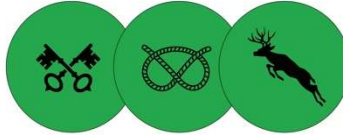


Hednesford Town Council



Gateway to the Chase

10th March 2022

Dear Councillor,

A Meeting of the Town Council will be held at **7:00pm on Tuesday 15th March 2022** at Pye Green Community Centre.

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

Members of the public can attend the meeting in person and also have the option of joining remotely via the Zoom link. Members of the public may ask questions in the public participation section of the meeting only.

Join Zoom Meeting link:

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

Meeting ID: 826 2323 9486

Passcode: 203550

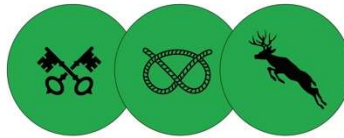
Yours sincerely

Michelle Baker
Operations and Regeneration Manager
Proper Officer and Clerk

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

TUESDAY 15th MARCH 2022, 7PM

*To be held at Pye Green Community Centre, Bradbury Lane, Hednesford
The public are invited to attend the meeting in person and by Zoom
The meeting will live stream on the Council Facebook page*

AGENDA

Public Participation

1. Apologies

2. Declarations of Interest

3. Minutes

- I. To review and approve the minutes of the Full Council Meeting held on 1st February 2022 (enclosed agenda pages 5 to 11).

4. Mayor's Announcements

- I. Welcome two new Councillors to Hednesford Town Council.
II. Update: CCDC judgement on HTC request to assign the PGCC lease to the Scouts.

5. Council Committees

- I. Cllr Arthur Roden has submitted a request / plea to return to the Finance, Personnel and Operations Committee on which he was a Member but left following his verbal resignation at the Full Council meeting in August 2021. Cllr Roden did apologise at a Full Council meeting in September 2021 for the verbal resignation and the apology was accepted by former Mayor Hunneyball (see recording of meeting). The resignation was not validated as it was not in writing (in accordance with Standing Orders) and was retracted by Cllr Roden at the September 2021 Council meeting. Cllr Roden would like to return to this Committee with immediate effect.

- II. Two new Councillors to join Committees. Current Committee membership:

Regen & Community

1. Cllr Paul Woodhead
(Chair)
2. Cllr Mandy Dunnett
3. Mayor Cllr
Kathryn Downs
4. Cllr Sharon Jagger

Finance, Personnel &

- Operations
1. Cllr Sharon Jagger
(Chair)
 2. Cllr Garry Jones
 3. Cllr Paul Woodhead
 4. Cllr Kathryn Downs

PGCC

1. Cllr Debbie Cartwright
(Chair)
2. Mayor Cllr Kathryn
Downs
3. Cllr Mandy Dunnett
4. Cllr Darrell Mawle

6. Papers / Reports from Councillors, Committee Chairs and Principal Speakers

I. Pye Green Community Centre

To consider the following Motion proposed by Cllr Darrell Mawle:

December's motion at Full Council to transfer the lease for Pye Green Community Centre to 1st Hednesford Scouts came about from Councillor's serious concerns that yearly losses were affecting the Council's reserves and would become unsustainable in 3 years' time.

Councillors also wanted to help a much loved local group find a new base whilst gaining a commitment from them that the Community Centre would remain open for community groups and activities for the majority of the time.

Following CCDC's decision that there will be no change to the lease I propose that the letter that was sent to the 5 affected hirers notifying them that they are unable to hire PGCC after 31st March 2022 be revoked with immediate effect enabling hirers to continue on the same terms as before if they want to.

Staff were also notified that there may be employee consultation following the lease assignment and this needs to be retracted. (please note that the Clerk / Proper Officer has confirmed that she has already notified staff that the lease assignment was rejected and their jobs are not due for consultation).

The Council still finds itself in a financial predicament so I also propose that the PGCC Committee urgently looks at how to rectify this and reviews hire fees, new ideas for income generation and all aspects of PGCC day to day running bringing proposals back to full council in May.

II. Pye Green Community Centre Requirement for a Building Condition Survey/Report To consider the Paper proposed by Cllr Sharon Jagger (enclosed agenda pack pages 12 to 14).

III. Control the Bleed Kits

To consider the Paper proposed by Cllr Kathryn Downs (enclosed agenda pack pages 15 to 19).

IV. Principle Speaker for Planning – Cllr Sharon Jagger

To note the attached list of planning applications (enclosed agenda pack page 20).

V. CCTV Statistics – Cllr Paul Woodhead

To note the CCTV report (agenda pack pages 21 to 22).

