



MINUTES OF A MEETING OF HEDNESFORD TOWN COUNCIL

Wednesday 7th February 2004 AT 7.00 PM

Meeting held at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP

Present:

Cllr Alan Pearson (Chair)
Cllr Ronald Turville
Cllr Ann Turville
Cllr Sheila Cartwright
Cllr Arthur Roden
Cllr Laura Harrison
Cllr Debbie Cartwright
Cllr Paul Jones

In attendance from Hednesford Town Council:

Lindsey Smith – Chief Officer
Cheryl Kinsella – Responsible Finance Officer
Matthew Johnson – Community Officer
Cheryl Oakey – Administration Officer

Members of the Public:

There were 16 members of the public present

1. Apologies:

None

2. Declaration of Interest

None

3. Previous Minutes

The Minutes of the Full Council Meeting held on Wednesday 6th December 2023 were reviewed and approved

Proposed: Cllr R Turville

Second: Cllr S Cartwright

Agreed: Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr Roden, Cllr P Jones,

Abstain: Cllr D Cartwright

The Minutes of the Extraordinary Meeting held on Tuesday 23rd January 2024 were reviewed and approved, the Chief Officer to add the amount awarded to the Hednesford Centennial Lions £300.00 into the minutes

Proposed: Cllr R Turville

Second: Cllr S Cartwright

Agreed: Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr Roden, Cllr P Jones,

Abstain: Cllr D Carwright and Cllr L Harrison

4. Public Participation

Cllr Pearson read out the statement from the agenda to the members of public

District Councillor D Mawle read out a statement on behalf of Friends of Hednesford, Miners Memorial Group, Friends of Hednesford Library, shop keepers, shoppers and residents. Cllr D Mawle passed supporting letters to the Chief Officer. Issues with parking, parking on the kerb and pavements, people with pushchairs and in wheelchairs unable to get pass having to go onto the road to get round. Normally delivery drivers etc. Residents going to Cllr D Mawle with their issues. Cllr D Mawle would like the Hednesford Town Council to progress action for this issue by taking it to the appropriate council committee. One idea Cllr D Mawle suggested could be to move the bollards to the kerbside

Cllr A Roden and Cllr S Cartwright have been approached by residents with the same issues and are happy to help

Cllr D Mawle mentioned that on the agenda under item 8. It was the Railway Car Park not the Anglesey Car Park

Shaun Middleton said he is seeking advice from Cannock Chase Council and mentioned that he had seen a car park attendee in Hednesford and asked why he didn't give a ticket to a car parked on the pavement outside Subway, the car park attendee said he was only doing the car parks not the kerbs/pavements

A Hednesford resident read out a statement on behalf of the residents around the area of Poppyfield School and shops. They would like to know how Hednesford Town Council can justify utilising £45,000 of CIL funding, and as mentioned in previous meetings, on heating and how money can be used on furniture, chairs etc. The resident would like to know how Hednesford Town Council is giving back to the Community

5. Co-option to Vacant Cllr Positions – 2 Candidates

The Chief Officer advised Council that 5 candidates had expressed an interest in being co-opted onto Hednesford Town Council but that 3 candidates had withdrawn their applications over the past 2 days. 2 remaining candidates were now both uncontested as each was standing for a different ward

Cllr A Pearson introduced the candidates standing for co-option and invited them to present, in turn, a brief overview of themselves and their reasons for standing as a Councillor for Hednesford Town Council together with what skills they would bring to the role

Jacob Dyke – Pye Green Ward
Garry Samuels – Anglesey Ward

Cllrs had no questions to ask of the candidate Jacob Dyke

Proposed: Cllr A Turville
Second: Cllr R Turville
Agreed: Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr Roden, Cllr P Jones, Cllr D Cartwright

Cllrs had no questions to ask of the candidate Garry Samuels

Proposed: Cllr A Turville
Second: Cllr R Turville
Agreed: Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr D Cartwright, Cllr P Jones
Abstain: Cllr A Roden

Cllr Dyke and Cllr Samuels signed their declarations of acceptance of office witnessed by the Chief Officer and took their seats in the council meeting

Action: Jacob Dyke co-opted to the role of Cllr for Pye Green Ward. Garry Samuels co-opted to the role of Cllr for Anglesey Ward

6. Approval of Membership of remaining places on Standing Committees

The Chief Officer updated the Cllr's on the Committee Structure

a) Pye Green Community Centre – 1 Vacant position
Cllr. R Turville was proposed

Proposed: Cllr A Turville
Second: Cllr J Dyke
Agreed: Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr D Cartwright, Cllr P Jones, Cllr A Roden, Cllr J Dyke, Cllr G Samuels

Action: Cllr R Turville elected to the Pye Green Community Centre Committee

b) Regeneration and Communities – 2 Vacant positions

Cllr R Turville and Cllr D Cartwright were proposed

Cllr R Turville

Proposed: Cllr A Pearson

Second: Cllr A Turville

Agreed: Cllr Pearson, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr J Dyke, Cllr L Harrison

Cllr D Cartwright

Proposed: Cllr L Harrison

Second: Cllr P Jones

Agreed: Cllr Pearson, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr P Jones

Action: Cllr R Turville and Cllr D Cartwright were elected to the Regeneration and Community Committee

C) Planning – 2 vacant positions

Cllr J Dyke put his name forward. Cllr A Pearson mentioned the meetings are during the day and with his studies would not be able to attend every meeting. Cllr J Dyke withdrew his proposal

No other Cllr put their name forward

Action: Cllr A Pearson said they will keep the positions open and for Cllr's to have a think and to let the Chief Officer know if they are interested. The positions will be discussed at the next Planning meeting on Thursday 29th February 2024

7. Verbal Updates from Committee Chairs

1) Cllr P Jones provided an update from Finance, Operations and Personnel Committee

2) Cllr L Harrison provided an update from Regeneration and Community Committee

3) Cllr L Harrison provided an update from Pye Green Community Centre Committee

4) Planning

8. Chief Officer Update

a) The Chief Officer mentioned there will be an update at the next Full Council meeting on Wednesday 13th March 2024 following a meeting with Cannock Chase District Council to discuss the proposed plans to introduce car parking charges on the railway carpark and long stay blue bays by Poundland

b) The Chief Officer updated the meeting that she had 82 notes of interest in the position of Project Support Officer and had received 12 completed application forms to date. The closing date for applications was 9am on 19th February 2024

C) The Chief Officer politely reminded the Cllr's they must only use their Hednesford Town Council emails for Council business and again requested that Cllrs stop using their personal emails or forwarding information from their Hednesford Town Council emails to their personal emails. The Chief Officer informed that this is against guidance from NALC and SPCA and can potentially put the Council at risk of breaching GDPR

D) The Chief Officer advised that The Trussell Trust Cannock & District Foodbank had asked if they could display their Volunteer recruitment pull up banner in the foyer of Pye Green Community Centre for a maximum period of 4 weeks. As a rule only promotion that can be removed after each session is permitted and requested a decision be made by full council if the banner could be placed at the centre

Cllr L Harrison said she had concerns if we do it for one does it that mean we will have to discuss other organisations

Cllr J Dyke said it is showing the community where foodbanks are and to use them

Cllr A Turville checked that the Foodbank are only asking for volunteers

Cllr D Cartwright asked where we draw the line due to the Lighthouse Café foodbank being removed from the centre

Cllr A Pearson said we will look at each organisation individually when they come into the Chief Officer

Proposed: Cllr A Pearson

Second: Cllr A Turville

Agreed: Cllr Pearson, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr P Jones. Cllr J Dyke, Cllr D Cartwright, Cllr A Roden, Cllr R Turville

Action: Council resolved to approve the placement of the Foodbank pull up banner for a 4 week period. Chief Officer to contact The Trussell Trust Cannock & District Foodbank to update

9. Finance Update

a) Quarter 3 reporting - The Responsible Finance presented the Q3 budget report to council.

