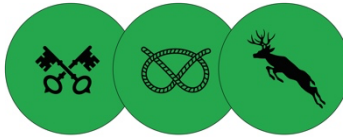


Hednesford Town Council



Gateway to the Chase

29 June 2021

Dear Councillor,

A Meeting of the Town Council will be held at **7:00 pm** on **Tuesday 6 July 2021** at Pye Green Community Centre, please note the return of face-to-face meetings.

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

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

Via Zoom following the weblink:

<https://us02web.zoom.us/j/82623239486?pwd=ZkhGQUhFRGFJbDErV2lEUjZoMlhQdz09>

Meeting ID: 826 2323 9486

Passcode: 203550

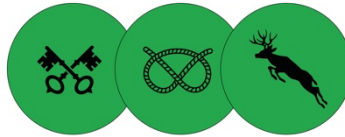
Yours sincerely

Michelle Baker
Operations & Regeneration Manager

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).



HEDNESFORD TOWN COUNCIL

FULL COUNCIL MEETING

6 JULY 2021, 19:00HRS

*To be held at Pye Green Community Centre
The public are invited to attend the meeting by Zoom
The meeting will live stream on the HTC Facebook page*

AGENDA

1. Apologies

2. Declarations of Interest

3. Minutes

- I. To review and approve the minutes of the Full Council Meeting held on 1 June 2021 (enclosed agenda pages 4 to 6) and the Annual Town Meeting held on 1 June 2021 (enclosed agenda pages 7 to 8)

4. Chair's Announcements

- I. Fourth Farmers and Craft Market 26 July
- II. Open Air Cinema and Wimbledon Finals 9-11 July
- III. Councillor co-option

5. Items from the Operations and Regeneration Manager

- I. Council Committee Terms of Reference x 3 for review and approval
 - o *Regeneration and Community Committee Terms of Reference (enclosed pages 9 to 12)*
 - o *Pye Green Community Centre Committee Terms of Reference (enclosed pages 13 to 15)*
 - o *Finance, Personnel and Operations Committee Terms of Reference (enclosed pages 16 to 19)*
- II. Committee meeting dates
- III. Project's update

6. Items from the Mayor

- I. Amendment to the Conflict-of-Interest Policy (enclosed agenda pages 20 to 29)

7. Reports from Committee Chairs and Principal Speakers

PGCC Committee Chair – Cllr Robin Kingston

- I. To consider the Paper on the Committee's recommendation for the Council office (enclosed agenda pages 30 to 34)

- Regeneration and Community Committee Chair – Cllr Paul Woodhead*
- I. Review of Priorities Plan (see attachment)

Planning – Cllr Sharon Jagger

- I. To consider the attached list of planning applications (enclosed agenda pages 35 to 37)
- II. Proposed Housing Development: Muldon Close

Any Other Business

- I. '20 is Plenty' speed awareness campaign – verbal update by Cllr Sharon Jagger

8. Items for Information and next agenda

- I. Hednesford Station improvements update

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

10. Private and Confidential Business

- I. Equality for Councillors of all age groups - verbal update by Cllr Arthur Roden
- II. Community Officer role – verbal update by Cllr Paul Woodhead



**MINUTES OF THE MEETING OF
HEDNESFORD TOWN COUNCIL
Tuesday 1st June 2021 at 20:00**

**Held at Pye Green Community Centre
Guests are invited to attend by Zoom and will not attend in person**

Present: Cllr Emma Hunneyball (Mayor), Cllr Kathryn Downs (Deputy Mayor), Cllr Robin Kingston, Cllr Mandy Dunnett, Cllr Debbie Cartwright, Cllr Arthur Roden, Cllr Paul Woodhead.

In Attendance: Officers: Michelle Baker (Operations and Regeneration Manager), Ginetta Adams (Community Centre and Administration Officer).

Members of Public: None.

1. Apologies

Cllr Garry Jones, Cllr Sharon Jagger, Laura Dunning (Community Officer).

2. Declarations of Interest

None.

3. Minutes

To review and approve the minutes of the Council Meeting held on 4 May 2021 (enclosed agenda pages 4 to 8).

Resolved – Approved as per amendments.

4. Chair's Announcements

I. Return to face-to-face meetings from 7 May.

Mayor Hunneyball welcomed Councillors and staff back to face-to-face meetings but expressed her disappointment that the government had not extended the time scale for online meetings as it had been an effective way to reach more residents.

II. New District Councillors.

We now have new district councillors; it would be beneficial to invite them along with MP Amanda Milling to attend our meetings.

III. New Council Committees.

The Terms of reference are currently being worked on to enable the committees to move forward in decision making.

IV. Third Farmers and Craft Market.

The Farmers and Craft Market was a great success, however some of the ATM's ran out of cash and the ANPR camera on Cardigan Way issued tickets, so contacting the banks and Aldi to advise when the markets will be held, could help prevent this. Thanks were given to Cllr Robin Kingston and all of the volunteers who helped on the day.

V. Upcoming 'Hednesford's Talking' LGBTQ+ Facebook live Tuesday 8 June.

This will be hosted by Chase Pride with several guests and will be live streamed from 7pm on the Council's Visit Hednesford Facebook page.

VI. Latest Hednesford Life magazine.

The magazine has now gone to print and will be ready for distribution next Friday.

5. Items from the Operations and Regeneration Manager

Verbal update.

The Visit Hednesford Facebook page now has over 6K followers.

The Farmers and Craft Market had 50 stalls last month, however we have a further 50 on the waiting list which is an opportunity to host and deliver a new Food Festival in September. We are also arranging a Porsche Car Show for 25th July however this date is provisional.

The Open-Air Cinema will be held the 9th-11th July and we have started advertising for food vendors.

The Cycle racks are due to be installed in town, there has also been good progress with the community event Blooming Cannock Chase with an alley way off of Market Street identified as a perfect space to improve.

6. Items from the Community Officer

Verbal update, read by Michelle in Laura's absence.

The Speed Indicator Devices are still showing high levels of speed, contact has been made with the safer Partnership Group around this.

There has been contact with 61 community groups with 17 groups having direct contact.

It was Dementia Awareness month in May which was very well supported around town.

The volunteer awards will be held by Support Staffordshire, 2 local groups have been shortlisted for this.

7. Reports from Principal Speakers / Committees

a. Planning – Cllr Sharon Jagger.

To consider the attached list of planning applications (enclosed agenda page 9).

No Comments regarding this.

b. PGCC Committee – Cllr Robin Kingston

To consider the Paper on the Committee's recommendation for the Council office (Enclosed pages 10 to 12).

Postponed to July's Meeting

c. Call for Inquiry – Cllr Arthur Roden

Official request for an inquiry on how the bleed kits were procured including the process. (See scanned attachment).

Moved to a private meeting between Councillors.

8. Items for Information and next agenda

a. Hednesford Station improvements update.

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

Private and Confidential Business

I. Responsible Finance Officer (RFO)

To consider the Paper for a new Responsible Finance Officer (enclosed pages 10 to 14).

The paper to employ Sandie Morris for 2.15 hrs per week to take on roles of the RFO was discussed, this would mean that she would no longer be out external auditor.

Resolved – by a unanimous vote to employ Sandie Morris.

II. Conflict of Interest policy

Mayor Hunneyball discussed the need for a conflict-of-interest policy for the Councillors, there is a policy which is a carbon copy of the district council, this is focused on pecuniary interests where financial gain would be involved. It was expressed that there is a need for a policy that includes volunteering and community work, where a Councillor on a community group should not be asking officers to do work or help with work for that group, which would not normally be done if it was not a councillor asking.

It was agreed that a new policy should be created.



**MINUTES OF THE MEETING OF
THE ANNUAL ASSEMBLY OF THE TOWN OF HEDNESFORD (7PM – 8PM)
Tuesday 1st June 2021**

**Held at Pye Green Community Centre
Guests were invited to attend by Zoom**

Present: Cllr Emma Hunneyball (Mayor), Cllr Kathryn Downs (Deputy Mayor), Cllr Robin Kingston, Cllr Mandy Dunnett, Cllr Debbie Cartwright, Cllr Arthur Roden, Cllr Paul Woodhead.

In Attendance: Officers: Michelle Baker (Operations and Regeneration Manager), Ginetta Adams (Community Centre and Administration Officer).

Members of Public: Keith Fitch (Friends of Hednesford).

Guest Speakers: Shaun Middleton (Hednesford Lions), Lesley Yates (Hednesford In Partnership), Sharon Jagger (in capacity as Friends of Hednesford and not as Councillor).

1. Apologies

Cllr Garry Jones, Cllr Sharon Jagger, Laura Dunning (Community Officer).

2. Welcome by the Mayor

Mayor Hunneyball opened the meeting.

3. Mayor's report

Mayor Hunneyball reflected on the past year, thoughts were given to the residents that we have lost or have suffered during the past 12 months. Thanks were given to all those that have worked or volunteered to help within our community.

Hednesford Town Council has gone through changes in staffing with a new team now in place, new initiatives and events have been delivered including the Farmers and Craft Market which has been a great success.

£20,000.00 in Council grants have been awarded to businesses and community groups, to help in their post Covid recover efforts and provide support for the future.

4. To receive updates from town organisations via Zoom

• **Friends of Hednesford – Cllr Sharon Jagger**

It has been an emotional and difficult year, with loneliness and isolation being prevalent, however there has been great support network within the community.

Cllr Jagger thanked all volunteers and noted this was national volunteers' week.

Appreciations were given to local company Fallow Forest who donated plants for the town, and to the team of volunteers who work tirelessly to plant and maintain the greenery around the town.

The Grant from HTC will be used to purchase gardening and craft tools to help with their work.

In support of Hednesford working with the Alzheimer's community the Forget-me-not flower had been incorporated into the logo.

• **Chase Pride – Cllr Kathryn Downs**

The first Chase Pride was due to be held September 2020, but was delayed due to the pandemic, planning is now underway to hold the first event in September 2022. There are

several other projects in the pipeline including, Podcasts on Spotify, educational programmes, and Picnic's in the Park.

- **Hednesford Lions – Shaun Middleton**

It has been a difficult year, which has meant several events were cancelled which was disappointing.

Work has gone on throughout the pandemic, including donations, food parcels, activity packs sent to schools and local charities.

The Spectacle Project continues which has raised over £700,000.00 to date to support vision charities.

The upkeep of the War Memorial continues and they are in the process of installing a water supply to assist with grounds maintenance.

The grant from HTC was used to provide 100 vulnerable senior citizens with fish and chips, which was greatly appreciated.

- **Friends of Hednesford Park**

Not in attendance.

- **Hednesford in Partnership – Lesley Yates**

Over the past 12 months 3 members of the committee have stood down and been replaced. Planning is now underway for the annual Summer Festival and the new Bloomin' Cannock Chase competition which all towns and community groups are invited to join, details can be found on their Facebook page Hednesford in Partnership.

- **Chase Lighthouse – Cllr Debbie Cartwright**

It has been a very busy year with the pandemic affecting many residents, including the homeless and vulnerable. CL expanded their service to include a community table every Sunday at Pye Green Community Centre as well as continuing the Friday night meet in Cannock, including the provision of food hampers that have gone out since the first lockdown reaching 100's of families in need with food support. All food for this service is provided by local supermarkets with surplus donations. CL have also expanded into the provision of donated furniture for those in need when they have set up in new accommodation. Work is currently underway to set up a community fridge to be based at PGCC.

5. Open discussion forum

Councillors expressed thanks and gratitude to all of the community groups in Hednesford and the volunteers that work together tirelessly to make Hednesford the great town that it is.

6. Meeting closed



Regeneration and Community Committee – Terms of Reference

The Council has appointed Committees to carry out some of its functions.

Committees have the power to appoint sub-committees, working parties or advisory groups for specific purposes who report back to the Committee.

Each Committee has its own Terms of Reference and is able to take decisions within the limits given to it. Anything falling beyond those limits must be referred to full Council.

In general, Committees are responsible for advising on, monitoring, and reviewing their areas of responsibility, and working up proposals for the future.

The Clerk / Proper Officer will attend all Committee meetings and will be able to advise Councillors generally, including on whether a decision can be taken by the Committee or whether it needs to be referred to the full Council.

1. Purpose and Remit of the Committee

The Committee will steer the delivery of regeneration and community projects and tasks in Hednesford under the authority of Hednesford Town Council.

The Committee will provide the main link between Council Officers and Hednesford Town Council and will benchmark and review progress on projects and objectives, providing due diligence and recommendations to full Council as required.

2. Membership of the Regeneration and Community Committee

Committee Members and Chair are to be elected at Full Council only.

Committee Membership:

Maximum: 5 Councillors plus Officers
Minimum: 3 Councillors plus Officers
Quorum: 3 Councillors plus Officers

Non-voting attendees can join a Committee meeting by invitation only, at the discretion of the Committee Chair.

Meetings of this Committee shall be called and minutes taken in accordance with Hednesford Town Council Standing Orders and the meetings shall be open to the public but closed for confidential matters to be discussed.

3. Aims and Objectives

To prioritise, review and oversee the progress and delivery of:

Regeneration

1. Enhancing the core of Hednesford town centre to enable it to function as a vibrant and viable centre for local shopping, professional services and leisure uses including eating / drinking and socialising.
2. Raising the profile of the town centre through the Visit Hednesford brand and repositioning Hednesford as a destination town through a programme of events and activities to boost footfall.
3. Creating and delivering an annual events programme which encourages community cohesion and inclusivity, ensuring a good mix of regular events with one-off events which mark significant local or national occasion.
4. Promoting events which attract visitors to the Town and boost the local economy.
5. Developing use of the Council website and other forms of social media to publicise and promote events, community activities and tourism across the town to both residents and the wider community.
6. Using the opportunities provided by the events programme to raise the profile of the town as a tourist destination to ensure the benefits of our rich cultural heritage are fully maximised.
7. Coordinating entries to any national or regional competitions.
8. Considering all applications for the annual Council Business and / or Community Grants.
9. Reviewing the Council's Christmas Lighting provision and contracts.
10. Reviewing market provision in Hednesford and encouraging and promoting the delivery of markets in Hednesford.
11. Working collaboratively with the local Police, District and County Councils, where appropriate, to ensure that the community of Hednesford remains a safe place to live, work and visit.
12. Developing areas of underused and unattractive land and improving links between the town centre, Victoria Shopping Park, Hednesford Park and Hednesford Hills and other attractions and points of interest.
13. Identifying void and vacant units and communicating with landlords on prospective tenants and uses.
14. Working to ensure Hednesford is a cleaner and greener town and deliver the Council objectives of Zero Carbon by 2030 with partners
15. Reviewing signage and key gateways to Hednesford.
16. Supporting local businesses and raising their profile to enable businesses to thrive by encouraging the community to support and shop local.
17. Establishing a Business Forum to connect local businesses and sharing information and ideas so that there is a business-led and supported approach.
18. Building and maintaining excellent relationships with businesses in Hednesford.
19. Creating, designing, and reviewing publications relating to Events, including but not limited to a Town Events Guide.
20. Make representation at AONB meetings or other such organisations, bodies and committees working to improve Cannock Chase

21. Forge and maintain links with organisations to “put the town on the map” such as Historic England, regional and national tourist bodies, regional and national sporting, social or cultural events etc.
22. Review and work to the objectives and vision of the Hednesford Neighbourhood Plan.

Community

1. Supporting and connecting community groups and organisations across Hednesford.
2. Establishing a Community Forum to better connect groups and organisations.
3. Maintaining regular community engagement through face to face and virtual meetings and participation in events.
4. Building and maintaining excellent relationships with communities in Hednesford.
5. Proactively reviewing the programme of community activities to highlight gaps in coverage to different communities.
6. Identifying required community tools and facilities.
7. Reinvigorating existing community activities where required.
8. Encouraging and promoting direct community volunteer involvement with local events and community endeavours including local businesses and community groups as well as individuals.
9. Encouraging and facilitating any opportunities to develop further the cultural, educational, and social life of Hednesford’s residents.
10. Creating, designing, and reviewing publications relating to Community and Events, including but not limited to a Community Newsletter and a new residents Welcome Pack.
11. Encouraging young people to take an active interest in their community and getting involved in local democracy through a Youth Council.

4. Roles and Responsibilities of the Committee

1. Devise and deliver a strategic plan for Town Regeneration and Community Engagement for approval by the full Council in association with Officers including timeframes, priorities and resources including recommendations against the annual Council Budget.
2. Oversee the workplan trackers with staff to manage the delivery of the strategic plan.
3. Project direction and steer project delivery against agreed timescales.
4. Assign individual project leads as necessary.
5. Ensure and oversee business and community engagement via Officers.
6. Ensure and oversee project delivery via Officers.
7. Provide regular updates to partners and stakeholders.
8. Read all relevant reports and attend regular meetings.
9. Ensure a regular flow of relevant information to/from Hednesford Town Council.
10. Prepare recommendations for Full Council as required.

5. Meetings

The Committee should aim to meet monthly and meetings will be held at Pye Green Community Centre unless decided otherwise. The exact dates will be agreed by the Committee, ideally designed to feed into the Hednesford Town Council meetings.

Agendas will be prepared and reports will be circulated in accordance with the Council Standing Orders.

6. Decision-making

The elected member representatives on the Committee will vote on key decisions by an open show of hands. A simple majority is required to ratify a decision; however, the Chair of the Committee will have the casting vote if required.

The Committee will be empowered to make decisions on general queries from Officers and for key projects and decisions the Committee can make recommendations but will refer to Full Council where major decisions or protocol deems it to be necessary.

7. Review

Regeneration and Community Committee Terms of Reference approved by Full Council on (DATE).

The Committee Terms of Reference will be reviewed annually but may be amended in the interim to suit changing priorities and/or resources.



Pye Green Community Centre Committee – Terms of Reference

The Council has appointed Committees to carry out some of its functions.

Committees have the power to appoint sub-committees, working parties or advisory groups for specific purposes who report back to the Committee.

Each Committee has its own Terms of Reference and is able to take decisions within the limits given to it. Anything falling beyond those limits must be referred to full Council.

In general, Committees are responsible for advising on, monitoring, and reviewing their areas of responsibility, and working up proposals for the future.

The Clerk / Proper Officer will attend all Committee meetings and will be able to advise Councillors generally, including on whether a decision can be taken by the Committee or whether it needs to be referred to the full Council.

The PGCC and Administration Officer will attend this Committee.

1. Purpose and Remit of the Committee

The Committee will oversee the operations of Pye Green Community Centre including PGCC staff, revenue, accessibility, marketing, and the future of the centre under the authority of Hednesford Town Council.

The Committee will provide the main link between Council Officers and Hednesford Town Council and will benchmark and review progress on revenue and budget, existing and new hirers, PGCC events and Council objectives providing due diligence and recommendations to full Council as required.

2. Membership of the Pye Green Community Centre Committee

Committee Members are to be elected at Full Council only.

Committee Membership:

Maximum: 5 Councillors plus Officers
Minimum: 3 Councillors plus Officers
Quorum: 3 Councillors plus Officers

Non-voting attendees can join a Committee meeting by invitation only, at the discretion of the Committee Chair.

Meetings of this Committee shall be called and minutes taken in accordance with Hednesford Town Council Standing Orders and the meetings shall be open to the public but closed for confidential matters to be discussed.

3. Aims and Objectives

To prioritise, review and oversee the progress and delivery of:

1. The overall management and operations of Pye Green Community Centre including building and grounds maintenance, bookings, invoicing and collections, promotions, and activities.
2. To review the income and expenditure of the centre and ascertain the optimum revenue for each meeting / function room and identify opportunities for maximising revenue generation.
3. To prepare and submit update reports to Full Council by the end of each quarter to outline the centre utilisation, including income details.
4. To deliver PGCC survey analysis, final report with recommendations on usage and a strategic vision for the future.
5. To review the marketing of Pye Green Community Centre and ensuring all meeting / function rooms are advertised with particulars produced for each room i.e. photographs, measurements, costs, availability.
6. The Committee shall ensure full access to the Community centre by all residents of Hednesford, subject to facility availability.
7. Self-sustainability of Pye Green Community Centre will be an ultimate goal of the Committee.

4. Roles and Responsibilities of the Committee

11. Project manage and steer project delivery against agreed timescales.
12. Assign individual project leads as necessary.
13. Provide regular updates to partners and stakeholders.
14. Read all relevant reports and attend regular meetings.
15. Ensure a regular flow of relevant information to/from Hednesford Town Council.
16. Prepare recommendations for Full Council as required.

5. Meetings

The Committee should aim to meet twice in every quarter / eight times per year and meetings will be held at Pye Green Community Centre unless decided otherwise. The exact dates will be agreed by the Committee, ideally designed to feed into the Hednesford Town Council meetings.

Agendas will be prepared and reports will be circulated in accordance with the Council Standing Orders.

6. Decision-making

The elected member representatives on the Committee will vote on key decisions by an open show of hands. A simple majority is required to ratify a decision; however, the Chair of the Committee will have the casting vote if required.

The Committee will be empowered to make decisions on general queries from Officers and for key projects and decisions the Committee can make recommendations but will refer to Full Council where major decisions or protocol deems it to be necessary.

7. Review

Pye Green Community Centre Committee Terms of Reference approved by Full Council on (DATE).

The Committee Terms of Reference will be reviewed annually but may be amended in the interim to suit changing priorities and/or resources.



Finance Personnel and Operations Committee – Terms of Reference

The Council has appointed Committees to carry out some of its functions.

Committees have the power to appoint sub-committees, working parties or advisory groups for specific purposes who report back to the Committee.

Each Committee has its own Terms of Reference and is able to take decisions within the limits given to it. Anything falling beyond those limits must be referred to full Council.

In general, Committees are responsible for advising on, monitoring, and reviewing their areas of responsibility, and working up proposals for the future.

The Clerk / Proper Officer will attend all Committee meetings and will be able to advise Councillors generally, including on whether a decision can be taken by the Committee or whether it needs to be referred to the full Council.

1. Purpose and Remit of the Committee

The Committee will oversee the operations of Hednesford Town Council, including the finance and personnel processes and functions. The Committee will provide the main link between Council Officers and Hednesford Town Council and will provide due diligence and recommendations to full Council as required.

2. Membership of the Finance, Personnel and Operations Committee

Committee Members are to be elected at Full Council only.

Committee Membership:

Maximum: 5 Councillors plus Officers
Minimum: 3 Councillors plus Officers
Quorum: 3 Councillors plus Officers

Non-voting attendees can join a Committee meeting by invitation only, at the discretion of the Committee Chair.

Meetings of this Committee shall be called and minutes taken in accordance with Hednesford Town Council Standing Orders and the meetings shall be open to the public but closed for confidential matters to be discussed.

3. Aims and Objectives

To prioritise, review and oversee the progress and delivery of:

Finance

The Committee is primarily responsible for agreeing and monitoring the Town Council's financial affairs and budget and advising on issues of financial management. These responsibilities include:

1. The reviewing of the Council's banking arrangements.
2. The reviewing of the Council's accounting practices and systems.
3. Preparation and review of the Council's budget.
4. To oversee the Council's Revenue and Capital Budget and the works scheduled therein.
5. To consider the financial estimates of the Council and recommend the precept to be levied.
6. Making a recommendation to the Council at the January meeting each year of the level of precept required.
7. To consider forward planning and provide earmarked reserves for the replacement of equipment and property.
8. To ensure the Council is adequately insured, that this is reviewed annually and recommend accordingly.
9. To review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to Full Council.
10. To receive and review the Audit Reports and arrange for implementation of any recommendations.
11. To oversee all legal matters pertaining to leases, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, debt recovery and make recommendations to Full Council.
12. Responsibility for allocating and managing the financial and staff resources of the Council.
13. To oversee the collection of all revenue, the raising and renewal of loans and insurance.
14. To oversee the banking, financial and accounting methods adopted by the Council.

Personnel

1. To consider levels of staffing, employment arrangements, organisation and job responsibilities of staff employed directly by Hednesford Town Council and through any third-party arrangement.
2. To review existing staffing related policies to ensure that pay and working conditions are in line with the sector and meet all relevant statutory UK regulations and legislation including amendments and ensure the Council follows good working practices as defined by the Chartered Institute of Personnel and Development.
3. To authorise Members and employee's attendance at conferences, courses, and meetings.
4. To review recruitment policies to ensure that the Council do not discriminate against sex, gender, age, race, colour, sexuality, maternity, or disability and that the policies consider both the needs of the job and that of Council. This list is not exhaustive.
5. Research and investigate new HR policies and initiatives for consideration by the Full Council for approval.
6. To determine pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law as well as good practice.
7. To oversee the Council's pension policy and the criteria required for eligibility.

8. To oversee and agree the annual appraisal of the Town Clerk / Proper Officer through the Mayor of Town Council, who will conduct regular reviews and the annual appraisal.
9. Oversee the grievance, misconduct and dismissal procedures and nominate hearing panels to determine decisions as and when required.
10. To determine the training and qualification policy of the Council and to recommend and oversee all training for employees and Councillors.
11. To support the Town Clerk / Proper Officer in the approval of all staff recruitment, appointment, training, and dismissals.
12. To establish and review performance management.
 - (i) The Town Clerk / Proper Officer to be responsible for the general staffing appraisals, keeping written and electronic records
 - (ii) The Mayor and Committee Chair who have undergone training to be responsible for the Clerk's appraisal, keeping a written and electronic record.
13. To establish the health, safety and welfare policies of the Council and oversee implementation and compliance.
14. To monitor the leave and absences of employees in order to address any regular or sustained staff absences.
15. To ensure all disciplinary and grievance policies are dealt with in line with the Council's procedures.
16. To manage the personnel/ budget including the training budget for Members and the staff of the Town Council.
17. The Committee is authorised to provide a recommendation to Full Council on the appointment of the Clerk / Proper Officer and the RFO.

Operations

1. Guiding the Council in the formulation and achievement of its objectives.
2. Reviewing the policies for Hednesford Town Council.
3. Reviewing the Standing Orders for Hednesford Town Council.
4. To deal with matters not normally dealt with or specifically referred to other Committees or Sub-Committees.

4. Roles and Responsibilities of the Committee

17. Project manage and steer project delivery against agreed timescales.
18. Assign individual project leads as necessary.
19. Provide regular updates to partners and stakeholders.
20. Read all relevant reports and attend regular meetings.
21. Ensure a regular flow of relevant information to/from Hednesford Town Council.
22. Prepare recommendations for Full Council as required.

5. Meetings

The Committee should aim to meet once in every quarter / four times per year and meetings will be held at Pye Green Community Centre unless decided otherwise. The exact dates will be agreed by the Committee, ideally designed to feed into the Hednesford Town Council meetings.

Agendas will be prepared and reports will be circulated in accordance with the Council Standing Orders.

6. Decision-making

The elected member representatives on the Committee will vote on key decisions by an open show of hands. A simple majority is required to ratify a decision; however, the Chair of the Committee will have the casting vote if required.

The Committee will be empowered to make decisions on general queries from Officers and for key projects and decisions the Committee can make recommendations but will refer to Full Council where major decisions or protocol deems it to be necessary.

7. Review

Finance, Personnel and Operations Terms of Reference approved by Full Council on (DATE).

The Committee Terms of Reference will be reviewed annually but may be amended in the interim to suit changing priorities and/or resources.

Report To:	Full Council	Date:	06/07/2021
Title:	Amendment to Conflict-of-Interest Policy		
Anticipated Time:	15 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

Summary			
<p>When Councillors declare and actively manage any relevant interests and relationships, they protect themselves from accusation or perception that they have acted in a manner based on their own interest.</p> <p>Upholding the principle of integrity is a responsibility that lies with each individual Councillor; however Councillors need to have confidence that there is a clear system in place that does justice to their instinct to do the right thing.</p> <p>At the June Full Council meeting it was resolved to review Hednesford Town Council's (HTC) existing guidance for Conflicts of Interest to ensure it provides appropriate guidance in helping Councillors determine how to manage conflicts arising with roles in the voluntary sector.</p> <p>The review determined that there is not sufficient guidance to support Councillors who are active members of local voluntary groups. Further guidance is required to protect both Councillors and the Council, and an amended document has been drafted.</p> <p>In preparing the updated document I researched widely from documents provided by the Local Government Association and the Committee for Standards in Public Life. It is worthy of note that the latter body identified a gap in Conflict of Interests provision for Councillors involved in the voluntary sector in a 2019 report, recommending the government provide refreshed Conflict of Interest guidance to Councils. While the government has not yet provided such guidance, it is within the scope of individual authorities to tailor Conflict of Interest guidance to their specific needs.</p> <p>As well as reviewing HTC's existing guidance, I researched conflict of interest documents for Cannock Chase District Council (CCDC), as well as parish and town councils across the country. This research determined that Conflict of Interest documents present a standard set of guidelines, varying sometimes in the language used. I am mindful that Councillors may serve on other local authorities, and therefore it is important, for the avoidance of doubt and confusion, that documents on this subject are broadly recognisable across the authorities we serve.</p> <p>As a consequence I have not re-written the entirety of the Conflicts of Interest guidance, seeking instead to insert a new section covering the specific guidance required by HTC. The new section is highlighted in yellow in the attached file.</p> <p>It may add value to consider a broader review of the Councillor Code of Conduct, when resource capacity permits.</p>			

Recommendation(s)
1. That Hednesford Town Council adopt the new section into the Conflict-of-Interest guidance

Relevant Issues and Implications	
Financial	Councillors and the Council will have guidance supporting them in managing conflicts, reducing the risk of accusations, or perception, of impropriety when voluntary organisations approach HTC for support
Value For Money	<i>No relevant issues or implications identified</i>
Risk & Control	Councillors and the Council will have guidance supporting them in managing conflicts, reducing the risk of accusations, or perception, of impropriety when voluntary organisations approach HTC for support
Health & Safety	<i>No relevant issues or implications identified</i>
Legal	Councillors and the Council will have guidance supporting them in managing conflicts, reducing the risk of accusations, or perception, of impropriety when voluntary organisations approach HTC for support
Human Resources	Councillors will have guidance supporting them in managing conflicts, providing both Councillors and Officers with clarity on when Council resources can be used to support a voluntary organisation
Equal Opportunities	The new guidance will enhance HTC's existing provision, as it is specifically designed to ensure a level playing field for voluntary organisations accessing Council support
People (Public, Centre Users and Councillors)	Councillors will have guidance supporting them in managing conflicts, providing both Councillors and Officers with clarity on when Council resources can be used to support a voluntary organisation

1.	Introduction
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1.1	Hednesford Town Councillors are rightfully proud of the work they do for the community through voluntary organisations
1.2	It was agreed in June 2021 that a review be undertaken to ensure HTC's guidance provides appropriate support to Councillors engaged with voluntary organisations
1.3	
2.	Proposal
2.1	To adopt the section in yellow in the attached document
2.2	<i>Use a separate row for each paragraph.</i>
3.	Options
3.1	Adopt the new section as written
3.2	Agree amendments to the new section before adopting
3.3	Leave the guidance as it currently stands
4.	Conclusion
4.1	A gap exists in the Conflict-of-Interest Guidance: specifically, adequate provision is not made for Councillors who are active with local community groups
4.2	New guidance is required in order to protect Councillors and the Council
5.	Recommendation(s)
5.1	Approve option 3.1 or 3.2
5.2	Adopt an annual refresh of Councillors' declaration of interest forms at the AGM, with Voluntary organisations included in the declaration
5.3	A gap in policy has been highlighted at a national level, and if this amendment is adopted it may add value to share the document with SPCA, NALC, CfSPL, CCDC Monitoring Officer and other Parish and Town

Councils in the District, and the LGA. The document may support other organisations in tailoring their guidance.
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Appendices

List any appendices that accompany this report here.

For more information on this proposal please contact:

Cllr Emma Hunneyball
Emma.hunneyball@hednesford-tc.gov.uk

NOTIFICATION OF INTERESTS

1.1 In addition to the disclosable pecuniary interests notifiable under the Localism Act 2011, you must, within 28 days of—

- (a) this Code being adopted by or applied to your authority; or
- (b) your election or appointment to office (where that is later),

notify the Monitoring Officer in writing of the details of your other personal interests, where they fall within the following descriptions, for inclusion in the register of interests.

1.2 You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;

(b) a decision in relation to that business might reasonably be regarded as affecting your wellbeing or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of council tax payers, ratepayers, or inhabitants of the electoral ward affected by the decision 1.3 A relevant person for the purpose of this Code is—

(a) a member of your family or any person with whom you have a close association;

or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

(d) any body of a type described in paragraph 1.2(a)(i) or (ii).

1.4 You must, within 28 days of becoming aware of any new interest or change to any interest registered under paragraph (1), or as a disclosable pecuniary interest notify the Monitoring Officer of the details of that new interest or change.

2 DISCLOSURE OF INTERESTS

2.1 Subject to sub-paragraphs (2) to (5), where you have a personal interest described in paragraph 1 above or in paragraph (2) below in any business of your authority, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

2.2 You have a personal interest in any business of your authority where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward affected by the decision;

2.3 Where you have a personal interest in any business of your authority which relates to or is likely to affect a body described in paragraph 1(2)(a)(i) or 1(2)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business. 2.4 Where you have a personal interest but, by virtue of paragraph 4, sensitive information relating to it is not registered in your authority's register of June 2012 Page 7 members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

2.5 Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

2.6 VOLUNTARY AND THIRD SECTOR INTERESTS

When members are involved in voluntary and third sector bodies the issue of conflicts can arise, and it is not a matter for which there is adequate provision in standard code of conduct documents. Although there are some provisions within the Localism Act in relation to predetermination, the Committee on Standards in Public Life do not consider that it is adequately dealt with in the context of ethics. The purpose of this section is to provide Members with confidence that they understand what is expected of them, particularly where the application of principles may not be self-evident. "Voluntary organisation" in this context is defined as an organised group, with or without a constitution, but with a clearly defined activity, aim or cause, whether focused locally, regionally, nationally or internationally.

- a. Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices that will impact others. You should not take, or appear to take, advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly***
- b. You must not make representations at a Council meeting on behalf of a voluntary or third sector organisation in which you have an interest unless you have***

approached Council through a channel that is available to any other organisation or member of the public

- c. You must not use your role as a Councillor to secure, or attempt to secure, Council support, funding or resources for a voluntary or third sector organisation in which you have an interest unless through a channel that is open to any other organisation or member of the public*
- d. You must not make use of Council facilities or resources to conduct business for a voluntary or third sector organisation in which you have an interest, unless approved through established channels open to other organisations. Examples include, but are not limited to::*
 - officer support*
 - stationery*
 - equipment such as phones, and computers*
 - access and use of local authority buildings and rooms*
 - access to Council data and information*

These are provided to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use

2.7 Managing voluntary and third sector interests

Where a conflict exists you have three options of managing the conflict, determined by the individual circumstances of the conflict. Questions of materiality are to be referred to the Proper Officer.

- a. The conflict is noted but is not material and you can fully participate in the agenda item including voting on the item in the event a vote is called (e.g. if you support a group, attend meetings/activities but have no decision-making or officer post within the organisation, or a subscription member of a national organisation)*
- b. The conflict is noted and any outcome may have an indirect beneficial benefit to a group or organisation, however you have held no decision-making role or officer post within the organisation within the last 12 months and commit that this will continue for at least another 12 months, where this changes the decision may be reviewed by non-conflicted Councillors. In these circumstances you may contribute to the debate but must abstain from any vote should one be called (e.g. if you are more active with a group than specified above but do not hold formal decision making or officer roles).*
- c. The conflict is noted and any outcome will materially impact on the organisation or group directly, you have decision-making powers, or hold a recognised officer post or have done so within the last 12 months. It is further understood that if a Councillor takes an officer role or assumes decision making responsibilities for an organisation during the 12 months*

following a decision at Council this would be reported to the Proper Officer and a review of the decision would be undertaken. In these circumstances you have two options

- i. you withdraw from the meeting completely for this Agenda item and a colleague from the organisation can make any representations on behalf of the organisation to the Council (the same courtesy would be extended to any organisation by permission of the Chair of the Meeting). Where this is not possible for reasons agreed with the Proper Officer, then*
- ii. you may present a factual report to the Council meeting, receive and answer any immediate questions of Councillors and subsequently withdraw from the meeting at that point for the remainder of the Agenda Item*

2.8 It is good practice raise any potential conflict with the Proper Officer in advance of the meeting to give the Proper Officer time to consider any perceived conflict in good time and with all information at hand including seeking advice from SPCA, NALC or the Monitoring Officer at CCDC.

2.9 If a potential conflict is not raised and resolved before the meeting and materialises during the meeting, the presumption course of action would be following route "c" above and the Councillor must withdraw from the whole item as a matter of caution to safeguard the individual and the Council. It should also be noted that a potential conflict may become evident through the course of the discussion on an agenda item and we expect Councillors to highlight this immediately that they suspect this to be the case and a decision made by the Chair of the meeting with advice from the Proper Officer as to the best course of action following the principles outlined above

3 REGISTER OF INTERESTS Any interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the authority's website.

4 SENSITIVE INTERESTS Where you consider that disclosure of the details an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

5 NON PARTICIPATION IN CASE OF PECUNIARY INTEREST

5.1 Where you have a personal interest in any business of your authority you also have a pecuniary interest in that business where the interest is one which:

- (a) affects the financial position of you or a relevant person; or
- (b) relates to the determining of any approval, consent, licence, permission or registration in relation to you or any relevant person; and a member of the public with knowledge of the relevant facts would reasonably regard the interest as so significant that it is likely to prejudice your judgement of the public interest.

5.2 Subject to paragraph 5.3 and 5.4, where you have a pecuniary interest in any business of your authority—

- a) You may not participate in any discussion of the matter at the meeting. June 2012 Page 8
 - b) You may not participate in any vote taken on the matter at the meeting.
 - c) If the interest is not registered, you must disclose the interest to the meeting.
 - d) If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.
- 5.3 Where you have a pecuniary interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise and you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

5.4 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a pecuniary interest that relates to the functions of your authority in respect of—

- (i) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (ii) an allowance, payment or indemnity given to members;
- (iii) any ceremonial honour given to members; and
- (iv) setting a precept under the Local Government Finance Act 1992. June 2012 Page

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DISCLOSABLE PECUNIARY INTERESTS This is not part of the Code of Conduct but is an explanation of the law on Disclosable Pecuniary Interests under the Localism Act 2011. Breach of these provisions is not dealt with as a breach of the Code of Conduct but by the criminal law. Breaches of the law may also be breaches of the Code of Conduct and if no action is taken under the criminal law action may be taken on the breach of the Code. This note explains the requirements of the Localism Act 2011 (Sections 29-34) in relation to disclosable pecuniary interests. These provisions are enforced by criminal sanction. They come into force on 1 July 2012.