7. Update from Operations and Regeneration Manager / Clerk and Proper Officer

I. Acting RFO will have Q3 Budget Vs Actual reports complete for the next FPOPS Committee meeting.

II. Budget implications for 2022/23 and a way forward. The 2022/23 budget is now obsolete following the CCDC decision regarding PGCC. It is proposed that a new budget is drafted (fixed and variable costs) by the Proper Officer in March 2022 and that Full Council assemble in March / April 2022 specifically to agree the revised budget now that PGCC is to be retained by HTC.

8. Items for the next meeting Agenda

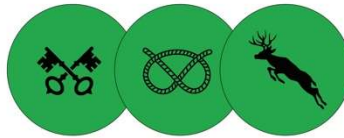
To resolve that the public be excluded from the meeting due to the confidential nature of the business to be transacted.

Private and Confidential Business

- I. Cllr Debbie Cartwright to deliver personal statement regarding Councillor Code of Conduct

- II. Personnel update – by Michelle Baker, Clerk / Proper Officer
 - Community Officer recruitment
 - RFO recruitment
 - NALC

Hednesford Town Council



Gateway to the Chase

MINUTES OF THE MEETING OF HEDNESFORD TOWN COUNCIL

Tuesday 1st February 2022 at 19:00

Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford.
Members of the public were invited to attend in person and by Zoom.

Councillors Present: (alphabetical order)

- Cllr Arthur Roden
- Cllr Darrell Mawle
- Cllr Debbie Cartwright
- Cllr Garry Jones
- Cllr Kathryn Downs (Deputy Mayor)
- Cllr Mandy Dunnett
- Cllr Paul Woodhead
- Cllr Sharon Jagger

Officers in Attendance: (alphabetical order)

- Ginetta Adams, Community Centre and Administration Officer
- Michelle Baker, Operations and Regeneration Manager / Proper Officer and Clerk

Members of Public:

- Members of the public were in attendance including Pye Green Community Centre hirers.

Public Session:

Cllr Kathryn Downs welcomed the public in attendance and opened a 30-minute question and answer session.

Member of the public Alan Pearson asked for an update regarding a letter he had posted to the Council with reference to a gold gilt chain that he had gifted to the Council two years ago for the Council's Chair badge of office. He was advised that a reply had been written and that the chain would be returned to him immediately as it had not been used.

Member of the public Joanne Page asked for an update on the Control The Bleed Kits for Hednesford, she was advised that this would be brought to the March Council Meeting.

The public raised numerous questions with Councillors regarding the future of Pye Green Community Centre and the proposed assignment of the lease to the Scouts.

1. Apologies – Responsible Finance Officer (RFO) Sandie Morris.

2. Declarations of Interest – Cllr Debbie Cartwright declared an interest in item 9vi. on the agenda as Co-Founder of Chase Lighthouse. Cllr Kathryn Downs declared an interest in the proposed Council budget as she is Chair of Chase Pride and this is listed as an event

3. Elections

I. Election for the position of Hednesford Town Council Mayor. This was essential following the resignation of Cllr Emma Hunneyball in January 2022.

Proposed by Cllr Mandy Dunnett that Cllr Kathryn Downs is elected as Mayor

Seconded by Cllr Sharon Jagger

Resolved by unanimous vote – Cllr Kathryn Downs elected as Mayor

II. Election for the position of Deputy Mayor following the vacancy created by Cllr Kathryn Downs being elected as Mayor (Cllr Downs was formerly the Deputy Mayor).

Proposed by Cllr Paul Woodhead that Cllr Mandy Dunnett is to be elected as Deputy Mayor

Seconded by Cllr Debbie Cartwright

Resolved by unanimous vote – Cllr Mandy Dunnett elected as Deputy Mayor

4. Minutes

I. To review and approve the minutes of the previous Full Council Meeting held on 7th December 2021 (enclosed agenda pages 6 to 9), uploaded to the HTC website on 10th January 2022.

Proposed by Cllr Darrell Mawle that the Minutes are a true and accurate record of the Council meeting in December

Seconded by Cllr Sharon Jagger

Resolved by unanimous vote that the Minutes are approved

5. Mayor's Announcements

I. Departure of Cllr Emma Hunneyball. Mayor Kathryn Downs thanked Emma Hunneyball for her service and being a democratic advocate, she wished her well in her future ventures.

II. Two Councillor vacancies. CCDC have confirmed that the Hednesford Town Council by-election will be held on 10th March 2022. HTC will be required to fund the cost of the election at £5,500.00, plus (optional) poll cards at £2,750.00. This cost is incurred if more than two candidates stand. If only two individuals stand, both candidates would simply be 'elected' without contest and this would be effective following the close of the nomination period, there would be no cost to HTC.

