



17<sup>th</sup> January 2024

Dear Councillor,

A meeting of the Finance, Operation and Personnel Committee Meeting will be held **at 7:00pm on Tuesday 23<sup>rd</sup> January 2024 Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

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

Please can you inform the Chair or Proper Officer if you are unable to attend.

Yours sincerely,

*Lindsey Smith*

Lindsey Smith  
Chief Officer  
Hednesford Town Council



**Hednesford Town Council**  
**Finance, Operations and Personnel Committee Meeting**

**Tuesday 23<sup>rd</sup> January 2024 at 7:00pm at PGCC**

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

**1. Apologies**

**2. Declarations of Interest**

**3. Minutes**

To resolve to agree the minutes from the Finance, Operations and Personnel Committee from 24<sup>th</sup> October 2024

**4. Public Participation**

**5. Finance**

- a. Confirmation of Budget/Precept for 2024/2025
- b. Finance Report – Spend to date – information to follow
- c. Internal audit quotes – advisory from RFO that 3 internal audit quotes are to be sought and actioned
- d. CIL Fund Update – overview of projects and spend/proposed spend
  1. Hednesford Nursery School
  2. St Saviours Bell
  3. Community Learning
  4. Hednesford Library
  5. PGCC Committee advisory to bring motion to full council to request CIL spend for heating costs at PGCC
- e. Prosperity Fund Update – overview of spend
- f. Nationwide savings – discussion and agreement of transfer of funds to a new savings scheme and potential for increased savings

- g. Community Grants – clarification sought on process for awarding of community grants

## **6. Operations**

- a. Publicity  
FOPS is responsible for all publicity matters i.e.: annual report, newsletters, social media. Discussion required around how committee wishes Chief Officer to take this forward
- b. Content for new webpage  
Discussion required around what information committee requires including on council webpage and how committee wishes Chief Officer to take this forward
- c. Risk Assessment Update

## **7. Personnel**

- a. Chief Officer Appraisal  
Has been outstanding since September 2023. Timeline for appraisal to be agreed
- b. Role of Chief Officer  
Clarification on the role and responsibilities of the Chief Officer
- c. Project Support Officer Draft JD and timeline  
Review and approve draft job description for Project Support Officer post
- d. Update on Cllr Co-option  
List of nominated individuals to be made available with overview of processes for co-option

## **8. Date of next meeting**

Tuesday 23<sup>rd</sup> April 2024 at 7pm