



MINUTES OF A MEETING OF HEDNESFORD TOWN COUNCIL

Wednesday 13th September 2023 AT 7.00 PM

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

Present:

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

In attendance from Hednesford Town Council:

Lindsey Smith – Chief Officer
Matt Johnson – Community Engagement Officer
Cheryl Oakey – Administration Officer

Members of the Public:

There were 8 members present.

1. Public Participation

District Cllr D Mawle took the opportunity to thank Hednesford in Partnership, and everyone involved at Hednesford Festival which took place on Saturday 12th August 2023.

David Wiseshall – Heart of Hednesford Station Adoption Group updated the meeting from his presentation at Full Council on the 13th of June. Fundraising is in progress regarding the rolling stock. David now brought a wagon in the South Coast and looking at costs to getting it back to Hednesford. David said thank you to the Community Engagement Officer Matt for all his help, very helpful with the job descriptions for workers/volunteers, fund finder, and setting up social media. David now formed chaseline partnership for 18 months linking Landywood, Cannock,

Rugeley Town and Rugeley Trent Valley. School children going on trips working with Lynn Evans, Community and Education Officer at Cannock Chase Council.

Cllr A Pearson said thank you to David Wisehall for the update and information.

2. Apologies:

Cllr Sharon Jagger
Cheryl Kinsella – Responsible Finance Officer

3. Declaration of Interest

None

4. Previous Minutes

The minutes of the Full Council Meeting held on Wednesday 5th July 2023 were reviewed and approved subject to:

Cllr D Cartwright mentioned under item (1) PCSO R Evans update, herself and PCSO R Evans were meeting with each other to discuss the café and other issues.

Cllr D Cartwright mentioned under item (7) Provision of HMO the Action wasn't Proposed or Second and should have been on the September agenda, the Chief Officer will put this on the next Full Council meeting in October.

Cllr A Pearson proposed
Second by Cllr R Turville
Agreed; 9 Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr A Walker, Cllr Roden, Cllr D Cartwright, Cllr Jones, Cllr Harrison

The minutes of the Extraordinary Meeting held on Tuesday 22nd August 2023 were reviewed and approved.

Cllr A Pearson proposed
Second by Cllr S Cartwright

Agreed; 7 Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, , Cllr Roden, Cllr Jones, Cllr Harrison,

Cllr A Walker and Cllr D Cartwright was not at the meeting.

5. Hednesford in Partnership – Shaun Middleton

Shaun updated the meeting on the Hednesford Summer Festival which took place on Saturday 12th August 2023. The event was organised by Hednesford in Partnership and supported by The Graham Burnett Trust, Cannock Chase Can and Hednesford Town Council.

Hednesford in Partnership would like to say a huge thank you to all the volunteers that helped on the day and the months running up to the event with all the planning. A big thank you to all the Community Groups, Charities, the Traders, Police, Hednesford Town Council and the Graham Burnett Trust for providing the funding, Cannock Chase Can for their support and providing the main stage. Cllr A Pearson for opening the event. Cllr A Walker and Cllr P Jones for their support and help. Most importantly a huge thank you to the general public for attending the event.

In the afternoon there was the special Community Champion Shields for the Carol Fittes award and the Graham Burnett award. The Carol Fittes winner was Friends of Hednesford Community Volunteers Keith Fitch and the Graham Burnett winner was Hednesford Library Volunteers.

Hednesford in Partnership are planning the festival for next Summer 2024 and looking at funding.

Cllr A Pearson said a big thank you to Shaun, Hednesford in Partnership and all the volunteers. There was a round of applause of thanks from the attendees at the Meeting.

Chief Officer asked the Cllrs and Hednesford in Partnership about the Christmas Light event on Saturday 2nd December re road closure 8.00 am – 8.00 pm from the top of Market Street by Tinkerbells to the bottom by Church Hill, following on from concerns from residents.

Are Full Council happy to close all the road or just part of the road up to Eskett Street like the Hednesford Street Market does each month?

Hednesford in Partnership mentioned last year there were around 4000 people who attended the Christmas Light switch on, there were Police, first aiders, reach out points through the crowds so it was spread out along Market Street so everyone could get to the stalls, fairground rides and see the lights being switch on.

Cllr A Turville thought the timing was too long to close all the road for the event.

Cllr A Pearson proposed that they don't close the bottom of Market Street and do what the Hednesford Street Market does.

Cllr L Harrison mentioned that there are Businesses as well as residents with parking.

Cllr S Cartwright mentioned that there are no walk-in shops at the bottom end of Market Street.

Cllr A Pearson proposed

Second by Cllr A Turville

Agreed - 9 Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr A Walker, Cllr Roden, Cllr D Cartwright, Cllr Jones, Cllr Harrison

Action – Christmas Light Switch on road closure to cease at Eskrett Street

6. Motion from Cllr Pearson – Official change from Mayor to Chair

Cllr A Pearson read out the motion from the agenda and said that the Town Council does not need a mayor and happy to be a Chair which is the wording on the chains. Cllr A Pearson also mentioned that the District does not have a Mayor.

Cllr L Harrison did her research and as we are a 'Town Council' we can choose depending on the size of the town and the title is gifted to the District/Town Council and whether to have a Civic Mayor or a Chair. A Parish Council cannot do this. So it is Council's choice to choose if to be a Mayor or a Chair.

Chief Officer Lindsey Smith asked how long this change was proposed for. Cllr A Pearson proposed making this change for the 4 years of this administration irrespective of who is elected to the role of 'Chair'.

Cllr A Roden said that it should be for 12 months then re vote on the title again.

Cllr A Pearson proposed
Second by Cllr A Turville

Agreed 8 Cllr A Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr A Walker, Cllr Jones, Cllr D Cartwright, Cllr L Harrison

Abstain 1 Cllr A Roden

Action – Cllr A Pearson and any future Chairs of this administration to be known as Chair at meetings and on documents/posters.

7. CCTV

Chief Office updated the meeting that Duncan Rollo be attending the next Full Council meeting.

Cllr A Roden noticed that the April figures all say zero.

Cllr D Cartwright noticed the months are not in order.

Cllr D Cartwright would like to talk to Duncan re rough sleepers and arrange a meeting and asked Cllr P Jones to go with her. Cllr D Cartwright happy to invite Duncan to the café.

8. Finance

a. Update on Bank Signatories

The signatories are Cllr Jones, Cllr Jagger, Cllr Walker, Cllr Harrison and in absent of a Councillor, Chief Officer Lindsey Smith will be a signatory.

b. Account Overview

The Cllr's checked the figures and Cllr A Pearson was happy with the figures.

c. Authorising of Payments prior to bank authorisation.

The Cllr's discussed the finance regulations and at the moment only Cllr A Pearson and Chief Officer Lindsey Smith can release to the bank. Deputy Chair and Chair of Finance, Operations and Personnel Committee will now be included.

Cllr A Pearson proposed

Second by Cllr P Jones

Agreed 9 Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr A Walker, Cllr Roden, Cllr D Cartwright, Cllr Jones, Cllr Harrison

Action: Cllr R Turville and Cllr P Jones can now sign off payments for authorisation on the bank in addition to Cllr Pearson

9. Verbal update from Committee Chairs

i) Regeneration and Communities

In the absence of the Chair Cllr Jagger, Deputy Chair Cllr Harrison read out an update on behalf of Cllr Jagger from the Regeneration & Community Committee meeting held on 22nd August:

The 2023 Hednesford Summer Festival and extended congratulations to HiP for another excellent event in Hednesford. Special thanks were expressed to all the Volunteers and to our own Community Engagement Officer who helped to make the day a huge success.

Update on Mayoral duties recently carried out: 12th August 2023 - Cllr Alan Pearson officially opened the Hednesford Summer Festival, and on 13th August Cllr Ron Turville represented the Council as Deputy Mayor at the District Service at St Peter's Church, Hednesford.

The Chief Officer gave an update concerning Hednesford Street Market and it was agreed that Cllr Jagger will represent the committee at the upcoming review with HQ Events in September and read out an update from our Community Officer.

The Chief Officer gave an update re: Partnerships: Our existing SLA with HQ Events is coming up for review. A proposed SLA with The Lighthouse Community Café is being drawn up.

ii) Planning

Cllr Pearson had concerns about the Neighbour Plan what's going on in the area, problems, everyone is busy, so we need a plan in place. Everyone needs to read the reports.

Chief Officer mentioned that she emails all Planning Applications on a Wednesday to all councillors, even if a councillor is not on the meeting they can still comment.

District Cllr Darrell Mawle said it would be best for Cllr Pearson as the HTC Chair to step down as he is the Chair at the District, it is a conflict of interest.

Cllr Pearson comment that as long as he doesn't comment he can attend the meetings and keep quiet.

Cllr Walker comment that she said this was an issue at the first meeting.

Cllr A Turville comment that at the meetings you can ask the clerk for advice.

Cllr Walker said she was interested in the vacant seat on PGCC Committee.

Cllr A Pearson proposed

Second by Cllr S Cartwright

Agreed 8 Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr A Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison,

Abstain 1 Cllr Roden

Action: Cllr Walker elected to PGCC Committee

iii) Pye Green Community Centre

Cllr Harrison congratulated the Community Engagement Officer Matthew Johnson for an excellent turn out on his first walk on the 6th of September.

Committee aims to examine and discuss the findings and recommendations of the building survey from May 2022.

Motion was passed approving the costs and repairs to the roof.

The new hire charges for booking out the function room and meeting rooms starts on the 1st of October 2023.

Motion passed for the function room to be free for 'The Hub', 3 months funding coming out of the prosperity fund.

Motion passed for the function room to be free for The Lighthouse Community Café to use on Sunday 24th and Sunday 31st December 2023.

iv) Finance

Cllr Jones updated the meeting on the signatories and the appraisals.

Cllr Jones also updated the meeting on the Safety and Risk Assessments for the Pye Green Community Centre.

10. Update from the Chief Officer

i) Officers Thank You

The Chief Officer updated the meeting to say a special thank you to all the Officers who consistently go above and beyond in their roles at Hednesford Town Council

ii) Busy Period

The Chief Officer mentioned how busy it's been over the last couple of months, with new long-term hirers, function room and meeting room bookings.

iii) Cancellation of Halloween Event

The Halloween event planned for the 28th October 2023 was cancelled due to not enough Officers/Councillors available on the day together with concerns over safeguarding processes not being in place

The Christmas event is still going ahead on Saturday 16th December 2023.

vi) Website Update – this is currently ongoing and a further update will be provided in due course

vii) Funding Actions – Chief Officer advised that due to annual leave that progress has been slow on progressing the items acknowledged for funding. Chief Officer advised that looking at noticeboards or bus shelters would be the best option for the October CIL spend deadline

Cllr Roden discussed that it should be SCC/District to do the maintenance of bus shelters and not HTC.

Cllr Harrison found some HTC archived minutes, suggesting that the costs for maintenance of the bus shelters were to be taken on by HTC. This appears not to have been progressed due to covid/lockdown and has lapsed.

Cllr Harrison to provide the minutes and dates to the Chief Officer.

viii) Councillors Emails

The Chief Officer reminded the Councillors that under the 2023 Councillors Guide they must use their Council emails by law and not use their personal emails. The Chief Officer informed that it costs the Council £1000 per year to provide the secure email addresses. Not using the secure gov.uk emails also puts Cllrs and the Council at risk of GDPR breaches

Cllr Roden said that from the 18th of December 2023 he is not renewing his internet so will require paper copies to all Council meetings.

11. Update from the Community Engagement Officer

The Community Engagement Officer, Matt Johnson updated the meeting on the following:

Family Summer Craft Sessions

We ran 3 morning sessions at Pye Green Community Centre over August in partnership with West Chadsmoor Family Centre. These were free craft sessions for children and families, and they were very well received. In total we had 79 participants, one third of which came directly from the Hednesford area. Future funding permitting, I would be looking to hold similar craft sessions over future school holidays as there is clearly a demand.

Community Consultation

The consultation concluded at the end of August. The Community Engagement Officer convey his thanks to all those that have kindly hosted his sessions and allowed him to work with their groups. Matt his currently working his way through the comments and information in order to produce a report to Full Council on the 4th October.

The Hub@Pye Green

The first Hub@PyeGreen was held on Monday 11th September from 1pm to 3pm. We welcomed 12 local residents as well as 10 young people from the Prince's Trust scheme attached to Staffordshire Fire Service. Refreshments were supplied and served by The Lighthouse Community Café. Attendees will be able to meet, socialise and play board games, all within a warm and secure environment. The Hub is now registered as a Warm Space under the Warm Welcome scheme. We will also register under the Places of Welcome Scheme

Pye Green Wellbeing Walk

The Pye Green Wellbeing Walk launched on Wednesday 6th September with over 40 attendees aided by lovely weather. The Wellbeing Walk is a social walking group held on the first Wednesday of every month at Pye Green Community Centre. Currently the walk will be a moderate 40-minute circular walk from the back of the Community Centre onto Cannock Chase, returning to the Community Centre. Thanks to IHL for the training of Walk Leaders and we still have vacancies for these so the project can be self-sustaining. The walk will also appear on the Chase FIT website where people can remotely book on if they wish.

Creative Space Workshop

This is free Art Club and supporting artist funded by IHL. It runs at PGCC every Wednesday from 10.30am – 12pm. It started on the 6th of September until the end of the year and may carry over into the new year. It has already attracted participants who have taken part in The Hub and the Wellbeing Walk.

Remembrance Event

Planning ongoing and Road Closure request has been submitted. Help from Councillors required for the event/marshalling/escorting Lord Lieutenant.

Christmas Light Switch On(Updates from HiP / Shaun Middleton)

AED Device / Acorns

The AED device is now operational and new pads have been fitted.

Chase Pride

Following the Chase Pride event on the 1st of September, Chase Pride and Kathryn Downs thanked HTC for all their support for the event

12. Motion from the Cllr Harrison – Hednesford Hopper

Cllr Harrison read out the motion on the agenda. The Chief Officer is in touch with Keith from Chase Rider and will investigate the QR code and costs.

Cllr Harrison mentioned from the end of November 2023, SCC is cancelling the 62 and 63 service.

Cllr Harrison proposed

Second by Cllr Pearson

Agreed 8 Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr A Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison

Abstain 1 Cllr Roden

13. Motion from Cllr Harrison to agree a Nominated Charity for Community Events

Cllr Harrison read out the motion from the agenda.

Cllr Harrison mentioned at the District the Chair picks from a list that each Councillors as put forward on to a charity list.

Cllr Walker said should be like a supermarket token and to look at which charity needs help and put forward.

Cllr Pearson said it was a good idea for each councillor to pick 2 charities and put on a list to be discussed before the events.

Cllr Roden said the charities need to be a registered charity.

Cllr D Cartwright asked about Community Charities, Cllr Harrison said as long as they have a registered number or are a constituted charity.

Action – All Councillors to send the Chief Officer a list of Charities they would like to include on the list before the next Full Council meeting.

Cllr Harrison proposed

Second by Cllr Pearson

Agreed 9 Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr A Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison, Cllr Roden

14. Motion from Cllr Harrison to establish preferred supplier list

Cllr Harrison read out the motion from the agenda.

Cllr Pearson said that over a certain amount of money the Committee/Full Council should preferred to a list.

Cllr A Turville said the District have a list but the suppliers on the list are very expensive.

Cllr R Turville said the suppliers on the list should be for one year then go back to a Council meeting to be rechecked.

Cllr Harrison proposed

Second by Cllr Jones

Agreed 9 Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr A Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison, Cllr Roden

Action: Officers to compile a preferred suppliers contact list

15. DBS Checks for Members and Volunteers

The Chief Officer updated the meeting that all Members and Volunteers need to be DBS check to protect themselves at events with children or vulnerable adults.

Cllr Pearson asked the Chief Officer about the costs of the DBS checks.

Cllr A Turville mentioned at other Councils all Councillors have DBS checks, Cllr Turville also checked that their DBS will be only for HTC/PGCC events.

Cllr Harrison updated the meeting on the costs of DBS checks:

Basic DBS Check: £18, Standard DBS Check: £18 and Enhanced DBS Check: £38 + VAT fee on all checks.

Cllr Harrison also mentioned the Policy needs rewording to cover Elected members.

The Community Engagement Officer read out the correct procedures of a DBS check. Employers are legally obliged to ensure, by way of a DBS check, that any employee working in a regulated activity with children or vulnerable people has not been barred from doing so. A definition of a regulated activity is: For children – unsupervised activities such as: Teaching, training, instructing, workshops.

Enhanced DBS Checks are mandatory in any workplace where employees or volunteers are most probably going to be involved with monitored activity involving young people or vulnerable adults. For example: schools, hospitals, care homes etc.

Check for Volunteers are free

Cllr Pearson proposed

Second by Cllr R Turville

Agreed 9 Cllr Pearson, Cllr R Turville, Cllr A Turville, Cllr S Cartwright, Cllr A Walker, Cllr D Cartwright, Cllr Jones, Cllr Harrison, Cllr Roden

Action: to ensure that all volunteers, including Cllrs are DBS checked if working/volunteering at council events where young or vulnerable individuals will be present

16. Free use of Meeting Rooms at PGCC for Political meetings/business

Cllr Pearson read out the motion from the agenda and said that Councillors should only use the Meeting rooms for surgeries, meet a resident or to do Councillor work. The Meeting rooms should not be used for campaigning.

17. Date and Time of Next Meeting

Wednesday 4th October 2023 – 7.00 pm

Pye Green Community Centre – Meeting Room 1

The meeting closed at 9.00 pm.

Signed:

Date: