



01<sup>st</sup> October 2025

Dear Councillor,

A meeting of the Finance, Operation and Personnel Committee Meeting will be held **at 6:30pm on Tuesday 7<sup>th</sup> October 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**

**Tuesday 7<sup>th</sup> October 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

**4. Public Participation – max 15 mins**

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. Completion of AGAR

- Review of completion letter and advisory notes

b. Recommended Draft Budget 26-27

c. 2025 Q2 Finance Reporting

- Quarter 2 income and expenditure Summary
- S137 Payments report
- Payments of £500 + report
- CIL Position

d. September 2025 Bank Reconciliation Sign off

e. Nationwide Business Rate Fixed Saver – 6month has matured – to agree next steps

- f. Appointment of Internal Auditor Fixed until 2026 27
  - Audit dates agreed 19.02.2026 and 07.05.2026
- g. Standing Orders and DDR's list of current for review and approval
- h. Contracts review
- i. Review of preferred supplier list
- j. NJC Pay award

## **6. Operations**

- a. Photocopier contract
- b. CCTV Contract – value for money and update
- c. Community Grants

## **7. Personnel**

## **8. Date of next meeting**

Tuesday 13<sup>th</sup> January 2026 at 630pm