Proposed: Cllr R Turville

Second: Cllr P Jones

Agreed: Cllr Pearson, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr P Jones. Cllr J Dyke, Cllr D Cartwright, Cllr A Roden, Cllr R Turville

Action: Q3 reporting was approved

b) Finance and Business Risk Assessments

Proposed: Cllr R Turville

Second: Cllr P Jones

Agreed: Cllr Pearson, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr P Jones, Cllr J Dyke, Cllr D Cartwright, Cllr A Roden, Cllr R Turville

Action: Finance and Business Risk Assessments were approved

10. Motion from Finance, Operations and Personnel Committee to recommend the approval of the quote for Blackrose for the purposes of carrying out the interim and internal audit

Proposed: Cllr R Turville

Second: Cllr P Jones

Agreed: Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr P Jones, Cllr J Dyke, Cllr D Cartwright, Cllr A Roden

Abstain: Cllr A Pearson, Cllr R Turville

Cllr Pearson and Cllr R Turville declared an interest

Action: Blackrose approved for carrying out interim and internal audit. RFO to instruct Blackrose

11. Motion from Pye Green Community Centre Committee and Finance, Operations and Personnel Committee to recommend the utilisation of CIL funds for the repair to the heating system at PGCC

The RFO updated the meeting on the quote from Abi Facilities Engineering Ltd. Work will need to be done late spring 2024 and will take around 2-3 weeks to complete. Abi Facilities Engineering Ltd will give 5 weeks' notice when they will be starting the work at PGCC

A discussion took place about concerns of some members of the public about utilising CIL funds for work at Pye Green Community Centre. Clarity was given that CIL funds can be used for recreational establishments and that the system was just 'limping along'. Monies will need to be found as there is no other option but to repair the heating system

Proposed: Cllr R Turville

Second: Cllr A Turville

Agreed: Cllr Pearson, Cllr A Turville, Cllr S Cartwright, Cllr G Samuels, Cllr P Jones, Cllr J Dyke, Cllr D Cartwright, Cllr A Roden, Cllr R Turville

Abstain: Cllr L Harrison

Action: Full council resolved to utilise CIL Funds for the repair of the heating system at Pye Green Community Centre. RFO to liaise with company and action date for works to be carried out

12. Market Trader Outcome

This is being discussed under Private and Confidential

13. Community Officer Update

The Community Officer updated the meeting

Community Support Grant

HTC Councillors approved grants to 13 community organisations, awarding grants totalling £4740

Applications for this round of grants were very strong. We are lucky to have so many voluntary and community-based organisations within Hednesford and we are delighted that the Community Support Grant is so well used and is helping to make a difference. The Community Officer said he is looking forward to seeing the project progress reports and he will keep the Councillors posted

The Hub

Since the Hub started on 11 September 2023, it has welcomed over 357 people. It continues to draw in new people and is always well received. The NHS Staying Well Team are now holding an additional advisory and signposting session once a month at The Hub as well as their usual clinic at Pye Green Community Centre

Places of Welcome

The Hub is now part of the Places of Welcome network. This is a regional network of places that support community cohesion by offering on a regular basis, a place where people can meet, socialise and offer a simple refreshment. This network is also a good source of sharing potential grant funding opportunities

Inclusive Communities Grant Bid

The Community Officer has completed a Grant Application to the Heart of England Inclusive Communities Fund for a grant to maintain The Hub until the end of the year. The Community Officer hopes to hear within the next 6 weeks if we have been successful of £3200

Wellbeing Walk

Since the Walk started in September 2023 (first 6 months) we have had 156 attendees. Feedback has been very positive; the majority is a request for more walks – perhaps 2 a month. This is dependent on more volunteer Guide Walk Leaders. I would like to work with IHL on both celebrating our Walk and appealing for more volunteers. The Community Officer asked the Cllr's to please advocate the Walk and if they knew of anyone who might be interested to train as a Guide, to let the Chief Officer/Community Officer know

Volunteers Week

Volunteers Week starts on the first Monday in June every year. This year it is Monday 3 to Sunday 9 June 2024, to recognise the huge role volunteers play in our communities. It's a chance to recognise the fantastic contribution volunteers make to our communities and say thank you.

The Community Officer would like to meet and have a conversation with as many volunteer run organisations as possible in Hednesford and to help them to share nationally the great work they do through Volunteers Week. It is also a good vehicle for recruiting volunteers to organisations.

14. Publicity of new content for webpage

The Chief Officer updated the meeting to say Finance, Operations and Personnel Committee made no decision regarding what contact they require for the new Hednesford Town Council webpage and that committee requested to bring the item to Full Council.

Cllr G Samuels mentioned that he builds websites and would like to discuss the new webpage with the Chief Officer. Cllr A Pearson was happy for the Chief Officer and Cllr G Samuels to progress the development of the webpage.

Cllr L Harrison asked about the timescale and background information.

Cllr A Pearson felt that council were holding the Chief Officer back and was happy for this to be moved forward and no more back and forth to Full Council.

Proposed: Cllr A Pearson

Second: Cllr J Dyke

Agreed: Cllr Pearson, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr P Jones, Cllr J Dyke, Cllr D Cartwright, Cllr A Roden, Cllr R Turville

Action: Council resolved for Chief Officer to action content for the new webpage

Cllr R Turville enquired about an article he had seen on the Hednesford Town Council webpage regarding a national award.

The Chief Officer updated the meeting that Crystal Academy of Dance competed in a UK Nationals competition with celebrity adjudication, and against some massive groups. They were hugely successful and brought back, not one but two 1st place National Titles to Hednesford. The Academy are now awaiting news from their BGT audition and are currently enrolling for new members of all ages.

Cllr R Turville said congratulations and asked the Chief Officer to do a post for this great achievement onto the Hednesford Town Council Facebook page.

The Chief Officer said she had done a congratulations post on behalf of Hednesford and the town council.

15. Date and Time of Next Meeting

Wednesday 13th March 2024 – 7.00 pm

Pye Green Community Centre

The meeting closed to the public at 8.30pm

Private and Confidential Business

12. Market Trader Outcome

The Chief Officer updated the meeting with the name of the tender that was successful and will be taking over Hednesford Street Market. The successful trader is Spotty Dog Events who will be bringing the street market back to Hednesford on the 1st Saturday of each month.

The Chief Officer reminded Cllr's that this was confidential to the end of day on Thursday 8th February 2024 until Spotty Dog Events had been updated on their successful tender

Clarity was sought from Council as to the financial involvement of the town council in the running of the market and were informed that beyond supporting with some social media posts that there was no financial input

Council asked if they could view the tender and were advised by the Chief Officer that copies are available to view in the town council office

Council thanked the officers for their hard work in actioning the tender process

Proposed: Cllr A Pearson

Second: Cllr A Roden

Agreed: Cllr Pearson, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr P Jones, Cllr J Dyke, Cllr D Cartwright, Cllr A Roden, Cllr R Turville

Action: Council accepted the tender from Spotty Dog Events

16. Appraisal Process

The Chief Officer updated the meeting to say Finance, Operations and Personnel committee requested to bring appraisal process to full council for discussion, development and agreement.

Cllr P Jones mentioned he needs to set up a meeting with the Chief Officer and Cllr A Pearson

All Cllr's to have a look at the draft document and any updates to go to the Chief Officer and Cllr P Jones after February half term.

Proposed: Cllr A Pearson

Second: Cllr P Jones

Agreed: Cllr Pearson, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr P Jones, Cllr J Dyke, Cllr D Cartwright, Cllr A Roden, Cllr R Turville

The meeting finished at 8.50 pm