



MINUTES OF FULL COUNCIL MEETING OF HEDNESFORD TOWN COUNCIL

Tuesday 4th June 2024 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

In attendance from Hednesford Town Council:

Lindsey Smith – Chief Officer
John Manning – Project Support Officer
Cheryl Oakey – Administration Officer

Members of the Public:

There were 6 members present

1. Apologies:

Cllr Paul Jones - working
Cllr Debbie Cartwright – family ill health
Cllr Garry Samuels - holiday
Cheryl Kinsella – Responsible Finance Officer
Matthew Johnson – Community Officer

2. Declaration of Interest

None

3. Previous Minutes

The Minutes of the Full Council Meeting held on Wednesday 10th April 2024 were reviewed and approved.

Proposed: Cllr A Pearson
Second: Cllr R Turville
Agreed: 5
Against: 0
Abstain: 1

4. Public Participation

A member of the public mentioned that at the last meeting he raised that on the council legislation for private and confidential items on the agenda the Chair/Chief Officer must flag up for public interest. The District Monitoring Officer/Proper Officer should have been asked before the items were put on the agenda. The resident would like a written response. The resident also mentioned that the minutes of the last meeting was not on the HTC Website.

The Chief Officer confirmed that all Council minutes are on the HTC Website and all information for private and confidential agenda items are in the Standing Orders which HTC follows.

5. Committee Delegations

Cllr A Pearson updated the meeting about the updated Committee Delegations and asked if there were any questions.

Cllr L Harrison mentioned that on page 3 that it should say for the Finance Committee that all Cllr's attend the meetings and, in the document, it says Deputy Chair and should say Chair.

Proposed: Cllr R Turville
Second: Cllr A Turville
Agreed: 6
Against: 0
Abstain: 0

Action: Committee Delegations resolved with Chief Officer to update the Committee Delegations with the amendments

6. Hednesford Town Council By – Election

The Chief Officer updated the meeting to ask all Pye Green Cllr's to encourage residents in their ward to vote on Thursday 13th June 2024 as all the voting cards have gone out and the election is costing HTC £5,500.

7. Verbal Updates from Committee Chairs

1) Finance, Operations and Personnel

Cllr R Turville Chair of the Finance, Operations and Personnel Committee there was no updates, and the next meeting is on 17th June 2024.

2) Regeneration and Community

Cllr A Turville Chair of the Regeneration and Community there was no updates, and the next meeting is on 25th June 2024.

3) Pye Green Community Centre

Cllr G Samuels Chair of the Pye Green Community Centre sent in his apologies and the next meeting is on 11th June 2024.

4) Planning

Cllr S Cartwright updated the meeting that CCDC have approved the plans for an office block to be built on the corner pedestrian area in Market Street next to the car sales and the pharmacy.

8. Community Officer Update

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

Hednesford Town FC Supporters Association Community Day

Cllr R & A Turville attended along with the Community Officer at Keys Park on Saturday 4th May. A terrific event, well attended and supported with many young people. The event was supported with a community support grant from HTC.

Pye Green Academy Breakfast Club

Cllr A Pearson with the Community Officer were invited to see the pupil's breakfast club which has been established at Pye Green Academy Primary School. Using a community support grant from HTC the school have purchased essential storage and cooking equipment that also benefits the school cooking club as well.

Annual Town Council

The Annual Town Assembly was held at PGCC on the evening of the 24th of May 2024. Over 53 guests attended including recipients of HTC Community Support Grant who shared how the grant has supported their projects. Crystal Dance Academy, Hednesford Town Supporter's Association, Pye Green Academy and Snap gave a presentation. Cannock Ex Servicemen's male voice choir provided entertainment and have also benefited from the support grant.

Volunteer Week 2024

National Volunteer week launched on Monday 3rd June 2024 to celebrate this, HTC is focusing on a number of volunteer groups that makes Hednesford a fantastic town in which to live, work, play and visit.

Over the coming week HTC Facebook will host four short films in which Hednesford volunteers will talk about the groups they volunteer for and their personal reasons for being a volunteer. Details of how to become a volunteer with a community group will also be provided.

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

Hednesford Town Council is working in partnership with Hednesford Library to deliver an event in Hednesford on Thursday 6th June. This will include tea, cake and displays from 2.00 pm to 4.00 pm at the Library and a Drumhead Service in Anglesey Gardens from 4.15pm. Anglesey Gardens has again been superbly decorated by Friends of Hednesford for the commemorations.

Hednesford Town Council have committed £100.00 to support this event.

The Community Centre will be flying the D Day 80 flag throughout the week.

There is also a fantastic self-guided D Day History Walk installed in Hednesford Park

Christmas Lights

Planning for this is now underway, various plans need to be submitted and permissions applied for between now and November.

Costings for the following have been received:

KIWA to carry out specialist structural testing for all lamp posts and supports at £1184.00 plus vat £236.00 = £1420.00

TURNOCK Ltd to store, test, repair and install lights at £4469.00 plus VAT £831.00 = £5300.00

The Cllr's were happy with the figures and for the Community Officer to proceed with the Christmas Lights.

Proposed: Cllr A Turville

Second: Cllr A Pearson

Agreed: 6

Against: 0

Abstain: 0

Action: Community Officer to instruct KIWA and Turnock

9. Finance

Chief Officer provided an overview in the absence of the Responsible Finance Officer

Year End 2023 24 Papers

Responsible Finance Officer called a meeting on the 29th of May 2024 for all Cllr's to attend to discuss the following Finance agenda items.

Cllrs Pearson, S Cartwright, A Roden, R Turville and A Turville attended

Cllr L Harrison was unable to attend due to sickness.

a. Review effectiveness of internal controls – AGAR Page 4

Proposed: Cllr A Pearson

Second: Cllr S Cartwright

Agreed: 6

Against: 0

Abstain: 0

Action: AGAR Signed by Chair and Chief Officer

b. Review of prior year external audit

Statement was read out from 2022/2023 Mazars report outlining minor scope for improvement in section 2, that the minutes are to fully record the basis of any

discussion of a qualification of the audit report and the need to ensure that the internal control objective is ticked not covered rather than exempt.

Council decreed that no further actions were required following the audit letter

Proposed: Cllr A Pearson

Second: Cllr R Turville

Agreed: 6

Against: 0

Abstain: 0

Action: Review of 2022/2023 Mazars Report completed

c. Change of valuation of fixed assets to purchase cost as per NALC guidelines

The Chief Officer informed that the asset valuation was shown as depreciated on the annual return but that the Joint Panel on Accountability and Governance guide states under 5.64 that the most appropriate method of fixed assets should be at acquisition cost

Proposed: Cllr A Pearson

Second: Cllr R Turville

Agreed: 6

Against: 0

Abstain: 0

Action: Council resolved to change the asset valuation for 2023/2024 AGAR

d. Review of internal audit comments and recommendations

The Chief Officer read out the review of the internal audit report by Black Rose and of the actions required. The items raised were;

D1) Value of Standing Orders and Financial Regulations were inconsistent with regards to tender values. Action; To be addressed at the next FOP's committee meeting.

D2) Government contracts website applies for larger Quotes and tenders.

D3) S137 Monitoring – Action; RFO to review Quarterly

D4) Review of Insurance Cover of assets versus asset register. Action; RFO to update both to ensure consistency.

D5) IR 35 rules for mileage – Action; RFO to review

D6) Balances above £100k noted.

D7) Publication missing now rectified.

D8) 31 days rather than 30 days for 2022 23 noted

There will be time for the Cllr's to discuss at the next Finance, Operations and Personnel meeting on the cyber security, publications, and Bevan desk located in the Reception area at PGCC.

Cllr A Pearson said that the desk was more a history item where Nye Bevan sign the NHS documents than a value one.

Proposed: Cllr A Pearson

Second: Cllr A Turville

Agreed: 6

Against: 0

Abstain: 0

Action: Council approved actions to be completed and confirmed that the desk is to stay at HTC. Responsible Finance Officer to obtain valuation and insurance quotes for

e. Approval of AGAR page 5 by Chair

Action: Cllr A Pearson counter signed the AGAR report

f. Agreement of start date for publication of information under the exercise of public rights.

Chief Officer confirmed that this must include the 1st 10 working days of July and be exactly 30 working days.

Chief Officer informed the 30 days was from the 13th June – 24th July 2024.

Proposed: Cllr A Pearson

Second: Cllr A Turville

Agreed: 6

Against: 0

Abstain: 0

Action: Date of publication confirmed as 13th June 2024

g. Update on Prosperity Funding 2024/2025 - Forecast report required by CCDC by 14th June 2024 for intentions for spend

The Chief Officer updated the Cllr's that she is awaiting from CCDC funding for the amount of £32,000 for 2024/2025. The money is to be used on legacy and neighbourhood projects and not events. The report needs to be signed by Friday 14th June 2024.

The Chief Officer and Cllr A Pearson arranged an Extra Ordinary Meeting for Tuesday 11th June 2024 at 6.00 pm at PGCC. All Cllr's to bring ideas and suggestions to the meeting for discussion.

Action: Extraordinary meeting to be called for 11th June at 6pm

h. Update on CIL projects:

Hednesford Library

The Chief Officer updated the meeting that work as started at the library and completion is due in 4 weeks. The report will be shared once completed

St Saviours Bell Restoration

The Chief Officer updated the meeting that she is in talks with the builders and completion is expected within 4 weeks.

Hednesford Nursery – resolution required from full council following the application from the nursery to SCC for playground works being rejected. Council to consider recalling funding or permitting change of use of monies.

The Chief Officer updated the meeting that Hednesford Nursery was given funding to the amount of £8400.00 for work on the playground – this equated to 20% of the overall cost. At the request of the nursery the Chief Officer has been in talks with Hednesford Nursery and Entrust to ascertain the reason for the funding not being successful. Hednesford Nursery have asked if they can use the £8400.00 on other play equipment.

Chief Officer advised that there is potential that SCC could contact the nursery later in the summer if any SCC underspend remains but if the £8,400 is re-allocated then this would prevent any playground works from taking place now or in the future as the nursery school are unable to raise the 20% required by SCC. Chief Officer also advised that the contribution costs are more likely to be 25% plus 11% fees

A lengthy discussion followed in which the Chair permitted representatives from Friends of Hednesford Nursery School to partake

Proposed: Cllr L Harrison
Second: Cllr S Cartwright
Agreed: 6
Against: 0
Abstain: 0

Action: The Chief Officer to recall the CIL money back from Hednesford Nursery and provide support to the Nursery to re-bid for the works

10. Update on CCTV

The Chief Officer updated the meeting from her meeting with CCDC on the 15th May 2024, she is still awaiting a draft legal contract which will take 12 – 16 weeks. CCDC are in talks with their Legal department.

The Chief Officer is also chasing up the car park charges with CCDC.

11. Update on 7th December 2024

The Chief Officer updated the meeting from her meeting with HiP/Spotty about the clash of dates for the Christmas Market and Christmas Light Switch On.

Spotty Dog/HiP would like HTC to lead on the consultation, pay for road closures, street traders, window competition and to support the bauble competition

Spotty Dog to lead on the stalls and HiP to lead on the event and event management plan

Cllr R Turville asked roughly how much the Christmas Light event costs?
Chief Officer said in the region of around £10,000.

Action: The Chief Officer to update as and when required

12. CAB Report

The Chief Officer updated the meeting with the Quarter 4 Report.

13. Roof at PGCC

Following Annual Town meeting on the 1st May 2024, it was agreed for the Responsible Finance Officer to look for quotes for the resolution of the issues with the roof at PGCC.

The Chief Officer updated the meeting with the 3 quotes obtained

Quote 1 - A W Roofing - £21,800
Quote 2 - T Newmans Ltd - £12,000 plus VAT
Quote 3 - Finn Contracts - £15,000 plus VAT

The Cllr's discussed and looked at all the quotes in detail and agreed to appoint T Newman

Proposed: Cllr A Pearson
Second: Cllr R Turville
Agreed: 6
Against: 0
Abstain: 0

Action: The Responsible Finance Officer to instruct T Newman

14. Motion from Chief Officer –

The Chief Officer put forward a motion for 3 hours free use of the function room for a Dementia UK Charity Event to be held at the PGCC on Tuesday 23rd July 2024 at 7.00 pm – 9.00 pm. The event is an Evening with Dennis Mortimer – ticketed event with all proceeds going to Dementia UK.

The event is being organised by PGCC Bar Licensee Amanda Craggs and Dennis Mortimer who are giving their time for free.

All the Cllr's thought this will be a great event and for a great charity.

Proposed: Cllr A Turville

Second: Cllr L Harrison

Agreed: 6

Against: 0

Abstain: 0

Action: 3 hours free room hire agreed to support the Dementia UK event

15. Motion from Project Support Officer

The Project Support Officer updated the meeting on the background of the B&M store which was relocated on the 19th of November 2019 from Market Street to Victoria Shopping Park. Since that date, the front of the Market Street site has not been maintained and is continuing to deteriorate.

The Project Support Officer proposes to improve the general appearance of the site by applying a removeable vinyl to the pavement level windows. The owners of the property confirmed that it is still leased to B&M Stores. B&M's Building & Repairs Manager is happy to work with HTC and to apply a removeable vinyl and B&M will contribute 50% of the cost of designing, applying & removing the vinyl. The vinyl is a solid white background and will last for 7 to 8 years.

The Project Support Officer also confirmed there is 4-5 years left on the B&M Store lease and includes full repairs to the store.

The Cllr's discussed the motion and are happy for applying the vinyl work to the B&M Store.

Proposed: Cllr A Turville

Second: Cllr L Harrison

Agreed: 4

Against: 0

Abstain: 2

Action: PSO to action the works

Design

The Project Support Officer updated the meeting that The Print Box Limited created 2 draft designs, both were posted on the HTC Facebook page to ask the community to confirm their preference. The community voted 175 times for the 'Trees' and 98 for the 'Deer'.

The Cllrs's discussed and had a look at the designs of the Deer and the Trees and were happy with the community votes.

Proposed: Cllr A Pearson
Second: Cllr S Cartwright
Agreed: 6
Against: 0
Abstain: 0

Action: Tree design was agreed

Quote

The Project Support Officer asked the Cllr's to review the quote from The Print Box for the design, fitting and removal of the vinyl. The full quote is £1,675.20 inclusive of VAT.

Cllr R Turville asked if other companies were asked for quotes?
Cllr L Harrison said it was not needed to ask for other quotes as The Print Box are on the approved list which was voted by Full Council.
Cllr L Harrison also asked if the vinyl print is external or internal.
The Project Support Officer said the vinyl print is external and he didn't look for other quotes as The Print Box is on the HTC approved suppliers list.

Cllr L Harrison said the work needs doing to help the other shops at the bottom of Market Street.
The Project Support Officer said that HTC are paying 50% and B&M Stores are paying 50%.

Proposed: Cllr A Pearson
Second: Cllr L Harrison
Agreed: 4
Abstain: 2

Action: Quote approved and confirmed that monies are to come from CIL

16. Noticeboards

The Project Support Officer and the Chief Officer updated the meeting to approve the next steps for the introduction of noticeboards across the Hednesford Parish.

The Project Support Officer gave an overview on proposed locations

After a lengthy discussion the Cllr's agreed the 4 priority places should be:

Outside the HTC/PGCC
Noble Road outside the shops,
Sharon Way outside the shops,
Skelly Bridge on the Footpath.

Proposed: Cllr L Harrison
Second: Cllr A Roden
Agreed: 6
Against: 0
Abstain: 0

Action: The Project Support Officer to look into costs, permissions and the type of noticeboards, to report back to Full Council.

17. Date of Next Meeting

Tuesday 16th July at 7.00 pm – Pye Green Community Centre

The meeting closed at 9.00 pm.

Signed:

Dated: