



15th June 2022

Dear Councillor,

A Meeting of the Town Council will be held at **7:00pm on Tuesday 21st June 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

<https://us02web.zoom.us/j/88262149543?pwd=QzIHN0tKSmlvQWdZaXM5YXJoWjd4Zz09>

Meeting ID: 882 6214 9543

Passcode: 411709

Yours sincerely

Michelle Baker
Operations and Regeneration Manager
Clerk and Proper Officer

PUBLIC PARTICIPATION

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

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



AGENDA
MEETING OF HEDNESFORD TOWN COUNCIL

Tuesday 21st June 2022, 7pm

Pye Green Community Centre, Bradbury Lane, Hednesford.

Members of the public are invited to attend in person and by Zoom.

Public Participation

1. **Apologies**

2. **Declarations of Interest**

3. **Minutes**

- I. It is proposed that the Minutes of the Full Council Meeting held on 3rd May 2022 are approved (enclosed agenda pages 5 to 9).

4. **Mayor's Announcements**

- I. Queen's Platinum Jubilee.
- II. Farmers & Craft Market.

5. **Responsible Finance Officer (RFO)**

- I. Year-end accounts, AGAR and audit for Full Council.

6. **Community Officer Update**

To consider the following Motion submitted by Matthew Johnson

Launch Council Grant Scheme for 2022:

I propose the launch and promotion of Hednesford Town Council Community Grants 2022 in July 2022. Full Council has already approved and agreed the annual Council budget for 2022/23 which included a ringfenced amount of £5,000.00 for Community Grants. The business grants were an exception in 2021 to assist businesses during the Covid pandemic however due to Council budget restraints this financial year, the application process for 2022 will only be open to community groups and community organisations.

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

I. **To consider the following Motion submitted by Sharon Jagger**

Streaming Council Meetings on Zoom: During the Covid pandemic Hednesford Town Council streamed Full Council and Committee meetings on the website Zoom to enable members of the public to attend meetings virtually to ask questions and speak directly with Councillors and the Council as they were unable to attend in person. I propose that as there are no longer any attendees on the Zoom platform wishing to ask questions and as Council meetings have reopened for the public to attend in person,

the Council cease streaming meetings on Zoom with immediate effect but continue to stream meetings on the Hednesford Town Council Facebook page. A recording of Council meetings will remain on the Facebook page so that meetings can be viewed at a later date.

II. Update on the Council Ukraine Appeal – Cllr Sharon Jagger

See enclosed agenda pack page 10.

III. To consider the following Motion submitted by Cllr Jagger

Death of a Monarch Protocol: Proposal for Hednesford Town Council to formally approve and adopt the enclosed protocol recommended by the FP&Ops (Financial, Personnel and Operations Committee), see agenda pack pages 11 to 16.

Please note: A book of condolence, black arm bands and a black rosette for the Mayor have been purchased, as specified in the protocol. A corresponding policy, specifically in regard to hire at PGCC will be delivered by the PGCC Committee.

IV. FP&Ops Committee Update – Cllr Sharon Jagger

Chair of FP&Ops Committee to give an update, see enclosed agenda pack page 17.

V. Principle Speaker for Planning – Cllr Sharon Jagger

To note the attached list of planning applications enclosed agenda pack pages 18 to 19.

VI. To consider the following Motion submitted by Cllr Darrell Mawle

Hednesford Market Working Group: Proposal to create a new working group for the Hednesford Farmers & Craft Market.

I propose that a new working group for Hednesford Market be established. We have had great success over the last year establishing Hednesford Market but we need to keep the momentum going as this is probably the flagship of our organisation along with PGCC.

The working group would choose a Chair from within the group membership and the Chair would liaise with the Regeneration & Community Committee Chair on matters that have been discussed and actions the working group would like to take. Major actions would go to full Council under the direction of the Regeneration & Community Committee. Meetings would be on an adhoc basis and would not require Officer attendance.

