

Our Ref: MD

08 March 2012

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Town Council to be held in the **Meeting Room, rear of Burntwood Library, Sankeys Corner** on **Thursday 15 March 2012 commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (see notes at the end of the Agenda).

PRAYERS

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 26 January 2012 (Minute Nos. 92 - 113) (**WHITE ENCLOSURE**).

4. CHAIRMAN'S ANNOUNCEMENTS

5. PLANNING APPLICATIONS COMMITTEE

Chairman of the Planning Applications Committee to move that the proceedings of the meetings held on 02 February 2012 (Minute Nos. 64 - 69) and 23 February 2012 (Minute Nos. 70 - 74) be received and where necessary approved and adopted (**CREAM ENCLOSURE**).

6. BURNTWOOD WAKES COMMITTEE

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meetings held on 26 January 2012 (Minute Nos. 20 - 23) and 06 March 2012 (Minute Nos. 24 - 28) be received and where necessary approved and adopted (**BLUE ENCLOSURES**).

7. JUBILEE SUB-COMMITTEE

Chairman of the Jubilee Sub-Committee to move that the proceedings of the meeting held on 08 February 2012 (Minute Nos. 1 - 3) be received and where necessary approved and adopted (**GREEN ENCLOSURE**).

8. MEMBERS QUESTIONS under Standing Order 9

9. OLYMPIC TORCH RELAY

Further to their attendance at the previous Town Council meeting, Lichfield District Council (LDC) Officers have advised the Town Council that plans are well advanced with regard to the festivities to celebrate the Olympic Torch Relay through Lichfield District on 30 June 2012.

9.1 LDC is making arrangements for a Park and Ride facility at the Burntwood Leisure Centre and Officers have asked that the Town Council consider funding the provision of a free to use shuttle service to/from Lichfield on the day.

A quotation has been obtained in the sum of £850 plus VAT which would see two 50 seat coaches running an enhanced hourly service from 8am to 3pm to take people to/from Lichfield Bus Station. Two different routes will be run:

Route A

Sankeys Corner – Rugeley Road, Chase Terrace – Spinney Lane/Birch Lane – Ogle Hay Road – Highfield Road – Rugeley Road, Burntwood – Church Road – Farewell Lane and then to Lichfield Bus Station and return

Route B

Burntwood Leisure Centre – Old Mining College Centre, Queen Street – Chase Road – Swan Island – Lichfield Road and then to Lichfield Bus Station and return

The last coaches would leave the Lichfield Bus Station at 5pm to return people to Burntwood.

RECOMMENDATIONS THAT:

- a)** The above quotation be accepted (funded from the Community Project reserve).

- b) LDC be requested to co-ordinate the shuttle service and be responsible for all publicity relating to that service (appropriate references to be made to the Town Council's sponsorship in all such publicity material).

- 9.2 LDC is requesting all 26 parish and town councils in the District each nominate a Volunteer Ambassador who will work with LDC staff in undertaking marshalling duties, handing out programmes and signposting people to the various events around the City. The nominee would be required to report for duty at 7.30am on 30 June and remain on duty until around 5pm.

RECOMMENDATION That the Council nominate a Volunteer Ambassador to undertake duties as outlined above.

10. POLICE AND CRIME COMMISSIONERS

To receive and note information on the process for electing a Police and Crime Commissioner (PCC) for Staffordshire on 15 November 2012 (**WHITE ENCLOSURE**).

11. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC): PEOPLE IN ACTION – CONNECTING LOCAL COUNCILS TO COMMUNITIES

NALC are holding three one day conferences, with the aim of showing how parish and town councils can work with communities and people on how the delivery of real action will improve lives.

When:

Thursday 24 May – CBI Conference Centre, Centrepont, London

Thursday 5 July – Bristol City Centre Marriott Hotel

Thursday 20 September – Mercure Sheffield St Pauls Hotel and Spa

Cost:

£97.50 (plus VAT) = £117 per delegate (plus travel costs, etc)

Does the Council wish to nominate a delegate to attend the Conference on one of the above dates?

12. NALC LARGER COUNCILS' CONFERENCE 2012: PEOPLE SHAPING THEIR PLACES

NALC is holding a one day Larger Councils' Conference, with the aim of showing how parish and town councils can use the implementation of the Localism Act 2011 to derive benefits for their communities.

When:

Wednesday 28 November 2012 – Royal National Hotel, London

Cost:

£162 plus VAT = £194.40 (discounted rate for Quality Councils – booking must be made before 31 July 2012 to qualify for the discounted rate) (plus accommodation, travel costs, etc as appropriate)

Does the Council wish to nominate a delegate to attend the Larger Councils' Conference?

13. BURNTWOOD IN BLOOM COMPETITION / HEART OF ENGLAND IN BLOOM (HEIB) COMPETITION

Members will be aware that the Town Council is entering the town into the regional Heart of England in Bloom competition this year for the first time.

The Town Clerk met recently with the Chairman of the HEIB Judging Committee and they are pleased that Burntwood is entering the competition. He recommended that the membership of the Burntwood in Bloom Working Group be extended to include one representative from the local Gardening Guild and one representative from the local business community.

The Town Clerk had also met with Officers from Lichfield District Council's Direct Operational Services (LDC DSO) and they had confirmed that they were entirely supportive of the Town Council's desire to give the best overall impression possible to the HEIB judges. They requested that two LDC DSO Officers be given places on the reformed Burntwood in Bloom Working Group to give continuity of advice and support.

Approaches have also been made to LDC's Leisure Services Officers and Staffordshire Highways seeking their support. LDC's Community Development Team is also keen to be involved as much as possible in encouraging the wider community to participate in the local competition.

The local In Bloom Competition will be launched on 10 April (closing date 28 June), judging will take place on 03-05 July. The Town Council has taken a four page "wrap" with the Town Trader for its April issue. Entry forms will also be available via the Town Council's website and from its office and all Councillors will be given a supply of Entry Forms to hand out to potential entrants.

The local In Bloom competition has been extended to see a trophy awarded to the best entry from each of the seven Town Council Wards. One local business has already come forward to sponsor one of those trophies and attempts will be made to secure sponsors for the remainder.

The HEIB judging will take place during either the second or third week in July (date to be confirmed).

Members are requested to:

- a) Agree to increase the Membership of the Burntwood in Bloom Competition to include a Burntwood Gardening Guild representative, a representative from the local business community and two representatives from LDC's DSO.
- b) Nominate a local business person to be invited to join the In Bloom Working Group.
- c) Confirm that the local In Bloom competition should be judged by the existing three Town Councillors on the In Bloom Working Group, accompanied by the Town Clerk.
- d) Receive and note the above report.

14. APPOINTMENT OF INTERNAL AUDITOR FOR THE 2012/13 FINANCIAL YEAR

Members will recall that the Internal Auditor must be appointed annually. The Town Council appointed Alan Toplis, Toplis Associates Ltd for the 2011/12 financial year. Mr

Toplis has indicated that he would be happy to continue the appointment on the same terms as the current year, i.e. £250 (plus VAT) including travel and out of pocket expenses.

RECOMMENDATION That the Town Council re-appoint Alan Toplis, Toplis Associates Ltd as Internal Auditor for the 2012/13 financial year at a fee of £250 (plus VAT) including travel and out of pocket expenses.

15. INTERNAL AUDIT: 2012/13 AUDIT PROGRAMME

To approve the Internal Auditor's proposed Programme of Work for the 2012/13 financial year (**CREAM ENCLOSURE**).

16. RISK ASSESMENT: 2011/12

The Town Clerk has undertaken the annual risk assessment using the Local Council Risk System software package. The software provides a comprehensive assessment of all the Council's areas of business. The full Risk Assessment documentation will be available at the meeting for Members perusal. The Overall Summary of Assessment for the 2011/12 financial year (**BLUE ENCLOSURE**) is that:

- There are currently no uncontrolled risks in any area of the Council's business.

RECOMMENDATION That the Council receive and note the Overall Summary of Assessment for 2011/12.

17. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2011/12

Members are requested to receive and note the attached report (**GREEN ENCLOSURE**).

18. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

Members are requested to receive and note the attached report (**LILAC ENCLOSURE**).

19. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY: 2012/13 (DRAFT)

To approve the draft Members and Officers Subsistence/Mileage Policy: 2012/13 (**GREY ENCLOSURE**).

20. 2011/12 BUDGET: ACTUAL TO END FEBRUARY 2012 AND FORECAST (YELLOW ENCLOSURE)

21. SCHEDULE OF PAYMENTS MADE BETWEEN 26 JANUARY AND 30 MARCH 2012 INCLUSIVE (SALMON ENCLOSURE)

22. 2012/13 MEETING SCHEDULE (PROPOSED)

To approve the proposed 2012/13 Meeting Schedule (**WHITE ENCLOSURE**). The Town Clerk would advise Members that the Schedule has been drafted after taking account of the Lichfield District Council's published meeting calendar.

23. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**24. LICHFIELD DISTRICT COUNCIL:
BURNTWOOD DEPOSIT AGREEMENT (PINK ENCLOSURE)**

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood have an opportunity to speak at each full Town Council meeting:

- 1. The Public Forum session will usually be the first item on the Agenda.*
- 2. The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).*
- 3. Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Applications Committee.*
- 4. Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstance you should write to the Council.*
- 5. You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
- 6. After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council offices.

MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 26 JANUARY 2012 COMMENCING AT 7.00 P.M.

PRESENT

Councillor Drinkwater (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Constable, Mrs Evans, Mrs Fisher, Humphreys, Isaacs, James, Mosson, Norman, Mrs Stokes, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward (from 7.45 pm)

In attendance

Mrs M Danby, Town Clerk

N Turner, LDC Director of Leisure, Parks and Play

P Watson, LDC General Manager/Sports Development Manager, Burntwood Leisure Centre

PUBLIC FORUM

No members of the public were present.

OLYMPIC TORCH RELAY

Paul Watson (General Manager/Sports Development Manager, Burntwood Leisure Centre) and Neil Turner (LDC Director of Leisure, Parks and Play) had requested an opportunity to address the Town Council on events celebrating the Olympic Torch relay passing through Lichfield City on Saturday 30 June 2012 and to explore how Burntwood might get involved in some way.

The District Council had set up a Steering Group made up of an array of officers with various skills ranging from Insurance through to Health and Safety, etc. Neil Turner is the Project Director and Paul Watson had been appointed as the Project Manager and will be responsible for overseeing a plethora of staged activities that will take place in the city after the torch has passed.

Messrs Turner and Watson answered Members queries and agreed to liaise with the Town Clerk with regard to:

- The cost of using the Community Transport Service to transport people from Burntwood and return so that they might participate on the day.
- Confirm the availability, location and size of space that could be available for the Town Council to have a stall on the day.

PRAYERS

Prayers were said by Councillor Taylor.

92. APOLOGIES FOR ABSENCE

Councillors Heath and Walker MBE.

Members were informed that Councillor Heath's wife was recently out of hospital and that Councillor Heath was caring for her at home. They were also informed that Councillor Walker MBE was in hospital. **AGREED** That Get Well cards be sent to Mrs Heath and Councillor Walker MBE wishing them a speedy recovery.

93. DECLARATIONS OF INTEREST

None declared.

94. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 10 November 2011 (Minute Nos. 73 - 89) be approved and noted.

95. CHAIRMAN'S ANNOUNCEMENTS

- Councillor Drinkwater read a thank you card from the RBL Burntwood & District Branch for the purchase and flying of the 11/11/11/11 flag and the Council's continuing support for the Branch.
- Councillor Drinkwater informed Members that an invitation had been received giving the Council the opportunity to tour the new Staffordshire Place offices in Stafford. Interested Members were requested to contact the Town Clerk so that a mutually convenient date/time could be agreed with Staffordshire Places.
- Councillor Drinkwater reminded the Council that some Members had still to respond to the invitations to the Chairman's Charity Evening and the Civic Service and urged them to confirm to the Town Council's office whether they would be attending as soon as possible. He also encouraged Members to donate raffle prizes for both events, such prizes should be taken to the Town Council office.

96. PLANNING APPLICATIONS COMMITTEE

RESOLVED That the Minutes of the Meetings of the Planning Applications Committee held on 10 November 2011 (Minute Nos. 46 – 50); 30 November 2011 (Minute No. 51), 22 December 2011 (Minute Nos. 52 – 57) and 12 January 2012 (Minute Nos. 58 – 63) be received and where necessary approved and adopted.

97. JACKS WOOD, CHASETOWN – S.106 PROJECT

RESOLVED That the Notes of a Meeting held on 02 December 2011 between Members and LDC's Leisure Projects Officer with regard to a proposed project to improve the entrance into Jacks Wood using s.106 funds be received and where necessary approved and adopted.

98. BURIAL GROUNDS SUB-COMMITTEE

RESOLVED That the Minutes of a Meeting of the Burial Grounds Sub-Committee held on 05 January 2012 (Minute Nos. 10 – 18) be received and where necessary approved and adopted.

99. BEST VALUE COMMITTEE

RESOLVED That the Minutes of a Meeting of the Best Value Committee held on 05 January 2012 (Minute Nos. 10 – 15) be received and where necessary approved and adopted.

100. PERSONNEL COMMITTEE

RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 16 January 2012 (Minute Nos. 12 – 16) be received and where necessary approved and adopted.

101. BURNTWOOD TOWN STRATEGY WORKING GROUPS

RESOLVED That the Notes of a Meeting of the Burntwood Town Strategy Working Groups held on 12 January 2012 (Note Nos. 1 and 2) be received and where necessary approved and adopted.

102. MEMBERS QUESTIONS

None raised.

103. LOCALISM ACT 2011

Members were advised that the Localism Bill received Royal Assent on 15 November 2011 and was now known as the Localism Act 2011. The National Association of Local Councils (NALC) had produced a short Briefing Paper and the Department for Communities and Local Government (DCLG) published "A Plain English Guide to the Localism Act" – both these documents had previously been provided to Members.

The Act increases the powers of local councils and local groups. A key power is the "general power of competence" which will apply to "eligible" town and parish councils and give them power to do anything which is not specifically prohibited by law (local councils currently can only lawfully undertake activities for which they have specific legal powers granted to them). The definition of what will constitute an "eligible council" was likely to be defined by a Statutory Instrument some time during 2012.

RESOLVED That the report be received and noted.

104. JOINT LOCAL GOVERNMENT ASSOCIATION (LGA) AND NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) SUMMIT: STRICTLY LOCALISM

BIRMINGHAM – 22 MARCH 2012

Delegate fee: £40 (plus VAT) plus travel expenses

Members were advised that the joint LGA and NALC Summit would explore the new challenges and opportunities arising from the Localism Act, Open Public Services White Paper and other national regulation such as the National Planning Policy Framework and new powers enabling local councils to deliver more for their communities.

RESOLVED That Councillor Drinkwater represent the Council at the above Summit at a cost of £40 plus VAT and travel expenses.

105. CONSULTATION REGARDING PROPOSED RENAMING OF A STREET UNDER PUBLIC HEALTH ACT 1925 AT POOL ROAD, BROWNHILLS (CHASEWATER)

Members were advised that Lichfield District Council had been requested by residents to consider renaming the road currently known as Pool Road to a suggested name of Pool Lane.

Difficulties had been encountered since the road had been split by a previous new road development. As a result it had been reported by some residents that deliveries and HGV vehicles were entering the southern half of Pool Road where it joins the A5 seeking to access

all the way through to residential properties at the Highfields and Chasetown end of Poll Road and vice versa.

RESOLVED That the Town Council had no objection to the proposed name change, as set out above.

106. HM QUEEN ELIZABETH DIAMOND JUBILEE 2012

Members were requested to consider whether arrangements should be put into place for an event to celebrate HM Queen Elizabeth's Diamond Jubilee and, if in the affirmative, whether a small Committee should be formed to report back to the March 2012 Town Council meeting on proposals that could be progressed.

RESOLVED THAT:

- The 2012 Burntwood Wakes Festival be the main focus of the Town Council's Jubilee celebrations and be renamed "Burntwood Jubilee Festival".
- A Sub-Committee be formed from the Burntwood Wakes Committee to consider proposals for consideration and approval at the March 2012 Town Council meeting.

107. QUALITY TOWN COUNCIL STATUS – RE-ACCREDITATION

Members were reminded that the Town Council had been awarded Quality Town Council status in June 2008 – such status being valid for four years and that an application for re-accreditation must be submitted together with the appropriate evidence.

The re-accreditation criterion which must be met had been expanded and the Town Council must now provide proof that it had adopted and implemented the following:

107.1 Local Code of Conduct

The Town Council was requested to confirm its adoption of the Local Code of Conduct including para. 12(2) as part of the evidence requirement for Quality Council status re-accreditation.

The Town Council had adopted the Local Code of Conduct on 17 May 2007 and at that time agreed not to adopt para. 12(2), the text of which reads:

"(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise."

RESOLVED That the Local Code of Conduct adopt and implement para. 12(2), subject to an explanatory paragraph being inserted in the document, with immediate effect.

107.2 Training and Development Policy

RESOLVED That the Training and Development Policy be adopted and implemented with immediate effect.

107.3 Community Engagement Strategy

RESOLVED That the Community Engagement Strategy be adopted and implemented with immediate effect.

108. SCHEDULE OF PAYMENTS MADE BETWEEN 01 DECEMBER 2011 - 16 JANUARY 2012 INCLUSIVE

RESOLVED That the Schedule of Payments totalling £89,316.53 made during the period 01 December 2011 - 16 January 2012 inclusive be received and noted.

109. PROPOSED 2012/13 BUDGET, INCLUDING 2011/12 YEAR END FORECAST

RESOLVED THAT:

- The 2012/13 Budget be received and approved.
- The reports on (i) Comments on difference from the original 2011/12 Budget and (ii) Comments on the proposed 2012/13 Budget be received and noted.
- The sum of £6,000 be earmarked in the Council's Reserves annually with effect from 01 April 2012 to save for the 2015 Local Election expenses.

110. 2012/13 PRECEPT ON LICHFIELD DISTRICT COUNCIL

RESOLVED That Burntwood Town Council serve a 2012/13 Precept Demand upon Lichfield District Council in the amount of £256,142.

111. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

(SUMMARY OF BUSINESS CONDUCTED IN THE CONFIDENTIAL SESSION)

112. CONFIDENTIAL MINUTES: TOWN COUNCIL

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 10 November 2011 (Minute Nos. 90 – 91) be received and where necessary approved and adopted.

113. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE

RESOLVED That the Confidential Minutes of the Meeting of the Personnel Committee held on 16 January 2012 (Minute Nos. 17 – 18) be received and where necessary approved and adopted.

(The Meeting closed at 8.25 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 02 FEBRUARY 2012 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Mrs Evans (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Drinkwater, Heath, Humphreys, Isaacs, James, Norman, Mrs Stokes, Taylor, Willis-Croft and Mrs Woodward.

In attendance

Ms J Minor, Administrative Assistant

Ms Christine Hibbs, Principal Planning Officer (Enforcement) and Ms Lesley Bennett (Lichfield District Council)

CHRIS HIBBS, PRINCIPAL PLANNING OFFICER (ENFORCEMENT)

The Chairman welcomed Chris Hibbs and Lesley Bennett to the meeting. Ms Hibbs proceeded to give a presentation on potential breaches on planning control. Members were given the opportunity for a questions and answers session.

64. APOLOGIES FOR ABSENCE

Councillors Constable, Mrs Fisher, Mosson, Mrs Rigby, Mrs Tranter and Walker MBE

65. GENERAL DECLARATIONS OF INTEREST

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

66. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 12 January 2012 (Minute Nos. 58 - 63) be approved and adopted.

67. PLANNING APPLICATIONS

RESOLVED That the following comments be passed to the Local Planning Authority:

- | | | | | |
|-----|--------------|-----------|---|---|
| (a) | 11/01304/FUL | Chasetown | Pergola Limited
Former Spot of Chasetown
8 Highfields Road
Chasetown | Demolition of existing buildings (car showroom and garage) and erection of new building for use as shop (Class A1) and a mix of shop, financial and professional services (Class A1/A2), parking and associated works |
|-----|--------------|-----------|---|---|

Comment: Whilst the Town Council supports the proposal in principle and that any improvements to Chasetown should be carefully encouraged, Members ask that the following issues be considered:

- Access/egress.
- The design of the proposal should be appropriate/sympathetic for what is a prominent site to ensure that the development fits into the setting.

Members were informed that this application had been 'called in' by Chasetown Ward Members.

- | | | | | |
|-----|--------------|---------------|--|-----------------------------|
| (b) | 11/01365/FUL | Chase Terrace | Mr P Bailey
Park View
37B High Street
Chase Terrace | Erection of carport to side |
|-----|--------------|---------------|--|-----------------------------|

No objections.

- | | | | | |
|-----|--------------|---------------|--|---|
| (c) | 11/01374/FUL | Chase Terrace | Mr A Vayro
65 Rugeley Road
Chase Terrace | Two storey side and rear extension to form kitchen, breakfast room, utility, garage and bedroom with en-suite |
|-----|--------------|---------------|--|---|

No objection provided the proposed development conforms with the Local Planning Authority's criteria on over intensive use of a site and that neighbours amenities are not adversely affected.

- | | | | | |
|-----|---------------|-----------|---|---|
| (d) | 11/01385/FULM | Chasetown | Aldi Stores Limited
Bridge Cross Working Mens Club
Bridge Cross Road
Burntwood | Demolition of Working Mens Club and erection of new food store (Class A1 retail), associated car parking and landscaping (amendment to application 11/00370/FULM relating to access arrangements) |
|-----|---------------|-----------|---|---|

Comment: Whilst the Town Council fully supports the proposal in principle, they would ask that if the Local Planning Authority are minded to approve the application that the following conditions be considered:

- A scheme of noise attenuation measures be designed so that nearby residential premises are adequately protected from noise nuisance.
- That a continuous landscaping maintenance scheme be provided for what is a prominent site. (Members asked that a letter be sent to Aldi Stores Limited regarding the continuous landscaping maintenance scheme).

Members were informed that Staffordshire County Council had 'promised' that should the land be developed that a pelican crossing from Sycamore Road across Milestone Way would be provided.

Members were informed that this application had been 'called in' by Chasetown Ward Members.

- | | | | | |
|-----|--------------|------------|---|---|
| (e) | 11/01412/FUL | All Saints | Mr and Mrs A Evans
13 Tudor Close
Burntwood | Single storey rear extension to form conservatory |
|-----|--------------|------------|---|---|

No objections.

(COUNCILLOR TAYLOR DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE PROCEEDINGS THEREON).

- | | | | | |
|-----|--------------|---------------|---|--|
| (f) | 11/01416/ADV | Chase Terrace | KIA Motors (UK) Limited
Acorn Kia
Cannock Road
Chase Terrace | Installation of various illuminated and non illuminated fascia and totem signs |
|-----|--------------|---------------|---|--|

No objections provided the proposal adheres to the Local Planning Authority's strict criteria.

(COUNCILLOR HUMPHREYS DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE PROCEEDINGS THEREON).

68. TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

68.1 Appeal by Mr R Darby
Proposed Development: Erection of 3 No. Dwellings and Associated Works
(Outline: Layout and Access)
Land Adjacent to 236 Chase Road, Burntwood
Inspectorate Appeal Ref. Nos. APP/K3415/A/12/2168029 and 2165199

Lichfield District Council had advised that an Inspector had been appointed by the Secretary of State under paragraph 1(i) of Schedule 6 of the Town and Country Planning Act 1990 to determine the above appeal.

The appeal will be decided on the basis of an exchange of written statements by the parties and a site visit by an Inspector.

RESOLVED That the information be received and noted.

69. ENFORCEMENT ISSUES

69.1 Tesco Express, Cannock Road, Chase Terrace (Minute 50.2 refers)

Members reported that there was a lot of unsightly rubbish in the Tesco Express car park and asked that the store again be requested to ensure it was removed and the site kept tidy.

69.2 Enforcement of the Highway Code

Members reported that the Police have a responsibility under the Highway Code to enforce illegal parking on footpaths within the Burntwood area.

RESOLVED That a letter be sent to Inspector White, with a copy to Ruth Plant, Director - Operational Services, requesting that the Police enforce the Highway Code throughout the whole of Burntwood by either issuing on the spot tickets or by recording the registration numbers and chasing up and that the Town Council contact be Councillor Eric Drinkwater as he is a member of the Parking Board Committee.

69.3 Spar Shop, Cannock Road, Burntwood

Members reported that a number of lorries were parking on the street in Springhill Road whilst delivering to the Spa Shop and that cars were racing through the car park to avoid the traffic lights.

RESOLVED That a letter be sent to the owner of the Spar Shop requesting that traffic calming measures be installed in the car park at both the entrance and exit and that delivery lorries be discouraged to park in Springhill Road.

(The Meeting closed at 8.50 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 23 FEBRUARY 2012 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Mrs Evans (in the Chair)
Councillors Bradbury, Mrs Brettell, Constable, Drinkwater, Heath, Humphreys, Isaacs, James, Mosson, Norman, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward.

In attendance

Ms J Minor, Administrative Assistant
One member of the public

70. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Brown, Campbell, Mrs Fisher, Mrs Rigby, Mrs Stokes and Walker
MBE

71. GENERAL DECLARATIONS OF INTEREST

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

72. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 02 February 2012 (Minute Nos. 64 - 69) be approved and adopted.

73. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|--------------|-----------|---|---|
| (a) | 11/01335/COU | Chasetown | Mr G Singh
Lambourne House
Bridge Cross Road
Burntwood | Conversion of first floor
from snooker hall to 4 two
bedroom apartments |
|-----|--------------|-----------|---|---|

No objections in principle provided that, as there are public buildings attached to this application site, an adequate fire escape is provided in respect of Unit 1, Lambourne House.

(BURNTWOOD TOWN COUNCIL DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THEIR PREMISES ARE ATTACHED TO THE APPLICATION SITE).

- | | | | | |
|-----|--------------|------------------|--|---|
| (b) | 11/01425/FUL | Chase
Terrace | Mr M Carter
Land rear 27 High Street
Chase Terrace | Erection of a four bedroom
detached dwelling and
associated works |
|-----|--------------|------------------|--|---|

Concern was expressed with regard to this 'backland development' as the application site is situated on a slight corner (access/egress) and in close proximity to an electricity sub station. The Local Planning Authority to ensure that neighbours amenities are not adversely affected.

Members were informed that this application will be 'called in' by Chase Terrace Ward Members.

- (c) 12/00016/FUL Highfield Kings Security Limited Installation of ATM (cash machine)
1 Lichfield Road
Burntwood

Concern was expressed with regard to the inadequacy of parking at this location and Members felt that this was a retrospective planning application as the ATM was already in situ.

Members would be interested to learn what Staffordshire County Council, as the Highways Authority, views were on this application.

Members were informed that this application will be 'called in' by Highfield Ward Members.

- (d) 12/00046/FUL Chase Mr M Bagley Two storey side extension
Terrace 31 High Street to form garage, lounge,
Chase Terrace hall, bathroom, two
bedrooms and en suite

Concern was expressed that should the Local Planning Authority be minded to approve the application, Members ask that the following issues be considered:

- Character of the development/impact on the street scene.
- To ensure that neighbours amenities are not adversely affected.
- Size of the development in connection with the original dwellinghouse/massing.

Members felt that the plans provided were not very clear and were therefore difficult to assess.

- (e) 12/00054/FUL Highfield Mr and Mrs Steventon Two storey side extension
2 Bramble Lane to form kitchen and
Burntwood bedroom with en-suite

Concern was expressed with regard to the over intensification of the site and 'overshadowing' of adjoining property.

- (f) 12/00055/FUL Highfield Mr S Glover Demolition of existing
Nether Lane Farm building and erection of a
Nether Lane new livestock building
Burntwood

- (g) No objections.
12/00063/FULM Chasetown J E Dillon Properties LLP Change of use and
7-9 High Street extension of existing
Chasetown offices to form 11 no. flats
with associated works

Concern was expressed that should the Local Planning Authority be minded to approve the application, adequate parking for 11 flats must be provided and the impact on the existing car park should be taken into account.

- (h) 12/00090/FUL Chase Mr J Pucci Single storey rear
Terrace 43 Gullick Way extension to form dining
Chase Terrace room and creation of new
parking area adjacent
existing garage

The Local Planning Authority to ensure that neighbours amenities are not adversely affected.

- (i) 12/00099/FUL Summerfield Mrs E Howells Single storey rear
34 Ferndale Close extension to form
Burntwood bedroom, WC and lobby

No objections.

(j)	12/00160/FUL	Chase Terrace	Mercia Construction Ltd Retirement & Death Benefit Scheme Land adj 193 Cannock Road Chase Terrace	Erection of 7 dwellings (comprising 4 flats and 3 houses) and associated works
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Comment: Whilst the Town Council supports the proposal in principle and that any improvements to this area should be encouraged, Members asked that affordable starter homes be provided on the site, that the public footpath be retained and that neighbours amenities are not adversely affected.

74. ENFORCEMENT ISSUES

74.1 Appeal by Mr R Darby Proposed Development: Erection of 3 No. Dwellings and Associated Works (Outline: Layout and Access) Land Adjacent to 236 Chase Road, Burntwood Inspectorate Appeal Ref. Nos. APP/K3415/A/12/2168029 and 2165199 (Minute 68.1 refers)

Members asked what the current situation was with regard to this appeal.

74.2 Enforcement of the Highway Code (Minute 69.2 refers)

Members reiterated that the Police have a responsibility under the Highway Code to enforce illegal parking on footpaths within the Burntwood area. Members noted that a reply had not been received from the Police since the last meeting.

RESOLVED THAT:

- (1)** That a further letter be sent to Inspector White, with a copy to Ruth Plant, Director – Operational Services, requesting that the Police enforce the Highway Code throughout the whole of Burntwood.
- (2)** That the Police and Lichfield District Council be invited to a meeting of the Town Council to discuss their responsibility under the Highway Code.

74.5 Spar Shop, Cannock Road, Burntwood (Minute 69.3 refers)

Members noted and welcomed Mr Papadopoulos's offer to either attend a meeting to speak with Members or for them to meet him at the shop.

RESOLVED That Ward Members take up the offer to attend a meeting with Mr Papadopoulos in the first instance.

74.6 Tesco Express, Cannock Road, Chase Terrace (Minute 50.2 and 69.1 refer)

Members were informed that Lichfield District Council Enforcement Officers and Environment Health Officers were due to visit the site on 27 February 2012 after giving Tesco a deadline of 24 February 2012 to clear the car park to an acceptable standard.

74.7 Aldi Stores Limited, Bridge Cross Working Mens Club, Bridge Cross Road (Minute 67(d) refers)

Members noted that a response had been received from Aldi Stores Limited and they welcomed the fact that Aldi recognised the importance of maintaining a landscaping scheme.

74.8 Illegal Banners - (Minute Nos. 45.4, 50.3 and 57.3 refer)

Members were informed that the Ironing Board Company banner in Morley Road was in situ again.

RESOLVED That this matter again be reported to the Enforcement Officer at Lichfield District Council.

(The Meeting closed at 7.55 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 26 JANUARY 2012 COMMENCING AT 6.00 P.M.**

Present

Councillor Taylor in the Chair
Councillors Mrs Banevicius, Campbell, Mrs Evans and Mrs Stokes

In attendance

Mrs Mary Danby, Town Clerk
Brian Cooper, Senior Administrative Assistant

20. APOLOGIES

Councillor Mosson

21. DECLARATIONS OF INTEREST

Councillor Mrs Banevicius declared a personal interest with regard to Minute No. 23.1.

Councillor Constable declared a personal interest with regard to Minute No. 23.3 (Company B).

Councillor Taylor declared a personal interest with regard to Minute No. 23.1.

22. MINUTES

RESOLVED That the Minutes of the meeting of the Burntwood Wakes Committee held on 27 October 2011 (Minute Nos. 16 - 19) be received and approved as a correct record.

23. BURNTWOOD WAKES FESTIVAL: 20 – 21 JULY 2012

23.1 Tribute bands night: Friday 20 July

Several Committee Members and the Town Clerk had recently seen "Beatless", a local Beatles tribute band perform and were of the opinion that they would be suitable for the BWF Tribute Bands Night. The band has confirmed that their fee would be £550, payable at the event.

RESOLVED That "Beatless" be engaged to perform as the support act on Friday 20 July 2012 and that the fee of £550 be agreed.

23.2 Craft Workshop – Family Fun Day: Saturday 21 July

A quotation had been received to deliver a "Jazzy name plates" workshop catering for up to 500 participants at a cost of £489.40 (includes all materials). The Town Council would be required to provide tables/chairs to seat approximately 24 young people, as in 2011. The workshop would run as a "drop in" activity as places become available.

RESOLVED That Crazy Mary Crafts be engaged to deliver the "Jazzy name plates" workshop, as described above at a cost of £489.40 (to include all materials).

23.3 Fireworks Finale – Burntwood Festival Proms: Saturday 21 July

Two quotations had been received to provide a Fireworks Finale at the conclusion of the Festival Proms:

Company A

- a) A 10 minute display for £1,000 (plus VAT)
- b) A 15 minute display for £1,500 (plus VAT)

The company had also provided the following information:

"Please bear in mind that it is almost impossible to compare quotes from different firework companies as the products used will not be the same. We design our own fireworks and import them directly from our factory in the Far East, so you do get genuine factory prices and many effects that are totally unique to us.

It is also important to remember that if you fire before 10.00pm in July the fireworks need to be quite specialised, otherwise they won't be seen as it is barely dusk. We stock an excellent range of products that are designed for use in such conditions.

Having said that, if price is a key factor for you, we will be happy to provide a 15 minute display, with an enhanced finale (encore) at £1,250 plus VAT.

We would actually recommend that, for an even more spectacular show, it is worth considering a 10 or 12 minute display (keeping the expenditure at £1,250 plus VAT). 15 minutes is a relatively long time for a proms finale; most equivalent displays are 5 to 10 minutes. We could then give an even greater concentration of fireworks. The key factor in the determination of how visually impressive a display is, as far as spectators are concerned, is the 'expenditure per minute'. Long and drawn out, low budget displays are rarely well received."

Company B

Would normally charge £750 (plus VAT) for a 10 minute display and £1,000 (plus VAT) for a 15 minute display. However, because the event is taking place very near to their business, and because we try and support our area, they would be happy to give a 50% discount off these prices. Also, they would, in fact, present an "enhanced" display, i.e. in each case they would increase the content by about 20%. Therefore their quotes were as follows:

- a) 10 minute display: £750 less 50% = £375.00 plus enhancement at no extra charge (plus VAT)
- b) 15 minute display: £1,000 less 50% = £500.00 plus enhancement at no extra charge (plus VAT)

These would be "sky filling" displays with lots of "wow" giving a memorable show of magical fireworks

RESOLVED That:

- Company B be engaged to provide a 10 minute display (plus enhancement) at the close of the Tribute Bands night on Friday 20 July at a cost of £375 plus VAT.
- Company A be engaged to provide a 12 minute display at the close of the Burntwood Festival Proms on the evening of Saturday 21 July at a cost of £1,250 plus VAT.

23.4 5K Road Race

The Town Clerk advised Members that Burntwood Leisure Centre regrets that they are unable to assist this year due to commitments relating to the Olympic Torch relay.

RESOLVED That the information be received and noted.

23.5 Inflatables

The Town Clerk advised Members that the following inflatable attractions have been booked at a total cost of £850 (plus VAT):

Double Lane Bungee
18 x 18ft Bouncy Castle
Space Hopper Grand Prix
Rodeo Bull

23.6 General

IT WAS AGREED THAT:

- All Town Councillors be invited to volunteer to take a collection bucket around the site on both days of the 2012 Festival, proceeds to be split 50/50 with the Chairman's charities and towards the cost of organising the Festival. **It was also agreed** that the Festival publicity should include details of the collection taking place.
- Consideration be given to organising a competition for young people, the winner would be invited to join the Committee Chairman on the stage to officially open the Family Fun Day.
- Contact be made with a potential commercial promoter to ascertain if they would be willing to stage an event on Sunday 22 July.
- Full details of the staging, sound system, etc be provided to the next meeting of the Committee.
-
- A full breakdown of costs associated with the Festival be provided to the next meeting of the Committee.

(The Meeting closed at 6.50 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 26 JANUARY 2012 COMMENCING AT 6.00 P.M.**

Present

Councillor Taylor in the Chair
Councillors Mrs Banevicius and Mrs Evans

In attendance

Mrs Mary Danby, Town Clerk
Brian Cooper, Senior Administrative Assistant
Pastor Rod Lewis

23. APOLOGIES

Councillors Campbell and Mrs Stokes

24. DECLARATIONS OF INTEREST

None.

25. MINUTES

RESOLVED That the Minutes of the meeting of the Burntwood Wakes Committee held on 26 January 2012 (Minute Nos. 20 - 23) be received and approved as a correct record.

24. BURNTWOOD JUBILEE FESTIVAL - UPDATE

23.2 Burntwood Festival Proms

Members were advised that the Staffordshire Festival Orchestra had confirmed the following programme would be performed (subject to availability of orchestral parts):

The Three Elizabeths	Coates
Crown Imperial - Coronation March	Walton
Orb and Sceptre – Coronation March	Walton
Coronation Scot	Vivian Ellis
Scenes from the Nutcracker	Tchaikovsky
The Dambusters March	Coates
Greensleeves	Vaughan Williams
The Blue Danube Waltz	Strauss
Music for the Royal Fireworks	Handel
London Suite	Coates
Fantasia on British Sea Songs	Sir Henry Wood
Rule Britannia	Arne
Nimrod from the Enigma Variations	Elgar
Jerusalem	Parry
Pomp and Circumstance March no. 1	Elgar

RESOLVED That the information be received and noted.

27.2 First Aid Cover

Councillor Taylor reported that he had obtained a quotation from the local St John Ambulance (SJA) in the sum of £170 for the whole event. The SJA contact had advised that the Council did not need to book an ambulance for the event and that should an incident occur which required an ambulance the 999 service should be called. The reasons for this advice were that the SJA vehicle does not have precedence on the road and their operatives are not first responders, unlike the NHS service.

RESOLVED That the SJA quotation be accepted subject to a formal letter being provided setting out the advice with regard to not using their ambulance.

27.3 Fire Cover

Councillor Taylor advised Members that he would be contacting the local Fire & Rescue Service to ask them to provide a tender and fire risk assessment for the Festival.

RESOLVED That the information be received and noted.

27.4 Income and Expenditure Estimate

Members received the latest income and expenditure breakdown (**Annex 1**) Members were informed that Councillor Taylor was approaching local businesses to encourage them to sponsor the Festival and that other avenues of funding were to be explored by the Town Clerk.

Members noted that there was an anticipated overspend in the region of £4,000 (if the proposed Sunday event were to be ahead – see Minute No. 28).

RESOLVED THAT:

- i. The information be received and noted.
- ii. The Town Council be requested to allocate an additional funds to a maximum of £5,000 on the proviso that efforts continue to be made to secure additional sponsorship to offset the cost of organising the Festival.

28. SUNDAY 22 JULY – PROPOSED FOLK CONCERT

Members were advised that despite attempts to secure an external promoter no-one had agreed to take up the opportunity to stage an event similar to those held in previous years (BWC Minute No. 23.6 refers).

An opportunity had arisen for a Folk Concert to be held from 2pm – 6pm and several folk bands had already expressed an interest in performing on that date for no payment (other than light refreshments being provided). It had already been put to the bands that no entry fees charged for the afternoon concert. It was also stressed that sponsorship is being sought to defray some of the costs of the proposed concert.

The proposed folk concert would see the Town Council being responsible for staging the event, i.e. security, stage, sound, lighting, at an anticipated cost of £1,550.

RECOMMENDATION That the Town Council agree to stage a Folk Concert on Sunday 22 July 2012 from 2pm - 6pm subject to:

- No appearance fees being paid
- Light refreshments to be provided for the various bands
- No entry fee to be charged to the event

(The Meeting closed at 7.20 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE JUBILEE SUB-COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON WEDNESDAY 08 FEBRUARY 2012 COMMENCING AT 11.00 A.M.**

PRESENT

Councillor Taylor (in the Chair)
Councillors Mrs Banevicius and Mrs Stokes

In attendance

Mrs Mary Danby, Town Clerk

1. INTRODUCTION

The Town Council had tasked the Burntwood Wakes Committee to form the Jubilee Sub-Committee from its membership with a view to proposals on how the Town Council might celebrate HM The Queen's Diamond Jubilee. (Minute No. 106 refers.)

The Sub-Committee had latterly being additionally tasked with submitting a proposal(s) on how the Town Council might celebrate the 2012 London Olympics.

Both sets of proposals were to be submitted for consideration and approval at the March 2012 Town Council meeting.

2. HM THE QUEEN'S DIAMOND JUBILEE

Members were reminded that the Town Council had previously agreed that the 2012 Burntwood Wakes Festival be the Council's main vehicle to celebrate the Diamond Jubilee and the Festival had been renamed "Burntwood Jubilee Festival" for this year only.

After due consideration, the following proposals are put for the Town Council's consideration and approval:

Burntwood Jubilee Festival to include:

- **Under 7's Fancy Dress Competition – Best King and Best Queen**
Entries to be sought prior to the event and the competition judged at the Family Fun Day on Saturday 21 July – prizes to be confirmed
- **Artwork Competition**
Split into three age categories: 7 and under; 8 – 11, 12 and over
Schools to be requested to judge their individual pupils and their best entries to be sent to the Town Council for the Jubilee Sub-Committee to judge and agree the winning entries. Prizes: Winners to be invited onto the stage with the Chairman of the Burntwood Wakes Committee to officially open the Family Fun Day.
- Red, white and blue bunting to be used on the event fencing, marquees, stage, etc and stall holders to be encouraged to dress their stalls in recognition of the Jubilee.

Additional events:

- **Jubilee Tea Dance** – to be held at a local venue
- **Big Jubilee Lunch** – local churches to be encouraged to organise a Big Jubilee Lunch either as one large event or separate events where as many residents as possible are able to come together to celebrate the Jubilee.

- **Jubilee Oak Tree** – purchase and planting of an Oak tree in Burntwood Cemetery – to be purchased via the Woodland Trust at a cost of £171.00 for an instant impact large tree.

3. 2012 LONDON OLYMPICS

After due consideration, the following proposals are put for the Town Council's consideration and approval:

- **DECORATED SHOPS, OFFICES, BUSINESSES:** All shops, offices and businesses in the town to be invited to dress their front windows in an Olympic theme. Prizes: "Gold", "Silver" and "Bronze" trophies to be awarded to 1st, 2nd and 3rd places.
- **FOOTBALL COMPETITION:** Local youth organisations (possibly extended to include teams playing out of Chasetown FC, Burntwood Town FC and Burntwood Rugby Club) be invited to enter teams in the following age groups:

Boys: Under 11's
 Under 16's

Girls: Under 11's
 Under 16's

Games to be played early/mid September 2012. Detailed arrangements to be confirmed, trophies to be purchased for the winning teams together with medals for the runners-up.

(The meeting closed at 12 noon)

Signed

Date

**BURNTWOOD TOWN COUNCIL
2012/13 AUDIT PROGRAMME**

	Satisfactory?	
	Yes	No
1) Appropriate books of account have been properly kept throughout the year?		
▪ Is the cashbook maintained and up to date?		
▪ Is the cashbook arithmetic correct?		
▪ Is the cashbook regularly balanced?		
2) The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.		
▪ Has the Council formally adopted standing orders and financial regulations?		
▪ Has a Responsible Financial Officer been appointed with specified duties?		
▪ Are payments in the cashbook supported by invoices, authorised and minuted?		
▪ Has VAT on payments been identified, recorded and reclaimed?		
▪ Is S137 expenditure separately recorded and within statutory limits?		
3) The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		
▪ Does a scan of the minutes identify any unusual financial activity?		
▪ Do the minutes record the council carrying out an annual risk assessment?		
▪ Is insurance cover appropriate and adequate?		
▪ Are internal financial controls documented and regularly reviewed?		
4) The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate.		
▪ Has the council prepared an annual budget in support of its precept?		
▪ Is actual expenditure against budget regularly reported to the Council?		
▪ Are there any significant unexplained variances from budget?		
5) Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.		
▪ Is income properly recorded and promptly banked?		
▪ Does the precept recorded in the cashbook agree to the District Council's notification?		
▪ Are security controls over cash adequate and effective?		
6) Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.		
▪ Is all petty cash spent recorded and supported by VAT invoices / receipts?		
▪ Is petty cash expenditure reported to each Council meeting?		

	Satisfactory?	
	Yes	No
7) Salaries to employees and allowances to members were paid in accordance with council approvals and PAYE and NI requirements were properly applied.		
▪ Do salaries paid agree with those approved by the Council?		
▪ Are other payments to the Clerk reasonable and approved by the Council?		
▪ Has PAYE / NIC been properly operated by the council as an employer?		
8) Asset and Investments registers were complete and accurate and properly maintained.		
▪ Does the Council keep an asset register of all material assets owned?		
▪ Are the Assets/Investments registers up to date?		
▪ Do asset insurance valuations agree with those in the asset register?		
9) Periodic and year end bank account reconciliations were properly carried out.		
▪ Is there a bank reconciliation for each account?		
▪ Is a bank reconciliation carried out regularly on receipt of statements?		
▪ Are there any unexplained balancing entries in any reconciliation?		
10) Year end accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.		
▪ Are year end accounts prepared on the correct accounting basis (Receipts and Payments/Income and Expenditure)?		
▪ Do accounts agree with the cash book?		
▪ Is there an audit trail from underlying financial records to the accounts?		
▪ Where appropriate have debtors and creditors been properly recorded?		
11) William Cadman Trust accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.		
▪ Are year end accounts prepared on the correct accounting basis (Receipts and Payments/Income and Expenditure)?		
▪ Do accounts agree with the cash book?		
▪ Is there an audit trail from underlying financial records to the accounts?		
▪ Where appropriate have debtors and creditors been properly recorded?		

BURNTWOOD TOWN COUNCIL

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT
2011/12

1. OVERVIEW

- 1.1 Regulation 6 of the Accounts and Audit Regulations 2003 as amended imposes a duty on local councils to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control".
- 1.2 Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.
- 1.3 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of effectiveness of internal audit. The council is required to sign the annual governance statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.

2. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

2.1 Alan Toplis was appointed as the Town Council's Internal Auditor for the 2011/12 financial year. Mr Toplis is paid a fee of £250 per annum.

2.2 The following criteria must be satisfied for internal audit to be considered effective:

- That the Internal Auditor is independent of the other financial controls and procedures of the Council which are subject to review.
- That they are competent to carry out the role in a way that will meet the business needs of the Council.
- That consideration is made of how many times in a year the systems and records should be subject to internal audit.
- That the scope of the internal audit is sufficient.
- That any internal audit report is considered in full by a meeting of the Town Council.
- That appropriate action is taken on any recommendations contained in the internal audit report.
- The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council's internal controls and its management of risk.

2.3 Considering these requirements for internal audit for Burntwood Town Council:

2.3.1 Independence

Mr Toplis has no involvement in the Town Council's financial controls, procedures or decision making. He is not related to, nor associated with, any member of the Town Council or the Town Clerk. The Internal Auditor has direct access to the Town Council should he think this necessary.

2.3.2 Competence

Mr Toplis is a qualified Internal Auditor and has extensive experience in carrying out audit work. He has built up knowledge of local council finance over the time that he has been

carrying out the internal audit for Burntwood Town Council and has access to "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England)". There is no evidence/reason to believe that the internal audit will not be carried out competently, ethically and with integrity and objectivity.

2.3.3 Frequency of Internal Audit

Two visits per year is considered to be adequate for the Town Council's needs given the current level of activity.

2.3.4 Scope of Work

The scope of the internal audit work carried out by Mr Toplis follows the suggested approach to internal audit provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England)".

2.3.5 Audit Report

Mr Toplis will prepare a report in his own name and addressed to the Council following his completion of the internal audit. It will be presented to the Town Council at the next meeting after it has been issued. Any actions to be taken on the recommendations made will be minuted.

3. RECOMMENDATION

- 3.1 That the Town Council considers for itself whether the system of internal audit is sufficiently effective, using this report as prepared by the Town Clerk as a starting point for those considerations.

**BURNTWOOD TOWN COUNCIL
2011/12 INTERNAL AUDIT REVIEW CHECKLIST
PART 1 – MEETING STANDARDS**

(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England), Part 2: The Annual Return and corporate governance.)

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES/NO	AREAS FOR DEVELOPMENT
1. Scope of Internal Audit	<ul style="list-style-type: none"> ▪ Terms of reference for internal audit were approved by the Town Council on 18 September 2008. ▪ Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements. ▪ Internal audit work covers the Council's anti-fraud and corruption arrangements. 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	
2. Independence	<ul style="list-style-type: none"> ▪ The Internal Auditor has direct access to those charged with governance. ▪ Reports are made in own name to management. ▪ The Internal Auditor does not have any other role within the Council. 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	
3. Competence	<ul style="list-style-type: none"> ▪ There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. 	<p style="text-align: center;">Y</p>	
4. Relationships	<ul style="list-style-type: none"> ▪ All responsible officers (Clerk/RFO) are consulted on the internal audit plan. ▪ Respective responsibilities for officers and the Internal Auditor are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). ▪ The responsibilities of Council members are understood; training of members is carried out as necessary. 	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	

5. Audit Planning and Reporting	<ul style="list-style-type: none">▪ The annual internal audit plan properly takes account of all the risks facing the Council, including the William Cadman Charity. ▪ Internal audit reported in accordance with the 2010/11 plan (reported to the Town Council on 19 May 2011, Minute No. 19).	Y Y	
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Review conducted on behalf of the Council by:

Mrs Mary Danby, Town Clerk and Responsible Financial Officer
.....

Report considered and adopted by Members at a meeting of the Town Council held on 15 March 2012:

Councillor Eric Drinkwater, Chairman of the Council
.....

Mrs Mary Danby, Town Clerk and Responsible Financial Officer
.....

**BURNTWOOD TOWN COUNCIL
2010/11 INTERNAL AUDIT REVIEW CHECKLIST
PART 2 – CHARACTERISTICS OF EFFECTIVENESS**

(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England), Part 2: The Annual Return and corporate governance.)

EXPECTED STANDARD	EVIDENCE OF ACHIEVEMENT	YES/NO	AREAS FOR DEVELOPMENT
1. Internal audit work is planned	<ul style="list-style-type: none"> ▪ Planned internal audit work is based on risk assessment and designed to meet the Council's needs. 	Y	
2. Understanding the whole Council, its needs and objectives	<ul style="list-style-type: none"> ▪ The annual audit plan demonstrates how audit work will provide assurance for the Council's Annual Governance Statement. 	Y	
3. Be seen as a catalyst for change	<ul style="list-style-type: none"> ▪ The Internal Auditor supports the Council's work in delivering improved services to the community. 	Y	
4. Add value and assist the Council in achieving its objectives	<ul style="list-style-type: none"> ▪ The Council makes positive responses to the Internal Auditor's recommendations and follows up with action where this is called for. 	Y	
5. Be forward looking	<ul style="list-style-type: none"> ▪ National agenda changes are considered in formulating the annual audit plan. ▪ The Internal Auditor maintains awareness of new developments in the services, risk management and corporate governance. 	Y Y	
6. Be challenging	<ul style="list-style-type: none"> ▪ The Internal Auditor focuses on the risks facing the Council. ▪ The Internal Auditor encourages officers and Members to develop their own responses to risks, rather than relying solely on audit recommendations. 	Y Y	

<p>7. Ensure the right resources are available</p>	<ul style="list-style-type: none"> ▪ Adequate resource is made available for the Internal Auditor to complete his work. ▪ The Internal Auditor understands the Council and the legal and corporate framework in which it operates. 	<p>Y</p> <p>Y</p>	
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Review conducted on behalf of the Council by:

Mrs Mary Danby, Town Clerk and Responsible Financial Officer

Report considered and adopted by Members at a meeting of the Town Council held on 15 March 2012:

Councillor Eric Drinkwater, Chairman of the Council

Mrs Mary Danby, Town Clerk and Responsible Financial Officer

BURNTWOOD TOWN COUNCIL

**STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF
INTERNAL CONTROL**

1. OVERVIEW

- 1.1 Regulation 4 of the Accounts and Audit Regulations 2003 as amended imposes a duty on local councils to ensure "that the financial management of the body is adequate and effective and that the body has a sound system of internal control".
- 1.2 Local councils are required to conduct, at least once a year, in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Town Council to review the effectiveness of the Internal Control System there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document but the system of controls goes beyond this. A Statement of internal Controls has been prepared and is appended to this report.

2. RECOMMENDATION

- 2.1 That the Town Council consider the attached Statement of Internal Controls and consider whether the controls currently in place are effective.

BURNTWOOD TOWN COUNCIL

STATEMENT OF INTERNAL CONTROL

Cash Book/Bank Reconciliations	<ul style="list-style-type: none">▪ The Cash Book is kept up-to-date from original documents (paying-in books, invoices, cheque stubs).▪ The Cash Book is reconciled to the bank statement on a monthly basis.
Financial Regulations	<ul style="list-style-type: none">▪ A document listing the Town Council's financial regulations, based on the model version prepared by NALC/SLCC, is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer (RFO) with any proposed amendments subject to approval by the Town Council.▪ The Financial Regulations are complemented by the approved "Duties of the Responsible Financial Officer".
Order/Tender Controls	<ul style="list-style-type: none">▪ The Financial Regulations list the number of estimates, quotations or full tenders that must be invited depending on the value and nature of the work.▪ Official letters/Purchase Orders are sent to suppliers for services which are not regular in nature.
Legal Powers	<ul style="list-style-type: none">▪ A proper legal power is identified in advance of any expenditure.
Payment Controls	<ul style="list-style-type: none">▪ Purchase Orders/letters ordering the work are matched to purchase invoices where applicable.▪ A Schedule of Payments is presented to every ordinary meeting of the Town Council for approval (such approval is recorded in the Minutes).▪ All cheques and financial documents are signed by three authorised signatories.▪ Original invoices are provided to the Councillors signing the cheques.▪ The cheque number used to settle an invoice is noted on the invoice for cross reference purposes.

<p>The Free Resource, i.e. LGA 1972, s.137</p>	<ul style="list-style-type: none"> ▪ A separate s.137 account is maintained. ▪ The RFO calculates the maximum amount of s.137 expenditure able to be made each year and ensures that it is not exceeded. ▪ The proper minute authorising expenditure from s.137 is prepared on each occasion.
<p>VAT Repayment Claims</p>	<ul style="list-style-type: none"> ▪ The RFO ensures that all invoices are addressed to the Town Council. ▪ The RFO ensures that proper VAT invoices are received where VAT is payable. ▪ The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
<p>Income Controls</p>	<ul style="list-style-type: none"> ▪ The RFO ensures that the amount of Precept received is correct in accordance with the Precept request submitted to the District Council. ▪ The RFO ensures that the Precept instalments are received when due. ▪ The RFO ensures that all other receipts (cemetery fees, Burntwood Wakes Festival receipts, sponsorship monies, etc) are received when due and correctly calculated. ▪ Income is banked promptly.
<p>Financial Reporting</p>	<ul style="list-style-type: none"> ▪ The performance to date and latest year end forecast against the agreed annual Budget are presented to each meeting of the Town Council.
<p>Budgetary Controls</p>	<ul style="list-style-type: none"> ▪ The budget is prepared in consultation with the Town Council. ▪ The Precept is set on the basis of the budget by the deadline set by the District Council.
<p>Payroll Controls</p>	<ul style="list-style-type: none"> ▪ All staff are paid under PAYE. ▪ All staff salaries are set by the Town Council and a minute is prepared to show the agreed salaries. ▪ Salaries are currently paid by cheque; all cheques are signed by three authorised signatories. ▪ The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.

Asset Control	<ul style="list-style-type: none">▪ The RFO maintains a full Asset Register.▪ The existence and condition of assets is checked on an annual basis.▪ The adequacy of insurance of the Town Council's assets is considered annually in advance of the insurance renewal.
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Prepared by:

Mrs M Danby
Town Clerk and RFO

06 March 2012

**BURNTWOOD TOWN COUNCIL
MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2012/13 (DRAFT)**

1. Recommended Subsistence/Mileage Rates (as at 01 April 2012):

Motor Mileage Rates	
Not exceeding 451cc	20.0p per mile
451 – 999cc	46.9p per mile
1000 – 1199cc	52.2p per mile
Exceeding 1200cc	65.0p per mile
Subsistence Rates*	
Allowance Period	Maximum Payable
Breakfast (before 11 a.m.)	£ 5.00
Lunch (between 12 noon and 2 p.m.)	£ 7.50
Tea (between 3 p.m. and 6 p.m.)	£ 3.50
Evening Meal (after 7 p.m.)	£15.00
Conference allowance to cover out of pocket expenses (per 24 hour period)	£25.00

*The subsistence rates quoted are for periods of four (4) hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts **MUST** be produced in respect of all claims wherever possible.

2. Approved Duties

Members

- Attending conferences, e.g. National Association of Local Councils (NALC), Staffordshire Association of Parish Councils (SAPC).
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council
- Representing the Council at other events/meetings outside the parish boundary as approved by the Town Council from time to time.

Officers

- Mileage will be paid for all duties undertaken within and outside the parish boundary.
- Attendance at conferences, e.g. Society of Local Council Clerks (SLCC), NALC, SAPC.
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council.
- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the Town Council from time to time.

BURNTWOOD TOWN COUNCIL							
2010/11 BUDGET AND ACTUAL; 2011/12 BUDGET, ACTUAL TO DATE AND PROJECTED							
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
100	Corporate						
1176	Precept	251,380	251,380	251,380	251,380	251,380	256,142
1190	Interest: Community Direct Plus	1,200	3	1,200	2	3	3
1191	Interest: Reserve Account	0	473	0	441	450	450
1192	Interest: Instant Access A/C	0	11	0	22	35	45
1193	Interest: LDC	0	1,616	0	0	0	0
	Total Income	252,580	253,482	252,580	251,845	251,868	256,640
	100 Net Expenditure	-252,580	-253,482	-252,580	-251,845	-251,868	-256,640
101	Employee Expenses						
4000	Holding Account	0	0	100,000	88,374	99,670	102,000
4001	Salaries	76,125	68,115	0		0	0
4003	Salary Add. Hrs Finance Officer	0	2,272	0		0	0
4004	Salaries Add. Hrs Admin Assts.	8,040	3,549	0		0	0
4006	NI: Employer's Contributions	5,090	4,949	0		0	0
4007	PAYE: Employees' Contributions	0	0	0		0	0
4008	NI: Add. Hrs. Finance Officer	0	197	0		0	0
4009	NI Employer: Add. Hrs.	535	249	0		0	0
4010	NI: Mileage Allowance	0	93	0		0	0
4011	LGPS: Employer's Contributions	11,320	11,000	0		0	0
4012	Telephone/Broadband Allowance	715	840	0		0	0
4013	Eyesight: Tests/Spectacles	55	0	0		0	0
4014	NI: Employees' Contributions	0	0	0		0	0

4015	LGPS: Employees' Contributions	0	0	0		0	0
4411	Handyperson Service	1,200	0	1,200		0	0
	OverHead Expenditure	103,080	91,264	101,200	88,374	99,670	102,000
	101 Net Expenditure	103,080	91,264	101,200	88,374	99,670	102,000
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
102	Premises: Lambourne House						
4020	Office: Rent	10,000	10,192	11,000	9,750	12,500	13,000
4021	Office: Service Charges	900	938	900	693	900	900
4022	NNDR: Office	4,225	3,850	4,225	4,430	4,430	4,430
4023	Office: Water Rates	330	217	330	166	240	250
4024	Office: Electricity	3,000	1,464	4,000	1,654	2,000	2,000
4025	Office: Cleaning Materials	200	104	200	40	100	100
4026	Office: Trade Refuse	75	30	75	90	120	120
4027	Office: Window Cleaning	120	58	120	43	73	120
4028	Office: Security Alarm (R&M)	180	172	180	182	182	190
4029	Office: CCTV (R&M)	235	234	250	243	243	250
4030	Office: Fire Extinguishers	65	0	65	20	20	50
4031	Office: PAT Testing	80	124	80	79	79	100
4032	Office: Air Conditioners (R&M)	360	0	360	0	360	360
4033	Office: General Maintenance	1,300	440	500	25	25	2,000
4037	Meeting Room: Rental Charges	600	632	750	1,200	1,300	1,400
	OverHead Expenditure	21,670	18,454	23,035	18,615	22,572	25,270
	102 Net Expenditure	21,670	18,070	23,035	18,615	22,572	25,270
105	Transport						
	Car Mileage: Employees	2,150	2,293	2,000	2,265	2,400	2,200

4061	Car Mileage: Members	0	167	150	30	70	150
4062	Car Parking Fees	0	6	10	2	10	10
	OverHead Expenditure	2,150	2,465	2,160	2,296	2,480	2,360
	105 Net Expenditure	2,150	2,465	2,160	2,296	2,480	2,360
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
107	Supplies & Services						
4100	Photocopier: Copy Charges	1,200	1,154	1,000	804	1,000	1,000
4110	Telephone: Rental	570	466	550	436	570	600
4111	Telephone: Calls	520	716	750	509	670	700
4112	Telephone: Payment Charges	0	69	63	54	63	63
4113	Broadband: Line rental	0	395	395	402	402	400
4120	Postage	1,100	1,517	1,500	1,018	1,018	1,000
4121	Franking Machine: Rental/Lease	640	666	640	855	855	696
4122	Franking Machine: Maintenance	300	646	300	298	298	298
4123	Franking Machine: Stationery	0	155	90	113	113	90
4130	Computers: Peripherals	0	0	0	493	493	200
4131	Computers: Hardware	4,750	0	0	3,160	3,160	2,500
4132	Computers: Software Licences	0	310	350	694	694	470
4133	Computers: Support	0	454	750	1,321	1,526	900
4135	Computers: Email accounts	0	275	50	50	50	50
4136	Network: Remote Back-up	0	0	0	308	332	600
4140	Website	600	467	400	425	425	425
4160	Stationery	1,700	1,622	1,700	1,747	1,750	1,800
4161	Publications	300	14	300	90	90	300
4162	Newspapers	0	138	150	128	150	150
4163	General Office Expenses	150	178	200	285	300	200
	Furniture				189	189	250
4164	Office Equipment	300	0	300	150	250	650
4165	Advertising	370	200	370	597	597	600

4170	Subscriptions to other bodies	1,450	1,812	1,828	1,826	1,826	1,850
4180	Professional Fees	350	408	350	966	966	350
4190	Data Protection Fee	0	35	35	35	35	35
4195	NMA: Memorial Bench - Purchase	0	575	0	0	0	0
4200	Courses/Training: Fees	1,500	410	1,300	250	450	1,300
4201	Courses/Training: Expenses	0	95	200	4	20	200
4202	Conferences/Seminars: Fees	0	158	500	358	388	400
4203	Conferences/Seminars: Expenses	1,000	154	500	639	700	700
4220	Bank Charges	140	132	150	120	150	150
4221	Insurance: Premiums	2,100	1,686	2,100	1,351	1,351	1,351
4222	Insurance: Landlord	0	478	500	485	485	500
4230	External Audit	1,050	2,100	1,150	0	1,150	1,150
4231	Internal Audit	400	800	400	0	200	200
4235	NMA: Memorial Bench (R&M)	35	0	35	0	35	35
4411	Handyperson Service	0	0	0	64	64	100
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
107	Supplies & Services (Cont'd)						
4999	Contingency Expenses	0	425	10,000	321	350	1,000
	OverHead Expenditure	20,525	18,162	28,906	20,545	23,165	23,263
1200	Refunds	0	350	0	453	453	0
	Total Income	0	350	0	453	453	0
	107 Net Expenditure	20,525	17,812	28,906	20,092	22,712	23,263
201	Street Lighting						
4240	Electricity	800	297	800	343	992	400
4241	Maintenance	0	283	0	390	390	400

	OverHead Expenditure	800	580	800	733	1,382	800
	201 Net Expenditure	800	580	800	733	733	800
202	Bus Shelters						
4250	Maintenance	400	218	400	0	400	400
4255	Provision new bus shelter(s)	2,500	2,240	2,240	0	0	2,500
4411	Handyperson Service	0	374	0	322	400	320
	OverHead Expenditure	2,900	2,832	2,640	322	800	3,220
1081	Grant Aid: Bus Shelter	0	560	0	0	0	0
	Total Income	0	560	0	0	0	0
	202 Net Expenditure	2,900	2,272	2,640	322	800	3,220
203	Christmas Lights						
4260	General Expenses	4,000	4,059	4,000	2,099	4,000	5,100
4261	Churches	0	873	500	844	1,200	1,200
	OverHead Expenditure	4,000	4,932	4,500	2,944	5,200	6,300
	203 Net Expenditure	4,000	4,932	4,500	2,944	5,200	6,300
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
205	Traffic Islands						
4300	Shrub Beds: Maintenance	4,650	3,399	3,399	3,399	3,399	3,399
4301	Grass Cutting	0	618	618	536	536	618
4302	Litter Picking	0	124	124	124	124	124

4303	Weed Killer Spraying	0	165	165	165	165	165
4304	Signage	0	329	329	0	329	329
4305	Signage Installation	0	8	0	71	71	100
4306	NNDR: Traffic Islands	0	666	666	1,715	1,715	1,715
	OverHead Expenditure	4,650	5,308	5,301	6,009	6,339	6,450
1030	Traffic Islands: Sponsorship	3,500	3,500	3,500	2,500	3,500	3,500
	Total Income	3,500	3,500	3,500	2,500	3,500	3,500
	205 Net Expenditure	1,150	1,808	1,801	3,509	2,839	2,950
206	Hanging Baskets & Planters						
4350	Planters: Maintenance	0	309	309	258	258	309
4351	Planters: Bedding Plants	0	453	453	453	453	453
4352	Hanging Baskets: Supply/Maint.	1,350	620	620	620	620	620
	OverHead Expenditure	1,350	1,382	1,382	1,331	1,331	1,382
	206 Net Expenditure	1,350	1,382	1,382	1,331	1,382	1,382
207	Flagpole						
4355	Flagpole	230	230	230	230	230	230
	OverHead Expenditure	230	230	230	230	230	230
	207 Net Expenditure	230	230	230	230	230	230
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
208	Burntwood in Bloom						

4380	Advertising	3,000	530	1,400	530	530	1,000
4381	Prizes	0	886	1,100	1,050	1,050	1,300
4382	Presentation Evening	0	400	500	484	484	500
4383	Annual Calendar (production)	0	0	0	363	363	250
	Regional In Bloom Competition	0	0	0	0	0	150
	OverHead Expenditure	3,000	1,816	3,000	2,427	2,427	3,200
1050	BiB: Sponsorship	0	50	50	0	0	0
1051	BiB: Photograph Sales	0	51	0	18	18	0
1052	BiB: Calendar Sales	0	0	0	188	188	0
	Total Income	0	101	50	206	206	0
	208 Net Expenditure	3,000	1,715	2,950	2,221	2,221	3,200
209	Coulter Lane Remb. Garden						
4411	Handyperson Service	0	144	0	142	142	150
4500	Coulter Lane Remb. Garden	0	3,965	0	3,842	3,842	0
4501	Grounds Maintenance	0	0	0	1,100	1,100	1,100
	OverHead Expenditure	0	4,109	0	5,084	5,084	1,250
	209 Net Expenditure	0	4,109	0	5,084	5,084	1,250
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
210	Burntwood Wakes Festival						
4411	Handyperson Service	0	506	0	758	758	800
4600	BWF: Stage / Sound Hire	35,000	0	35,000	6,850	6,850	40,000
4601	BWF Unsigned: Neon Expenses	0	1,825	0	1,870	1,870	0

4602	Family Fun Day Entertainment	0	29,350	0	7,790	7,790	0
4603	Marquees & Furniture	0	1,678	0	4,763	4,763	0
4604	First Aid Cover	0	630	0	670	670	0
4605	Fire Cover	0	510	0	100	100	0
4606	Lost Children Service	0	120	0	0	0	0
4607	Security	0	2,510	0	4,450	4,450	0
4608	Rubbish Skips	0	180	0	280	280	0
4609	Traffic Management	0	404	0	425	425	0
4610	Mobile Toilets	0	0	0	1,500	1,500	0
4611	Publicity	0	2,565	0	2,421	2,421	0
4612	Insurance	0	692	0	1,666	1,666	0
4613	Ground Crew	0	2,500	0	3,250	3,250	0
4614	Coach	0	0	0	560	560	0
4615	Pathway: Clearance	0	35	0	40	40	0
4616	Pathway: Lighting	0	300	0	300	300	0
4619	Hospitality: Mobile Toilets	0	0	0	700	700	0
4620	Miscellaneous	0	1,469	0	2,395	2,395	0
4621	BWF: Saturday evening	0	700	0	4,570	4,570	0
4622	BWF: Questionnaire, etc	0	100	0	0	0	0
4623	BWF: Generators/Fuel	0	1,136	0	1,233	1,233	0
4624	BWF: Policing	0	1,021	0	1,038	1,038	0
4625	BWF: Lighting Crew	0	0	0	3,400	3,400	0
4817	Topographical Survey	0	0	0	125	125	0
	OverHead Expenditure	35,000	48,229	35,000	51,154	51,154	40,800
1025	Sundry Income	0	0	0	8	8	0
1090	BWF: Craft Marquee Pitch Fees	0	223	0	300	300	0
1091	BWF: Sponsorship	0	11,700	0	10,750	10,750	0
1095	BWF: Hospitality - Food	0	131	0	200	200	0
1096	BWF: Hire of equipment, etc	0	0	0	4,570	4,570	0
	Total Income	0	12,055	0	15,828	15,828	0

		210 Net Expenditure	35,000	36,175	35,000	35,326	35,326	40,800
		2010/11		2011/12			2012/13	
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget	
211	Town Strategy							
4750	Town Strategy	10,000	13,560	2,500	8,321	8,321	250	
	OverHead Expenditure	10,000	13,560	2,500	8,321	8,321	250	
	211 Net Expenditure	10,000	13,560	2,500	8,321	8,321	250	
213	Trees (General)							
4354	Trees: Supply/Planting	0	150	0	0	0	0	
	OverHead Expenditure	0	150	0	0	0	0	
	213 Net Expenditure	0	150	0	0	0	0	
301	Civic Expenses							
4360	Chairman's Expenses	4,500	19	4,500	96	4,500	4,500	
4361	General Expenses	0	0	0	8	0	0	
4363	Civic Carol Service	0	103	0	34	0	0	
4364	Civic Service & Reception	0	1,055	0	0	0	0	
4365	Hospitality: General	0	115	0	31	0	0	
4366	Hospitality: BWF	0	956	0	1,409	0	0	
4367	Other Expenses	0	3	0	0	0	0	
4368	Fundraising	0	1,034	0	0	0	0	
4369	Fundraising - Distribution	0	0	0	2,214	3,214	0	
4400	Local Voluntary Organisations	0	60	0	0	0	0	
	OverHead Expenditure	4,500	3,344	4,500	3,792	7,714	4,500	

1062	Fundraising	0	1,990	0	1,730	2,330	0
Total Income		0	1,990	0	1,730	2,330	0
301 Net Expenditure		4,500	1,354	4,500	2,062	5,384	4,500
		2010/11		2011/12			2012/13
		Budget	Actual	Budget	Actual as at 29/02/12	Projected Outturn	Budget
302	Grant Aid						
4400	Local Voluntary Organisations	8,000	7,850	8,000	8,000	8,000	8,000
4401	Play Schemes	3,055	3,055	3,055	3,055	3,055	3,100
4402	Community Transport	3,000	3,000	3,000	3,000	3,000	3,000
4403	Community Development Worker	15,300	15,000	15,600	13,750	15,000	17,167
4405	SESCAB	3,500	3,500	3,500	3,500	3,500	3,500
4408	Remembrance Wreaths	0	0	0	74	74	100
OverHead Expenditure		32,855	32,405	33,155	31,379	32,629	34,867
1080	Grant Aid: War Memorial	0	50	0	0	0	0
Total Income		0	50	0	0	0	0
302 Net Expenditure		32,855	32,355	33,155	31,379	32,629	34,867
310	Election Expenses						
4701	Election Expenses	0	0	4,500	0	15,368	0
OverHead Expenditure		0	0	4,500	0	15,368	0
310 Net Expenditure		0	0	4,500	0	15,368	0

	TOTAL BUDGET EXPENDITURE	246,710	249,223	252,809	241,260	285,866	256,142
	TOTAL INCOME	256,080	272,472	256,130	272,562	274,185	260,140
	TRANSFERS FROM RESERVES						
	Coulter Lane Remembrance Garden					3,842	
	Elections Reserve					10,868	
	Replacement Server/PCs					4,500	
	TOTAL TRANSFERRED FUNDS					19,210	
	TOTAL NET EXPENDITURE	-9,370	-23,249	-3,321	-31,302	-7,529	-3,998

BURNTWOOD TOWN COUNCIL							
2010/11 BUDGET AND ACTUAL; 2011/12 BUDGET, ACTUAL TO DATE AND PROJECTED							
		2010/11		2011/12			2012/13
		Budget	Actual	Agreed Budget	Actual YTD as at 29/02/12	Projected Actual	Budget
401	Burntwood Cemetery: Revenue						
4001	Salaries	0	6,000	0	6,000	6,000	6,000
4411	Handyperson Service	0	1,198	0	0	0	0
4800	Grounds Maint: LDC	4,800	2,025	5,500	2,114	5,500	5,500
4801	Grounds Maint: Other	0	1,263	2,100	1,892	2,100	2,100
4802	Grounds Maint: Sister Dora Ave	0	232	0	201	201	0
4803	Grounds Main: Front Verge	0	0	0	201	201	0
4806	Topsoil	0	143	0	0	0	0
4807	Turf	0	115	0	166	166	200
4809	Weed Killing (selective)	0	82	0	82	100	100
4810	Gravedigging: Main Contractor	4,535	4,685	5,000	1,745	2,500	2,500
4811	Gravedigging: Others	0	0	0	1,315	2,500	2,500
4812	Cemetery Gatekeeper	1,040	1,040	1,040	780	1,040	1,040
4813	Trade Refuse	270	165	300	150	300	300
4814	Skips	260	120	300	120	120	120
4815	ICCM Membership	80	95	95	180	180	100
4816	ICCM Training	595	0	595	0	0	0
4817	Survey	60	0	60	125	125	0
4818	Computer Software Support	750	750	750	750	750	0
4819	Water Rates	0	0	0	37	40	40
4820	NNDR: Burntwood Cemetery	290	314	315	387	387	352
4821	Trees: Maintenance, etc	0	550	0	250	250	0
4856	General Maintenance, etc	0	43	0	172	172	200
4857	Memorial Plaques	0	360	0	0	0	0

4858	Gritting Paths/Road	0	480	0	0	500	500
	Cemetery Software Package	0	0	0	0	0	1,250
	OverHead Expenditure	12,680	19,659	16,055	16,792	23,132	22,802
1000	Burial Fees/Licences	0	28,795	25,000	25,760	26,500	25,000
	Total Income	0	28,795	25,000	25,760	26,500	25,000
	401 Net Expenditure	12,680	-9,136	-8,945	-8,968	-3,368	-2,198
		2010/11		2011/12			2012/13
		Budget	Actual	Agreed Budget	Actual YTD as at 29/02/12	Projected Actual	Budget
402	Burntwood Cemetery: Capital						
4854	Seating	0	1,400	0	0	0	0
	Concrete Plinths	0	0	0	20,392	20,392	0
	OverHead Expenditure	0	1,400	0	20,392	20,392	0
	Transfer from Reserves	0	0	0	20,392	20,392	0
	Total Income	0	0	0	20,392	20,392	0
	402 Net Expenditure	0	1,400	0	0	0	0
	Total Budget Expenditure	12,680	21,059	16,055	37,184	43,524	22,800
	Total Income	0	28,795	25,000	46,152	46,892	25,000
	Total Net Expenditure	12,680	-7,736	-8,945	-8,968	-3,368	-2,200

**BURNTWOOD TOWN COUNCIL
15 MARCH 2012**

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	AMOUNT
				£
26 01 12	Lichfield District Council	Contribution to Community Transport Scheme	100556	3,000.00
26 01 12	Mark Barry	Cemetery: Grave Digging	100557	80.00
26 01 12	SLCC Enterprises Ltd	Delegate Fee: SLCC Practitioner Conference	100558	144.00
26 01 12	Staffordshire IT Services	PC Network Support and Remote Back-Up	100559	139.80
26 01 12	HMRC	PAYE/NI Month 10	100560	1,742.14
26 01 12	Staffordshire Pension Fund	LGPS Contributions Month 10	100561	1,397.33
08 02 12		Salaries: Month 11	100562- 100567	5,250.99
08 02 12	Chasetown Methodist Church	Contribution to Christmas Trees/Lights	100568	79.98
12 02 12	BNP Paribas Lease Group (Rentals)	Franking Machine: Qtrly Rental	Direct Debit	190.80
18 02 12	Barcelo Daventry Northampton Hotel	Accommodation: SLCC Practitioners' Conference	100569	101.00
29 02 12	HMRC	PAYE/NI Month 11	100570	1,729.19
29 02 12	Staffordshire Pension Fund	LGPS Contributions Month 11	100571	1,397.33
23 02 12		Employee Expenses	100572	93.25
23 02 12	BT Payment Services Ltd	Qtrly Internet Services	100573	126.14
23 02 12	Mailcoms Ltd	Franking Machine: Replacement Ink Cartridge	100574	113.88
23 02 12	Staffordshire IT Services	Monthly IT Support and Remote Back-up	100575	139.40
03 03 12	Bob Brolly	Chairman's Charity Evening: Performance Fee	100576	700.00
07 03 12	Mayor & Sherrif's Charity Account	Chairman's Expenses	100577	12.00
07 03 12	R Heath	Mileage Claim	100578	13.00
07 03 12	Society of Local Council Clerks	Publications	100579	57.98
07 03 12	Mark Barry	Cemetery: Grave Digging	100580	80.00
07 03 12	D T Homer	Cemetery: Grave Digging	100581	190.00
07 03 12	B Cooper	Reimbursement: Purchase of replacement printer	100582	168.90

07	03	12	Mark Barry	Cemetery: Grave Digging	100583	80.00
07	03	12	E.ON	Christmas Lights: Energy Charges	100584	648.55
07	03	12	Lichfield District Council	Election Expenses: Parish Council Elections (May 2011)	100585	15,367.77
07	03	12	St Matthews Sports & Social Club	Chairman's Charity Evening: Basket Meals	100586	434.50
07	03	12		Employee Expenses	100587- 100592	4,982.91
19	03	12		Employee Expenses	100593	19.80
30	03	12	Staffordshire Pension Fund	LGPS: Month 12 Contributions	100594	1,397.33
30	03	12	HMRC	PAYE/NI: Month 12 Contributions	100595	1,688.16
30	03	12	E-Mango	Website Hosting & Support: Annual Contract	100596	600.00
						42,166.13

**BURNTWOOD TOWN COUNCIL
2012/13 CALENDAR OF MEETINGS**

	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE 4	CYCLE 5	CYCLE 6
COUNCIL	10 May 2012	12 July 2012	05 September 2012	08 November 2012	10 January 2013	07 March 2013
PLANNING APPLICATIONS CMTTE	17 May 2012	18 July 2012	19 September 2012	22 November 2012	03 January 2013	07 March 2013
	07 June 2012	09 August 2012	11 October 2012	13 December 2012	24 January 2013	28 March 2013
	28 June 2012	30 August 2012	31 October 2012		13 February 2013	18 April 2013
						09 May 2013
BEST VALUE CMTTE	14 June 2012		26 September 2012	05 December 2012		14 March 2013
BURIAL GROUNDS SUB-CMTTE	14 June 2012		26 September 2012	05 December 2012		14 March 2013
BURNTWOOD IN BLOOM WORKING GROUP	*29 June 2012 (Daytime)		*24 October 2012 (Daytime)			
BURNTWOOD WAKES CMTTE	* 24 May 2012	* 05 July 2012	19 September 2012	* 01 November 2012	24 January 2013	* 11 April 2013
				13 December 2012	* 28 February 2013	* 23 May 2013
BURNTWOOD WAKES REVIEW CMTTE		* 28 August 2012				

GRANT AID SUB-CMTTE			* 17 October 2012			
GRANT AID CMTTE			31 October 2012			
PERSONNEL CMTTE	* 11 June 2012 (Daytime)		* 17 September 2012 (Daytime)	* 10 December 2012 (Daytime)		* 11 March 2012 (Daytime)
COUNCIL						09 May 2013
BURNTWOOD IN BLOOM PRESENTATION EVENING			# 14 September 2012			
GRANT AID PRESENTATION EVENING				# 30 November 2012		

All meetings will be held at Burntwood Library, except those marked with an * which will take place at the Town Council's office and those marked with a # which will take place at Burntwood Memorial Institute.

Legend: Green = Monday, Black = Tuesday, Red = Wednesday, Blue = Thursday, Violet = Friday