

**BURNTWOOD TOWN COUNCIL
MATERNITY POLICY**

4.5 If they have over one year's local government service they will receive $\frac{9}{10}$ pay (less SMP of Maternity Allowance) for the first six (6) weeks and may be entitled to half pay during weeks 7-18 subject to written confirmation of their intention to return to work. If they do not return to work for at least three months this payment will be reclaimed.

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**BURNTWOOD TOWN COUNCIL
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5. CONTRACT OF EMPLOYMENT DURING MATERNITY LEAVE

- 5.1 All terms and conditions of employment except remuneration will be protected during Maternity Leave.
- 5.2 Statutory and bank holidays accrue during the full 52 week Maternity Leave period.
- 5.3 The contract of employment continues throughout maternity leave ensuring that this period counts towards the employee's period of continuous employment for the purposes of entitlement to other statutory employment rights (for example redundancy, pension rights, annual leave and increments).
- 5.4 Maternity Leave will not be treated as sick leave and will therefore not be taken into account for the calculation of the period of entitlement to sickness leave.

6. PENSION

- 6.1 While an employee is undertaking paid maternity leave (i.e. receiving SMP), the employer's pension contributions will continue throughout this period as if the employee was working normally.
- 6.2 Employee contributions will be based on the amount of pay received during the maternity leave period. For the duration of the unpaid maternity leave the employee can elect to pay contributions on her return. On returning to work from maternity leave all employees must contact the ~~Town Clerk Chief Executive Officer~~ regarding pension implications.

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7. ANTENATAL CARE

- 7.1 All female employees are entitled to reasonable paid time off during working hours to enable them to receive antenatal care. This includes medical examinations and parenthood and relaxation classes, as long as a medical practitioner, registered midwife or health visitor advises these.
- 7.2 A prospective father may accompany their partner to up to two antenatal appointments but such time will not be paid.
- 7.3 Employees are requested to give the ~~Town Clerk Chief Executive Officer~~ as much notice as is reasonably possible of their appointments.
- 7.4 With the exception of the employee's first appointment, the ~~Town Clerk Chief Executive Officer~~ may ask to see her appointment card and/or certificate signed by their GP, midwife or health visitor stating that she is pregnant.

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8. PREGNANCY RELATED ILLNESS

- 8.1 An employee's maternity leave will automatically start if she is absent from work for a pregnancy related illness during the four (4) weeks before the start of her EWC or a

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repeated sickness, regardless of when she stated she wanted the maternity leave to start.

9. ANNUAL LEAVE

- 9.1 Annual Leave and bank holidays will accrue during both Ordinary and Additional Maternity Leave. An employee may use any untaken Annual Leave before they start maternity leave or carry it over to the next holiday year.

10. HEALTH AND SAFETY

- 10.1 The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to their employees, including new and expectant mothers and to do what is reasonably practicable to control those risks.
- 10.2 As soon as the employee informs the ~~Town-Clerk~~Chief Executive Officer that she is pregnant, the ~~Town-Clerk~~Chief Executive Officer should carry out a specific risk assessment, paying particular attention to risks that could affect the health of an expectant mother. A copy of this risk assessment should be given to the employee.
- 10.3 Employees are advised to notify the ~~Town-Clerk~~ Chief Executive Officer of their pregnancy as soon as possible in order to ensure health and safety risks are mitigated.
- 10.4 Pregnant women do not need to stop working with VDUs. However, if an employee is worried about working with a VDU during her pregnancy she should discuss her concerns with the ~~Town-Clerk~~Chief Executive Officer.
- 10.5 During her pregnancy the employee should ask for assistance with heavy physical work, including lifting heavy objects.
- 10.6 If the nature of her work is likely to put the pregnant employee at risk the Council will endeavour to find alternative employment for her until her maternity leave begins.

11. CONTACT DURING MATERNITY LEAVE

- 11.1 The Council may make contact with an employee (and vice-versa) while they are on maternity leave, as long as the amount and type of contact is not unreasonable. Contact may take place for a number of reasons including to discuss the employee's return to work plans, or to keep her informed of important development in the workplace. The frequency and nature of this contact will be agreed between the ~~Town-Clerk~~Chief Executive Officer and employee prior to her maternity leave commencing.
- 11.2 Employees will be kept informed of relevant promotion opportunities or job vacancies that arise while they are on maternity leave.

12. KEEPING IN TOUCH (KIT) DAYS

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- 12.1 Burntwood Town Council is keen to keep in touch with employees during their maternity leave. The purpose of the KIT days is to ~~encourage~~ maintain more effective communication between employers and employees during the leave period, to keep the employee up to date with things at the council and ease an employee's return to work. Formatted: Strikethrough
- 12.2 Provision can be made for up to ten (10) KIT days during the maternity leave period. These may be taken at any stage during the maternity leave, by agreement with the employer, **except** for the first two (2) weeks after the baby is born.
- 12.3 KIT days may only take place by agreement between the employee and the ~~Town Clerk/Chief Executive Officer~~. The ~~Town Clerk/Chief Executive Officer~~ may not require an employee to work during maternity leave if she does not wish to, nor does an employee have the right to work KIT days if her employer does not agree to them.
- 12.4 Any work done as a KIT day must be agreed in advance between all parties, even as little as half an hour for example will be counted as a whole day. They can be taken as single days, in blocks of two or more days or can be taken consecutively.
- 12.5 The type of work that the employee undertakes on KIT days is a matter for agreement between the employee and the ~~Town Clerk/Chief Executive Officer~~. They may be used for any activity which would ordinarily be classed as work under the employee's contract, for which she would be paid, for example a team meeting, conference or training activity.
- 12.6 Any work carried out during the KIT days will not have the effect of extending the maternity leave period or affecting their right to SMP.
- 12.7 The employee will be paid for the number of hours work undertaken on each KIT day according to their contractual rate of pay, offset against SMP, if this being paid when the KIT day is undertaken.
- 12.8 The ~~Town Clerk/Chief Executive Officer~~ is responsible for ensuring that the employee does not undertake more than ten (10) KIT days. If the employee undertakes any work over and above the ten (10) KIT days they will lose a week's SMP for the week in which the extra work was carried out.

RETURNING TO WORK

13. PERIOD OF NOTICE

- 13.1 If an employee wishes to return to work on the date set out in her original letter they do not need to provide any further notice.
- 13.2 If an employee wishes to return to work before the end of the full maternity leave period, as set out in their original letter, they must give **eight (8) weeks'** notice in writing of the date they intend to return to work. This notice requirement applies to both Ordinary and Additional maternity leave.
- 13.3 The Council can accept less, or no, notice at its discretion. However, if an employee attempts to return to work earlier than the end of the maternity leave without given eight (8) weeks' notice, the Council reserves the right to postpone their return until the

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full eight (8) weeks' notice has been given. However, the return to work date may not be postponed any later than the end of the maternity leave period.

- 13.4 Any payments made during maternity leave are made on the understanding that the employee will return to local authority employment for at least three (3) months, which may be varied by the local authority on good cause being shown. In the event of the employee not doing so, the employee shall refund the monies paid or such part thereof, if any, as the Council made decide. Payments made to the employee by way of SMP are not refundable.
- 13.5 The three (3) month period (inclusive of any holidays and other days when the establishment is closed) shall run from the date on which the employee returns to duty.
- 13.6 If the employee wishes to leave employment at the end of the three (3) month period she must give notice in writing and in accordance with Council policy during the three (3) month period.
- 13.7 Following a return to work the normal provision for termination notice shall apply.

14. RETURN AFTER ORDINARY MATERNITY LEAVE

- 14.1 An employee who returns to work after Ordinary Maternity Leave (i.e. has taken no more than 26 weeks maternity leave) is entitled to return to the same job on the same terms and conditions of employment as if she had not been absent.

