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**MINUTES OF A MEETING OF HEDNESFORD TOWN COUNCIL**

**Wednesday 13th March 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 (Deputy Chair)

Cllr Ann Turville

Cllr Sheila Cartwright

Cllr Arthur Roden

Cllr Laura Harrison

Cllr Debbie Cartwright

Cllr Garry Samuels

Cllr Paul Jones – arrived at 8.30 pm for Full Council

**In attendance from Hednesford Town Council:**

Lindsey Smith – Chief Officer

Cheryl Kinsella – Responsible Finance Officer

Cheryl Oakey – Administration Officer

**Members of the Public:**

There were 6 members present

**1.** **Apologies:**

Cllr Paul Jones sent his apologies for the first part of the Full Council meeting as he was at the Heath Hayes and Wimblebury Parish Council meeting

Cllr Jacob Dyke failed to attend the meeting and no apology was provided to the Chair or the Chief Officer

Matthew Johnson – Community Officer

**2. Declaration of Interest**

None

**3. Previous Minutes**

The Minutes of the Full Council Meeting held on Wednesday 7th February 2023 were reviewed and approved.

Cllr A Roden mentioned that on page 3 that he did ask Cllr J Dyke a question about which party he supported and on page 4 his name was missing of the agreed voting.

Proposed: Cllr A Pearson

Second: Cllr L Harrison

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

**4. Public Participation**

A local resident raised a discussion on agenda item 11. CCTV that Cllr A Pearson and Cllr S Cartwright have a declaration of interest as they are District Cllrs, the budget and what is being discussed is a concern.

**5. CCTV Overview – Duncan Rollo**

Duncan Rollo was due to attend but failed to show

Cllr A Roden noticed on the two reports for November and December 2023 that the information was incorrect, and the figures did not add up.

Cllr G Samuels agreed with Cllr A Roden as he noticed the same.

Cllr A Roden would like more information on the December 2023 report, page 2, to the Public House requiring Police attendance.

**Action: Chief Officer to email CCTV for the correct information and will email out to Cllr’s.**

**6. Presentation by Hednesford in Partnership**

Lesley Yates from Hednesford in Partnership gave an informative presentation about HiP and who they are, what they do in the Hednesford Community, which Hednesford Organisations are a part of HiP and all the events they put on over the years and what events they will be putting on this coming year.

After the presentation Lesley Yates, Shaun Middleton and Sue Middleton discussed future projects and asking for help in the town and community. In 2015 Hednesford Town Council signed a charter and HiP would like to ask how Hednesford Town Council would like to move forward.

Cllr A Pearson said he is happy to support HiP and they are the best group for the partnership and the town.

**Action – Lesley Yates to email the presentation to the Chief Officer, so she can email it to all the Cllr’s.**

**7. Verbal Updates from Committee Chairs**

1) Finance, Operations and Personnel

Cllr P Jones Chair of the Finance, Operations and Personnel Committee was not at the meeting to provide an update

2) Regeneration and Community

Cllr R Turville Chair of the Regeneration and Community updated the meeting to say the next meeting of the committee is on the 16th of April 2024.

Cllr L Harrison informed they are discussing the introduction of car parking charges and the CCTV contract under agenda item 11.

3) Pye Green Community Centre

Cllr L Harrison Chair of the Pye Green Community Centre updated the meeting to say the next meeting is on the 19th of March 2024.

4) Planning

Cllr A Pearson Chair of the Planning Committee updated the meeting to say they had filled the vacant position on the committee with the appointment of Cllr G Samuels.

There were 3 planning applications that had been resolved by committee and 1 appeal which he was unable to discuss.

**8. Chief Officer Update**

a) Update on Project Support Officer post

The Chief Officer updated the meeting to say the interviews were successful and they have appointed John Manning who will be starting his positions as Project Support Officer on Tuesday 9th April 2024.

b) Youth Provision Consultation update

The Chief Officer and the Community Officer had a meeting with Jane Reynolds

Development Worker at SCVYS to discuss the mapping of youth provision 11 – 18 years.

c) Request Members to review the Standing Orders and Committee Delegations and feedback on recommendations for amendments to Chair or Chief Officer by 1st April 2024

The Chief Officer reminded all Cllr’s that any comments to be emailed to either herself or to the Chair Cllr A Pearson prior to the next full council meeting

d) Motion from the Chief Officer to approve quote from Staffordshire County Council for Hednesford Town Council to pay for the Structural/feasibility survey for proposed improvements to Hednesford Library. It was agreed at extraordinary Full Council on 22nd August 2023 to explore options for how the Town Council could support the redevelopment of using CIL funds. Cost £3350.00

The Chief Officer mentioned to the Cllr’s there was a copy of the email from Lee Wells Head of Corporate Assets in their meeting packs which showed a breakdown of the costs.