****Please note that any and all expenditure would need to be approved by via Council staff within their authorised budget remits or taken to Full Council as working groups, Committees and individual Councillors have no powers to approve items resulting in expenditure. Any work of the Working Group must be reported back to the Regeneration & Community Committee for recommendation and then taken to Full Council.***

VII. To consider the following Motion submitted by Cllr Darrell Mawle

Defer Forthcoming Hednesford Life Issue: Proposal to not produce a Summer edition of Hednesford Life. Due to various problems, the Spring Edition of the Hednesford Life magazine has only just finished going out. We find ourselves back to square one again and with Summer a week or so away we are not very prepared to get out a Summer edition. The Spring edition went well over budget at a time when we are making cuts in all areas.

I propose that we don't do a summer edition of Hednesford Life and any savings we make goes towards the Commonwealth Games Baton Event which we currently have no budget for. I also propose that the Autumn & Winter Hednesford Life magazines combine into one Autumn/winter edition which gives us time to get stories together, encourage deliverers and put out a really good edition to end the year with.

VIII. Highways (verbal) Update by Highways Spokesperson Cllr Darrell Mawle

IX. To consider the following Motion submitted by Cllr Laura Harrison

PGCC Committee Membership: Proposal to elect Cllr Roden onto the Pye Green Community Centre Committee. Cllr Roden has expressed an interest in joining the PGCC Committee and he has been attending the meetings as an invited guest. I propose that Cllr Roden is voted onto the PGCC Committee as a new Committee member with immediate effect.

X. To consider the following Motion submitted by Cllr Harrison

Chase Lighthouse to continue to use PGCC foyer area on a Sunday from 12pm-2pm. In December 2021 Full Council voted in favour of permitting Chase Lighthouse to use the foyer at Pye Green Community Centre at no cost during the winter months and requested that they return outside of the building during the summer months. Due to the unpredictable weather and implications relating to food being placed outside, I am proposing that Hednesford Town Council allow Chase Lighthouse to continue to use the foyer area as a short-term measure.

Chase Lighthouse will be applying for a Council Community Grant when the scheme is launched next month and this will enable a permanent solution and agreement to be sought. In the meantime I propose that Chase Lighthouse continue to use the foyer area 12pm-2pm every Sunday, continuing the arrangement that has been in place since December 2021. When Chase Lighthouse submits their grant application next month this will be for Full Council to determine whether the arrangement continues and is funded by the Council / given as free space for a not for profit community food table and I respect the decision made at that time. The proposal today relates to the remainder of June and July and up until the time that a decision is made regarding their grant application.

XI. PGCC Committee Update for Full Council – PGCC Committee Chair Cllr Laura Harrison (see copy of the PGCC building survey report attached to email).

XII. To consider the following Motion submitted by Cllr Laura Harrison

PGCC Hire Agreement Amendments – Proposal that Full Council review and accept the amendments made by the PGCC Working Group and reviewed by the PGCC Committee. *Hire Agreement to follow.*

III. CCTV Statistics – Cllr Paul Woodhead

To note the CCTV report – to follow.

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.

9. Private and Confidential Business

- I. Proposed that Full Council ratify and adopt the implementation of the Lone working policy & risk assessment – Michelle Baker.
- II. Paper entitled: Staff restructure – Cllr Garry Jones.
- III. Locum Clerk contract with M Baker.



**MINUTES OF THE MEETING OF
HEDNESFORD TOWN COUNCIL**
Tuesday 3rd May 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.**

Present:

Cllr Kathryn Downs (Mayor)
Cllr Mandy Dunnett
Cllr Laura Harrison
Cllr Arthur Roden
Cllr Sharon Jagger
Cllr Debbie Cartwright
Cllr Darrell Mawle
Cllr Garry Jones

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

Members of Public: Liz Williams from Hednesford Library, other Community Group Members, and general public.

Liz Williams gave an update from Hednesford Library, they have had a new computer system, a newly vacated office space and 2 phones free for the public to use. There are several clubs running including Fusion Credit, Children's Story Time and craft workshops suitable to all age groups along with Places of Welcome which is a free coffee shop.

1. Apologies

Cllr Stuart Crabtree and Cllr Paul Woodhead

2. Declarations of Interest

None

3. Minutes

I. It is proposed that the Minutes of the Full Council Meeting held on 4th April 2022 are approved (enclosed agenda pages 4 to 9).

Proposed - Cllr Darrell Mawle **Seconded** - Cllr Debbie Cartwright

Resolved by unanimous vote, the minutes are a true and accurate record

4. Annual Appointments for Town Council

I. Election of Mayor for the 2022-23 Municipal Year: Nominations and vote.

Nomination - Cllr Kathryn Downs

Proposed - Cllr Mandy Dunnett **Seconded** - Cllr Debbie Cartwright

Resolved by unanimous vote Cllr Kathryn Downs to Mayor

II. Election of Deputy Mayor for the 2022-23 Municipal Year: Nominations and vote.

Nomination - Cllr Darrell Mawle

Proposed - Cllr Mandy Dunnett **Seconded** - Cllr Sharon Jagger

Resolved by Unanimous Vote Cllr Darrell Mawle to Deputy Mayor

III. Election of 3 x Committee Chairs for the 2022-23 Municipal Year:

• Regeneration and Community Committee Chair.

Nominated - Cllr Paul Woodhead

Proposed - Cllr Mandy Dunnett **Seconded** - Cllr Darrell Mawle

Resolved by unanimous Vote Cllr Paul Woodhead to Chair

• Pye Green Community Centre (PGCC) Committee Chair.

Nominated - Cllr Laura Harrison

Proposed - Cllr Debbie Cartwright **Seconded** - Cllr Darrell Mawle

Resolved by unanimous Vote Cllr Laura Harrison to Chair

• Finance, Personnel and Operations Committee Chair.

Nominated - Cllr Sharon Jagger

Proposed - Cllr Garry Jones **Seconded** - Cllr Darrell Mawle

Resolved by unanimous vote Cllr Sharon Jagger to Chair

IV. To agree Committee Membership for the 2022-23 Municipal Year:

• Regeneration and Community Committee.

Cllr Paul Woodhead, Cllr Mandy Dunnett, Mayor Cllr Kathryn Downs, Cllr Sharon Jagger

• Pye Green Community Centre (PGCC) Committee.

Cllr Laura Harrison, Mayor Cllr Kathryn Downs, Cllr Debbie Cartwright, Cllr Sharon Jagger, Cllr Darrell Mawle

• Finance, Personnel and Operations Committee.

Cllr Sharon Jagger, Mayor Cllr Kathryn Downs, Cllr Arthur Roden, Cllr Paul Woodhead, Cllr Garry Jones

V. Principle Speakers: Nomination and election of Principal Spokesperson roles:

• Homelessness and Vulnerable Adults.

Nominated - Cllr Debbie Cartwright

Proposed - Cllr Mandy Dunnett **Seconded** - Cllr Laura Harrison

Resolved by unanimous vote Cllr Debbie Cartwright appointed

• Planning Matters.

Nominated - Cllr Sharon Jagger

Proposed - Cllr Mandy Dunnett **Seconded** - Cllr Laura Harrison

Resolved by unanimous vote Cllr Sharon Jagger appointed

• Highways.

Nominated - Cllr Darrell Mawle

Proposed - Cllr Mandy Dunnett **Seconded** - Cllr Laura Harrison

Resolved by unanimous vote Cllr Darrell Mawle appointed

VI. Appointments to External Bodies: To agree the representatives to external bodies for the Municipal Year 2022-23:

• Cannock Chase Council Standards Committee.

Nominated - Cllr Laura Harrison

Proposed - Cllr Debbie Cartwright **Seconded** - Cllr Mandy Dunnett

Resolved by unanimous vote Cllr Laura Harrison appointed

• Cannock Chase AONB. – No Representative

• CHAPS. 3 – No Representative

VII. Schedule of Meetings for the Municipal Year 2022-23:

• Full Council. First Tuesday of the month 7pm.

To be held the first Tuesday of the month except for January and June meetings which will be held on the second Tuesday, the venue should also be flexible.

Proposed - Cllr Darrell Mawle **Seconded** – Cllr Mandy Dunnett

Resolved by unanimous vote.

• Annual General Meeting of the Town Council 2023:

To be held 2nd May 2023

Proposed – Cllr Mandy Dunnett **Seconded** - Cllr Darrell Mawle

Resolved by unanimous vote

• Annual Town Assembly 2023.

To be held 13th June 2023 6pm, Town Council Meeting to follow.

Proposed – Cllr Sharon Jagger **Seconded** - Cllr Mandy Dunnett

Resolved by unanimous vote

• Regeneration and Community Committee frequency / day / time.

To be held monthly on the last Tuesday of the month at 6pm.

Proposed - Cllr Mandy Dunnett **Seconded** - Cllr Laura Harrison

Resolved by unanimous vote.

• Pye Green Community Centre (PGCC) Committee frequency / day / time.

To be held Monthly on the second Monday of the month at 7pm

Proposed - Cllr Debbie Cartwright **Seconded** - Cllr Laura Harrison

Resolved by unanimous vote.

• Finance, Personnel and Operations Committee frequency / day / time.

To be held quarterly the 1st Monday of the month at 7pm

Proposed - Cllr Darrell Mawle **Seconded** - Cllr Garry Jones

Resolved by unanimous vote.

5. Mayor's Announcements

I. Easter Town Decoration.

Mayor Cllr Kathryn Downs thanked the Friends of Hednesford volunteers for their hard work in decorating the town for Easter. She welcomed our new Community Officer Matthew Johnson who has a busy agenda reaching out to community groups and delivering on initiatives we have planned such as the Jubilee and Commonwealth Games. Cllr Downs announced that staff member Michelle Baker is leaving her position at the Council for a new venture, thanks were given for her hard work and the legacy that she will leave behind such as the Visit Hednesford Facebook page with over 10k followers and our Farmers and Craft Market which was voted in the top 6 in the country earlier this year.

6. Responsible Finance Officer (RFO)

I. Year-end Accounts, AGAR and Audit for Full Council.

A full update will be given at the June meeting.

II. Council budget for 2022/23

The Budget has been split into cost centres; the deficit has been allocated to PGCC for the committee to work towards reducing. PGCC Committee were formally requested to undertake a review of the costings

Proposed - Cllr Garry Jones **Seconded** – Cllr Mandy Dunnett

Resolved by 7 votes, Cllr Arthur Roden abstained.

7. Operations and Regeneration Manager, Clerk and Proper Officer

I. Bloomin' Cannock Chase – Council to decide on location for next project. In 2022 Stookies Alley was selected.

Mayor Cllr Kathryn Downs invited the public in attendance to propose sites that could be improved. The alley off of Market Street next to B&M, Bridle Way in Pye Green and Wesley Place were shortlisted. Wesley Place was chosen as the site to improve this year and it was agreed that the Council's new Community Officer would lead on this, and they would also need to obtain permission from Cannock Chase District Council to plant a tree for the Jubilee as part of the scheme.

Mayor Cllr Kathryn Downs invited volunteers to take part in maintenance work to improve Stookie's Alley.

II. Update on the Market

The Road Closure and Street Trading licence has been authorised up to and including December, the newly branded banners are up and matters outstanding include recruitment of a Market Assistant. Local businesses have reported that footfall is not reaching the bottom of Market Street and the Market layout needs to change to place stalls near to the end of the street and an attraction is needed to draw footfall.

III. Update on Hednesford Life Magazine.

Due to increased costs incurred in the design stages, Council was asked if paid delivery should go ahead, or whether the Council wished to co-ordinate volunteers?

Proposed - Cllr Mandy Dunnett **Seconded** - Cllr Sharon Jagger

Resolved by unanimous vote paid delivery to continue as the Council had previously agreed to this.

IV. Update on Market Street banners.

The two new double-sided Jubilee Banners to be hung above Market Street have been funded by the ERDF Welcome Back Fund; Estate Signs will provide date of installation.

V. Update on defibrillators.

The Pavilion in the park has agreed to have one of these installed, a second location to be arranged by the Community Officer.

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

I. To consider the following Motion submitted by Cllr Paul Woodhead: Interim Working Arrangements: Proposal for Council to authorise Committee Chairs to act on projects within their remits in consultation with their respective Committee members and any decisions or actions to be reported back to Full Council at each meeting by the Committee Chair.

Proposed - Mayor Cllr Kathryn Downs **Seconded** - Cllr Mandy Dunnett

Resolved by unanimous vote motion passed.

II. Chair of Regeneration and Community Committee, Cllr Paul Woodhead: Update on continuation of Chaserider / Hednesford Hopper initiative

It was agreed that the Chase Hopper free bus service will continue within the original budget allocation. It was agreed that the scheme needs to be better advertised and the Regeneration & Community Committee were asked to lead on the promotion.

III. CCTV Statistics – Cllr Paul Woodhead to note the CCTV report (agenda pack pages 9 to 10).

Cllr Laura Harrison advised that there had been anti-social graffiti in the park, she asked that Councillors and the public be vigilant, the Regeneration & Community Committee was tasked with understanding the criteria of reporting ASB such as this to the Police.

Cllr Roden requested that Staffordshire County Council pruned the trees in town that obscure the view of the CCTV cameras along Market Street. It was agreed that an invite be sent to CCTV control room Officers and PCSO's, Michelle Baker to action.

IV. Principle Speaker for Planning – Cllr Sharon Jagger To note the attached list of planning applications (to follow, from Cllr Jagger).

There is just a late submission to the attached (127-137 Market Street, Greggs Sign and Extract Grills)

Approved by all

9. 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.

- Community Fridge
- An update from Committee Chairs

10. Private and Confidential Business

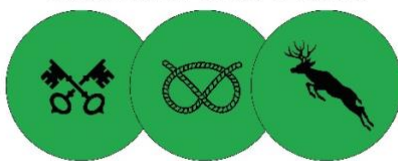
I. Personnel update.

Report To:	Full Council	Date:	21 st June 2022
Title:	Update on Ukrainian guests		
Anticipated Time:	5 Minutes	Action:	For Noting
Confidentiality:	Public	Priority:	Low Priority

Summary
<p>In March we appealed for Hednesford Helpers for Ukraine. We received many offers of help including items such as clothing, children’s toys and equipment, assistance with paperwork, transport, befriending & English conversation practice, children’s mix-and-mingle sessions, and services such as free haircuts, yoga, places with local Girl Guides etc. Our Ukrainian guests and their hosts have already set up their own support networks locally and across the wider district and county – so all of these offers of help have now been passed on and we will continue to support any specific requests for assistance.</p> <p>There are quite a few Ukrainian guests staying with local host families and some local business [such as Pure Gym] have been providing facilities. Hednesford library volunteers are also keen to include our guests in activities such as the jewellery making sessions, knit & natter, baby bounce & rhyme etc. Books in Ukrainian language may also be sourced as this is something which our guests have said they would appreciate very much. Some of our town’s guests were invited to attend the recent Jubilee Beacon lighting event & buffet reception and all said they enjoyed that. Contacts will be maintained so that we can continue to support any specific requests for assistance.</p>

Recommendation(s)
That our initiative be merged with wider networks already set up by hosts and guests and that HTC continue to support any specific requests for assistance.

Hednesford Town Council



Gateway to the Chase

POLICY / PROTOCOL FOR DEATH OF THE SOVEREIGN OR OTHER SENIOR ROYAL OR NATIONAL FIGURE

Introduction

Hednesford Town Council recognises that a formal procedure is required to manage the occurrence of the death of the Sovereign, a senior national figure or local holder of high office. Guidance has been made available from the *National Association of Civic Officers (May 2019)* for the procedure to follow upon the death of the Sovereign, other senior members of the Royal Family, senior national figures or local holders of high office.

Plans to mark the death of the Sovereign or senior member of the Royal Family must only be implemented after a formal announcement has been made by the Royal Household or 10 Downing Street.

This procedure should be implemented by the Proper Officer of Hednesford Town Council or in their absence the Mayor or Deputy Mayor.

It might also be appropriate to use elements of the procedure when responding to an incident which has led to a large number of deaths, for example, a train crash or terrorist attack. This would apply if a national day of mourning was announced by 10 Downing Street. This would be at the discretion of the Mayor and Proper Officer.

WHEN THE POLICY IS TO BE USED

The policy should be used in the event of the death of:

Group 1

Her Majesty Queen Elizabeth II

HRH the Prince of Wales

HRH the Duchess of Cornwall

HRH the Duke of Cambridge

HRH the Duchess of Cambridge

Any progeny of the Duke and Duchess of Cambridge

HRH the Duke of Sussex

HRH the Duchess of Sussex

Any progeny of the Duke and Duchess of Sussex

HRH the Duke of York

HRH the Earl of Wessex

HRH the Princess Royal

Group 2

The Prime Minister, any former Prime Minister; the Member of Parliament for Cannock Chase.

IMPLEMENTATION OF THE POLICY ON HEARING OF THE DEATH

Hednesford Town Council's mourning protocol will be implemented on the formal announcement by Buckingham Palace or 10 Downing Street of the death of any one of those persons named above.

Implementation will be authorised by the Proper Officer or in their absence the Mayor or Deputy Mayor.

FLYING THE FLAG

Once the formal announcement has been received, at the request of the Proper Officer or in their absence the Mayor or Deputy Mayor, The Union Flag at the Town Council offices will be immediately flown at half-mast.

If the death falls on St. George's day or the period of mourning includes St. George's day, the flag of the patron saint should be replaced by The Union Flag at half-mast.

FLYING THE FLAG ON PROCLAMATION DAY FOLLOWING THE DEATH OF THE SOVEREIGN

***“PROCLAMATION DAY” IS THE DAY FOLLOWING THE DEATH OF THE SOVEREIGN,
WHEN THE NEW SOVEREIGN IS ANNOUNCED***

On proclamation day (the day following the death of The Sovereign when the new Sovereign is proclaimed) flags will at 11:00 hours be raised to full mast and flown throughout the day at full mast. On the day following proclamation day the flag will be returned to half-mast at 13:00 hours.

If the death occurs late in the day, arrangements for the ceremonial matters may not be put in place swiftly enough, so timings may change. Guidance will be given by Buckingham Palace or 10 Downing Street.

FLYING THE FLAG ON SUBSEQUENT DAYS

Following the death of The Sovereign or other members of the Royal Family identified in Group 1 above, the flag will continue to fly at half-mast until 08:00 hours on the morning following the funeral.

For those identified in Group 2 above the flag will fly at half-mast on the day of the announcement of the death and the day of the funeral only.

THE DAY AFTER PROCLAMATION DAY

The Mayor/Deputy Mayor will read a statement from the Town Council and the proclamation at 14:00 hours outside Pye Green Community Centre on the day following proclamation. See Appendix A. This will be a public event and those individuals named in Appendix B overleaf will be invited.

The statement from the Town Council will appear on the homepage of Hednesford Town Council's website.

BOOK OF CONDOLENCE

On the first working day following the announcement of the death of The Sovereign, HRH the Prince of Wales or HRH the Duchess of Cornwall, a book of condolence will be opened at Pye Green Community Centre.

Consideration will be given at the time whether books of condolence should be open for other members of the Royal Family.

Book of condolence will be open from 09:30 hours to 13:00 hours Monday to Friday and will remain open until 13:00 hours on the day following the funeral.

When the book of condolence has been closed, the Proper Officer will make arrangements for the final version to be lodged in local archives.

DAY OF THE FUNERAL OF THE SOVEREIGN

The funeral of The Sovereign will take place 10 days after the date of death (unless this would mean it would fall on a Sunday, in which case it will then be 11). Other events may also mean that the date of the funeral will change, for example if it would clash with Christmas or Easter or Armistice Day.

On the death of The Sovereign there will be a two-minute silence at 11am on the day of the funeral. This will be held outside Pye Green Community Centre.

FOCAL POINT FOR GRIEF

Upon the death of a member of the Royal Family or a senior national figure, members of the public may wish to visit a designated area as a focal point for grief this may be to lay flowers and other tributes as well as to reflect and remember.

There will be a designated area at Anglesey Gardens for members of the public to lay flowers etc. The exact place will be agreed at the time, and this will be communicated to the public as part of the statement issued by The Mayor (see above).

Tributes will be carefully removed within one week after the state funeral. On removal floral tributes will either be offered to a local care home or composted. Other tributes will be disposed of sensitively and appropriately.

EVENTS DURING THE PERIOD OF MOURNING

The programme of engagements undertaken by The Mayor during the period of mourning will be reviewed to ensure it is appropriate and that it sits comfortably with the national mood. If events do continue, they should begin with a period of silence.

Councillors will be informed in advance that a Town Council meeting held during the mourning period will be preceded with a two-minute silence.

DRESS CODE

When conducting public business, Councillors may wish to consider wearing black ties or dark clothing on the day of death, day of the funeral and period of public mourning.

Black arm bands will be available for Councillors and staff.

On the death of The Sovereign, the chains of office [if applicable] will not be worn by The Mayor during the period of mourning and instead the badge of office will be worn on a black neck ribbon. A black rosette will be added to the Mayoral attire.

PUBLIC OBSERVATION OF SILENCE

For other senior members of the Royal Family, the funeral will take place eight days after the day of death.

When the death of a senior member of the Royal Family is to be marked by a two-minute silence, an announcement will be made by Buckingham Palace.

The Mayor will lead a public silence outside Pye Green Community Centre on the day of the funeral. There will be an open invitation to Councillors and the public to attend.

The death of an individual listed in Group 2 above will be marked by a one-minute silence

LETTER OF CONDOLENCE FROM HEDNESFORD TOWN COUNCIL

As soon as practical, a letter of condolence will be drafted and circulated to The Mayor for approval before despatch (**see Appendix C**).

Appendix A

Statement by The Mayor and reading of proclamation, to be read at 2pm the day after proclamation day

The Mayor or in their absence the Deputy Mayor to say the following:

We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth II. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest reigning monarch. Floral tributes may be laid in Anglesey Gardens and a book of condolence has been opened at Pye Green Community Centre and will be available to sign until [a given date].

The basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today's ceremony marks the formal proclamation to the people of Hednesford of the beginning of our new King's reign.

Yesterday the Accession Council met at St James's Palace to proclaim our new Sovereign. The flags which had flown at half-mast since the Queen's death were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an order requiring high sheriffs to cause the proclamation to be read in the areas of their jurisdiction. The High Sheriff of (Staffordshire) discharged that duty earlier today and now, with my humble duty, I now bring the words of the proclamation to the residents of Hednesford.

Ladies and gentlemen, the Proclamation of Accession:

Read the proclamation (this will be available from the Buckingham Palace website www.royal.gov.uk or the privy Council website www.privacy-council.org.uk).

At the end of the proclamation The Mayor will say *God Save The King!* official guests repeat *God Save The King*; all present join in saying *God Save The King*. One verse of the National Anthem to be played.

Finally, The Mayor will call for three cheers for His Majesty the King.

Dispersal.

Appendix B

Invitees to reading of proclamation:

All members of the Council, Proper Officer, past Mayors, Freeman/Freewomen, [High Sheriff].

Appendix C

Letter of condolence to Buckingham Palace on death of HM The Queen: For the attention of the Private Secretary of the new Sovereign:

Dear

As we learn of the sad news that Her Majesty Queen Elizabeth II has passed away, the thoughts of the citizens of Hednesford are with the Royal Family as they grieve for their mother, grandmother and great-grandmother.

The Queen demonstrated extraordinary dedication and commitment to duty throughout her reign and did so with a graceful strength and admirable determination. She ruled throughout decades of change, from the dark post-war years through to the new horizons of the 21st-century, providing essential continuity for the nation.

This is a period of public grief, when people who do not know each other come together to mourn a national figure who has been consistent throughout our lives and for whom we have collective affection despite not knowing her personally.

Please pass the condolences of Hednesford Town Council to His Majesty King (?).

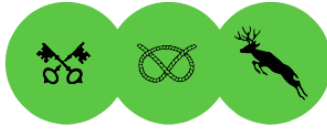
A book of condolence has been opened at Pye Green Community Centre and will be retained in local archives in due course.

Yours sincerely

[NAME] Town Mayor

Report To:	Full Council	Date:	21 st June 202
Title:	REPORT OF Finance, Personnel & Operations Committee		
Anticipated Time:	10 Minutes	Action:	For Decision
Confidentiality:	Public	Priority:	High Priority

<p>Summary</p> <p>FP&Ops Committee met on Monday 6th June. This report outlines the agenda items discussed at that meeting and the steps which full council is being asked to take with regard to each item.</p> <p><u>Council finance update:</u> This agenda item was carried forward and will be presented to full council by the locum RFO.</p> <p><u>Review of PGCC income & expenditure [actual-v-forecast]:</u> This agenda item was carried forward as an officer action, to be debated at the next PGCC Committee meeting.</p> <p><u>PGCC policy base:</u> The PGCC Committee have asked that the policy base is reviewed and re-written where relevant; the workload capacity of one admin officer was discussed. It is recommended by FP&Ops that full council agree to appoint a policy-writer or facilities management company to draft the required policies specifically in regard to PGCC.</p> <p><u>Implementation of lone working policy & risk assessment:</u> <i>This item will be delivered by the clerk in private business for ratification by full council.</i></p> <p>Market Assistant vacancy: FP&Ops recommends that full council agree to bring this vacancy "in house" [as opposed to self-employed] and advertise this immediately - Job Description to be sent by M Baker.</p> <p>HTC staff structure: <i>The recommendation from FP&Ops will be debated by full council in private business.</i></p> <p>Please note: Concluding use of the Zoom link and adopting the Death of a Monarch Protocol are itemised separately within the Full Council agenda.</p>



May/June 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/22/00150	<u>Location:</u> Hednesford Parish – Greenheath Ward. 443, Cannock Road WS12 4AE. <u>Description:</u> Change of Use Prior Notification. Prior approval for a change of use from Class (E) to Class (C3) - 3 apartments.	No adverse observations
CH/22/00152	<u>Location:</u> 172 Belt Road, WS12 4JA. <u>Description:</u> Full Planning Application. Rear, single storey conservatory.	No adverse observations
CH/22/0173	<u>Location:</u> 27 Greenwood Park, Hednesford WS12 4DQ <u>Description:</u> Proposed single storey side extension & front bay window	No adverse observations
CH/22/0152	<u>Location:</u> 172 Belt Road, WS12 4JA <u>Description:</u> Proposed development – rear single storey conservatory	No adverse observations
CH/22/0175	<u>Location:</u> 21 Eskrett Street, Hednesford WS12 1AR <u>Description:</u> Proposed single storey detached garage workshop to rear	No adverse observations

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APPLICATION REF	LOCATION / DESCRIPTION	RESPONSE
CH/22/0177	<u>Location:</u> The Bridge Inn, 387 Cannock Road, WS11 5TD <u>Description:</u> Demolition of existing structures, change of use of Public House (Sui Generis) to form a (Class E) drive thru coffee shop (260 sq m gross) with single storey front and side extension, rear drive thru pod and canopy, enclosed bin store	No adverse observations

	and plant area, drive thru lane, car and cycle parking and associated works.	
CH/22/0178	<p><u>Location:</u> 1 Pit Pony Way, Hednesford WS12 4FN</p> <p><u>Description:</u> Application under Section 73 of the 1990 Town & Country Planning Act 1990 to develop the land not in accordance with Condition No. 4 (approved plans) but in accordance with the revised plans altering skylight window size and door position. Pursuant to planning permission CH/21/0241.</p>	No adverse observations
CH/22/0193	<p><u>Location:</u> 194 Greenheath Road, Hednesford WS12 4AZ.</p> <p><u>Description:</u> Single storey extension to front, rear and side.</p>	No adverse observations