



## **Finance, Operations and Personnel Committee Meeting**

**Monday 17<sup>th</sup> June at 7pm**

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

### **Present:**

Cllr Ronald Turville (Chair)  
Cllr Laura Harrison  
Cllr Arthur Roden  
Cllr Ann Turville  
Cllr Shelia Cartwright  
Cllr Alan Pearson  
Cllr Garry Samuels  
Cllr Shirley Pearson  
Cllr Paul Jones

### **In attendance from Hednesford Town Council:**

Lindsey Smith – Chief Officer  
Cheryl Kinsella – Finance Officer

### **Members of the Public:**

There were no members of the public present

### **1. Apologies:**

Cllr D Cartwright

### **2. Declaration of Interest**

No declarations of interests were raised

### **3. Previous Minutes**

Previous minutes from the FOP Committee meeting held on 23<sup>rd</sup> April 2024 were agreed and approved

Proposed: Cllr A Pearson

Second: Cllr S Cartwright

Agreed: 9

Against: 0

Abstain: 0

Cllr R Turville thanked Cllr P Jones for his previous role as Chair of the Committee

Cllr P Jones wished Cllr R Turville best wishes for his role as Chair of the Committee

#### **4. Public Participation**

There were no members of the public present

#### **5. Constitution of Committee**

a. Cllr A Pearson proposed Cllr A Turville as Deputy Chair of Committee

Proposed: Cllr A Pearson

Second: Cllr S Cartwright

Agreed: 9

Against: 0

Abstain: 0

#### **Action: Cllr A Turville elected as Deputy Chair of Committee**

b. Dates for committee meetings confirmed

c. Committee advised that delegations had been agreed at full council and that the committee will meet quarterly

#### **6. By-Election Update**

Cllr Shirley Pearson was elected as Cllr following the By-Election for Pye Green Ward

Cllr R Turville read out a statement about the triggering of the By-Election and whether the cost of £5,000 to Hednesford Town Council could be justified for just a 8.9% turnout

A brief conversation was held about the need to be democratic v the co-option process

#### **5. Finance**

a.

Proposed: Cllr R Turville

Second: Cllr P Jones

Agreed: 9

Against: 0

Abstain: 0

#### **Action: Admin Officer to be granted view only access to the bank account for the ease of processing payments in the absence of The Chief Officer and RFO**

- b. Following the recent and significant changes to the NALC model Financial Regulations Committee reviewed the updated Hednesford Town Council financial regulations.

Clarity was sought 6 points

One amendment was made to 7.9 to change from *at least every 2 years to at least once a year*

Proposed: Cllr A Pearson

Second: Cllr A Turville

Agreed: 9

Against: 0

Abstain:

**Action – 7.9 amended to at least once a year**

A further amendment was made to 14.2 to include the Chair of Council and Chair of Finance, Operations and Personnel in addition to the Chief Officer which was already stated

Propose: Cllr A Pearson

Second: Cllr A Roden

Agreed: 9

Against: 0

Abstain:0

**Action – 14.2 amended to include Chair of Council and Chair of Finance, Operations and Personnel**

Proposed: Cllr A Pearson

Second: Cllr G Samuels

Agreed: 9

Against: 0

Abstain: 0

**Action: Updated Financial Regulations approved**

- c. A lengthy discussion took place regarding Crown Commercial Government scheme, how it works and pros and cons v private sector suppliers. RFO informed that can only sign up for 12 months initially and that in order to gain the best price Hednesford Town Council are required to give a set advance notice period meaning the earliest Hednesford Town Council can sign up will be April 2025. The current contract runs out November 2025 so it will mean being on a variable deal for 5 months

Both CCDC and SCC use Crown Commercial Contracts

Proposed: Cllr A Turville  
Second: Cllr L Harrison  
Agreed: 9  
Against: 0  
Abstain: 0

**Action; RFO to instruct Crown Commercial Contracts to secure best energy deal**

## **8. Operations**

Chief Officer sought advice and expectations from Committee for the 2025 Annual Town Assembly

A discussion followed about the success of the evening on 24<sup>th</sup> May 2024 and the difficulties running it on the same evening as a full council meeting would bring. The Chief Officer shared ideas and suggestions

Proposed: Cllr A Pearson  
Second: Cllr L Harrison  
Agreed: 9  
Against: 0  
Abstain: 0

**Action: A separate date to be agreed for the Annual Town Assembly. Community Grants to be awarded at Annual Town Assembly. To develop and incorporate Hednesford Hero Awards for 2025 and Officers to bring outline to next Committee meeting in September for agreement and new date to be set**

## **9. Personnel**

- a. Proposed: Cllr A Pearson  
Second: Cllr S Cartwright  
Agreed: 9  
Against: 0  
Abstain: 0

**Action: Agreed for William John Manning to join the Hednesford Town Council Pension Scheme from 1<sup>st</sup> June 2024**

Council resolved to close the meeting for private and confidential business to be held

Proposed: Cllr R Turville  
Second: Cllr A Pearson  
Agreed: 9  
Against: 0  
Abstain: 0

### **Private and Confidential Business**

A discussion took place about early repayment of the Public Works Loan

Proposed: Cllr R Turville

Second: Cllr A Pearson

Agreed: 9

Against: 0

Abstain: 0

**Action: RFO to put together a cash flow analysis for paying off the Public Works Loan and bring to next committee in September for discussion and proposed agreement to take motion to full council**

### **15. Date of Next Meeting**

Monday 16<sup>th</sup> September 2024 at 630pm

Meeting Closed at 7:53pm

Signed (Chair of FPOPs Committee):

Date: