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05<sup>th</sup> September 2023

Dear Councillor,

You are hereby summoned to attend the Town Council meeting of Hednesford Town Council to be held **on Wednesday 13<sup>th</sup> September 2023 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 Mayor.

Yours sincerely,

*Lindsey Smith*

Lindsey Smith

Chief Officer

Hednesford Town Council





**Hednesford Town Council**  
**Council Meeting Agenda**

**Wednesday 13<sup>th</sup> September 2023 @ 7PM**

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

**1. Public Participation**

**2. Apologies**

**3. Declaration of Interest**

**4. Previous Minutes**

To review, approve and sign the minutes of the Council Meeting held on Wednesday 5<sup>th</sup> July 2023

To review, approve and sign the minutes from the Extraordinary Council Meeting on 22<sup>nd</sup> August 2023

**5. Shaun Middleton – Hednesford in Partnership (10 minutes)**

Update from Hednesford in Partnership following the Summer Festival in Hednesford park on 12<sup>th</sup> August 2023

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

Motion from Cllr Pearson to propose that Full Council resolve to amend title from Mayor to Chair and Deputy Mayor to Deputy Chair

**7. CCTV**

CCTV reports for noting and information

**8. Finance**

- a. Update on Bank Signatories
- b. Account Overview

- c. Authorising of payments prior to bank authorisation – discussion and decision regarding delegation of permissions to include Deputy Mayor and/or Chair of Finance, Operations and Personnel Committee

## **9. Verbal Update from Committee Chairs**

### Regeneration and Communities

#### Planning

A vacant seat remains on the Planning Committee. If an Cllr is interested in the vacancy, please attend the next committee meeting for committee to take the allocation to the vote

#### Pye Green Community Centre

A vacant seat remains on the PGCC Committee. If any Cllr is interested in the vacancy, please attend the next committee meeting for committee to take the allocation to the vote

#### Finance, Operations and Personnel

## **10. Update from Chief Officer**

- a. Officers Thank You
- b. Busy period
- c. Cancellation of Halloween Event
- d. Website Update
- e. Funding Actions
- f. Councillor Emails

## **11. Update from Community Officer**

### **12. Motion from Cllr Harrison – Hednesford Hopper**

Motion from Cllr Harrison to extend the Chase Hopper Service from only covering "events" or market days to instead covering every Saturday.

The initial pot of £1200 from CIL is not even 50% used after approximately 18 months in action. I propose that we ask Officer's to contact Chase Rider and approve the use of the QR code for travel to Hednesford on the same bus services (25, 26, 62 and 63) for the foreseeable future.



In recent discussions we have, as a Council, discussed showing our commitment and support to the wonderful businesses that have a permanent home within our town. Extending the Hopper service would hopefully demonstrate to both the businesses and our community that as a Council we promote and support the mantra of "Shop Local".

Spend levels would be monitored and when we approach a 90% spend of the £1200 pot, that the matter is brought back to Full Council for discussion on whether to cease the service or make further funding available to continue the service.

As part of the motion Cllr Harrison also proposed that an appropriate cover for the agreement with Chase Rider in place for protection, e.g. an SLA. A relationship needs to be built with Chase Rider where we have good and regular communication, and we can be sure that they are encouraging any of their drivers driving these routes to be aware of the validity of the QR code they themselves have provided us.

### **13. Motion from Cllr Harrison to agree a Nominated Charity for community events**

Cllr Harrison proposes the creation of a list of charities that the Council can choose from when fundraising opportunities arise around Community events that we are holding or supporting.

Past events have resulted in the public attending asking if we have a fundraising bucket or similar for donations for charity. This has resulted in the last minute scramble to select a charity and method for accepting donations.

For any of our future events, wherever possible, I would like to have a charity selected in advance that any funds donated around the relevant event can benefit from. If possible, marketing can include that we will be accepting donations on behalf of a selected charity at the upcoming event.

I propose that each of us as Councillors selects a local charity or not-for-profit to support. Officers can then use this list of charities to select from for any event that allows for a fundraising opportunity

### **14. Motion from Cllr Harrison to establish preferred supplier list**

Cllr Harrison proposes that as a Council that Officers are to be able to start building a preferred supplier list for the Council.



Past experience around breakdowns and repairs for PGCC have shown that having to seek 3 quotes in every instance and have those examined by Committee and/or Full Council have delayed repairs whilst consensus was reached.

By agreeing suppliers/contractors for various works or supplies would benefit us enormously. It would allow for speedier repairs as well as, by building a relationship with a contractor, the potential for better pricing and repair timescales.

Local contractors and suppliers would be preferential and could be reviewed every 1 or 2 years as Council feels appropriate.

#### **15. DBS Checks for Members and Volunteers**

The Council Child Protection Policy 2019 (review due) states that: *“Staff and volunteers who work or come into contact with children and young people will be subject to the appropriate level Criminal Records Bureau check”*

Cllr Pearson would to ascertain who is responsible for covering the costs of DBS checks

#### **16. Free Use of Meeting Rooms at PGCC for political meetings/business**

A motion was resolved by full Council in October 2022 to provide the use of Meeting Room 2 free for community groups or groups that benefit the residents of Hednesford. In accordance with the PGCC agreement:

*4.8.1 For the purpose of this document a Community Group is defined as a self-governing group or organisation that is created and functions for a specific purpose or to provide a specific service in a community and operates on a not-for-profit basis.*

Cllr Pearson would like to establish if the use free use of meeting rooms for political meetings/business falls under definition as detailed above.

#### **17. Date of next meeting**

Wednesday 4<sup>th</sup> October 2023 at 7pm

