



10th May 2023

Dear Councillor,

You are hereby summoned to attend the Annual Town Council meeting of Hednesford Town Council to be held **on Tuesday 16th May 2023 at 7pm** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

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

Please can you arrive at **630pm** in order to sign the Declaration of Acceptance of Office and Code of Conduct. Until this has been signed you are not eligible to act in your capacity as a Town Councillor on behalf of Hednesford Town Council.

If you wish you may contact me to arrange an alternative time for you to come in and sign **before** the meeting on 16th May 2023.

Any Councillor unable to attend should forward their apologies to the Chief Officer or the Mayor.

Yours sincerely,

Lindsey Smith

Lindsey Smith

Chief Officer

Hednesford Town Council





Hednesford Town Council
Council Meeting Agenda

Tuesday 16th May 2023 @ 7PM

To be held at Pye Green Community Centre, Bradbury Lane, Hednesford
The public are invited to attend the meeting in person.

1. Election of Chair

- I. Nomination, election, and signature of Declaration of Acceptance of Office

2. Public Participation

3. Apologies

4. Declaration of Interest

- I. To declare any Disclosable Pecuniary Interests and Dispensations
- II. To declare any Other Disclosable Interests

5. Previous Minutes

- I. To review and approve the minutes of the Council Meeting held on Tuesday 7th March 2023

6. Constitution

- I. Approval of Standing Orders
- II. Co-option to vacant positions – 4 candidates (correct as of 10th May)
 - a. Introduction of candidates
 - b. Brief overview from candidates
 - c. Q&A
 - d. Vote to co-opt candidates and signing of Declaration for co-opted members
- III. Approval of Committees

- IV. Approval of Terms of Reference and Schemes of Delegation
- V. Approval of Membership of Standing Committees
 - a. Pye Green Community Centre – minimum 3, maximum 5
 - b. Regeneration and Communities – minimum 3, maximum 5
 - c. Finance, Operations and Personnel – minimum 3, maximum 5
 - d. Planning – minimum 3, maximum 5
- VI. To receive Financial Regulations
- VII. To approve Code of Conduct

7. Finance

- I. Budget Overview 2023/2024
- II. CIL Funds
- III. Prosperity Funding
- IV. Motion from Chief Officer
 - a. In the absence of sufficient authorised bank signatories to resolve for the Chief Officer and/or Mayor to verify and/or authorise spend (neither Chief Officer or Mayor can both authorise and instruct) and to instruct payments to be made by outgoing bank signatories Paul Woodhead and Garry Jones until the time when replacement signatories can be added to the bank mandate and are active.

8. Community Officer Update

9. Chief Officer Update

- I. To note that a review of the Neighbourhood Plan is due and is to be covered as a working group under the Planning Committee
- II. CIL Strategy update
- III. Update on Market
 - a. Residents Access
 - b. Market Partnership



IV. Motion from Chief Officer

- a. Propose for Hednesford Town Council to cover market stall costs (either in full or part) for the 5 high street traders who attend the Farmers and Craft Market from May 2023 up until 31st December 2023 following the partnership agreement with HQ Events. To include a caveat that if the high street trader books a stall pitch with HQ Events and does not attend on market day that the high street trader will still be liable to recompense Hednesford Town Council. Funding to come from underspend.

V. Update on Citizens Advice Partnership

- a. SLA
- b. Quarter Report

10. Pye Green Community Update

- a. Room Hire
- b. Hand dryers
- c. Digital display screen
- d. Lighting
- e. Roof

11. Any Other Business

12. Date of Next Meeting

- I. Tuesday 13th June 2023 at 7pm

