



24th April 2024

Dear Councillor,

You are hereby summoned to attend the Annual Town Council meeting of Hednesford Town Council to be held **on Wednesday 01st May 2024 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.

Any Councillor unable to attend should forward their apologies to the Chief Officer or the Chair in advance of the meeting stating reason for absence.

Yours sincerely,

Lindsey Smith

Lindsey Smith

Chief Officer

Hednesford Town Council



Hednesford Town Council
Council Meeting Agenda

Wednesday 01st May 2024 @ 7PM

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

1. Apologies

2. Declaration 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 – see item 6 and table 2 of the Councillor Code of Conduct

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. Election of Chair and Deputy Chair

- a. Nomination, election, and signature of Declaration of Acceptance of Office of Chair
- b. Nomination, election and signature of Declaration of Acceptance of Office of Deputy Chair

4. Previous Minutes

To review and approve the minutes of the Council Meeting held on Wednesday 10th April 2024

5. Public Participation

Members of the public are able to raise any questions, queries, or comments to Council

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 prior to departing the meeting

6. Constitution

- a. Approval of Standing Orders – amendments made by current Cllr A Pearson, Cllr R Turville and Cllr A Turville
- b. Approval of Code of Conduct
- c. Approval of Full Council dates 2024/2025, Annual Town Assembly 2025 and Annual Town Meeting 2025
- d. Approval of Committees
- e. Approval of Membership of Standing Committees
- f. Terms of Reference and Schemes of Delegation – to be resolved to move to June full council for approval following initial committee meetings to set out terms of reference
- g. By-Election Update

7. Finance – Responsible Finance Officer

- a. Approval of Financial Regulations – to be resolved to move to June full council – currently awaiting model/updated Financial Regulations to be published in order to review
- b. Verbal update on year-end return

8. Christmas Market/Light Switch on Event Update – Chief Officer

Motion to request full council to permit the entire length of Market Street to be closed (as a one off event) on 7th December 2024 to facilitate the resolution between Spotty Dog Events and Hednesford in Partnership following a date clash oversight

9. Fish and Chip Supper

Motion from Pye Green Community Centre to request full council to permit the free use of the function room for the community fish and chip supper and quiz on Saturday 7th September 2024 from 5pm to 10pm. This will be a paid for ticketed event



10. CIL

Motion from Chief Officer for full council to consider to award Pye Green Academy School up to £1000 from CIL funds for the purpose of purchasing and installing a polytunnel within school grounds for their forest school and One Goal project which aims to support pupil wellbeing, student mental health and time out space for pupils when they are feeling emotionally challenged. It will also be used to facilitate forest school sessions, potting and growing of food and plants, a shelter from the elements and a drying area

11. PGCC Roof

Ongoing issues with the roof leaking at PGCC, and lack of resolution from the company who initially installed the roof, plus failed attempts to alleviate the issues with a second company, has led to PGCC Committee requesting 3 quotes from local contractors for a full report/scope and costings of actual works required to fix the issues once and for all. Time is of the essence as we are hopefully approaching some drier weather when the work will be able to be completed

One quote has already been secured at a proposed cost of £21,000. 2 further quotes are being sought with the view to bringing these to full council if obtained in time

If all 3 quotes are available - Motion from PGCC is to consider the 3 quotes and resolve action and allocate funding stream to instruct the work to be completed

If all the quotes are not available council is to resolve to call an extraordinary meeting at the earliest opportunity once all 3 quotes are secured for a decision to be made

12. Date and time of next meeting

Wednesday 5th June 2024 at 7pm – to be confirmed

Private and Confidential Business

13. Payment to CCTV

Resolution required from full council as to the action to be taken in relation to the historic, and now, breached CCTV contract (free car parking at council owned



spaces across Hednesford in return for payment from Hednesford Town Council for CCTV) with Cannock Chase District Council

Following a senior meeting on 12th April 2024, different outcomes were discussed and CCTV were requested to provide an overview of options depending upon whether payment was withheld, paid in part (reduction of 44% based on number of total CCDC spaces converting to pay and display) or paid in full and to model what provision would look like against each option

See attached – Agenda Item 11