15. RETURN AFTER ADDITIONAL MATERNITY LEAVE

- 15.1 An employee who returns to work after Additional Maternity Leave (i.e. has taken more than 26 weeks maternity leave) is entitled to return to the same job on the same terms and conditions as if she had not been absent, unless there is a reason why it is not reasonably practicable for her to return to her old job, in which case she should be offered a **similar** job on terms and conditions which are not less favourable than her original job.

16. RETURN TO WORK: HEALTH AND SAFETY

- 16.1 Prior to the employees return to work the ~~Town Clerk~~ **Chief Executive Officer** should carry out a specific risk assessment, paying particular attention to risks that could affect the health of a new mother, a breastfeeding mother or her child. A copy of this risk assessment should be given to the employee.
- 16.2 The Council will provide, if required, facilities for employees to breastfeed, express milk and to store expressed milk. If you wish to use these facilities please inform the ~~Town Clerk~~ **Chief Executive Officer**.

MINUTES OF A MEETING OF THE BURNTWOOD IN BLOOM COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 06 JUNE 2016 COMMENCING AT 10.30 A.M.

PRESENT

Councillors Ms Brettell, Mrs Evans, Mrs Stokes and Mrs Tranter (in the Chair)
J Cantrill (Burntwood Businesses representative)

In attendance

Mrs M Danby, Chief Executive Officer/BIB Co-ordinator

1. APOLOGIES FOR ABSENCE

G Chamberlain, IDC DOS and P Johnson (Burntwood Gardening Guild).

2. MINUTES

AGREED That the Minutes of a meeting of the Burntwood in Bloom Committee held on 07 March 2016 be received and noted.

3. BURNTWOOD IN BLOOM (BIB) COMPETITION: UPDATE

The CEO advised the Committee that only 8 entries had been received to date, which was down on previous years though it was noted that entries traditionally come in during late June/early July. The Committee was urged to promote the competition with a view to encouraging more residents, voluntary groups and businesses to enter.

The CEO tabled the following information:

Sponsorship: A total of £2,050 had been secured this year – the figure had been boosted significantly by the £1,200 sponsorship for the hanging baskets in Chasetown High Street by the local GreenThumb Lawn Treatment franchise:

SPONSOR	CATEGORY(IES)	£
Rawlins Tyres	Overall Winner	150
Bromford Living	Best Front Garden	100
Staffordshire Police	Best Rear Garden	100
GreenThumb Lawn Treatment	Main Sponsor – Sponsors of the hanging baskets on Chasetown High Street	1,200
TechCare Ltd	Best Entry in Boney Hay & Central Ward	100
	Best Entry in Highfield Ward	100
in:life Design Ltd	Best Pub or Club	100
TownTrader Marketing Ltd	Best Entry in Chase Terrace Ward	100
Everall's Properties	Best Under 12's Project	100
	TOTAL SPONSORSHIP	2,050

Hanging Baskets – Chasetown High Street: The Town Council had been advised that it would not be possible to install brackets on five of the 16 premises which had accepted a free hanging basket. This meant that a total of 11 brackets and baskets were now required, resulting in the following reduced costs:

11 No. brackets @ £82.00 each (LDC DSO)	£902.00 plus VAT
11 No. hanging baskets @ £35 each (COGS)	£385.00
Watering 3 times a week for 16 weeks (LDC DSO)	£477.00 plus VAT
TOTAL COST	£1,764 plus VAT LESS £1,200 sponsorship = £564 cost to BTC

Hanging Baskets – Swan Island: A total of eight businesses had accepted a free planted hanging basket on the proviso that they water their basket three times a week, resulting the following reduced cost:

8 No. hanging baskets @ £35 each (LDC DSO)	£280 plus VAT
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Burntwood Town Council – brackets: The council's six brackets had been taken down from its former officer at Lambourne House and re-installed at the Old Mining College Centre:

6 No. brackets re-installed (LDC DSO)	£186.00 plus VAT
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4. BIB JUDGING PANEL

It was noted that:

- The Judging panel would comprise Councillors Ms Brettleil, Mrs Evans, Mrs Stokes and Mrs Tranter and that the Panel would be accompanied by a BTC member of staff.
- Schools and Children's Centres would be judged on Tuesday 19 July
- The general competition entries (i.e. residents, voluntary groups and businesses) would be judged on Wednesday 20 July and Thursday 21 July (dependent on the number of entries received by the deadline of 15 July).
- The Judging Panel would meet on 14 July to agree the judging routes and decide whether it would be necessary/beneficial to judge the general competition over two days (dependent on the number of entries received by deadline of 15 July).

5. NEXT MEETING

Monday 24 October 2016, commencing at 10.30 am at the Old Mining College Centre to review the 2016 competition and to make recommendations to the Full Council with regard to the 2017 competition.

{The Meeting closed at 11 a.m.}

**BURRWOOD TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT (FINANCIAL)
2018/17**

Topic	Risk identified	H/M/L	Management of Risk	Frequency (Months)
Receipt	Not submitted	L	Town Council Minute - RFO follow-up	12
	Not paid by District Council	L	Check and report to Town Council	12
	Accuracy of receipt	H	Monthly review of Budget to actual	5
	Grave allocation	M	Burial Registers update weekly	6
Charges - Cemetery	Invoices to undertakers	M	Check by Cemetery Agent: Officer	6
	Memorial fees	M	Check by Cemetery Agent: Officer	6
	Cash handling	L	Issue receipt	4
	Cash banking	L	Bank reconciliation	5
Grants - County	Claims procedure	L	Clerk/RFO check annually	12
	Receipts of grant when due	L	Check and report to Town Council	12
	Claims procedure	L	Clerk/RFO check annually	12
	Receipts of grant when due	M	Check and report to Town Council	12
Grants - District	Correct charge	L	Check by Admin Officer	12
	Collection within Credit Terms	L	Clerk/RFO check monthly	12
	Receipts when due	L	Clerk/RFO check quarterly	6
	Investment Policy	L	Review policy annually	12
Suzanne	Wrong salary paid	M	Check to Minutes	12
	Wrong hours paid	M	Check to timebook/contracts	12
	Wrong rate pay	M	Check to contract	12
	False employee	L	Check to PAYE records and lists	12
	Wrong deductions - NI	L	Check to NI calculations	12
	Wrong deductions - PAYE	L	Check to PAYE calculations	12
Direct Costs and Overhead Expenses	Goods not supplied to Town Council	M	Purchase order records	12
	Invoicing incorrectly calculated	L	Check arithmetic	12
	Cheques/BACS payable is excessive	L	Signatories to check payment against invoices	6
	Cheque/BACS payable to wrong party	L	Signatories to check payment against invoices	6
Councilors Allowances	Not applicable			
	Power to pay	L	Minutes	12
	Agreement of Town Council to pay	L	Minutes	12
	Conditions agreed	L	Use reasonable conditions	12
Grants and Support	Payment	L	Signatories to check payment against Minutes	12
	Follow-up verification	L	RFO check and consider budget	12
	Invoicing at agreed rate	L	RFO check and consider budget	12
	VAT Analysis	L	All items in accounts lists and reconciled	6
VAT Recoverable	Changed on sales where not applicable	L	Consider annually	12
	Changed on purchases	L	Consider all items per Cash Book lists	12
	Partial Exemption Return	L	Not currently applicable	
	Claimed within time limits	L	Check Returns submitted quarterly	6
Reserves - General Fund	Adequacy	L	Consider at Budget setting	12
	Reserves - earmarked	L	Consider at Budget setting	12
Reserves - earmarked	Adequacy	L	Review Minutes	12
	Earmarked or Contingent liability	L	Review Minutes	12

ENCLOSURE NO. 6

Topic	Risk identified	H/M/L	Management of Risk	EA Frequency (Months)
Assets	Loss, damage, etc Risk or damaged to third party property or interlocks Loss of key personnel (Clerk)	M M L	Annual inspection, update insurance and asset registers Review adequacy of Public Liability Insurance	12 12
Staff	Long term sickness, early departure, early retirement Staff by staff	L L	Payroll, health, stress, training, management RPO number	12 6
Notes	Consequential loss due to critical damage to third party performance	L	Review adequacy of insurance cover	12
Cash	Loss through theft or dishonesty	L	Ensure adequacy of Fidelity Guarantee insurance	12
Maintenance	Poor performance of assets or equipment, loss of interest or performance	M	Annual maintenance inspection	12
Accounting/Lending	Adequacy of finances to be able to repay loans	L	Monthly financial review and cash flow forecasting	12
Legal Powers	Illegal activity or payment	L	Advise the Council on its legal powers	12
Best Value	Overpayment on services	M	Ensure correct tendering for services	12
Financial Records	Inadequate records	L	Carry RPO quarterly check and regular internal audit	6
Minerals	Accurate and legal	L	Review at following meeting	12
Business Interests	Conflict of interest	M	Update Declarations of Interests	12
Staff Interests	Conf	M	Update Declarations of Interests	12

**BURNWOOD TOWN COUNCIL
23 JUNE 2016**

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	NOM. CODE/ COST CENTRE	CHQ NO.	AMOUNT £
13 05 16	Hannah Knowles	2015/16 Internal Audit	4231/107	BACS	500.00
13 05 16	Rialtas Business Solutions	Year End close-down on accounts package	4232/107	BACS	695.88
13 05 16	TownTrader Marketing Ltd	BIB Entry Form/BTC Newsletter	Various	BACS	1,080.00
13 05 16	Darwin Electrical Services	Installation of hand drivers and PIR detectors @ OMCC toilets	4666/104	BACS	1,272.00
13 05 16	TechCare Ltd	Network support	4133/107	BACS	228.00
13 05 16	D Florner	Grave Digging	4810/401	BACS	560.00
13 05 16	HMRG	NI/PAYE: Month 2	Various	BACS	3,109.24
13 05 16	Staffs Pension Fund	LGPS: Month 2	Various	BACS	2,850.99
13 05 16	Jacksons Marquee Hire Ltd	Hire of chairs for formal opening of the OMCC	4365/301	BACS	157.20
13 05 16	K. J Knowles	Town Chief fee re formal opening of the OMCC	4365/301	BACS	30.00
13 05 16	The Midland News Assn Ltd	Public Notice re Annual Town Meeting	4165/107	BACS	254.88
13 05 16		Employee Costs: Month 2	4003/101	BACS	7,419.64
13 05 16	C Smith	Carpet fitting (BTC units at the OMCC)	4666/104	BACS	150.00
13 05 16	Willbox Ltd	Crematory Storage Container	4825/401	BACS	47.84
13 05 16	Cathedral Leasing Ltd	Hygiene Services - OMCC	4042/104	BACS	77.98
13 05 16	Mellocms Ltd	Fracking Machine - Annual Support/Maintenance fee	4122/107	BACS	298.80
13 05 16	Willbox Ltd	Crematory Storage Container	4825/401	BACS	46.30
13 05 16	ALTO Card	Top-Up	Various	BACS	513.45
18 05 16	T Ashley	Fitting of Entrance mat at the OMCC	4666/104	300313	60.00
18 05 16	Rigware Architectural Ltd	Balance re refurbishment of OMCC railings	4672/104	300314	2,929.06
19 05 16	BT Payment Services Ltd	Installation of BTC telephone lines at the OMCC	4110/104	BACS	164.25
19 05 16	BT Payment Services Ltd	Installation of BTC broadband services at the OMCC	4113/104	BACS	210.39
19 05 16	BT Payment Services Ltd	Alarm Line (Lambourne House)	4028/102	BACS	42.96
19 05 16	BT Payment Services Ltd	Alarm Line (OMCC)	4028/104	BACS	32.64
19 05 16	M.L.P. Cleaning Contracts Ltd	Cleaning - OMCC	4040/104	BACS	453.60
19 05 16	M.L.P. Cleaning Contracts Ltd	Locking/Unlocking - OMCC	4043/104	BACS	234.60
19 05 16	M.L.P. Cleaning Contracts Ltd	Cleaning - Lambourne House	4040/102	BACS	150.00
19 05 16	SLOC Enterprises Ltd	Delegate Fee: Larger Councils Conference	4202/107	BACS	372.00
19 05 16	Chubb fire & Security Ltd	Alarm Maintenance and Monitoring - OMCC	4028/104	BACS	262.02
19 05 16	Darwin Electrical Services	Removal of digital noticeboard at Lambourne House	4185/102	BACS	42.00
19 05 16	TechCare Ltd	Supply and installation of BTC telephone system at the OMCC	4666/104	BACS	3,071.58

ENCLOSURE NO. 7

DATE	PAYEE	DESCRIPTION OF SERVICE	NOM. CODE/ COST CENTRE	CHQ NO.	AMOUNT £
19 05 16	TechCare Ltd	Supply and installation of BTC server system at the OMCC	4666/104	BACS	4,803.94
19 05 16	Mrs P Stokes	Chairman's Expenses	4360/301	BACS	75.15
19 05 16	Staffordshire Pest Control Ltd	Pest Control Service - OMCC	4044/401	BACS	50.00
19 05 16	Staffordshire Signs & Graphics	Traffic Island signage	4304/205	BACS	54.00
19 05 16	John Lomas Furniture Ltd	Removal coats (Lambourne House to the OMCC)	4185/102	BACS	1,314.00
19 05 16	Angel Springs Ltd	Water cooler supplies - OMCC	4163/104	BACS	40.25
19 05 16	Angel Springs Ltd	Water cooler sanitisation service	4163/104	BACS	17.28
19 05 16	Angel Springs Ltd	Water cooler supplies - OMCC	4163/104	BACS	24.41
19 05 16	Simply Shred & Recycle	Secure on site shredding service (Lambourne House)	4185/102	BACS	47.40
19 05 16	ICOM	2016/17 Subscription	4815/401	BACS	90.00
19 05 16	RTW Building Ltd	Create new door openings, digital door locks, redecoration etc - OMCC	4666/104	BACS	4,268.14
19 05 16	TechCare Ltd	Additional AVG licence for 1 No. PC	4132/107	BACS	33.60
19 05 16	South Staffs Water	Water Services - OMCC	4023/104	BACS	350.97
19 05 16	South Staffs Water	Water Services - Burnwood Cemetery	4819/401	BACS	15.19
19 05 16	GE Collis & Sons Ltd	OMCC: R&M supplies	4033/104	BACS	15.78
25 05 16	D Homer	Grave Digging fees	4810/401	BACS	250.00
24 05 16	Burnwood Memorial Community Assn	Deposit re Big Presentation Evening - Room Hire	4037/102	BACS	25.00
24 05 16	Lichfield District Council	MMDR: 3/10	Various	300316	1,611.00
06 06 16	Haywoods Contracts Ltd	OMCC: Supply & installation of roller blind (large kitchen)	4051/104	BACS	108.00
06 06 16	Haywoods Contracts Ltd	OMCC: Supply & installation of vertical blinds to office units	4051/104	BACS	405.36
06 06 16	Corona Energy	OMCC: Gas supply	4043/104	BACS	650.72
06 06 16	Viking Direct	Stationery, catering supplies	Various	BACS	148.38
06 06 16	Viking Direct	Stationery	4160/107	BACS	125.93
06 06 16	Mailcoms Ltd	Fracking Machine: Re-licence Fee following relocation to the OMCC	4185/102	BACS	48.00
06 06 16	Staffordshire Signs & Graphics	Removal of BTC sign at Lambourne House	4185/102	BACS	84.00
06 06 16	Darwin Electrical Services	Removal of electric heater from Lambourne House (Reception area)	4185/102	BACS	60.00
06 06 16	Staffordshire Signs & Graphics	Traffic Islands: Sponsor signage	4304/205	BACS	57.60
06 06 16	TechCare Ltd	PC Support	4133/107	BACS	228.00
06 06 16	TechCare Ltd	Set-up and installation of phone in OMCC Photocopier Room	4185/102	BACS	30.00
06 06 16	Willbox Ltd	Catering: Storage Container	4825/401	BACS	47.84
06 06 16	Seton	Cleaning materials	4025/104	BACS	37.25
06 06 16	TechCare Ltd	Supply & installation of MS Office 2016 software on one PC	4132/107	BACS	250.00
06 06 16	Entrust Support Services Ltd	Professional fees re alterations at the OMCC	4180/104	BACS	420.00
06 06 16	Ansons	Professional charges re OMCC Units x B	4180/104	BACS	2,760.00
06 06 16	Woodland Beasles	BWF 2016: Family Fun Day Entertainment	4602/210	BACS	96.90
06 06 16	Burnwood Breast Care	BWF 2016: Family Fun Day Entertainment	4602/210	BACS	454.16

ENCLOSURE NO. 7

DATE	PAYEE	DESCRIPTION OF SERVICE	NOM. CODE/ COST CENTRE	CNQ NO.	AMOUNT
06 06 16	Spark Burnwood CIC	BWF 2016: Family Fun Day Entertainment	4602/210	BACS	£
06 06 16	Emmanuel Church	BWF 2016: Family Fun Day Entertainment	4602/210	BACS	400.00
06 06 16	Lichfield District Council	Trade Refuse: Lambourne House £15, Cemetery £30	Various	BACS	290.00
06 06 16	Lichfield District Council	Trade Refuse: OMCC	4026/104	BACS	45.00
06 06 16	Focus Security & Surveillance Ltd	Removal of intruder alarm at Lambourne House	4185/107	BACS	15.00
23 06 16	HMRC	NI/PAYE: Month 3	Various	BACS	102.00
23 06 16	Staffordshire County Pension Fund	LGPS: Month 3	Various	BACS	3,557.56
23 06 16		Employee Costs: Month 3	Various	BACS	3,355.70
23 06 16	Willbox Ltd	Cemetery: Storage Container	4825/401	BACS	8,040.65
23 06 16	Viking Direct	Stationery	4160/107	BACS	46.30
23 06 16	Cherry Orchard Garden Services	Supply 11 No. planted hanging baskets (Chasetown High Street)	4384/208	BACS	55.19
23 06 16	Cosour Graphics	Play in the Parks: Publicity banners	4761/211	BACS	385.00
23 06 16	Staffordshire Parish Councils' Assn	Chairmanship Course fee (delegates x 2)	4200/107	BACS	187.30
23 06 16	Ansons	Professional charges re OMCC Units x 1	4304/205	BACS	35.00
23 06 16	Zurich	Premium re annual insurance policy	Various	BACS	360.00
23 06 16	BNP Paribas Leasing Solutions	Printing machine - quarterly rental	4121/107	Direct Debit	3,106.02
24 06 16	D Homer	Cemetery: Grave Digging	4810/401	BACS	185.28
					67,862.55

**WILLIAM CADMAN CHARITY
2016/17
Account No. 61020980 00**

Date	Description	Chq. No.	Expenditure £	Income £	Balance £
01 April 2016	Opening Balance				20,313.28
12 April 2016	Transfer from Instant Access Account			0.11	
22 April 2016	Account closed and funds moved to Staffordshire Community Foundation (SCF)		20,313.39		0.00

NOTE RE COIF CHARITIES INVESTMENT FUND INCOME UNITS		
31 March 2016	A/C No. 453130001T transferred to SCF	13,386.82
31 March 2016	A/C No. 453130002T transferred to SCF	43,326.08
	TOTAL TRANSFERRED TO SCF	56,712.90

TOTAL TRANSFERRED TO STAFFORDSHIRE COMMUNITY FOUNDATION = £77,026.29