will be updated in accordance with changes in the law. If changes are required, the Council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:

Approved By: Full Council

Date of meeting:

Policy version reference: v1.0

Supersedes: Equality And Diversity Policy June 2018

Policy effective from:

Date for next review:

— policy ends here —

Report To:	Full Council	Date:	03/11/2020
Title:	Speed Indicator Devices: Operating Process		
Anticipated Time:	10 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	Low Priority

Summary
<p>In May 2020 two Speed Indicator Devices (SIDs) were installed in Hednesford.</p> <p>These devices aim to alert drivers to their speed as they come into Hednesford from high speed roads and encourage them to adhere to the 30mph speed limit.</p> <p>The devices also store data and this is a useful source of information when considering the efficacy of the SIDs and evaluating whether further action is required.</p> <p>There is currently no established process to retrieve the data and submit to Council. Data retrieved so far has been on an ad-hoc basis by Councillors who own a compatible (Android) device.</p>

Recommendation(s)
<p>The Council to adopt a process which enables data to be regularly retrieved, analysed and submitted to Council for review. The process to include the purchase of a suitable Android device to manage the SIDs and data.</p>

Relevant Issues and Implications	
Financial	<p>Approx £110 for Huawei MediaPad, or other suitable device</p> <p>Without an appropriate device the data cannot be retrieved, and the SIDs cannot be actively managed</p> <p>Once purchased the tablet would be available to Council officers for other community-based work</p>
Value For Money	<p>Without an appropriate process the Council is unlikely to realise the full value of the SIDs</p>

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	The process will require time from one of the Council Officers (approx. 5 mins per device plus travelling time) to physically retrieve the data from each location, and forward the data for inclusion in the agenda pack each month
Equal Opportunities	<i>No relevant issues or implications identified</i>
People (Public, Centre Users and Councillors)	The current reliance on ad-hoc work by Councillors means data retrieval is sporadic and reliant on those Councillors who have Android devices. The new process will ensure the data is managed on a regular basis and the process will have a lifespan beyond the term of the current Council.

1.	Introduction
1.1	Hednesford Town Council has two Speed Indicator Devices but is not currently realising their full potential
1.2	Reliance on Councillors with compatible devices to retrieve the data means retrieval is sporadic and creates a risk that the process may not last beyond the term of the current Council
2.	Proposal
2.1	The Council to purchase a suitable device with which to manage the SIDs and retrieve data. This report suggests a device in order to illustrate a ball park cost. If the proposal is adopted it is recommended further research be undertaken to determine the most appropriate device. Once purchased, the device could be used for other purposes by Council Officers in the community, and this could be taken into consideration when selecting a device
2.2	The Council to agree a process whereby officers visit each SID once per month to retrieve the data, and to incorporate the data into the agenda pack for Full Council to review

3.	Options
3.1	Do nothing. While this option has no cost and does not consume officer time, it is not recommended as it does not allow the Council to fully realise the opportunities presented by having the SIDs, and impacts the value for money of the devices themselves
3.2	Adopt the proposal as outlined to maximise the impact of the SIDs
3.2	Adopt the proposal but seek to minimise the impact on officers by making the process of data retrieval quarterly rather than monthly
4.	Conclusion
4.1	In order to realise the full benefit of having the SIDs, action must be taken to agree a process for their management and the retrieval of the data
5.	Recommendation(s)
5.1	Adopt the proposal as outlined to maximise the impact, with data pulled monthly to allow Council to establish trends and identify any issues
5.2	Review point in February 2021 to determine whether data should continue to be pulled monthly or should move to quarterly.

Appendices
None

For more information on this proposal please contact:
Councillor Emma Hunneyball

Annex 1 - List of Planning Applications

Application	Application Location and Description	Response
CH/340	<p>Proposed Development: Conversion of detached double garage to garden/play room</p> <p>Location: 33 Cooke Way, Hednesford, Cannock, WS12 4FU</p>	No objection raised to this application
CH/349	<p>Proposed Development: Two storey side and rear extension to both side elevations, and rear single storey extension centrally</p> <p>Location: 22 Bond Way, Cannock, WS12 4SN</p>	This is a substantial redevelopment of the existing property. From the plans it does not seem to have any adverse impact on the neighbouring properties and we would not have any objection to the development subject to responses by these neighbours
CH/353	<p>Proposed Development: Reserved Matters application for phases 2 and 3 comprising 481 dwellings with associated access (appearance, landscaping, layout and scale for approval) pursuant to outline planning permission CH/11/0395.</p> <p>Location: Land West of Pye Green Road, Hednesford.</p>	The proposed amendments by the new developer do not substantially alter the proposal and may even be a better layout so we do not have any objections

Annex 2

Bank Reconciliation		Year end 2020-2021	Q1	Q2	Q3	Q4
		31/3/20	30/6/20	30/9/2020	31/12/2020	31/3/2021
Bank Balances - from statements						
	Unity Trust Bank Current Account	£ 3,956.00	£ 13,527.81	£ 25,067.34		
	Unity Trust Instant Savings	£ 86,780.00	£ 170,156.81	£ 130,156.81		
	Nationwide 2 Year Savings (<1 yr remaining)	£ 51,505.00	£ 51,505.00	£ 51,505.00		
	Nationwide 125 Day Savings	£ 50,838.00	£ 50,915.00	£ 50,915.00		
	Total at Bank	£ 193,080.00	£ 286,104.62	£ 257,644.15		
Receipts & Payments Accounts - from Scribe						
	Balance B/f	£ 113,246.00	£ 193,079.00	£ 285,705.96		
	Receipts	£ 297,345.00	£ 113,106.51	£ 19,473.38		
	Payments	£ 217,512.00	£ 20,479.55	£ 47,872.61		
	Balance C/f	£ 193,079.00	£ 285,705.96	£ 257,306.73		
		£ 1.00	£ 398.66	£ 337.42		
Assets & Investments						
	Assets	£ 400.00	£ 400	400		
	Investments	£ -	£ -	0		
Cash & Assets & Investments		<u>193479</u>	<u>286105.96</u>	<u>257706.73</u>	<u>0</u>	<u>0</u>
Signed:						
Dated:						
Name:	Cllr Garry Jones					
Role:	Interim Responsible Financial Officer					

Report To:	Full Council	Date:	24.10.2020
Title:	Christmas Eve Table		
Anticipated Time:	10 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

Summary
<p>For the past 2 years Chase Lighthouse have received quite a substantial amount of surplus food from our supermarket suppliers on Christmas Eve and Chase Lighthouse have passed this onto people in community and to their service users. Some have bags made up and delivered by volunteers and some are able to come and collect. This year as Chase Lighthouse have increased the number of suppliers and are in line to receive quite a lot of food that would go into land fill if Chase Lighthouse did not take it.</p> <p>Chase Lighthouse need a base to distribute this food. Chase Lighthouse have asked the Salvation Army in Hednesford and they cannot assist. Chase Lighthouse are asking to use the Community Centre to distribute this food from a Community Table in the large hall. We have the support of Cllr Robin Kingston as keyholder and as one of our volunteers, and our team of volunteers.</p>

Recommendation(s)

Relevant Issues and Implications	
Financial	Potential loss of income for HTC depending on time of day and bookings of the Community Centre on Christmas Eve.
Value For Money	Chase Lighthouse provide these services free at point of delivery for the community for Christmas.
Risk & Control	<i>No relevant issues or implications identified</i>

Health & Safety	<i>No relevant issues or implications identified</i>
Legal	Chase Lighthouse Public Liability Insurance will cover this project. Debbie Cartwright has a food hygiene rating of 5 stars from CCDC Environmental Health Dept.
Human Resources	<i>No relevant issues or implications identified</i>
Equal Opportunities	<i>No relevant issues or implications identified</i>
People (Public, Centre Users and Councillors)	

1.	Introduction
1.1	There is a need/demand for the provision of food support in our area and surrounding areas. This was apparent before the pandemic and now there is an even greater demand. Given that this will quite possibly increase even further over the coming months running up to Christmas, Chase Lighthouse would like to put this in place now so that they can advertise the service they wish to provide to our community for the Christmas period.
1.2	Chase Lighthouse are also mindful that there will be an increase in demand for support for children's meals.
2.	Proposal
2.1	Chase Lighthouse would be very grateful if would allow them to use the large hall free of charge in the Community Centre to set up a Community Table to distribute the surplus food to our local residents, all free and all very good quality food will be available from past experience.
2.2	Chase Lighthouse are experienced in organising this as this will be the third year we have run the Christmas Eve distributions. They have a team of able volunteers all ready to assist.
2.3	Chase Lighthouse are practiced in organising the attendees to our tables keeping them at a safe distance and adhering to Government Guidelines for safety of themselves and others. Chase Lighthouse provide hand gel before they approach the table. They will enter through the front and exit at the rear of the building to give the table flow and avoiding cross contamination.

2.4	Chase Lighthouse will leave the hall in the manner that we found it and will of course clear away any mess.
3.	Options
3.1	
4.	Conclusion
4.1	There is a demand for food support in our Community and I believe we should be teaming together to provide that support.
5.	Recommendation(s)
5.1	<i>Recommendation 1</i>
5.2	<i>Recommendation 2, etc</i>

Appendices

For more information on this proposal please contact:
Cllr Debbie Cartwright