



02nd January 2025

Dear Councillor,

A meeting of the Finance, Operation and Personnel Committee Meeting will be held **at 6:30pm on Tuesday 13th January 2026 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 13th January 2026 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 7th October 2025

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. 2025 Q3 Finance Reporting

- Quarter 3 income and expenditure Summary
- Q3 S137 Payments report
- Q3 Payments of £500 + report
- Q3 CIL Position

b. December 2025 Bank Reconciliation Sign off

c. Keelys Renewal Quote

6. Operations

- a. Assertion 10 presentation
- b. Draft Data Protection Policy
- c. Draft IT Policy
- d. Community Grant 2025 Update

- e. Decision on alternative Community Grant Spend (Kingsmead School)
- f. Market tender

7. Personnel

- a. Completion of probation

8. Date of next meeting

Tuesday 21st April 2026 at 630pm