



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Tel: 01543 677166/671228
Email: info@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: JM

03 September 2018

To: All Members of the Policy & Resources Committee
(Councillors Pullen (Chairman), Mrs Bacon, Mrs Evans, Mrs Fisher, Stokes, Mrs Tranter and Mrs Woodward)

Dear Councillor

POLICY & RESOURCES COMMITTEE

The Policy & Resources Committee will meet in the Training Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Monday 10 September 2018 at 6:00 pm to consider the following business.

Yours sincerely

Jayne Minor

Jayne Minor (Ms)
Senior Administration Officer

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
To consider any declarations of interests and consider requests for dispensations.
3. **MINUTES**
To approve as a correct record the notes of a meeting held by conference call of the Policy and Resources Committee held on 16 July 2018 (Minute Nos. 1-14) (**ENCLOSURE NO. 1**).
4. **SOX LIGHTING REPLACEMENT**
To consider a report by the Direct Services Manager on SOX lighting replacement requirements. (**ENCLOSURE NO. 2**).

In view of the time that has passed since the Group last met Members may wish to change the membership.

10. LCRS SOFTWARE PACKAGE

The Town Council has, in recent years, used the LCRS software package to aid in assessing risk in all the Council's activities. The software package needs to be updated to include GDPR questions and the cost of that would be £99 plus VAT. Members are asked to approve this.

11. TRAINING ROOM

Following a request from Costcutters to occupy the Training Room a report is attached for consideration (**ENCLOSURE NO. 5**).

5. **PHOTOCOPIER COSTINGS**

To consider a report by the Direct Services Manager on comparative costs relating the photocopier and printing use (**ENCLOSURE NO. 3**).

6. **MAINTENANCE OF ROUNDABOUTS**

At the Committee Meeting held on 16 July 2018 it was agreed that a report be submitted on the possibility of power washing the white bricks around the roundabouts. Investigations have established that this is the responsibility of Staffordshire County Council and confirmation has been received from that Authority that they will schedule the works to be undertaken. It is recommended that this be noted.

7. **PLANNING PERMISSION FOR UNITS AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN**

To agree that a planning application be sought so that the Units at the Old Mining College Centre can be used for a variety of uses without the need for a potential licensee to have to apply for an individual planning consent. The cost of a planning application would be £231. The suggested uses are as follows:

- **A1 Shops** – Shops, retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices, pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes.
- **A2 Financial and Professional Services** – Financial services such as banks and building societies, professional services [other than health and medical services] and including estate and employment agencies.
- **B1 Business** – Offices [other than those that fall within A2], research and development of products and processes, light industry appropriate in a residential area.
- **D1 Non-Residential Institutions** – Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries [other than for sale or hire], museums, libraries, halls, places of worship, church halls, law court, non-residential education and training centres.

8. **SCHEDULE OF PAYMENTS**

To approve the Schedule of Payments (**ENCLOSURE NO. 4**).

9. **WEBSITE**

On completing the internal audit for 2017/18, the internal auditor commented that the Town Council website did not rate as highly as those of other councils of a similar size, particularly for ease of navigation. Brief comments were sought from Lichfield District Council and Lichfield City Council which suggested that the content of the website is good but the general appearance and navigation could be improved. However making such improvements is not a quick exercise. It requires a review of the site map, prioritising the different functions of the Council and deciding where they should be placed.

The Committee is therefore asked to consider if a redeveloped or new website is needed and how and when this might best be done. Work could initially involve development of an outline site map and obtaining quotes from at least 3 website developers. Alternatively the Task and Finish Group could be asked to meet and determine future action. The current membership of the Task and Finish Group is Councillors Pullen [Chairman], Ennis, Miss Fisher and Mrs Rigby.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 16 JULY 2018 COMMENCING AT 6.30 PM**

PRESENT

Councillor Pullen (in the Chair)

Councillors Mrs Bacon, Mrs Evans, Stokes, Mrs Tranter and Mrs Woodward [from 6.57 pm]

In attendance

Mr J Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Two members of the public

1. APOLOGIES FOR ABSENCE

Councillor Mrs Fisher.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

Councillor Mrs Evans made reference to Minute No. 62 - Dementia Friendly [page 30] and in particular whether the Town Council had approached the BBC [Shop Burntwood]. Councillor Mrs Tranter informed Members that representatives from the BBC had been asked to attend the Burntwood Town Deal meeting held on 06 July 2018 and from an informal discussion with Mr Ennis [Treasurer of the BBC] it was undecided what was going to happen to the BBC [carry on or not]. Councillor Mrs Evans thought the BBC were in the process of revitalising themselves.

RESOLVED That the Notes of a Meeting held by conference call of the Policy and Resources Committee held on 01 March 2018 (Minute Nos. 56-62) be approved as a correct record.

4. COMMUNITY INFRASTRUCTURE LEVY (CIL) - PARISH MEANINGFUL PROPORTION

Members were advised that Lichfield District Council had advised that Community Infrastructure Levy (CIL) funds from developments in the Parish of Burntwood had been identified and the details are set out below:

- 16/00882/FUL Land Adjacent 82 Sycamore Road, Burntwood, Staffordshire, WS7 4RR
- 16/00457/FUL Land Adj 65 Rugeley Road, Chase Terrace, Burntwood, Staffordshire, WS7 1AG
- 16/00537/FUL 50 Springhill Road, Burntwood, Staffordshire, WS7 8UL
- 17/00557/FUL Land Adjoining 58 Leam Drive, Burntwood, WS7 9JG

- 16/00581/FUL Land Formerly Known As 1, Hill Street, Burntwood, Staffordshire
- 16/00629/FUL 114 High Street, Chasetown, Burntwood
- 16/01201/FUL 126 High Street, Chasetown, Burntwood

Members were advised that the District Council are required to pass on a proportion of the Community Infrastructure Levy funds to the Parish Council in that area. That is what is known as the “meaningful proportion” and is calculated at 15% of the total CIL amount received excluding surcharges and interest. The total amount that Burntwood Town Council has received is £7,545.93. Members were advised that the calculation would raise to 25% once the Neighbourhood Plan had been adopted.

The Community Infrastructure Levy is intended to be used to help fund infrastructure to support the development of an area rather than making an individual planning application acceptable in planning terms which is the purpose of Section 106 monies.

The money can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.

The money has to be spent on capital projects and it must be spent within five years from receipt i.e. April 2023.

It was **RECOMMENDED** to Council:

That consideration of this item be deferred until after the May 2019 elections so that the new Council can consider how to spend any CIL monies received within any policies that it wishes to adopt.

In the meantime it was **RESOLVED**:

That an email be forwarded to all Members informing them that the CIL monies [£7,545.93] would be put into earmark reserves and asking if they had any suggestions for allocating the money at this stage.

5. GRIT BINS

Councillor Pullen explained that consideration was needed to ascertain what the Town Council could do to improve the grit bin facilities following the snow and icy conditions of last winter.

Councillor Mrs Evans stated that she had received concerns from local residents regarding the emptiness of the grit bins and the difficulty in getting Staffordshire County Council to refill them. Councillor Mrs Evans felt that we needed to be forward thinking/more productive in getting the bins filled with grit.

Councillor Mrs Evans suggested revisiting the Ice-Busters Scheme which involved engaging volunteers [and providing suitable training]. Councillor Mrs Woodward stated that the volunteers could have a wheelie bin full of grit at their homes.

Councillor Stokes asked how many grit bins were allocated to Burntwood and the Interim Town Clerk stated that there were 50 in the Parish of Burntwood. Councillor Stokes suggested that this number needed to be reviewed.

Councillor Mrs Tranter asked for a list of grit bin locations and felt that Councillors could have the responsibility to check the grit bins within their Wards. Councillor Mrs Tranter asked how much grit was needed to fill the bins. Councillor Pullen pointed out that it was £40 a tonne but did not know how much grit was needed to fill a bin. Councillor Pullen felt strategically that it was the County Council's responsibility to refill the grit bins.

It was **RESOLVED**:

- a. That the Interim Town Clerk investigate whether any other Parish Councils in Staffordshire operate the Ice-Busters Scheme.
- b. That an email be sent to County Councillor Mrs Fisher [Cabinet Member for Highways and Transport] to ascertain the last time the grit bin provision was reviewed; to provide a list of grit bin locations and how much grit was needed to fill the bins [costings].

6. REVIEW OF PARKS

Councillor Mrs Tranter felt that Lichfield District Council would be quite happy for the Town Council to take over the responsibility for the parks however this would involve a massive bill [maintenance].

Members were informed that the parks in Burntwood were previously the only parks within the District which had their gates locked however Councillor Mrs Evans pointed out that this was due to anti-social behaviour in the first instance.

Councillor Mrs Tranter informed Members that she had contacted Mr Brownridge [Operational Services Manager] regarding anti-social behaviour and Mr Brownridge had informed her that at this moment in time had not noticed any significant increase in anti-social behaviour since the gates had remained unlocked.

Councillor Mrs Evans stated that the Police were not aware that the parks were not being locked.

Councillor Pullen personally felt that he would prefer the parks not to be locked as the parks "belong to the residents" and locking the gates did not deal with the root issues.

Councillor Stokes asked if someone could monitor the parks at certain times and Councillor Mrs Tranter suggested paying someone [similar to the payment made to the Gatekeeper who is responsible for the opening and closing of the cemetery gates].

Councillor Mrs Evans stated that the major issue with Redwood Park is car access. Councillor Pullen suggested establishing/setting up a local community group for each park [nurture the group offering help and support].

Councillor Mrs Woodward pointed out that Lichfield District Council did not inform Members or the Police that they were not going to lock the gates anymore. Councillor Mrs Woodward

explained that they had met with representatives from Redwood Park and Beacon Church [who lease the building from Lichfield District Council] and in liaison with Mr Brownridge and Mr Cook [Head of Leisure and Operational Services] volunteers now had keys so that the gates could be locked.

Councillor Mrs Woodward explained that as Ward Member for Chase Terrace she had received concerns from local residents regarding Chase Terrace Park and that she had suggested to residents that they should phone 101, speak to Marisha Place, Lichfield and District Partnership Manager, Lichfield Police and/or start a petition.

Councillor Pullen suggested liaising with the Police and using Redwood Park as a model for residents around Elder Lane Park and Chase Terrace Park.

Councillor Pullen explained that he had been approached by Mr Cook regarding parks however he was awaiting a clear proposal/interpretation [whether the proposal included parks or parks and open spaces].

Councillor Mrs Woodward stated that she personally was not adverse to the Town Council taking over the parks. The Town Council should take responsibility of our own destiny/control of our community assets [referendum to consult residents].

It was **RESOLVED**:

- a. That an email be sent to Ms Place so that the strategic figures [anti-social behaviour] are known and can be compared to Mr Brownridge's comments.
- b. That a letter be circulated to residents [using Redwood Park as a model] – "Friends of _____ Park".
- c. That an email be sent to Mr Brownridge to ascertain what is spent on Lichfield Parks and Burntwood Parks. [The Interim Town Clerk informed Members that Lichfield City Council employ Lichfield District Council as a contractor].
- d. That an email be sent to Mr Briggs [Town Clerk], Lichfield City Council to ascertain how much his Council spend on Lichfield parks.

7. DEMENTIA FRIENDLY TOWN

Councillor Pullen informed Members that he and Councillor Mrs Tranter had attended the meeting on 05 July 2018. Ms Horner, Dementia Friendly Communities Officer – West Midlands, Alzheimer's Society and Ms Jones from Chaseview Nursing Home were also in attendance.

Councillor Pullen stated that it was not the Town Council's intention to add another layer of bureaucracy but to act in a co-ordinating role.

Councillor Mrs Woodward stated that the MASE group [Monthly Alzheimer's Support Evening] was a good organisation running in Staffordshire.

It was **RESOLVED**:

- a. That a dementia awareness session be arranged in liaison with Ms Horner and hosted by Chaseview Nursing Home.

8. SCHEDULE OF PAYMENTS

Councillor Mrs Tranter made reference to the payment made to Buyur Limited and asked if a more description of service could be provided. [Subsequent to the meeting it was established that Buyur Limited provided new Logitech Z120 USB speakers for the IT Suite].

Councillor Mrs Tranter made reference to the payment made to BT [OMCC fax line rental] and asked if this could be cancelled.

Councillor Mrs Evans made reference to the payment made to A D Décor and felt that this was quite a large amount. Councillor Pullen confirmed that the usual three quotations had been obtained.

Councillor Mrs Woodward made reference to the three payments made to Angel Springs Limited. The Interim Town Clerk informed Members that the water cooler was not just used in isolation for staff only but users of the OMCC in general.