Cllr L Harrison asked where the funds will come from?

Cllr A Pearson mentioned he spoke with many SCC Cllr’s about the funds and there are no SCC fundings.

Cllr A Turville can see that HTC have gone this far and it is a good starting point.

Chief Officer read out the last paragraph from Lee Wells.

Cllr L Harrison would like to know what grant pots are out there.

Cllr R Turville said can we find the money to go ahead.

Proposed: Cllr R Turville

Second: Cllr A Turville

Agreed: Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr D Cartwright.

Abstained: Cllr A Roden.

**Action – Hednesford Town Council to fund feasibility study on behalf of MPFT/SCC for the proposed improvements to Hednesford Library. Chief Officer to liaise with MPFT/SCC**

e) CIL Spend Verbal Update

Chief Officer updated the meeting with the confirmed dates for the Community Learning courses at Pye Green Community Centre.

The Chief Officer mentioned that she is meeting with Hednesford Nursery after the Easter break and is awaiting the Site Manager report on St Saviours Bell.

f) Q3 Citizens Advice Report

The Chief Officer updated the meeting on the Citizen Advice report.

**9. Community Officer Update**

The Chief Officer read out a report in the absence of the Community Officer.

Hednesford Library 60th Event.

Wednesday 17th April. 2.00 pm – 4.00 pm

Hednesford Town Council have made a contribution of £260 from undesignated Community Support Grant funds to the 60th Anniversary event.

Liz Williams, Volunteer Manager at Hednesford Library asked the Community Officer to pass on their grateful thanks to the Town Council and assure them that the money will be well spent, and they will attempt to involve much of the community who support them. Invitations to the event have gone out to all Councillors.

D-Day 80th Event. Thursday 6th June.

The Platinum Jubilee Beacon is owned by Cannock Chase District Council. Ownership was agreed and transferred to CCDC by the last administration. The Community Officer has spoken with Lynn Evans at Hednesford Park, she advises that the Beacon will be installed as a floral planter this Spring/Summer.

Friends of Hednesford will look to use some of their Levelling Up funding to decorate the clock and Anglesey Gardens.

Paula Smith from the Staffordshire Regiment Assoc has requested a donation from HTC for £100. This is to go towards providing tea and cake for 50 people at the Library between 2.00 pm and 4.00 pm as part of an Afternoon Tea social event.

Paula Smith is also looking for possible food donations from Tesco and Asda

Paula will contact Cllr Debbie Cartwright about her kind offer of supplying some refreshments.

A Drumhead Ceremony organised by Trevor Evans and Rev Paul Kelly is to take place by the clock at approximately 4.30 pm.

The Proclamation reading by the Chair Cllr A Pearson and Deputy Chair Cllr R Turville and lighting of Lamp Light of Peace is to take place at 9.15 pm in the evening by the clock as part of the National Beacon Lighting Event. The Community Officer would like the Chair/Deputy Chair to confirm they would be happy to undertake this?

HTC to purchase Lamp Light of Peace (£55) Lantern, the Community Officer understands Cllr Laura Harrison is looking into this?

There is an option to purchase a special flag which can be flown at PGCC from 9.00 am on 6th June for one week. The cost is £28.80 including post and package.

Proposed: Cllr A Turville

Second: Cllr L Harrison

Agreed: Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr L Harrison, Cllr G Samuels, Cllr D Cartwright, Cllr A Roden.

Declaration of Interest – Cllr A Pearson did not vote as he is a member of the Staffordshire Regiment

**Action – HTC to make £100 grant donation to Staffordshire Regiment Association for refreshments**

Volunteer’s Week and The Big Help Out

The Community Officer is keen to use this national initiative to celebrate the work of Hednesford voluntary community groups. He is putting a call out to groups asking if members would be willing to do a quick (1 minute) talking head film expressing why they volunteer for the group they represent. These would be filmed in advance and released via our social media platforms and national Volunteer Week platforms throughout the week June 3rd to 7th. The Community Officer is also looking to link this in with another national initiative The Big Help Out, which runs 7th – 9th June.

Community Officer plans to use the Volunteer Week initiative to help (where requested) local organisations plan for and recruit new volunteers to their organisations. He will do this in partnership with Emma Paxton, Senior Volunteer Officer from Support Staffordshire.

Youth Provision in Hednesford survey

On 11th March, a meeting was held between the Community Officer, Chief Officer Lindsey Smith and Jane Reynolds from Staffordshire Council for Voluntary Youth. This was to open a discussion about how we might start mapping youth provision within Hednesford and establish contact with individuals and organisations who may be able to assist. More work will be done on this in the coming weeks and more meetings between myself and a range of community practitioners are planned.

Christmas Planning

At the end of the month HTC will once again be beginning the process for the various permissions and checks required for the Christmas Lights to be installed in Hednesford. Typically this takes 8 months to complete with sign off in November.

AED Devices

The AED device outside the Smokehouse on Market Street is currently out of action as it requires a service, Community Officer has requested a loan device whilst it is fixed.

ANZAC Drumhead Service

Sunday 28th April. 10.45 am Cannock Chase War Cemetery. Cllr Alan Pearson has agreed to attend, and HTC will purchase a Poppy Wreath for the event.

**10. Finance Update**

a) Budget Overview

The Responsible Finance Officer handed out the budget paperwork to the Cllr’s and discussed the budget overview.

The Responsible Finance Officer mentioned that the Auditors asked for a report to show the interim payments over £500.

Proposed: Cllr S Cartwright

Second: Cllr R Turville

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

b) Motion from RFO for HTC to approve the quote for the replacement of the shutter at Reception in PGCC to glass sliding reception window. It was agreed at Extraordinary Full Council on the 22nd of August 2023 to obtain quotes and for cost to be covered using CIL funds. Cost £3175.00

The Responsible Finance Officer discussed the invoice from Twin Design Ltd which showed the breakdown of the work which will be carried out.

Proposed: Cllr L Harrison

Second: Cllr R Turville

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

**Action – Responsible Finance Officer to contact Twin Design Ltd to confirm the approved price and to get the work booked in.**

c) Motion from RFO for HTC to approve the quote for replacing the analogue cabling between the alarm panel and router due to the switch over from analogue lines. Cost £207.00.

Responsible Finance Officer mentioned that she had put Centro and Abi in touch with each other.

Proposed: Cllr L Harrison

Second: Cllr R Turville

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

**Action – RFO to contact Centro to confirm the approve price and get the work booked in.**

d) Motion from RFO for HTC to approve the Equality, Diversity and Inclusion Policy.

Cllr A Pearson said it was important to get all the policies up to date.

Proposed: Cllr A Peason

Second: Cllr R Turville

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

**Action: ED&I Policy was agreed and accepted**

Cllr. P Jones arrived at the meeting at 8.30 pm

**11. CCTV/Introduction of Carpark Charges by CCDC**

Cllr A Pearson read out the motion and options relating to payment from HTC for CCTV following the decision to introduce car parking charges by CCDC

The Chief Officer read out the statement from Oliver Greatbatch - Community Safety and Partnerships Manager from CCDC in his absence

Cllr A Roden mentioned the CCTV was installed for the Commonwealth Games and is a waste of money due to the trees in the way.

Cllr A Roden asked what do we do after the 12 months’ notice?

Chief Officer said there is money in the budget, need to know what to do moving forward.

Cllr A Roden mentioned that CCDC have no money, people park on the Chase Leisure Centre and walk into Cannock Town Centre.

Cllr L Harrison had 2 thoughts (1) stop the payment and keep the money in the budget and (2) crime on the park need another camera even if it is a dummy one.

Cllr R Turville thinks option 1 is a good idea, cease payment and await their reply.

Cllr G Samuels negotiate the terms, what is not working and what is not being picked up?

Cllr D Cartwright needs reductions and await the information back.

Cllr A Turville said to call their bluff and agrees with Cllr D Cartwright.

Cllr A Roden asked how much the car parking machines are costing?

Chief Officer answered the machines are coming from the closed Avon Road car park in Cannock and a closed car park in Rugeley.

Cllr P Jones needs future looking into the maintenance and the licensing for the footage.

Cllr A Pearson said there are so many cameras and not enough eyes.

Cllr L Harrison asked what do the cameras pick up, maintenance, repairs and option 1 is a no.

Cllr A Pearson said they need support the CCTV does not stop crime just picks up the criminals.

Cllr A Pearson agrees with Cllr A Roden that the figures do not add up on the CCTV reports.

Cllr R Turville said on CCTV/Carparking needs a discussion from CCDC on both issues before signing the contract.

Chief Officer asked the Cllr’s which option they had agreed on. The Cllr’s all agreed option 2 was the best option – to reduce the amount of payment made to CCDC by % of car parking spaces that are to become payable (44%)

Proposed: Cllr R Turville

Second: Cllr D Cartwright

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

**Action – The Chief Officer to talk to Joss Presland and Oliver Greatbatch at CCDC to discuss Option 2 and the breach of contract of 12 months.**

**12. Date and Time of Next Meeting**

Wednesday 13th April 2024 – 7.00 pm

The meeting closed to the members of the public at 9.00 pm

The full council meeting closed at 950pm