



## MINUTES OF A MEETING OF HEDNESFORD TOWN COUNCIL

Tuesday 20<sup>th</sup> May 2025

Annual Town Meeting

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

### **Present:**

Cllr Alan Pearson (Chair)  
Cllr Ronald Turville (Deputy Chair)  
Cllr Paul Jones  
Cllr Arthur Roden  
Cllr Sheila Cartwright  
Cllr Garry Samuels  
Cllr Debbie Cartwright  
Cllr Ann Turville  
Cllr Shirley Pearson  
Cllr Carl White

### **In attendance from Hednesford Town Council:**

Lindsey Smith – Chief Officer  
Cheryl Kinsella – Responsible Finance Officer

### **Members of the Public:**

There were 4 members present

#### **1. Apologies:**

No apologies

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

Cllr D Cartwright – 16b – agenda item added at discretion of Chair  
Cllr C White – 16b – agenda item added at the discretion of Chair  
Cllr R Turville – 7i  
Cllr A Turville – 7i

#### **3. Election of Chair and Deputy Chair**

a. Nominated Chair - Cllr A Pearson

Proposed: Cllr R Turville  
Second: Cllr S Cartwright

Agreed: 10  
Against: 0  
Abstain: 0

**Action: Elected Chair of Hednesford Town Council for 2025/2026– Cllr Alan Pearson**

b. Nominated Deputy Chair – Cllr R Turville

Proposed: Cllr A Pearson  
Second: Cllr D Cartwright

Agreed: 10  
Against: 0  
Abstain: 0

**Action: Elected Deputy Chair of Hednesford Town Council for 2025/2026 – Cllr R Turville**

#### **4. Previous Minutes**

a. The Minutes of the Annual Town Meeting held on Wednesday 1<sup>st</sup> May 2024 were reviewed and approved.

Proposed: Cllr A Pearson  
Second: Cllr R Turville  
Agreed: 9  
Against: 0  
Abstain: 1

b. The Minutes of the Full Council meeting held on Tuesday 29<sup>th</sup> April 2025 were reviewed and approved

Proposed: Cllr R Turville  
Second: Cllr G Samuels  
Agreed: 8  
Against: 0  
Abstain: 2

#### **5. Public Participation**

No comments raised from Members of the Public

#### **6. Constitution**

a. Approval of Standing Orders

Proposed: Cllr A Pearson  
Second: Cllr R Turville  
Agreed: 10  
Against: 0

Abstain: 0

**Action: 2025/2026 Standing Orders approved**

b. Approval of Code of Conduct

Proposed: Cllr A Pearson

Second: Cllr R Turville

Agreed: 10

Against: 0

Abstain: 0

**Action: 2025/2026 Code of Conduct approved**

c. Approval of full council dates 2026/2027, Annual Town Assembly 2026 and Annual Town Meeting 2026

Proposed: Cllr A Pearson

Second: Cllr G Samuels

Agreed: 8

Against: 0

Abstain: 1

**Action: Full Council to remain on a Tuesday at 630pm, every 6 weeks with no meeting for August 2025 or January 2026. Dates for ATA and ATM to be confirmed at a later date**

d. Approval of Committees and Membership of Standing Committees

A brief discussion took place about the committee structure. It was agreed that the current 4 committees were sufficient and no changes were needed

Finance, Operations and Personnel

Nominated Chair – Cllr R Turville

Membership - All

Proposed: Cllr A Pearson

Second: Cllr S Cartwright

Agreed: 10

Against: 0

Abstain: 0

**Action: Elected Chair of FOP Committee for 2025/2026 – Cllr R Turville. To meet every quarter. Meetings to start at 630pm. Membership confirmed. Proposed meeting date 17<sup>th</sup> June 2025.**

Pye Green Community Centre Committee

Nominated Chair – Cllr G Samuels

Proposed: Cllr A Pearson

Second: Cllr S Cartwright

Agreed: 10

Against: 0

Abstain: 0

**Action: Elected Chair for PGCC Committee for 2025/2026 – Cllr G Samuels. To meet bimonthly. Meeting to start at 7pm**

Membership: Cllr G Samuels, Cllr R Turville, Cllr A Turville, Cllr D Cartwright, Cllr Sheila Cartwright, Cllr Alan Pearson, Cllr Arthur Roden

Proposed: Cllr G Samuels

Second: Cllr A Pearson

Agreed: 10

Against: 0

Abstain: 0

**Action: Committee membership for PGCC Committee confirmed. Proposed meeting date 24<sup>th</sup> June 2025**

Regeneration and Community Committee

Nominated Chair – Cllr A Turville

Proposed: Cllr A Turville

Second: Cllr A Pearson

Agreed: 10

Against: 0

Abstain: 0

**Action: Elected Chair of Regeneration and Community Committee – Cllr A Turville. To meet bimonthly. Meeting to start at 630pm. Proposed start date 1<sup>st</sup> July 2025**

Membership: Cllr A Turville, Cllr A Pearson, Cllr S Pearson, Cllr D Cartwright, Cllr C White, Cllr S Cartwright, Cllr A Roden, Cllr R Turville

Proposed: Cllr A Pearson

Second: Cllr R Turville

Agreed: 10

Against: 0

Abstain: 0

**Action: Committee membership for Regeneration and Community Committee confirmed.**

### Planning Committee

Nominated Chair – Cllr A Pearson

Proposed: Cllr R Turville

Second: Cllr A Turville

Agreed: 10

Against: 0

Abstain: 0

**Action: Elected Chair of Planning Committee – Cllr A Pearson. To meet as and when required. Next meeting 22<sup>nd</sup> May 2025 at 10am.**

Membership: Cllr A Pearson, Cllr S Pearson, Cllr S Cartwright, Cllr A Roden, Cllr R Turville, Cllr A Turville

Proposed: Cllr A Pearson

Second: Cllr S Cartwright

Agreed: 10

Against: 0

Abstain: 0

**Action: Committee membership for Planning Committee confirmed.**

## **7. Finance**

### a. Review effectiveness of internal controls – AGAR Page 4

Proposed: Cllr R Turville

Second: Cllr S Pearson

Agreed: 10

Against: 0

Abstain: 0

**Action: AGAR Signed by Chair and Chief Officer**

### b. Review of 2024 25 external audit

RFO informed minor scope for improvement to provide more information on variance analysis. This year a form has been provided to capture required information.

c. Review of 2024 25 internal audit

RFO stated there was a slight variation on calculation of general reserves held if using 2025 26 Budget rather than 2024 25 actual. RFO informed there were no outstanding issues highlighted on internal audit.

d. Approval of AGAR page 5 by Chair

Proposed: Cllr R Turville  
Second: Cllr G Samuels  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: Cllr A Pearson and Chief Officer Lindsey Smith counter signed the AGAR report**

e. Agreement of start date for publication of information under the exercise of public rights.

RFO informed the announcement is 2<sup>nd</sup> June 2025 and that the 30 days was from the 3<sup>rd</sup> June to 14<sup>th</sup> July 2025

Proposed: Cllr R Turville  
Second: Cllr A Turville  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: Date of public rights confirmed as commencing on 3<sup>rd</sup> June 2025**

f. Draft Reserves Policy

Proposed: Cllr R Turville  
Second: Cllr A Roden  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: Reserves Policy resolved**

g. Christmas Lights Expenditure Approval

Proposed: Cllr A Turville  
Second: Cllr A Roden  
Agreed: 10

Against: 0  
Abstain: 0

**Action: Christmas Lights expenditure resolved**

h. Cyber Security Quote

Proposed: Cllr G Samuels  
Second: Cllr S Cartwright  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: Cyber security quote resolved**

i. Photocopier quote

Proposed: Cllr G Samuels  
Second: Cllr D Cartwright  
Agreed: 7  
Against: 0  
Abstain: 3

**Action: Option 3 selected for new photocopier contract**

**8. Q4 CAB Report**

Proposed: Cllr A Pearson  
Second: Cllr G Samuels  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: Q4 payment to CAB to be released**

**9. CCTV Report – April 2025**

A brief discussion took place about camera not picking up rough sleepers, the nature of the weapon mentioned in the report and that Council would like a person to attend from CCTV to answer questions directly

**10. Hanging Baskets**

Chief Officer explained that 12 had been purchased under UKSPF but County will not give permissions to hang these on County lighting columns and that a new location was needed for the remaining 6 and suggested Hednesford Park under the care of Friends of Hednesford Park

Proposed: Cllr A Pearson  
Second: Cllr S Cartwright  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: 6 hanging baskets to be gifted to Friends of Hednesford Park when available in June 2025**

**11. Motion to support Chase Heritage CIC with £1000 CIL grant to help cover legal costs, commissioning costs, office costs etc...**

A discussion took place about the importance of saving MOCC and that the buildings are just as important as the artefacts

Proposed: Cllr G Samuels  
Second: Cllr D Cartwright  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: To grant £1,000 CIL funds to Chase Heritage CIC for the purpose of supporting the saving of MOCC**

**12. Motion to support Chase Heritage CIC with free meeting room use at PGCC**

A discussion took place about the meeting needing to take place when the centre is already open and so it does not incur any additional costs and is not used for any political party gain. Wednesdays between 630pm and 9pm would be ideal

Proposed: Cllr A Pearson  
Second: Cllr S Cartwright  
Agreed: 10  
Against: 0  
Abstain: 0

A discussion took place about the room being offered free of charge to Chase Heritage CIC

Proposed: Cllr A Pearson  
Second: Cllr D Cartwright  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: Free use of MR1 granted to Chase Heritage CIC in line with terms and conditions**

**13. Motion from Cllr A Pearson to award £133.40 remaining from Community Support Grant to Staffordshire Regimental Association towards cost of additional items purchased for VE Day 80 celebrations**

Chief Officer advised that as finances had now been closed off for 24/25 that any spend would need to be taken out of reserves or pulled forward from 26/27 spend

Proposed: Cllr A Pearson  
Second: Cllr A Turville  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: £113.40 to be paid to Staffordshire Regimental Association Hednesford Branch out of Hednesford Town Council Reserves**

**14. Motion to move to private and confidential businesses**

Proposed: Cllr A Pearson  
Second: Cllr S Pearson  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: Members of public were thanked for attending and invited to exit the meeting**

**15. Date and Time of Next Meeting**

TBC

The Chair closed the meeting to members of the public at 815pm

**Private and Confidential Business**

**16a Caretaker Job Description**

Proposed: Cllr A Pearson  
Second: Cllr G Samuels  
Agreed: 10  
Against: 0  
Abstain: 0

**Action: Caretaker job description resolved**

**16b. Under the powers of The Chair an additional item was added to private and confidential for discussion and resolution**

Council discussed invoking clause 19.2 of the financial regulations and carried out a verbal risk assessment of doing so in order for a Community Support Grant allocation to be paid

The Chief Officer stated that this would be against the advice of both the Chief Officer and the RFO and that any outcome of risk would lie with the Governing Body

Proposed: Cllr A Pearson

Second: Cllr R Turville

Agreed: 6

Against: 1

Abstain: 3

**Action: Council resolved to invoke clause 19.2 of the Financial Regulations**

Cllr A Pearson sadly informed of the sudden passing of Cllr Fred Westwood and extended Councils heartfelt sympathy to Freds family and friends at this time

Hednesford Town Council Cllrs and Officers stood and observed a one minutes silence in memory of Cllr Fred Westwood

Meeting closed at 8:23pm

Signed:

Date: