



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

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

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

### **Present:**

Cllr Ronald Turville (Chair)  
Cllr Arthur Roden  
Cllr Garry Samuels  
Cllr Paul Jones

### **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 A Turville – illness  
Cllr A Pearson – illness  
Cllr S Pearson – family commitment

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

None

### **3. Previous Minutes**

Previous minutes from the FOP Committee meeting held on 7<sup>th</sup> October 2025 were reviewed and approved

Proposed: Cllr G Samuels  
Second: Cllr A Roden  
Agreed: 3  
Against: 0  
Abstain: 1

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

There were no members of the public present

#### **5. Finance**

- a. Q3 reporting – income and expenditure, \$137, £500+, CIL

Proposed: Cllr G Samuels  
Second: Cllr P Jones  
Agreed: 4  
Against: 0  
Abstain: 0

**Action: 2025 Q3 reports accepted and resolved**

- b. Bank reconciliation

**Action: Reviewed and signed by Chair of FOP Committee**

- c. Keelys renewal quote

Proposed: Cllr G Samuels  
Second: Cllr P Jones  
Agreed: 4  
Abstain: 0  
Against: 0

**Action: Keelys quote approved**

#### **6. Operations**

- a. Chief Officer provided an overview of Assertion 10, key responsibilities and timelines

- b. Data Protection Policy

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

**Action: HTC Data Protection Policy agreed**

c. IT Policy

Proposed: Cllr G Samuels

Second: Cllr P Jones

Agreed: 4

Abstain: 0

Against: 0

**Action: HTC IT Policy agreed**

d. Community Grant 2025 update – Chief Officer gave overview of 2025 grants to date including mid-term reports still outstanding from end November 2025 from The Lighthouse Community Café and AFC Greenheath.

e. Kingsmead School – detailed discussion on mis spend of grant money awarded for 'Chasing the Future' project

Proposed: Cllr R Turville

Second: Cllr P Jones

Agreed: 4

Abstain: 0

Against: 0

**Action: Agreed to recall £250.00 awarded to Kingsmead for 'Chasing the Future' project**

f. Market tender – Chief Officer gave update that no tenders had been received due to not being a partnership tender. A discussion took place about the validity of markets and if HTC should continue to pursue or not and take the matter to full council for further discussion

Proposed: Cllr A Roden

Second: Cllr R Turville

Agreed: 2

Abstain: 2

Against: 0

**Action: No clear agreement to finish the market**

Proposed: Cllr G Samuels

Second: Paul Jones

Agreed: 3

Abstain: 0

Against: 1

**Action: Agreed to take to February full council for further discussion**

**7. Personnel**

Chief Officer informed that both the PGCC Officer and PGCC Caretaker have successfully completed their probation periods.

**7. Date of Next Meeting**

Tuesday 21<sup>st</sup> April 2026 at 630pm

Meeting closed: 8:12pm

Signed (Chair of FOPs Committee):

Date: