



Finance, Operations and Personnel Committee Meeting

Tuesday 13th 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 7th 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, S137, £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 21st April 2026 at 630pm

Meeting closed: 8:12pm

Signed (Chair of FPOPs Committee):

Date: