



17th April 2024

Dear Councillor,

A meeting of the Finance, Operation and Personnel Committee Meeting will be held **at 7:00pm on Tuesday 23rd April 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 23rd April 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
Reminder

Cllrs must declare any interest in relation to any relevant agenda items to be discussed or raise a declaration if one becomes apparent during the meeting

Any Town Councillor, who is also a District Cllr, must declare that interest as Other Registerable Interest

Declarations prevent Cllrs from taking part in a debate/vote on the matter and must leave the room. They may only be able to participate during the public element and speak if other members of the public would also be allowed to or following prior dispensation from The Chief Officer

3. Minutes

To resolve to agree the minutes from the Finance, Operations and Personnel Committee from 23rd January 2024

4. Public Participation

Public are able to raise any questions, queries, or comments to Committee

In accordance with the Standing Orders Members of the public (4i) will raise a hand and wait to be invited to speak by the Chair (4f) each member of the public will be permitted to speak for no longer than 5 minutes (4h) a question shall not require a response at the meeting nor start a debate on the question and will be provided at a later date

If a member of the public requires a response, they are requested to leave their appropriate contact details with The Chief Officer

5. Finance

- a. Internal Audit Update – dates for audit to be confirmed
- b. Bank Signatories – x1 further online bank signatory is required
- c. CCTV Contract – Update from meeting on 12.04.2024

6. Operations

- a. Remit of Committee – to confirm that the FOP Committee does not hold the powers of a full council even though membership of FOP Committee is open to all HTC Members
- b. Committee Delegations – deadline for review 19.04.2024
- c. Annual Town Assembly – 24.05.2024 - directive required from committee
- d. Matter referred from PGCC Committee – requested alarm monitoring information with a view to providing panic/security alarm for lone workers. Confirmed that there is a monitoring station via a dual com which can support remote panic alarms. Awaiting quote/update. Referred to FOP Committee for progression
- e. Matter referred from PGCC Committee – water heater in small kitchen is no longer providing hot water. Motion requested for FOP Committee to agree for Officers to progress and action solution up to agreed spend
- f. Matter referred from PGCC Committee – PGCC roof quote to be considered for motion to full council on 1st May 2024

7. Personnel

- a. Councillor Vacancy – Update
- b. Project Support Officer – Update

8. Date of next meeting

To be confirmed following Annual Town Meeting on 1st May 2024

Private and Confidential Businesses

Finance – Draft Year End Position

Finance – Loan – interest v monies held

Operations – Strategic Direction