Councillor Mrs Evans made reference to the payment made to Viking regarding the semi skimmed milk [Dairystix semi skimmed milk] and stated that she would prefer milk jiggers. The SAO informed Members that the Town Council had two boxes unused [240] left at this moment in time and that the Dairystix semi skimmed milk was cheaper to purchase than milk jiggers.

Councillor Mrs Woodward made reference to the payment made to Ricoh UK Limited and asked if the DSM could send out an explanation of charges.

Councillor Pullen asked if the Town Council had a centralised register of all contracts etc because in the past the Town Council had missed the opportunity to change the provider or review terms.

It was **RECOMMENDED** to Council:

That delegated authority be granted to the Policy and Resources Committee to deal with the schedule of payments in the future subject to an amendment to the Financial Regulations and provided that all Councillors agree to that delegation.

In the meantime it was **RESOLVED**:

- a. That the DSM cancels the fax line rental in the sum of £28.92.
- b. That the DSM submit a report to the next meeting explaining the charges regarding the photocopier.
- c. That the DSM creates a centralised register of all contracts, leases, licences etc showing the expiry date, notice period etc.

9. TOWN COUNCIL'S WEBSITE

Members were informed that as part of his annual audit, the Internal Auditor employs a specialist website auditor to review the Town Council's website against the Local Government Transparency Code. The Interim Town Clerk informed Members that the Internal Auditor had commented that the payments list needed to additionally show the net amount [excluding VAT] [this would shortly be completed by the SAO] and the membership of all Committees should be shown [this had been completed by the SAO].

The Interim Town Clerk had asked the Finance Officer to liaise with Lizzie Thatcher, Communications and Tourism Manager, Lichfield District Council as the District Council's website had recently won an award.

Councillor Mrs Bacon stated that Mr Briggs, Town Clerk, Lichfield City Council had created the City Council's website and that it was easy to navigate.

It was **RESOLVED**:

That the Finance Officer ask Lichfield District Council and Lichfield City Council to have a look at the Town Council's website and report their observations/comments.

10. REVIEW OF EARMARKED RESERVES AND REVIEW OF ELECTION EXPENSES 2019

Councillor Pullen explained that almost £90,000 had been added to the general fund at the end of 2017/18 due to underspends in various areas. Councillor Pullen stated that the Town Council needed to be properly funded for the elections in 2019 as the previous elections in May 2015 cost £27,369.

Councillor Pullen processed to explain the 2017/18 year end balances and earmarked reserves and the proposed new balances. Councillor Pullen stated that the new memorial wall at Burntwood Cemetery [£12,490 excluding VAT] should be met from the earmarked capital reserves. Councillor Pullen stated that the community projects sum [£22,475] had been moved to general reserves. Councillor Mrs Woodward made reference to the OMCC and asked what message are we saying to the community [promoting] and it does not feel like a viable community venue.

It was **RECOMMENDED** to Council:

That the review of earmarked reserves and review of election expenses 2019 be agreed.

11. LEASES OF UNITS

The Interim Town Clerk informed Members that the leases were currently for a 3 year period and were due to expire in March 2019. Members were informed that the units are currently offered as office use only and that the Chase Chiropractic Clinic [Unit 5] needed to obtain planning permission.

Councillor Pullen stated that Mr Burgess [LCP] had informed him that the going rate for starter units in Burntwood was £10 per square foot.

It was **RECOMMENDED** to Council:

That following the expiry of any existing leases a yearly licence be offered to the tenants.

In the meantime it was **RESOLVED**:

- a. The Interim Town Clerk to investigate the possibility/feasibility of changing the use of the units [commercially appealing/variety of users for the units].
- b. The Interim Town Clerk to find out what the current tenants pay per square foot.

12. SWAN ISLAND ROUNDABOUT

Councillor Pullen explained that the roundabouts had gone out to tenders [sealed bids] which had resulted in an increase in revenue.

Councillor Pullen stated that if the Town Council did take over the future responsibility of Swan Island roundabout there would be planning permission needed for the signage and business rates would be payable.

Councillor Mrs Woodward stated that the white bricks around the roundabouts needed to be power washed and this could be undertaken as part of a Town Strategy Project. The Interim Town Clerk stated that he thought the DSM had undertaken preliminary works on this.

It was **RECOMMENDED** to Council:

That Lichfield District Council be approached in order to determine if Burntwood Town Council could take over future responsibility for this island.

In the meantime it was **RESOLVED**:

- a. That an email be sent to all Members with the list of successful bidders.
- b. That the DSM would provide a report on the possibility of power washing of the white bricks around the roundabouts.

13. DATA PROTECTION POLICIES

Councillor Mrs Woodward made reference to the Information and Data Protection Policy and in particular the section on Diversity Monitoring [page 3 of 7] and asked if the Town Council does monitor the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities.

The Interim Town Clerk explained that the SAO had produced the policies.

It was **RECOMMENDED** to Council:

That all Members be sent a hard copy of the documents and asked to sign a letter to confirm that they have read and understand the documents.

14. FIXED FEE EMPLOYMENT LAW AND HR SERVICE

It was RECOMMENDED to Council:

That Keelys Solicitors of Lichfield be appointed as Solicitors for Burntwood Town Council in respect of employment law and HR service at a fee of £85 per month plus VAT.

(The Meeting closed at 8.28 pm)

Signed

Date

Burntwood Town Council WS7 4QH

Street Lighting Provision

The Town Council provide additional 9 Street lights in a small number of locations, within the curtilage of the Town Council area. These are maintained by E.on Energy Solutions Limited.

However, following information received from E.on, the Town Council have been informed, that these Lights will be phased out and become unmaintainable by the close of 2019.

The Street Lights will be replaced by more efficient LED lighting.

Options available are;

1. Replace the Units on a 'fail' type basis.

This is the most costly option.

2. Replace on a 'global' type basis.

This is the least costly option

3. Do nothing.

My recommendation is Option 2

I have enclosed the E.on quote.

The total quote is £2020.00 (+VAT £240.00) =£2260.00.

The quote is fixed until 1st September 2018, therefore Members are asked to give delegated authorisation to the Town Clerk, to proceed with the Lighting replacement, in the event that the quote is to be revised. This would be subject to an increase of 10% of the original quote.



Mr Nigel Cane
Burntwood Town Council
The Old Mining College Centre
Queen Street
Burntwood
Staffs
WS7 4QH

RECEIVED

E.ON Energy Solutions Limited
Highway Lighting
234, Victoria Rd,
Fenton,
Stoke on Trent
Staffordshire.
ST4 2JA.

Garry Johnson.
Tel +44 (0)2476 185400
Mobile 07980 701729.
Garry.johnson@eonenergy.com

Tuesday 12th June 2018

Dear Nigel,

Project: SOX Lantern replacement
Quotation Reference: 24660

We recently wrote to you informing you that all SOX (Low Pressure Sodium) lighting is to be phased out by the end of 2019. There are 9 of this type of lantern in your inventory and these lights will be unmaintainable after this date.

Such is the demand now for LED lighting that the SOX lamp is becoming more expensive and increasingly difficult to obtain, which is why there is a need to action their replacement sooner rather than later. The new LED lanterns provide greater energy savings and reduced maintenance costs.

We have pleasure in providing our quotation for the project above and as detailed in the following scope of works.

Scope of Works

Our quotation includes for the removal and disposal of 9 x SOX lanterns and the supply, delivery and installation of 9 x LED lanterns including the electrical connection of the associated equipment within the column and electrical testing.

ENCLOSURE NO. 2

E.ON Energy Solutions Limited
Registered Office:
Westwood Way
Westwood Business Park
Coventry CV4 8LG
Registered in
England and Wales
No 3407430

Quotations

We have included to, supply, deliver, install and electrically test 9 no. LED street lighting lanterns and associated control gear at the following locations only for the lump sum price of **£2020.00** (excluding VAT).

1.

LOCATION	Number		COST
CHASE ROAD CHASETOWN Chasetown - Burntwood	42	F/PATH OPP 178	£202.00
LEAFENDEN AVENUE BURNTWOOD Chasetown - Burntwood	12	O/S 32	£202.00
NEW STREET CHASETOWN F/PATH Chasetown - Burntwood	1	REAR OF 27A	£202.00
NEW STREET CHASETOWN F/PATH Chasetown - Burntwood	2	F/PATH S/O 43	£202.00
SMALLEY COURT LICHFIELD Chasetown - Burntwood	1	S/O 8 HENLEY CL	£202.00
SMALLEY COURT LICHFIELD Chasetown - Burntwood	2	R/O 2 HENLEY CL	£202.00
SUMMERFIELD ROAD GARA BTC Chasetown - Burntwood	1	R/O 31	£303.00
SUMMERFIELD ROAD GARA BTC Chasetown - Burntwood	2	R/O 15	£303.00
TRAVELLERS CLOSE LDC Chasetown - Burntwood	5	ON F/P S/O N011	£202.00

7 of the lanterns are 26w SOX, these will be replaced with 25w INDO Air LED Lanterns. 2 of the SOX Lanterns, those on Summerfield Road, are 66w SOX and these will be replaced with 53w Holophane V-Max LED Lanterns.

There are many reasons to choose either Inkjet or Laser Printers.

Inkjet Printers

Inkjet Printers are commonly used in Home situations and newly created Business's

They are slow and expensive to operate.

Black toner 8p per copy

Colour toner 11p per copy

Inkjet is Water-based and susceptible to water damage and fading

Cartridges need frequent cleaning and during this process it wastes ink

Copy Quality is grey, fuzzy text if printing on certain paper type

Low Capacity trays, not suitable for some users (like BTCnl) we need a choice ie A4/A3

When the Printer has been purchased it normally does not include Service Callout costs

Laser Printers

Commonly used in Professional End users (BTCnl / Solicitors etc)

They are faster to Print and low operational costs

BTCnl currently pay;

Black copy 0.0031p per copy (0.3p)

Colour copy 0.0324p per copy (3.2p)

Laser printers produce sharp black text

Cartridges do not require cleaning

Copy Quality is excellent

High Capacity trays as we A4/A3

The Cost Per Copy includes all replacement toner and Call Out Charges and parts.

We currently have a Ricoh MPC 4000 Printer (Ricoh are the County supplier), which is a fast machine (40 copies per minute) with additional facilities, Stapler, Collator etc which are in use by BTCnl Officers everyday. Inkjet Printers for what we require for BTCnl use cannot achieve.

This report is written by the DSM, who has worked for National Copier Companies for more 35 years on Inkjet and Laser printers and copiers, and would only purchase a Laser unit.

Therefore, overall the lowest option is Laser printers, with a Cost per Copy, which includes, toner and servicing and replacement parts.

14.10.2018

BURNWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	SUB TOTAL		VAT		TOTAL	
				£	£	£	£	£	£
13 07 18	Lichfield District Council	NNDR 2018-19 Traffic Island - Cannock Road - Month 4	BACS	17.00	0.00	17.00	0.00	17.00	17.00
13 07 18	Lichfield District Council	NNDR 2018-19 Traffic Island - Atwood Road - Month 4	BACS	17.00	0.00	17.00	0.00	17.00	17.00
13 07 18	Lichfield District Council	NNDR 2018-19 Traffic Island - Miners Way - Month 4	BACS	17.00	0.00	17.00	0.00	17.00	17.00
13 07 18	Lichfield District Council	NNDR 2018-19 Traffic Island - Cannell Road - Month 4	BACS	17.00	0.00	17.00	0.00	17.00	17.00
13 07 18	Lichfield District Council	NNDR 2018-19 Traffic Island - High Street - Month 4	BACS	17.00	0.00	17.00	0.00	17.00	17.00
13 07 18	Lichfield District Council	NNDR 2018-19 Traffic Island - Bridge Cross Road - Month 4	BACS	17.00	0.00	17.00	0.00	17.00	17.00
13 07 18	Lichfield District Council	NNDR 2018-19 Burntwood Cemetery - Month 4	BACS	126.00	0.00	126.00	0.00	126.00	126.00
13 07 18	Lichfield District Council	NNDR 2018-19 OMCC - Month 4	BACS	732.00	0.00	732.00	0.00	732.00	732.00
13 07 18	Rhea Baskerville	Wakes 18 Entertainment	BACS	120.00	0.00	120.00	0.00	120.00	120.00
13 07 18	Falcony and Hawking Centre	Wakes 18 Entertainment	BACS	175.00	0.00	175.00	0.00	175.00	175.00
13 07 18	The Animal Man	Wakes 18 Entertainment	BACS	350.00	0.00	350.00	0.00	350.00	350.00
13 07 18	Staffordshire County Council	Burntwood Library - room hire (BTC Meeting 17 May 18)	BACS	30.00	0.00	30.00	0.00	30.00	30.00
13 07 18	CPC	Cordless kettle, fuses, voltage test screwdriver, cable ties, plug mains tester	BACS	32.24	6.45	38.69	6.45	38.69	38.69
13 07 18	Daubney Agency	Wakes 18 Entertainment	BACS	1,290.00	258.00	1,548.00	258.00	1,548.00	1,548.00
13 07 18	Cartridge Save Limited	OMCC Ink Cartridges	BACS	47.62	9.85	57.47	9.85	57.47	57.47
13 07 18	Lichfield & District Dog Training	Wakes 18 Entertainment	BACS	100.00	0.00	100.00	0.00	100.00	100.00
13 07 18	Travel Wood Limited	Wakes 18 Transport	BACS	80.00	0.00	80.00	0.00	80.00	80.00
13 07 18	1st Burntwood Scout Group	Wakes 18	BACS	50.00	0.00	50.00	0.00	50.00	50.00
13 07 18	Lichfield District Council	Burntwood Cemetery : Fortnightly bin collection	BACS	686.36	0.00	686.36	0.00	686.36	686.36
13 07 18	Environmental Essentials	OMCC : TR survey	BACS	925.00	185.00	1,110.00	185.00	1,110.00	1,110.00
13 07 18	Opkill Limited	Burntwood Cemetery : Removal of wasp nest	BACS	80.00	16.00	96.00	16.00	96.00	96.00
13 07 18	Seventeen 43 Management	Wakes 18	BACS	2,275.00	0.00	2,275.00	0.00	2,275.00	2,275.00
13 07 18	The Best Fun Limited	Wakes 18 : Inflatables	BACS	1,098.00	219.60	1,317.60	219.60	1,317.60	1,317.60
13 07 18	MailComs	Franking Machine : Ink Cartridge	BACS	74.90	14.98	89.88	14.98	89.88	89.88
13 07 18	Pat Collins Limited	Interim Town Clerk	BACS	1,381.25	0.00	1,381.25	0.00	1,381.25	1,381.25
13 07 18	Story Magic Limited	Wakes 18 Entertainment	BACS	800.00	0.00	800.00	0.00	800.00	800.00
13 07 18	TechCare	IT Monthly Support Services	BACS	300.00	0.00	300.00	0.00	300.00	300.00
13 07 18	Stannah Lift Services Limited	OMCC: Lift servicing (qtrly)	BACS	226.00	45.20	271.20	45.20	271.20	271.20
13 07 18	Lion FPG Limited	Newsletter	BACS	67.09	13.42	80.51	13.42	80.51	80.51
13 07 18	ERA Products Limited	OMCC Window keys	BACS	360.00	72.00	432.00	72.00	432.00	432.00
13 07 18	D Homer	Burial Ground : Grave Digging	BACS	37.40	7.48	44.88	7.48	44.88	44.88
13 07 18	Mr K Stokes	Wakes 18	BACS	410.00	0.00	410.00	0.00	410.00	410.00
13 07 18	JLF Limited	OMCC Moving Rooms	BACS	7.01	0.00	7.01	0.00	7.01	7.01
13 07 18	Burntwood Road Sweepers Limited	Wakes 18 : Hire of Toilets	BACS	480.00	96.00	576.00	96.00	576.00	576.00
13 07 18	HMRC	Employees Costs Month 4	BACS	1,100.00	220.00	1,320.00	220.00	1,320.00	1,320.00
13 07 18	HMRC	NI/PAYE Month 4	BACS	7,062.28	0.00	7,062.28	0.00	7,062.28	7,062.28
13 07 18	HMRC	NI/PAYE Month 4	BACS	1,919.33	0.00	1,919.33	0.00	1,919.33	1,919.33

TRAINING ROOM AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN

Costcutters currently lease The Suite (upstairs accommodation) at the Old Mining College Centre and they are looking to expand their office space. In connection with that they have asked if they can take over the Training Room. If that was agreed the Town Council could anticipate the following income:

Rent:	£4,793.44
Service Charge:	£1,699.21
VAT on Service Charge:	£339.84
Total:	£6,832.49

The income from the hire of the Training Room last year was
£1,244.50.

As part of the refurbishment works at the Old Mining College Centre it was intended that new tables and chairs would be purchased for the Training Room and that would no longer be necessary. The existing tables and chairs could be disposed of unless a new home could be identified.

it is **RECOMMENDED** that the request be granted on the terms
above.