



24<sup>th</sup> February 2025

Dear Councillor,

A meeting of the Finance, Operation and Personnel Committee Meeting will be held **at 6:30pm on Monday 03<sup>rd</sup> March 2025 in Meeting Room 1** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP.

You are summoned to attend for consideration of the matters shown on the attached agenda.

Please can you inform the Chair or Chief Officer if you are unable to attend.

Yours sincerely,

*Lindsey Smith*

Lindsey Smith  
Chief Officer  
Hednesford Town Council



**Hednesford Town Council**  
**Finance, Operations and Personnel Committee Meeting**

**Monday 03<sup>rd</sup> December 2025 at 6:30pm at PGCC**

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

1. **Apologies**

2. **Declarations of Interest**

3. **Minutes**

To resolve to agree the minutes from the Finance, Operations and Personnel Committee from 2<sup>nd</sup> December 2024

4. **Public Participation**

Public are able to raise any questions, queries, or comments to Committee  
If a member of the public requires a written response, they are requested to leave their appropriate contact details with The Chief Officer

5. **Finance**

- a. Finance Update – Interim Internal Audit Report
- b. Bank Reconciliation January 25 – Review and for Chair to counter signature
- c. Risk Policy - Review of revised draft risk policy
- d. Reserves Policy – Review of draft reserves policy
- e. Financial Regulations – Review of revised financial regulations
- f. Nationwide – committee to resolve additional signatories for the Nationwide account and constitution of the members to enable funds to be moved.
- g. Minimum rates of pay from April 2025 – advisory update
- h. Community Funding to organisations from HTC – request for overview from Cllr R Turville

**6. Operations**

- a. Community Support Grants – Committee to agree date for review and allocation of 2025 Community Support Grants for w/c 07.04.2025
- b. CCTV Contract - update
- c. Photocopier Contract – end date June 25
- d. Motion to resolve to move over to fibre optic provision for PGCC telephone system
- e. Motion from Cllr R Turville to approve the production of an Honorary Freedom of Hednesford Town Council policy
- f. Motion from Cllr A Pearson reference Minors Memorial – potential books for schools
- g. Motion from Cllr A Pearson – Museum of Hednesford
- h. Annual Town Assembly programme
- i. Review of Standing Orders and Committee Delegation – Chief Officer requests review of Standing Orders, Committees and their delegations prior to full council on 18<sup>th</sup> March

Do committees fulfil their brief in their current structure?

Do any committees need removing/creating?

Are any amendments to the Standing Orders and/or committee constitution needed?

Are frequency of meetings adequate?

Decision on nominated powers

**j. Personnel**

- a. PGCC Officer post update

**k. Date of next meeting**

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