



12th May 2025

Dear Councillor,

You are hereby summoned to attend the Annual Town Council meeting of Hednesford Town Council to be held **on Tuesday 20th May 2025 at 630pm** at Pye Green Community Centre, Bradbury Lane, Hednesford, WS12 4EP. This will be followed straight after by a full council meeting.

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 Chair in advance of the meeting stating reason for absence.

Yours sincerely,

Lindsey Smith

Lindsey Smith

Chief Officer

Hednesford Town Council



Hednesford Town Council
Annual Town Council and Full Council Meeting Agenda

Tuesday 20th May 2025 at 630pm

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

1. Apologies

2. Declaration of Interest

3. Election of Chair and Deputy Chair

- a. Nomination, election, and signature of Declaration of Acceptance of Office of Chair
- b. Nomination, election and signature of Declaration of Acceptance of Office of Deputy Chair

4. Previous Minutes

- a. To review and approve the minutes of the previous Annual Town Council meeting held on Wednesday 1st May 2024
- b. To review and approve the minutes of the previous full Town Council meeting on 29th April 2025

5. Public Participation

Members of the public are able to raise any questions, queries, or comments to Council

In accordance with the Standing Orders Members of the public (4i) will raise a hand and wait to be invited to speak by the Chair (4f) each member of the public will be permitted to speak for no longer than 5 minutes (4h) a question shall not require a response at the meeting nor start a debate on the question and will be provided at a later date

If a member of the public requires a response, they are requested to leave their appropriate contact details with The Chief Officer prior to departing the meeting



6. Constitution

- a. Approval of Standing Orders
- b. Approval of Code of Conduct
- c. Agreement and approval of Full Council dates 2025/2026, Annual Town Assembly 2026 and Annual Town Meeting 2026
- d. Agreement and approval of Committees and membership of Standing Committees

7. Finance – Responsible Finance Officer

- a. Review effectiveness of internal controls – AGAR Page 4
- b. Review of prior year 2023/24 external audit
- c. Review of 2024/25 internal audit comments and recommendations
- d. Approval of AGAR page 5 by Chair
- e. Agreement of start date for publication of information under the exercise of public rights. Note, this must include the 1st 10 working days of July and be exactly 30 working days.
- f. Draft reserves policy for approval
- g. Christmas Lights Expenditure for approval
- h. Cyber Security quote for approval
- i. Photocopier quotes for approval

8. Q4 CAB report

9. CCTV Report – April 2025

- 10. **Hanging Baskets** – approval sought from council for 6 remaining hanging baskets funded under UKSPF to go to Hednesford Park following County declining permissions to place them on County owned columns around Anglesey Gardens

- 11. **Motion to support Chase Heritage CIC with £1,000 CIL grant to help to cover legal, commissioner's office, printing costs.** No income will be drawn from the grant fund

- 12. **Motion to provide free room use at PGCC to Chase Heritage CIC** – room use will need to fit in with other hire periods at PGCC so no additional cost to HTC/PGCC is incurred – suggested Wednesdays between 6.30pm and 9pm. Bookings will need to be booked in advance with admin team

- 13. **Motion from Cllr A Pearson to award £233.40 unspent Community Support Grant funds to Staffordshire Regimental Association Hednesford Branch towards cost of VE Day 80 celebrations**



14. Motion to move to private and confidential

15. Date and time of next meeting

To be confirmed following agenda item 6c

16. Private and Confidential

Approval of Caretaker Job description