1. Notification of disclosable pecuniary interests Within 28 days of becoming a member or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'. A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

Interest description Employment, office, trade, profession or vacation Any employment, office, trade, profession or vocation carried on for profit or gain. Sponsorship Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided June 2012 Page 10 within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. Contracts Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—

- (a) under which goods or services are to be provided or works are to be executed;
- and

(b) which has not been fully discharged. Land Any beneficial interest in land which is within the area of the relevant authority. Licences Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

Corporate tenancies Any tenancy where (to M's knowledge)—

(a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest. June 2012 Page 11 Securities Any beneficial interest in securities of a body where—

(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and

(b) either—

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class. These descriptions on interests are subject to the following definitions; "the Act" means the Localism Act 2011; "body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society; "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means the person M referred to in section 30 of the Act which reads; 30 Disclosure of pecuniary interests on taking office June 2012 Page 12

(1) A member or co-opted member of a relevant authority must, before the end of 28 days beginning with the day on which the person becomes a member or co-opted member of the authority, notify the authority's monitoring officer of any disclosable pecuniary interests which the person has at the time when the notification is given.

(2) Where a person becomes a member or co-opted member of a relevant authority as a result of re-election or re-appointment, subsection (1) applies only as regards disclosable pecuniary interests not entered in the authority's register when the notification is given.

(3) For the purposes of this Chapter, a pecuniary interest is a "disclosable pecuniary interest" in relation to a person ("M") if it is of a description specified in regulations made by the Secretary of State and either—

(a) it is an interest of M's, or (b) it is an interest of—

(i) M's spouse or civil partner, (ii) a person with whom M is living as husband and wife, or (iii) a person with whom M is living as if they were civil partners, and M is aware that that other person has the interest.

(4) Where a member or co-opted member of a relevant authority gives a notification for the purposes of subsection

(1), the authority's monitoring officer is to cause the interests notified to be entered in the authority's register (whether or not they are disclosable pecuniary interests). "member" includes a co-opted member; "relevant

authority” means the authority of which M is a member; “relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Act; “relevant person” means M or any other person referred to in section 30(3)(b) of the Act; securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and June 2012 Page 13 Markets Act 2000() and other securities of any description, other than money deposited with a building society.

2. Register of interests Any interests notified to the Monitoring Officer will be included in the register of interests. A copy of the register will be available for public inspection and will be published on the authority’s website.

3. Sensitive interests Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2).

4. Non participation in case of disclosable pecuniary interest A) If you are present at a meeting of the authority, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting,

1. You may not participate in any discussion of the matter at the meeting.

2. You may not participate in any vote taken on the matter at the meeting.

3. If the interest is not registered, you must disclose the interest to the meeting.

4. If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days. Note: In addition, Standing Order X requires you to leave the room where the meeting is held while any discussion or voting takes place. June 2012 Page 14 B) Where an executive member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the executive member must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.

5. Dispensations The authority may grant you a dispensation, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

6. Offences It is a criminal offence to

- Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election
- Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register

- Fail to notify the Monitoring Officer within 28 days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting

- Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- As an executive member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.

- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a

meeting The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.

Report To:	Full Council	Date:	29 th June 2021
Title:	Hednesford Town Council office		
Anticipated Time:	15 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

<p>Summary</p> <p><u>Council office</u></p> <p>The Council historically employed 2 members of staff (Clerk and Deputy Clerk) and office space had not been an issue with both staff working in the reception office. By November 2020 the Council had 4 members of staff and the smaller office with 3 desks was no longer fit for purpose, it also breached Covid social distancing rules. The compact size of the office also affected the work that could be undertaken as when one person was on a phone call, another person could not also take a call nor hold a conversation without causing disruption, verified by the former Chair who had spent time working from that office with staff.</p> <p>The Council office was moved to Meeting Room 1 in November 2020 and the former board room was reconfigured to accommodate 4 desks so that all 4 members of staff could work together within the same office. This made use of the large board room which had remained unoccupied as Full Council were not meeting face to face and there were no hirers for this meeting room.</p> <p>The former Council reception office was subsequently let out and two hirers pay for Use of the room on Tuesdays and Thursdays.</p> <p>Within Meeting Room 1 (former Board room) there are now 4 workstations for the Operations and Regeneration Manager, the PGCC and Administration Officer, the new RFO and the Community Officer (vacancy). There is also space / seating for visitors to meet i.e. Councillors / PGCC hirers / residents.</p> <p>Pye Green Community Centre Committee met on 26th May 2021 to discuss the Council office and whether it should remain in Meeting Room 1 or whether it should return to the former smaller reception office.</p>
<p>Recommendation(s)</p>

Pye Green Community Centre Committee met on 26th May and their recommendation is that Hednesford Town Council office should remain in Meeting Room 1 until December 2021 at which time it will be reviewed.

This provides sufficient time for:

- The new Community Officer to be recruited so that there is an understanding of how staff require and utilise the office space
- Social distancing guidance to be relaxed and changed which may result in enquiries for the meeting room
- PGCC to be marketed and promoted so that we have an understanding of the demand for the larger meeting room
- The PGCC survey report of recommendations to be published which will present a way forward for Pye Green Community Centre

The Committee recognised that as social distancing measures ease, classes and groups may be interested in hiring the meeting room.

If the staff vacated Meeting Room 1 now the room would still not be suitable for Full Council meetings due to Covid restrictions on social distancing and would sit empty.

It was recommended that Council staff remain and this be reviewed in December 2021.

It was recommended that during the next 6 months the Full Council meetings take place in the PGCC foyer and also within the community: library / fire station / new care home / school etc.

Relevant Issues and Implications

Financial	The 2021/22 budget has been approved and signed off by full Council. The budget did not include the hire of Meeting Room 1 where staff are now based within its forecast. It is feasible that if Meeting Room 1 was vacant a hirer would be interested although there have been no enquiries during the past 12 months. This may change over the forthcoming months. Hire of Meeting Room 1 would assist in addressing the Council deficit.
Value For Money	Staff need an office space fit for purpose.
Risk & Control	
Health & Safety	
Legal	
Human Resources	Two staff working from the former office and one staff member working from home is not assisting an effective working environment and is singling out a member of staff.
Equal Opportunities	

People (Public, Centre Users and Councillors)	Councillors could use the spare hot desk as required.
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1.	Introduction
1.1	From November 2020 there were 4 Council Officers in 2-person office. Staff relocated to Meeting Room 1 which has been reconfigured from a board room layout and now has 4 workstations.
1.2	With the staff restructure there are 3 Council Officers and 1 hot desk for the new Responsible Finance Officer. There is also space for visitors i.e. Councillors, PGCC hirers, residents.
1.3	Social distancing applies within the workplace for the foreseeable.
1.4	If Meeting Room 1 was to return to a board room it could not accommodate the Full Council meetings with 10 Councillors and 3 officers as it would breach social distancing.
1.6	
1.7	
2.	Proposal
2.1	For Meeting Room 1 to remain as the Hednesford Town Council office, this will be reviewed in December 2021.
2.2	A thorough analysis of the PGCC survey is required and a comprehensive report on findings and recommendations is needed. This will direct the future of PGCC.
3.	Options
3.1	Staff remain in Meeting Room 1 and review in 6 months time (recommendation of PGCC Committee)
3.2	Two staff to relocate to the former office and one member of staff to work from home (total three staff)
4.	Conclusion
4.1	As Meeting Room 1 is not suitable for Full Council meetings due to Covid restrictions on social distancing and as three staff members can work from one room it is recommended that staff remain in Meeting Room 1, to be reviewed in December.
5.	Recommendation(s)
5.1	Staff to remain in Meeting Room 1 for six months and then matter reviewed.
5.2	PGCC Survey Report to be written with recommendations for PGCC to include

	a marketing strategy and actively marketing every meeting room to understand the demand for room hire.
5.3	

Appendices
Information provided by the former RFO, Cllr Garry Jones

For more information on this proposal please contact: PGCC Committee
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Information provided by the former RFO, Cllr Garry Jones

1. PGCC - the figures:
 - 2019-2020 actual income: £38,220
 - 2020-2021 actual income: £11,028
 - 2021-2022 budget: £33,000 – based on a consensus between autumn 2020 actuals and the projections below
2. Projected 12 month income based on bookings for 49 weeks a year: £46,591 for a 'normal' year. This won't be realised this year as some classes have yet to return.
On the one hand this is excellent, as it's significantly better than both budget and 19/20 actuals.
3. But, the budget has an £18.5k deficit. So, even if achieved, it leaves approx. £5k deficit remaining to be dealt with just to get to balanced books. This assumes the ongoing £40k per annum precept subsidy should remain and not be available for other council priorities.
4. Function Room income is near capacity, – there are 2 small gaps on Monday mornings and Saturday nights. The projection above includes £37.4 income for the function room which would be £12k more than it achieved in 2019/20..If hire returns and remains at capacity and stable, we could hope to exceed this as Saturday night bookings return.
5. Meeting Room income projection is £9k, which is £4k less than 2019/2020. Not so good, but if in fact we could just match the performance of 2019/2020 for the meeting room hire, we would almost be at a balanced budget.
6. However, and this is for the committee to consider. 2019/20 actuals are based on the use of the large meeting room 1 plus small room 2. 2021/2022 projections are based on the smaller former office space and room 2.
7. The booking sheet would appear to suggest it is only regularly available on evenings and weekends, and I would question whether a meeting room of

this size would ever realistically be in demand at those times unlike the former large meeting room.

8. Other potential income, of the IT suite to the DVSA for example, is of course welcome, but ought to be considered in the light of the ongoing precept subsidy, and gains against that being welcome. Also in light of general uncertainty around covid which could easily dent any one of these sources of income as we saw last year when income dropped by 70% overnight. As such I do not find it sound financial practice to try and offset other prospective income against the core hire income from the function room and meeting rooms.
9. **Conclusion:** It is therefore my considered view as (at time of writing) RFO that if at all possible the large meeting room should be brought back into hire use, in order that it can be marketed for evening and weekend usage and contribute (perhaps fully) to closing the remaining deficit and lessening the risk overall. If not, I believe it will be hard to achieve a balanced position, let alone begin eating into the £40k precept subsidy.



JUNE 2021 - PLANNING APPLICATIONS & COMMENT/RESPONSE

** Planning Applications lodged with Cannock Chase District Council can be found at:

<http://www.cannockchasedc.gov.uk/planningapps>

APPLICATION REF:	LOCATION / DESCRIPTION	RESPONSE
CH/21/0223	115 Church Hill, Littleworth, Cannock, WS12 1BD. Proposed loft conversion with construction of flat roof dormer to rear elevation.	No adverse observations.
CH/21/0239	Unit 129 Anglesey Business Park, Littleworth Road, Cannock WS12 1NR. Proposed change of use to adult shop selling lingerie, novelty goods and toys.	No adverse observations.
CH/21/0228	22 Burleigh Close, Pye Green, Cannock, WS12 4RR. Proposed Development: Two storey rear extension.	No adverse observations.
CH/21/0246	70 Belt Road, Cannock, WS12 4JJ. Proposed Development: Rear garden store/shed and utility outbuilding.	No adverse observations.
CH/21/0244	30 Market Street, Hednesford, Cannock, WS12 1AF. Proposed Development: First floor extension and single storey development to rear, including partial change of use of ground floor to include the consumption of food on the premises.	No adverse observations.

APPLICATION REF:	LOCATION / DESCRIPTION	RESPONSE
CH/21/0242	85 Wood Lane, Littleworth, Cannock, WS12 1BW. Proposed Development: Demolition of existing garages and part of existing building and the replacement with extensions and alterations to the roof including sub-basement levels.	Can consideration be given to the potential impact upon the locality if heavy plant/machinery and/or works traffic will regularly visit this site during demolition/construction works? Can consideration be given to the impact upon narrow residential (some one-way) streets and also the safety of school-age pedestrians (Kingsmead)?
CH/21/0253	70 Belt Road, Cannock, WS12 4JJ Proposed Development: Proposed Rear Two Storey Extension and Loft Conversion.	No adverse observations.
CH/21/0241	1, Pit Pony Way, Hednesford, Cannock, WS12 4FN Proposed Development: Side extension for utility room - 2.5m x 4m Moving the boundary wall.	No adverse observations.
CH/21/0256	41 Stephenson Way, Hednesford, Cannock, WS12 4AD Proposed Development: Single storey extension to 2 sides (side & back) to form garage & new Kitchen/ Dining Living area.	Arboricultural Impact Assessment noted. Removal of six trees is disappointing; can the Applicant consider a local replacement tree planting exercise to mitigate the loss of six trees they are removing from the environment?
APPLICATION REF:	LOCATION / DESCRIPTION	RESPONSE
CH/21/0258	2 Railway View, Cannock, WS12 4FA. Description: Prior Notification: Single storey rear extension measuring 3.9m	No adverse observations.

	in height (2.7m to eaves) and 3.4m in depth.	
CH/21/0263	<p>HEDNESFORD GREEN HEATH WARD 1, Meadowbrook Close, Hednesford, Cannock, WS12 4FD.</p> <p>Installation of a grooming pod for a small dog grooming business (2.4m x 2.4m x 2.5m high). Business hours 9am-6pm Mon - Sat.</p>	No adverse observations.
CH/21/0266	<p>HEDNESFORD GREEN HEATH WARD 443, Cannock Road, Chads Moor, Cannock, WS12 4AE.</p> <p>Description: Prior approval for change of use from shops to dwellinghouse (C3). Conversion of 1 x no ground floor shop and 1 x no first floor flat into 2 x dwellings (one front and one rear).</p>	No adverse observations.