III. Hednesford In Partnership letters of thanks. Mayor Kathryn Downs read out two letters received from Hednesford In Partnership thanking the Council for supporting the Summer Festival and the Christmas Lights Switch On event.

6. HTC Committees x 3

I. To consider the following Motion submitted by Clerk / Proper Officer Michelle Baker: Proposed that Hednesford Town Council consider the following addition to the existing Committee Terms of Reference (applicable to all three Committees): Attendance by Members Any Councillor not being a Member of a Committee may attend any meeting of the Committee but their right to participate in the meeting will be equal to the public's right to do so.

Proposed by Mayor Kathryn Downs in support of this motion

Seconded by Deputy Mayor Mandy Dunnett

Resolved by a unanimous vote that this is added to the Committee Terms of Reference

II. To Appoint New Committee Members. This is relevant for three Councillors:

- (New) Mayor – to be formally appointed to FPOPS Committee

- Cllr Darrell Mawle – is not currently a member of a Committee
- Cllr Arthur Roden – is not currently a member of a Committee Current Committee membership:

Regeneration & Community Committee currently stands as:

1. Cllr Paul Woodhead (Chair)
2. Cllr Mandy Dunnett
3. Cllr Kathryn Downs
4. VACANCY

Proposed by Deputy Mayor Mandy Dunnett that Cllr Sharon Jagger join this Committee

Seconded by Cllr Paul Woodhead

Resolved by 7 votes– Cllr Arthur Roden abstained

Regeneration & Community Committee Members therefore confirmed as:

- | | |
|-------------------------------|-----------------------|
| 1. Cllr Paul Woodhead (Chair) | 3. Cllr Kathryn Downs |
| 2. Cllr Mandy Dunnett | 4. Cllr Sharon Jagger |

Finance Personnel & Operations Committee currently stands as:

1. Cllr Sharon Jagger (Chair)
2. Cllr Garry Jones
3. Cllr Paul Woodhead
4. Cllr Kathryn Downs attending as previously Acting Mayor

Proposed by Deputy Mayor Mandy Dunnett for Mayor Kathryn Downs to join this committee

Seconded by Cllr Darrell Mawle

Resolved by 7 votes – Cllr Arthur Roden abstained

Finance Personnel & Operations Committee therefore confirmed as:

- | | |
|-------------------------------|-----------------------------|
| 1. Cllr Sharon Jagger (Chair) | 3. Cllr Paul Woodhead |
| 2. Cllr Garry Jones | 4. Mayor Cllr Kathryn Downs |

Pye Green Community Centre Committee currently stands as:

1. Cllr Debbie Cartwright (Chair)
2. Cllr Kathryn Downs
3. Cllr Mandy Dunnett
4. Vacancy

Proposed by Cllr Sharon Jagger for Cllr Darrell Mawle to join the PGCC Committee

Seconded by Deputy Mayor Mandy Dunnett

Resolved by 7 votes – Cllr Arthur Roden abstained

Pye Green Community Centre Committee confirmed as:

- | | |
|-----------------------------------|-----------------------|
| 1. Cllr Debbie Cartwright (Chair) | 3. Cllr Mandy Dunnett |
| 2. Cllr Kathryn Downs | 4. Cllr Darrell Mawle |

PGCC Committee

III. PGCC Committee meeting times. To consider the following Motion submitted by Cllr Debbie Cartwright, Chair of Pye Green Community Centre Committee: Proposed that Hednesford Town Council consider that the day and time of the Pye Green Community Centre (PGCC) Committee meetings is changed from Tuesdays at 7pm to Mondays at 7pm. There are two meetings scheduled for this financial year which will be affected, and these are: Tuesday 22nd February 7pm change to Monday 21st February 7pm - Tuesday 29th March 7pm change to Monday 28th March 7pm.

Existing PGCC Committee members have confirmed they can attend on the proposed day / time.

Proposed by Cllr Debbie Cartwright to approve this motion

Seconded by Cllr Darrell Mawle

Resolved by a unanimous vote that the day of the PGCC Committee Meetings will be held on Monday at 7pm.

7. Poll Cards

To consider the following Motion submitted by Clerk / Proper Officer Michelle Baker: Proposed that Hednesford Town Council consider that CCDC have confirmed that there will be a by-election on 10th March 2022 for the two Councillor vacancies. CCDC have stated that poll cards are optional and would incur a cost to Hednesford Town Council of £2,750.00. Poll cards tell people when to vote and at which polling station, you can vote without a polling card and it is not the ballot paper. It must be noted that the election and poll cards are only required if 3 or more people stand for the 2 vacancies; if 2 stand then there will not be an election. It is proposed that, in the event of more than two candidates standing for election, the Council does opt for poll cards to be issued to inform the electorate and remain open and transparent of the process.

Proposed by Cllr Arthur Roden to have poll cards

Seconded by Cllr Darrell Mawle

Resolved by a unanimous vote that HTC fund poll cards for the by-election

8. Update from the Responsible Finance Officer (RFO) – Cllr Garry Jones provided the update in place of the absent RFO.

I. Q3 variance report and bank reconciliation (sent with agenda pack). – Cllr Garry Jones advised that there were some variances in this report that needed to be resolved before being issued, however he confirmed that the Bank Reconciliation was correct.

II. Setting the Precept for 2022/23. Different options were discussed and the recommendation from the Finance, Personnel and Operations Committee was that the Precept per household should not be increased for financial year 2022/23. As there have been new properties in Hednesford since the 2021/22 Precept there would be a small increase to the 2022/23 Precept of £5,000 per annum.

Proposed by Cllr Garry Jones to vote for the recommendation not to increase the Precept per household

Seconded by Cllr Paul Woodhead

Resolved by a unanimous vote that the annual Precept per property to remain the same as current year

III. 2022/23 (draft) Council budget with two financial scenarios (PGCC lease assigned and PGCC lease not assigned and therefore PGCC to remain as HTC responsibility). – Cllr Garry Jones discussed the scenarios and how the budget would be affected including contingencies that should be put into place.

IV. To consider the following Motion: It is proposed that Hednesford Town Council appoint an internal auditor. The recommendation of the Finance, Personnel and Operations Committee is that after considering three written quotes that Full Council approve their recommendation to appoint Viv Evans on the SSPA Internal Auditors List at a cost of £75 for an interim audit and £75 for an end of year audit.

Proposed by Cllr Garry Jones in favour of this motion

Seconded by Cllr Paul Woodhead

Resolved by unanimous vote

9. Items from the Operations and Regeneration Manager / Clerk and Proper Officer

I. Update on events and activities Jan to March. HTC has benefited from a total of £20k of funding from the ERDF Welcome Back to the Hight Street Fund (that can only be spent in the Town Centre as per legal criteria); whilst many events have already taken place during 2021, we have the following free attractions planned for 2022:

- **January** – T-Rex at the recent Farmers and Craft Market
- **February** – Climbing Wall at the Farmers and Craft Market and Magical Mayhem on the Friday during February half term
- **March** – Transformer and Batman at the Farmers and Craft Market

II. Paper for decision on CIL funding: litter bins x 6 and snow grit bins x 6 (enclosed pages 12 to 15). – Michelle Baker discussed the paper, highlighting the need for proposed litter bins x 6 and snow grit bins x 6.

Proposed by Cllr Darrell Mawle in favour of the litter bins

Seconded by Deputy Mayor Mandy Dunnett

Resolved by unanimous vote to invest in litter bins.

Proposed by Cllr Darrell Mawle in favour of the grit bins

Seconded by Deputy Mayor Mandy Dunnett

Resolved by 6 votes to invest in snow grit bins. Cllr Garry Jones and Cllr Sharon Jagger abstained.

III. Update on PGCC lease assignment. – All information has been sent to Cannock Chase District Council; the report will be voted on at their Cabinet meeting on 3rd March 2022.

IV. Update on breach of confidentiality (in December 2021). – There is an ongoing investigation into confidential information sent to Councillors being leaked to the public.

V. Standing Orders. Conforming to Standing Order Section 14 (a), Full Council are to be notified that complaints have been made to the CCDC Monitoring Officer relating to the conduct of three HTC Councillors. The District Council Monitoring Officer has reviewed the complaints and confirmed that he will not refer the complaint for formal investigation and did not intend to take any further action. – This matter is now closed.

VI. Formal request from Chase Lighthouse (enclosed agenda pack page 16). – moved to end of meeting.

10. Reports from Committee Chairs, Principal Speakers and Councillors

I. Public concerns regarding PGCC Lease Assignment - Cllr Kathryn Downs Publicly acknowledged the petition presented to Hednesford Town Council with 1,453 signatures (scanned and sent by email to Cllrs) and also the emails received from the public (enclosed pages 23 to 34) with names redacted for confidentiality.

Mayor Kathryn Downs thanked the public for their emails and receipt of the petition, she encourages public engagement and that we must have an emphasis on this in future, a discussion followed amongst Councillors about the wording, authenticity, and location of some of the petition signatories.

II. Standing Orders. To consider the following Motion proposed by Cllr Kathryn Downs: Members of this Council understand and appreciate the value that Standing Orders and the Councillor Code of Conduct bring to help ensure robust debate of Council business, while ensuring mutual respect of fellow Councillors, good practice while Chairing Meetings and Committees and respect for the associated role of the Proper Officer. This

Council resolves to reaffirm its commitment to the current Councillor Code of Conduct and Standing Orders, and each Member will be reissued with a copy to review and adhere to.

Proposed by Mayor Kathryn Downs in favour of the motion

Seconded by Vice Mayor Mandy Dunnett

Resolved by unanimous vote

Michelle Baker to re issue a copy of the Standing orders to all Councillors and to arrange training.

III. Principal Speaker for Planning – Cllr Sharon Jagger. To note the attached list of planning applications (enclosed agenda pack page 17). – Cllr Sharon Jagger gave an update and confirmed the resubmission of planning on Greenwood Park – this included a condition that it could not be sold as two separate properties later.

IV. Community Officer role - to consider the following Motion proposed by Cllr Arthur Roden: Hednesford Town Council has not had a Community Officer in post since mid-June 2021. This has resulted in a considerable saving for the Council and in an effort to save further funds proposes that the Council discontinue advertising the role of Community Officer at a cost of £24,982.00 pro rata (working 15 hours per week) plus employer on-costs and pension contributions with immediate effect and explore how else these funds could better be spent in the community.

Proposed by Cllr Arthur Roden

Seconded by Cllr Debbie Cartwright

Rejected by 6 votes against proposal

V. Councillor Community Surgery – new for 2022 To consider the following Motion proposed by Cllr Debbie Cartwright (enclosed agenda pack pages 18 to 20). – after some discussion on how and when Councillor surgeries can be held there was an amendment to the motion that the logistics of dates, times and locations should be developed, Cllr Debbie Cartwright to lead on this.

Proposed by Cllr Debbie Cartwright for the amended motion

Seconded by Cllr Arthur Roden

Resolved by unanimous Vote.

VI. CCTV Statistics (agenda pack pages 21 to 22). To consider the following Motion submitted by Cllr Paul Woodhead: Proposed that Hednesford Town Council formally invite CCDC Community Safety and Vulnerability Officer Duncan Rollo and Police Inspector to meet with all Councillors in March or April to discuss the monthly CCTV report and the potential / options for partnership working going forward. Approved unanimously.

VI. Formal request from Chase Lighthouse (enclosed agenda pack page 16). –

Cllr Debbie Cartwright left the room due to a conflict of interest as she is also Co-Founder of Chase Lighthouse who had brought this request to Council. Cllr Cartwright had written to the Council (on behalf of Chase Lighthouse) and requested a discretionary Council grant to award in full and directly to a bereaved parent in Hednesford to assist with funeral and other costs.

All Councillors expressed their deepest condolences to the child's family and said this was an incredibly difficult position to be in as they did not wish to cause any upset with the decision made during the meeting. However lawfully and officially Hednesford Town Council does not have the General Powers of Competency and is therefore prohibited from awarding grant funding to an individual, albeit through Chase Lighthouse as another organisation. This means that the Council is legally prohibited and unable to grant the request of Cllr Debbie Cartwright. It was also emphasised that Hednesford Town Council may be setting a precedent if providing funding to a bereaved family in the Parish and that it would be incredibly difficult to choose

who is / is not entitled to be in receipt of such funds each year when it is such a sensitive matter.

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

1. RFO Vacancy.

Recommendation from FPOPS Committee to recruit a locum RFO for a 6 month period.
Approved by unanimous vote.

Report To:	Full Council	Date:	15 th March 2022
Title:	Pye Green Community Centre Requirement for a Building Condition Survey/Report		
Anticipated Time:	5 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

Summary
<p>There is no evidence that a building condition survey was available at the time this full repairing lease was entered into. There is no evidence that a building condition survey has ever been carried out since then; certainly, this town council did not inherit a building condition survey/report for Pye Green Community Centre.</p> <p>It is thought that a building condition survey/report is necessary in order to comply with statutory H&S responsibilities, and to accurately plan a financial strategy (including allocating reserves) in connection with the town council's ongoing responsibility for Pye Green Community Centre.</p>

Recommendation(s)
<p>That the Town Council agree to instruct a suitably qualified professional to carry out a building condition survey and prepare a report.</p>

Relevant Issues and Implications	
Financial	<p>There will be financial outlay involved. However, a building condition survey/report is necessary in order to comply with statutory H&S responsibilities, and to plan a financial strategy in connection with the town council's ongoing responsibility for this building.</p> <p>1 quote obtained £1,180.00 plus VAT from Hough and Co.</p>
Value For Money	<p>A building condition survey/report is necessary in order to comply with statutory H&S responsibilities, and to plan a financial strategy in connection with the town council's ongoing responsibility for this building.</p>

Risk & Control	NA
Health & Safety	The town council has an ongoing responsibility for Pye Green Community Centre. A building condition survey/report is necessary in order to ensure the safety of the building and the health and safety of room-hirers, town council staff and volunteer personnel [<i>councillors</i>] and the general public visiting the building.
Legal	See above – H&S may be a legal duty of HTC
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)	The town council has an ongoing responsibility for Pye Green Community Centre. A building condition survey/report is necessary / a legal duty in order to ensure the safety of the building and the health and safety of room-hirers, town council staff and volunteer personnel [<i>councillors</i>] and the general public visiting the building.

1.	Introduction
1.1	<p>There is no evidence that a building condition survey was available at the time the full repairing lease was entered into. There is no evidence that a building condition survey has ever been carried out since then; certainly this town council did not inherit a building condition survey/report for Pye Green Community Centre.</p> <p>A building condition survey/report is necessary in order to comply with statutory H&S responsibilities, and to plan a financial strategy in connection with the town council's ongoing responsibility for this building.</p>
2.	Proposal
2.1	That the Town Council agree to instruct a suitably qualified professional to carry out a building condition survey and prepare a report.
3.	Options

3.1	That the Town Council agree to instruct a suitably qualified professional to carry out a building condition survey and prepare a report.
3.2	That the Town Council agree to do nothing in this regard.
4.	Conclusion
4.1	<p>There is no evidence that a building condition survey was available at the time the full repairing lease was entered into. There is no evidence that a building condition survey has ever been carried out since then; certainly this town council did not inherit a building condition survey/report for Pye Green Community Centre.</p> <p>A building condition survey/report is necessary in order to comply with statutory H&S responsibilities, and to plan a financial strategy in connection with the town council's ongoing responsibility for this building.</p>
5.	Recommendation(s)
5.1	That the Town Council agree to instruct a suitably qualified professional to carry out a building condition survey and prepare a report.

Appendices
<p>1 quote obtained to date from Hough and Co Ltd (attached).</p> <p>3 companies have been asked to quote.</p>

For more information on this proposal please contact:
Cllr Sharon Jagger 0776 555 6660.

Report To:	Full Council	Date:	15/03/2022
Title:	Control The Bleed Kits		
Anticipated Time:	10 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

Summary
Hednesford Town Council is asked to consider the purchase of two Control the Bleed cabinets and kits from The Daniel Baird Foundation, one for installation in Hednesford Park and one for installation at a suitable location in Anglesey Ward. In addition, Council is asked to consider hosting a donated kit at Pye Green Community Centre, along with instructing the Council's Community Officer to undertake routine inspections of these plus the additional kit donated to the town of Hednesford in 2021 located in Market Street.

Recommendation(s)
That Hednesford Town Council make the arrangements as described in this report.

Relevant Issues and Implications	
Financial	Council is asked to make a one-off investment using CIL funding for the purchase and installation of two bleed control kits and cabinets, including installation, at a total cost of £1449.99 including VAT. In addition, Council is asked to budget £96 per year to replace one kit in the event they are used or damaged.
Value For Money	Once installed, the cabinets require no power supply or maintenance, other than a routine inspection to ensure no damage is present and that the kit hasn't been used.
Risk & Control	Cabinets are locked to reduce the risk of theft or damage of the kit, with access available by phoning the emergency services in the event of an incident requiring use of the kit.

Health & Safety	Cabinets need to be professionally installed in a suitable location to prevent damage or harm to the public.
Legal	<i>No relevant issues or implications identified</i>
Human Resources	Council would need to undertake regular checks of cabinets to ensure kits were still present and cabinets have not been damaged. This task would be delegated to the Community Officer to undertake as part of other community duties, such as visiting SIDs.
Equal Opportunities	<i>No relevant issues or implications identified</i>
People (Public, Centre Users and Councillors)	Having a total of four bleed control kits installed across Hednesford offers good coverage in the event of a serious incident or accident occurring. West Midlands Ambulance service will direct callers to the nearest kit which could help to prevent a death from serious injury.

1.	Introduction
	<p>Bleed control kits, also known as emergency trauma packs, are similar to first aid kits but include trauma dressings, gauze, chest seals and tourniquets to help stop serious bleeding. Campaigners say they will not only help victims of violent crime, but those involve in road traffic accidents or workplace accidents and could be particularly useful in areas where ambulance response times are slower.</p> <p>The kits are fast becoming an essential piece of life saving equipment, with increasing calls from medical professionals, the public and MPs for them to be installed in towns and cities across the UK.</p>
1.1	<p>The Daniel Baird Foundation is leading the way in the call for kits to become commonplace and has worked with medical professionals to create an affordable kit which can be registered with the emergency services.</p> <p>The charity was set up after Daniel Baird was fatally stabbed in 2017, outside The Forge Tavern, Digbeth in Birmingham following a night out with friends. There was no first aid or bleed control kit available and Daniel died shortly after arriving at hospital due to catastrophic bleeding. Had there been a publicly accessible bleed control pack available Dan may not have lost his life.</p> <p>There are many other ways for a catastrophic bleed to occur, such as from a car accident or a work related injury. The Daniel Baird Foundation believe that having publicly accessible bleed control packs in all major shopping centres, pubs/clubs, public transport stations, all public is vital to provide the necessary first aid to reduce blood loss until professional medical help arrives. For the cost of a kit, a life could be saved and their family spared lifelong grief knowing that they could perhaps have survived.</p>

	<p>The charity aims to raise awareness of the importance of having publicly accessible bleeding control packs available. They are working closely with local government organisations, community groups and business organisations to get these vital bleed control kits into as many venues as possible. They are also campaigning for First Aid Training to incorporate catastrophic bleeding control as a mandatory element of the training. Additionally, they continue to campaign to have Advanced First Aid in the curriculum of all educational establishments.</p>
1.2	<p>Several ambulance services now register bleed control kits on their Computer Aided Dispatch system, to which members of the public, medical professionals or ambulances can be directed.</p> <p>The growing list includes West Midlands Ambulance Service, East Midlands Ambulance Service, East of England Ambulance Service Trust, London Ambulance Service, Yorkshire Ambulance Service and Welsh Ambulance Service; With Scottish Ambulance Service and North West Ambulance Service in progress.</p>
1.3	<p>Each kits contains:</p> <ul style="list-style-type: none"> • Trauma Dressing – Designed to control moderate bleeding • Haemostatic gauze dressing that is very effective, designed to control moderate to very severe haemorrhage • Chest Seal – An innovative dressing for emergency management of penetrating chest wounds • Tactical Tourniquet • Nitrile Gloves for Personal protection • Scissors
1.4	<p>Further reading about the use of bleed control kits:</p> <p>https://www.thesun.co.uk/news/uknews/14218007/woman-died-after-accidentally-falling-wine-bottles/</p> <p>https://www.theguardian.com/uk-news/2021/sep/14/call-for-bleed-control-kits-to-be-rolled-out-across-uk?CMP=Share_AndroidApp_Other</p>
2.	Proposal
2.1	<p>Given the importance of bleed control kits and the increasing calls for their installation across the UK, Hednesford Town Council is asked to consider the purchase of two kits and two cabinets to house them, for installation in Hednesford Park and Hednesford South/Anglesey Ward.</p>
2.2	<p>A kit and cabinet were donated to the town of Hednesford by Cllr Roden and family in 2021, and a further kit will be donated to be hosted at Pye Green Community Centre.</p>

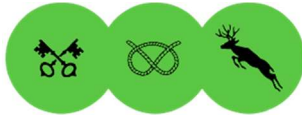
2.3	Under this proposal, a total of four kits will be available for use in Hednesford by the emergency services and public, with three being available 24/7 in accessible cabinets.
2.4	Kits and cabinets require little maintenance outside of regular checks for damage or use, at which point the kits need to be replaced. It is envisaged that these regular checks could be completed monthly by the Community Officer, or alternatively a community group could be sought to undertake the inspection.
2.5	Contents of the kit are sterile wrapped in vacuum sealed packaging to minimise deterioration; however, it is proposed that Council should budget to replace a kit each year at a cost of £96.
2.6	While there are other makes/models/brands of kit available, the bleed kits available via The Daniel Baird Foundation offer good value for money, are locatable when calling the emergency services, with ambulance operatives knowing what equipment they can expect to find within if needed.
2.7	The Daniel Baird Foundation also makes available a suite of training videos on their website which the Council can publish, or which first aid trainers can utilise to deliver further training.
3.	Conclusion
3.1	Bleed control kits are an essential piece of lifesaving equipment and could help to save the life of a Hednesford resident in the event of a serious accident or incident. The Daniel Baird Foundation kit offers good value for money, is known to a growing list of emergency services, and can be made available 24/7 by installing in a secure cabinet.
4.	Recommendation(s)
4.1	Hednesford Town Council is asked to purchase two bleed control cabinets and kits from The Daniel Baird Foundation, one for installation in Hednesford Park and one for installation at a suitable location in the Anglesey Ward.
4.2	Council is asked to host a donated kit at Pye Green Community Centre.
4.3	Council is asked to instruct its Community Officer to undertake routine monthly inspections of four kits and three cabinets installed in the town.
4.4	Council is asked to instruct the Proper Officer to liaise with Cannock Chase District Council regarding purchased and installation of one cabinet and kit for installation in Hednesford Park, while also seeking a suitable venue in Hednesford South/Anglesey Ward to host the second.

Appendices

List any appendices that accompany this report here.

For more information on this proposal please contact:

Cllr Kathryn Downs



February 2022 - PLANNING APPLICATIONS & COMMENT/RESPONSE

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

<https://planning.agileapplications.co.uk/cannock>

APPLICATION REF	LOCATION / DESCRIPTION	RESPONSE
CH/22/0043	<p>Location: 37, Haycock Road, Hednesford WS12 4FZ</p> <p>Description: Proposed conversion of existing garage to playroom & utility</p>	<p>No adverse observations</p> <p>SUBMITTED</p>
CH/22/0055	<p>(Resubmission of CH/21/0382)</p> <p>Location: First floor of 43, Market Street, Hednesford, Cannock, WS12 1AY</p> <p>Description: Change of use from retail to 1 No. studio apartment</p>	<p>No adverse observations</p> <p>SUBMITTED</p>
CH/22/0077	<p>Location: 43, Station Road, Hednesford WS12 4DH</p> <p>Description: 2 storey rear extension</p>	<p>RESPONSE NOT YET SUBMITTED.</p>
CH/22/0079	<p>Location: BT Pye Green RS Tower, Broadhurst Green, Pye Green, Hednesford WS12 4PU</p> <p>Description: Replacement of existing steel turret crane with lattice structure</p>	<p>RESPONSE NOT YET SUBMITTED</p>

Dear



Re: **CCTV Monitoring Hednesford Town Council**

Please see attached statistical information collated from CCTV within the month of February 2022

LOGGED INCIDENTS	Feb	Jan	Dec
ANTI-SOCIAL BEHAVIOUR (INC. DISTURBANCE AND DRUNKENESS)	7	8	10
ASSAULTS	1	0	0
AUTOCRIME (INC. THEFT OF/FROM MOTOR VEHICLES)	2	0	1
BURGLARY	0	0	0
CRIMINAL DAMAGE (INC. GRAFFITI)	1	0	1
COVID BREACH			
DOMESTIC INCIDENTS	0	0	0
DRUG RELATED ACTIVITY (INC. POTENTIAL COUNTY LINES)	0	3	22
KEEP IN VIEW (KIV) / OBSERVATIONS	0	0	4
MISSING PERSONS	2	0	0
MONITOR	16	27	32
OTHER	2	2	1
ROBBERY	2	0	0
ROUGH SLEEPERS	0	0	0
SHOPLIFTING	2	2	4
SUSPICIOUS ACTIVITY	14	47	59
TRAFFIC	13	6	18
WELFARE CHECK / (HEALTH & SAFETY)	0	0	0
WEAPON	1	0	0
OTHER	0	1	1
TOTAL	63	96	153
COMMUNICATIONS AND MONITORING			
AREAS MONITORED	207	234	219
AMOUNT OF TIMES WE CONTACTED POLICE	6	4	11
AMOUNT OF TIMES POLICE CONTACTED US	2	2	8
IR (OVERHEARD BY CCTV - POLICE CALL OUT TO ALL CHANNEL USERS)	0	0	0
AMOUNT OF TIMES WE CONTACTED OTHER PARTNERS (LICENSED PREMISES, STORES ETC.)	8	8	10
AMOUNT OF TIMES OTHER PARTNERS (LICENSED PREMISES, STORES ETC.) CONTACTED US	8	8	10
IMPACT ON SERVICE			
NUMBER OF CAMERA FAULTS	0	0	1

RECORDING DAYS LOST TO CAMERA FAULTS	0	0	0
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TRENDS

There seems to be a continued drop in criminal activity mainly I believe after the removal of drug selling property's by the police last month.

CCTV activity and patrols remain the same.

CASE STUDIES

We had a robbery at the end of the month by a known male but was picked up quickly by CCTV and offender was arrested on scene.

Criminal damage in the park by youths one incident inquires ongoing.

Boy racers an issue in Tesco's but police doing regular patrols to combat it.

Kind regards,

M Bristow

CCTV Operator