



Finance, Operations and Personnel Committee Meeting

Tuesday 7th October at 630pm

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

Present:

Cllr Ronald Turville (Chair)
Cllr Ann Turville
Cllr Arthur Roden
Cllr Garry Samuels
Cllr Alan Pearson
Cllr Shirley Pearson

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 Cartwright – illness
Cllr C White – no reason provided
Cllr P Jones – no reason provided

2. Declaration of Interest

Cllr G Samuels – agenda item 6b

3. Previous Minutes

Previous minutes from the FOP Committee meeting held on 8th July 2025 were approved

Proposed: Cllr A Turville
Second: Cllr G Samuels
Agreed: 4
Against: 0
Abstain: 2

4. Public Participation

There were no members of the public present

5. Finance

- a. RFO informed that the completed AGAR has been received and published on the HTC webpage. Only minor scope for amendment was that no evidence was provided that HTC have no legal challenges. Form only asked to provide evidence if there was

Proposed: Cllr R Turville
Second: Cllr A Pearson
Agreed: 6
Against: 0
Abstain: 0

Action: AGAR accepted

- b. RFO presented draft v2 budget for 26-27 and took questions from Members. 26-27 budget equates to an additional £11,197 and a 4.9% increase on the previous year. Concern was expressed about the potential 7% increase in the CCTV payment since the contract was signed

Proposed: Cllr R Turville
Second: Cllr G Samuels
Agreed: 6
Against: 0
Abstain: 0

Action: FOP Committee to present draft v2 budget for full council on 21st October 2025 for approval

- c. RFO presented 25-26 Q2 income and expenditure summary and took questions from Members. RFO confirmed that HTC is currently on budget

RFO presented S137 payment summary

RFO presented 25-26 Q2 payments (less salaries) for £500 +

RFO presented 25-26 Q2 CIL update – currently £40,101 less £4,000 for community art project. A discussion took place about best use of CIL

Proposed: Cllr R Turville
Second: Cllr Alan Pearson
Agreed: 6
Abstain: 0
Against: 0

Action: Summary Reports approved

- d. Chair of Committee reviewed and counter signed bank reconciliation for 25-26 Q2
- e. A short discussion took place about the best rates for the reinvestment of the Nationwide Business Rate Fixed Saver

Proposed: Cllr A Pearson
Second: Cllr R Turville
Agreed: 6
Abstain: 0
Against: 0

Action: To re-invest for a further 6 months at a rate of 3.94%

- f. Internal auditor previously resolved for fixed 3 year contract

Proposed: Cllr R Turville
Second: Cllr A Pearson
Agreed: 6
Abstain: 0
Against: 0

Action: Approved to continue with Black Rose as internal auditor

- g. RFO presented overview of standing orders and DDR's

Proposed: Cllr R Turville
Second: Cllr G Samuels
Agreed: 6
Abstain: 0
Against: 0

Action: Approved list of standing orders and DDR's

- h. RFO presented overview of current contracts

Proposed: Cllr R Turville
Second: Cllr G Samuels
Agreed: 6
Abstain: 0
Against: 0

Action: Approved list of current contractors and requested values to be included against contractors at next review

- i. RFO presented overview of preferred suppliers list

Proposed: Cllr R Turville
Second: Cllr A Pearson
Agreed: 6
Abstain: 0
Against: 0

Action: Approved list of preferred suppliers

- j. Chief Officer advised that back pay from NJC pay award has been paid

6. Operations

- a. Following a request from Cllr R Turville a copy of the current photocopier contract was shared
- b. Chief Officer updated that they had spoken with CCTV regarding Members concerns over value for money with the CCTV Contract and that they are meeting with Oliver Greatbatch and Duncan Rollo on Friday 10th October. An update will be given to Members at full council on 21st October 2025
- c. Chief Officer shared proposed timelines for 2026 Community Grant Award. As some Members were unsure about what date would be best for the Annual Town Assembly, when grants are awarded, approval is to be taken to full council on 21st October for resolution. Further informed that the interim 6 month report from current awardees is due by 28th November

Cllr R Turville and Cllr A Turville informed that they had been out to visit 2 of the grant awardees to see the difference the grant is making, thanked the Community Officer for all their hard work and exemplary conduct and encouraged other Members to visit grant awardees

Chief Officer shared some best practice guidelines from Community Officer for eligibility for the community grants scheme and reiterated that it was best practice that payments should not be paid into an individual's account and that if the group or organisation does not have a bank account in the name of the organisation applying for the grant, it cannot be awarded

Chief Officer also shared best practice advise from the Community Officer that serving Town Councillors should not be eligible to apply for reasons of conflict of interest, lack of impartiality, under influence of pressure and erosion of public confidence

A discussion took place. Cllr A Roden proposed a motion to accept the guidelines. No seconder was received

Action: Rejected the implementation of best practice guidelines for the HTC Community Grant.

7. Personnel

No items

7. Date of Next Meeting

Tuesday 13th January 2026 at 630pm

Meeting closed: 8pm

Signed (Chair of FPOPs Committee):

Date: