



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

**Monday 3<sup>rd</sup> March at 630pm**

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

### **Present:**

Cllr Ronald Turville (Chair)  
Cllr Ann Turville  
Cllr Alan Pearson  
Cllr Sheila Cartwright  
Cllr Paul Jones  
Cllr Arthur Roden  
Cllr Garry Samuels

### **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 - does not attend FOP  
Cllr S Pearson – family commitment  
Cllr C White – no reason provided

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

Cllr G Samuels and Cllr S Cartwright – agenda item 6b

### **3. Previous Minutes**

Previous minutes from the FOP Committee meeting held on 2<sup>nd</sup> December 2024 were agreed and approved

Proposed: Cllr A Turville  
Second: Cllr S Cartwright  
Agreed: 4

Against: 0  
Abstain: 4

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

There were no members of the public present

#### **5. Finance**

- a. RFO advised that a couple of items had been raised from the internal audit – risk assessment and salary variation
- b. Chair of Committee reviewed and counter signed bank reconciliation for January 2025 and February 2025
- c. RFO shared a draft copy of the risk assessment policy for discussion prior to being submitted to full council for development
- d. RFO shared a draft copy of the Reserves Policy and invited feedback from committee prior to being submitted to full council for resolution
- e. RFO shared a draft copy of the Financial Regulations and invited feedback from committee prior to being submitted to full council for resolution
- f. RFO advised that Members on the Nationwide account are out of date and need to be updated. Membership to be amended as advised by Nationwide. RFO advised that additional signatories are recommended – Chair of Council and Chair of FOPs to be added

Propose: Cllr R Turville  
Second: Cllr A Pearson  
Agreed: 8  
Against: 0  
Abstain: 0

**Action: Chair of FOP, Chair of Council, Chief Officer and RFO to be signatories for Nationwide Account**

- g. Committee informed of the increase in minimum wage from £12.01 to £12.20 from 1<sup>st</sup> April 2025
- h. Chief Officer to gain a list of 2024 organisations funded through the Community Support Grant from Community Officer. Discussion took place about outstanding report that is still due for one of the grant holders despite numerous requests

**Action: Chair of Committee to chase up grant holder**

## **6. Operations**

- a. Provisional date of 7<sup>th</sup> April at 10am set for review of 2025 Community Support Grant Applications
- b. Chief Officer Updated that final draft contract has been received from CCDC and will be taken to full council for resolution on 18<sup>th</sup> March 2025
- c. 2 quotes have been received to date for the photocopier contract with a further 3<sup>rd</sup> to be obtained – contract due to expire in June 2025
- d. RFO provided an overview on proposed move over to fibre optic telephone line provision as BT contract is about to expire and the eventual switch over from analogue. Cost analysis shows monthly costs will be less but will incur initial set up costs of £400.00

Propose: Cllr R Turville  
Second: Cllr A Pearson  
Agreed: 8  
Against: 0  
Abstain: 0

**Action: To action move over to fibre optic telephone system**

- e. Propose: Cllr R Turville  
Second: Cllr A Pearson  
Agreed: 8  
Against: 0  
Abstain: 0

**Action: To create a draft Honorary Freedom of Hednesford Town Council Policy**

- f. A discussion took place about "A Nations Tribute" book that details the names and lives of Miners from Hednesford who lost their lives during the War. Cllr A Pearson requested funds to be able to provide copies for all the schools across Hednesford

Cllr A Pearson declared an interest as he is a member of CHAPS who published the book

**Action: A Member offered to pay for the books**

- g. Cllr A Pearson provided an update regarding Central Governments pledge of funding for arts and heritage and that CCDC have requested to apply for a grant to support the running of Museum of Cannock Chase

Chief Officer informed that a group called Cannock Chase Heritage Campaign has also been established and are looking to become a

Community Interest Company in order to look at continuing the provision of the Museum

- h. A discussion took place about the schedule for the Annual Town Assembly  
**Action: Officers to draft a schedule and circulate to Members for any input/amendment**

- i. Cllr A Pearson informed of an informal meeting at 1030am on Tuesday 4<sup>th</sup> March for Members to go through the Standing Orders and Committee Delegations

**Action: Drafts to be provided to Chief Officer by 9am on Monday 10<sup>th</sup> March 2025**

### **7. Personnel**

- a. Chief Officer informed that the interviews for the PGCC Officer were unsuccessful and that the role had gone to readvertisement – closing date 9am 17<sup>th</sup> March 2025
- b. Chief Officer informed of the resignation of the Caretaker

**Action: Chief Officer to meet with PGCC Chair to discuss options and bring to full council**

### **7. Date of Next Meeting**

To be confirmed following Annual Town Meeting on 18<sup>th</sup> March 2025

Meeting Closed at 7:54pm

Signed (Chair of FPOPs Committee):

Date: