

Our Ref: GH/JM

08 July 2019

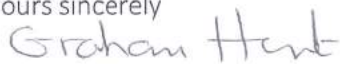
To: **All Members of the Policy and Resources Committee**
[Councillors Woodward [Chairman], Darren Ennis [Vice-Chairman], Norma Bacon, Banevicius, Birch, Evans, Flanagan, Place, Westwood and Willis-Croft]

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet in the Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Monday 15 July 2019 at 6:00 pm to consider the following business.

Yours sincerely


Graham Hunt
Town Clerk

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

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS AND DISPENSATIONS
To consider any declarations of interests and consider requests for dispensations.
3. NEW TERMS OF REFERENCE [ENCLOSURE NO. 1]
4. INDUCTION
[Given by Graham Hunt]
5. SCHEDULE OF PAYMENTS
To approve the Schedule of Payments [ENCLOSURE NO. 2].

6. UPDATING OF TOWN COUNCIL IT CAPABILITY [ENCLOSURE NO. 3]
7. PROTECTIVE MARKING POLICY [ENCLOSURE NO. 4]
8. LAUNCH OF THE GRANT AID SCHEME [ENCLOSURE NO. 5]
9. VENUES FOR TOWN COUNCIL MEETINGS [ENCLOSURE NO. 6]
10. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED That under the Public Bodies (Admissions to Meeting) 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.

11. HEALTH AND SAFETY [ENCLOSURE NO. 7]
12. OPERATION BRIDGE [ENCLOSURE NO. 8]
13. GAS BOILER [ENCLOSURE NO. 9 - TO FOLLOW]

Policy and Resources Committee

Terms of Reference

Composition: 10 Elected Members.

Purpose

1. To ensure that the resources of the Council are used in the most effective way to help deliver the policies and planned actions of the Council.
2. To ensure policies' and working practices are the Council are designed to minimise and where possible avoid risk

Responsibilities

1. To ensure all strategies, policies and procedures are undertaken in accordance with Statutory and legislative requirements.
2. To keep under review the policies and resources of the Council in relation to all services and to advise the Council on the future developments of existing services or the introduction of new services.
3. To make recommendations to the Council on matters, notwithstanding that they fall within the powers and duties of one or more other committees.
4. To make recommendation to the Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.
5. To make recommendations to the Council on the capital programme – content, phasing and monitoring.
6. To consider and make recommendations to the Council on any policy documents received from other organisations and affecting the area.
7. To consider and make recommendations on all matters affecting its scheme of administration (e.g. Standing Orders, Financial Regulations, Scheme of Delegations) and the procedures applying to the Council and its committees.
8. To develop strong links with other organisations and oversee any partnering agreements.
9. To develop and review the strategy of the Council, identify the Vision, aims and objections and present these within the Town Strategy.
10. To have the direction and control of insurance in respect of the Council's property, Members and employees.
11. To regularly review the Council's treasury management activities and supervise the investment of funds within the Council's control.

12. To determine the overall strategic asset management priorities on a medium-term basis by maintaining an asset management plan.

Governance

1. The Committee will make decisions by majority vote. In the event of a tie the Chair will have a casting vote. The quorum for the meeting is one third of the voting members (3).
2. The Committee Chairman and Vice-Chairman to be elected at the Annual Town Council meeting in May annually.
3. The Committee should meet at least four per year.
4. The Committee reports to the Full Council.
5. The Committee is authorised to incur expenditure on behalf of the Town Council (where provision has already been provided within the revenue budget) on matters connected to its role and responsibilities.
6. The Town Clerk is authorised to take the appropriate action(s) to implement the decision(s) made by the Committee.

**BURNWOOD TOWN COUNCIL
SCHEDULE OF PAYMENTS**

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	SUB TOTAL		VAT		TOTAL	
				£	£	£	£	£	£
29 03 19	Chase Engraving	Burnwood Cemetery	BACS	40.00	0.00	0.00	40.00		
29 03 19	Corona Energy	OMCC Gas Supply Feb-19 to March-19	BACS	644.59	128.92		773.51		
29 03 19	South Staffs Water	Burnwood Cemetery 1 July 2018 to 31 December 2018	BACS	21.08	0.00		21.08		
29 03 19	South Staffs Water	OMCC 1 July 2018 to 31 December 2018	BACS	654.51	0.00		654.51		
29 03 19	Npower	OMCC Electricity 01 February - 28 February 2019	BACS	453.65	90.73		544.38		
29 03 19	Ansons	Professional charges in connection with lease of Unit 5	BACS	450.00	90.00		540.00		
29 03 19	Lexis Nexis	Arnold Baker Local Council Administration	BACS	110.99	0.00		110.99		
29 03 19	RB Services Limited	OMCC Portable Appliance Testing	BACS	227.20	0.00		227.20		
29 03 19	Keelys	Employment Healthcheck Plan [April]	BACS	85.00	17.00		102.00		
29 03 19	NIP Cleaning Contracts Limited	OMCC Unlocking and Locking	BACS	127.50	25.50		153.00		
29 03 19	NIP Cleaning Contracts Limited	OMCC Cleaning carried out March 2019	BACS	421.00	84.20		505.20		
29 03 19	Rob Duncan Planning Consultancy	Preparation of planning application	BACS	450.00	90.00		540.00		
29 03 19	Simons Window Cleaning [Midlands] Limited	OMCC Window cleaning	BACS	55.00	11.00		66.00		
29 03 19	William Collis and Son	OMCC Carpet [IT Suite]	BACS	575.00	115.00		690.00		
29 03 19	D Homer	Burnwood Cemetery - Grave Digging	BACS	140.00	0.00		140.00		
29 03 19	TechCare	OMCC IT Suite Move	BACS	180.00	36.00		216.00		
29 03 19	CPC	Fire Risk Assessment - White fused connection unit	BACS	24.09	4.82		28.91		
29 03 19	Spark Burnwood	Grant Aid 2018	300541	335.00	0.00		335.00		
29 03 19	Spark	Grant Aid 2018	300542	192.00	0.00		192.00		
29 03 19	Spark	Grant Aid 2018	300543	146.14	0.00		146.14		
29 03 19	Spark	Grant Aid 2018	300544	200.00	0.00		200.00		
29 03 19	Spark Burnwood	Grant Aid 2018	300545	20.05	0.00		20.05		
29 03 19	Spark	Grant Aid 2018	300546	200.00	0.00		200.00		
29 03 19	Redwood Park Friendship Group	Grant Aid 2018	300547	50.00	0.00		50.00		
29 03 19	Mrs P Stokes	Civic Expenses	300548	63.00	0.00		63.00		
29 03 19	BT	OMCC Rental of Phone Lines and Broadband	DD	499.96	99.99		599.95		
15 04 19	Lichfield District Council	NDR 2019-20 Traffic Island - Cannock Road - Month 1	BACS	14.61	0.00		14.61		
15 04 19	Lichfield District Council	NDR 2019-20 Traffic Island - Attwood Road - Month 1	BACS	14.61	0.00		14.61		
15 04 19	Lichfield District Council	NDR 2019-20 Traffic Island - Miners Way - Month 1	BACS	14.61	0.00		14.61		
15 04 19	Lichfield District Council	NDR 2019-20 Traffic Island - Cannel Road - Month 1	BACS	14.61	0.00		14.61		
15 04 19	Lichfield District Council	NDR 2019-20 Traffic Island - High Street - Month 1	BACS	14.61	0.00		14.61		
15 04 19	Lichfield District Council	NDR 2019-20 Traffic Island - Bridge Cross Road - Month 1	BACS	14.61	0.00		14.61		
15 04 19	Lichfield District Council	NDR 2019-20 Burnwood Cemetery - Month 1	BACS	139.35	0.00		139.35		
15 04 19	Lichfield District Council	NDR 2019-20 OMCC - Month 1	BACS	746.75	0.00		746.75		
15 04 19	A D Décor	OMCC Refurbishment Works - Toilets	BACS	1,080.00	216.00		1,296.00		
15 04 19	Lichfield District Council	Burnwood Cemetery - Fortnightly refuse Collection	BACS	840.00	0.00		840.00		
15 04 19	Lichfield District Council	OMCC - Weekly Refuse Collection	BACS	770.00	0.00		770.00		
15 04 19	Haywoods Contracts Limited	OMCC Refurbishment Works - Blinds	BACS	1,941.43	388.29		2,329.72		
15 04 19	Lichfield District Council	OMCC - Fortnightly Recycling Collection	BACS	285.00	0.00		285.00		

15	04	19	Lion FPG Limited	TownTrader Magazine	BACS	360.00	72.00	432.00
15	04	19	Kirkwells Limited	Burntwood Neighbourhood Plan	BACS	490.00	98.00	588.00
15	04	19	Stannah	OMCC Service of Lift	BACS	68.77	13.75	82.52
15	04	19		Interim Town Clerk	BACS	1,650.00	0.00	1,650.00
15	04	19		Employee Costs Month 1	BACS	6,277.01	0.00	6,277.01
15	04	19		NJ/PAYE Month 1	BACS	1,841.40	0.00	1,841.40
15	04	19		LGPS Month 1	BACS	1,904.55	0.00	1,904.55
15	04	19	Ansons	Professional charges in connection with the lease of Unit 1	BACS	450.00	90.00	540.00
15	04	19	TechCare	IT Monthly Support Services & April 2019 Microsoft	BACS	226.00	45.20	271.20
15	04	19	Mailcoms Limited	Franking Machine Software and Update Support	BACS	69.95	13.99	83.94
15	04	19	CPC	OMCC LED Emergency Ceiling Light	BACS	122.28	24.46	146.74
15	04	19	Ricoh UK Limited	Photocopier charges	BACS	241.69	48.34	290.03
28	04	19	BT	OMCC Line Rental	DD	18.60	3.72	22.32
30	04	19	Lichfield District Council	NDR 2019-20 Traffic Island - Cannock Road - Month 2	BACS	11.00	0.00	11.00
30	04	19	Lichfield District Council	NDR 2019-20 Traffic Island - Atwood Road - Month 2	BACS	11.00	0.00	11.00
30	04	19	Lichfield District Council	NDR 2019-20 Traffic Island - Miners Way - Month 2	BACS	11.00	0.00	11.00
30	04	19	Lichfield District Council	NDR 2019-20 Traffic Island - Cannock Road - Month 2	BACS	11.00	0.00	11.00
30	04	19	Lichfield District Council	NDR 2019-20 Traffic Island - High Street - Month 2	BACS	11.00	0.00	11.00
30	04	19	Lichfield District Council	NDR 2019-20 Traffic Island - Bridge Cross Road - Month	BACS	11.00	0.00	11.00
30	04	19	Lichfield District Council	NDR 2019-20 Burntwood Cemetery - Month 2	BACS	140.00	0.00	140.00
30	04	19	Lichfield District Council	NDR 2019-20 OMCC - Month 2	BACS	749.00	0.00	749.00
30	04	19	William Collis and Son	OMCC Refurbishment - Ron Bradbury Room and Corridor	BACS	2,010.00	402.00	2,412.00
30	04	19	Stretton Construction Limited	OMCC Refurbishment - Sash Window Restoration	BACS	3,900.00	780.00	4,680.00
30	04	19	Stretton Construction Limited	OMCC Refurbishment - Ron Bradbury Room	BACS	881.00	176.20	1,057.20
30	04	19	BSG Ecology	Neighbourhood Plan - Stage 2 and 3 HRA Report	BACS	1,600.00	320.00	1,920.00
30	04	19	G E Collis and Sons	OMCC Benches, SIDs, Defib Cabinets etc	BACS	253.00	50.59	303.59
30	04	19	Midland and General Scaffolding Limited	OMCC Refurbishment - Scaffolding	BACS	620.00	124.00	744.00
30	04	19	ICCM	Institute of Crematory and Crematorium Management	BACS	95.00	0.00	95.00
30	04	19	CPC	OMCC LED Emergency Ceiling Lights	BACS	183.42	36.68	220.10
30	04	19	BT	Main BTC line - charges in advance for rental/maintenance	DD	486.20	97.24	583.44
01	05	19	TLC	Chairman's Charity	300549	730.15	0.00	730.15
01	05	19	Burntwood & Cannock Chase Community First Responders	Chairman's Charity	300550	730.15	0.00	730.15
15	05	19	Lichfield District Council	NDR 2019-20 Traffic Island - Cannock Road - Month 3	BACS	11.00	0.00	11.00
15	05	19	Lichfield District Council	NDR 2019-20 Traffic Island - Atwood Road - Month 3	BACS	11.00	0.00	11.00
15	05	19	Lichfield District Council	NDR 2019-20 Traffic Island - Miners Way - Month 3	BACS	11.00	0.00	11.00
15	05	19	Lichfield District Council	NDR 2019-20 Traffic Island - Cannock Road - Month 3	BACS	11.00	0.00	11.00
15	05	19	Lichfield District Council	NDR 2019-20 Traffic Island - High Street - Month 3	BACS	11.00	0.00	11.00
15	05	19	Lichfield District Council	NDR 2019-20 Traffic Island - Bridge Cross Road - Month	BACS	11.00	0.00	11.00
15	05	19	Lichfield District Council	NDR 2019-20 Burntwood Cemetery - Month 3	BACS	140.00	0.00	140.00
15	05	19	Lichfield District Council	NDR 2019-20 OMCC - Month 3	BACS	749.00	0.00	749.00
15	05	19	Keelys Solicitors	Employment Healthcheck Plan 2018-19 - May 2019	BACS	85.00	17.00	102.00
15	05	19	Ansons	Professional Charges in connection with The Training Room	BACS	450.00	90.00	540.00
15	05	19	Chase Engraving	Burntwood Cemetery - Memorial Plaque	BACS	20.00	0.00	20.00
15	05	19	NIP Cleaning Contracts Limited	OMCC Cleaning carried out in April 2019	BACS	421.00	84.20	505.20
15	05	19	NIP Cleaning Contracts Limited	OMCC Locking and Unlocking	BACS	161.50	32.30	193.80
15	05	19	Cartidge Save	Ink Cartridges	BACS	54.63	10.93	65.56
15	05	19	Zurich Municipal	2019/20 Insurance Premium	BACS	3,115.33	373.83	3,489.16

15	05	19	Chase Engraving	Burntwood Cemetery - Memorial Plaque	BACS	20.00	0.00	20.00
15	05	19	Viking	A4 paper and binders	BACS	56.88	11.38	68.26
15	05	19	Corona Energy	OMCC - Gas [March 19 - April 19]	BACS	688.47	137.69	826.16
15	05	19	Npower	OMCC - Electricity [01 March 19 - 31 March 19]	BACS	480.76	96.15	576.91
15	05	19	Stretton Construction Limited	OMCC Refurbishment - Ron Bradbury Room	BACS	881.00	176.20	1,057.20
15	05	19	Stretton Construction Limited	OMCC Refurbishment - Sash Window Restoration	BACS	3,900.00	780.00	4,680.00
15	05	19	Fire Services Central Limited	Standard Call Out Alarm Fault	BACS	95.00	19.00	114.00
15	05	19	Viking	Post-Its, A4 lined pads, pens, coffee, skimmed milk	BACS	34.75	3.95	38.70
15	05	19	Seated Furniture Limited	OMCC Refurbishment - Tables and Trolley	BACS	1,401.80	280.36	1,682.16
15	05	19		Interim Town Clerk	BACS	1,075.00	0.00	1,075.00
15	05	19	Simons Window Cleaning [Midlands] Limited	OMCC Window Cleaning	BACS	105.00	21.00	126.00
15	05	19	CPC	CCTV Warning Signs and Stickers	BACS	29.94	5.99	35.93
15	05	19	CPC	Mouse and USB Lead	BACS	5.43	1.09	6.52
15	05	19		Employee Costs Month 2	BACS	6,384.79	0.00	6,384.79
15	05	19		NI/PAYE Month 2	BACS	1,869.29	0.00	1,869.29
15	05	19		LGPS Month 2	BACS	1,950.79	0.00	1,950.79
15	05	19	Cartridge Save	Ink Cartridges	BACS	52.80	10.57	63.37
07	06	19		Employee Costs Month 3	300551	145.20	0.00	145.20
07	06	19		Employee Costs Month 3	300552	2,063.42	0.00	2,063.42
07	06	19		Employee Costs Month 3	300553	1,268.07	0.00	1,268.07
07	06	19		Employee Costs Month 3	300554	422.39	0.00	422.39
07	06	19		Employee Costs Month 3	300555	799.74	0.00	799.74
07	06	19		Employee Costs Month 3	300556	1,650.58	0.00	1,650.58
07	06	19		Employee Costs Month 3	300557	2,825.92	0.00	2,825.92
07	06	19		LGPS Month 3	300558	3,282.06	0.00	3,282.06
07	06	19		Interim Town Clerk	300559	707.50	0.00	707.50
07	06	19	G E Collis and Sons Limited	Brush cleaner, frog tape, cutting discs, cable etc	300560	1,185.56	237.11	1,422.67
07	06	19	TechCare	Monthly IT Support Services	300561	452.00	90.40	542.40
07	06	19	CPC	LED Emergency Calling Light etc	300562	189.77	37.95	227.72
07	06	19	William Collis and Son	OMCC Refurbishment - Carpet	300563	2,747.00	549.40	3,296.40
07	06	19	Mailcoms	Machine Support and Service Agreement	300564	316.55	63.31	379.86
07	06	19	Lichfield Lock and Key Repairs Limited	OMCC Key Fobs	300565	100.31	20.06	120.37
07	06	19	Cathedral Leasing Limited	OMCC Supply of Hygiene Services	300566	64.98	13.00	77.98
07	06	19	Angel Springs Limited	OMCC Water and Sanitisation Service	300567	34.74	6.95	41.69
07	06	19	D. and P. Rogers Catering	Chairman's Afternoon Tea	300568	209.00	0.00	209.00
07	06	19	Staffordshire Signs and Graphics	Repair to traffic island signage	300569	102.00	20.40	122.40
07	06	19	Climate Care Services UK Limited	OMCC Air Conditioning System	300570	2,367.15	473.43	2,840.58
07	06	19	Ansons	Professional fees units 1 & 3 and 2 & 4	300571	900.00	180.00	1,080.00
07	06	19	NIP Cleaning Contracts Limited	OMCC Cleaning and Locking Up	300572	531.50	106.30	637.80
07	06	19	Chase Play Bus	Wakes Festival 2019	300573	280.00	0.00	280.00
07	06	19	Eon Energy Solutions Limited	Replacement of SOX lanterns with LED lanterns [8]	300574	1,818.00	363.60	2,181.60
07	06	19	Fun Club	Big Lunch Donation	300575	32.06	0.00	32.06
07	06	19	The Battery Shop [UK] Limited	OMCC Fire Alarm Batteries	300576	49.15	9.83	58.98
07	06	19	D T Horner	Burial cemetery - grave digger	300577	430.00	0.00	430.00
17	06	19	BNP Paribas Leasing Solutions	OMCC Franking Machine	DD	154.40	30.88	185.28
28	06	19	SLCC	GLCA	BACS	350.00	0.00	350.00
28	06	19	Fun Club	Contribution towards the refurbishment of Open House	BACS	1,000.00	0.00	1,000.00

28	06	19	Wealdon Leisure Limited	Contribution towards mapping facilities [Xplorer]	BACS	250.00	0.00	250.00
28	06	19	Seated Furniture Limited	OMCC Refurbishment - Chairs	BACS	1,728.00	345.60	2,073.60
28	06	19	Npower	OMCC Electricity 01 April to 30 April 2019	BACS	490.50	98.10	588.60
28	06	19	Chasetown FC Supporters Club	Wall of Support	BACS	90.00	0.00	90.00
28	06	19		NI/PAYE Month 3	BACS	3,591.90	0.00	3,591.90
28	06	19	Lion FPG Limited	TownTrader - Wakes	BACS	720.00	144.00	864.00
28	06	19	Chubb Fire and Security Limited	Annual Contract [01/10/2018 to 30/09/2019]	BACS	194.06	38.81	232.87
28	06	19	SB Waste Management and Recycling Limited	OMCC Skip	BACS	187.00	37.40	224.40
28	06	19	CPC	LED Emergency Ceiling Lights and Kitchen Fan	BACS	170.26	34.05	204.31
28	06	19	Viking	Bookcase, A4 paper, floor gel, marker pens	BACS	102.80	20.56	123.36
28	06	19	Simons Window Cleaning [Midlands] Limited	OMCC Window Cleaning	BACS	57.75	11.55	69.30
28	06	19	Keelys Solicitors	Employment Healthcheck Plan 2018-19 - June 2019	BACS	85.00	17.00	102.00
28	06	19	Lichfield District Council	NNDR 2019-20 Traffic Island - Cannock Road - Month 4	BACS	11.00	0.00	11.00
28	06	19	Lichfield District Council	NNDR 2019-20 Traffic Island - Athwood Road - Month 4	BACS	11.00	0.00	11.00
28	06	19	Lichfield District Council	NNDR 2019-20 Traffic Island - Miners Way - Month 4	BACS	11.00	0.00	11.00
28	06	19	Lichfield District Council	NNDR 2019-20 Traffic Island - Cannell Road - Month 4	BACS	11.00	0.00	11.00
28	06	19	Lichfield District Council	NNDR 2019-20 Traffic Island - High Street - Month 4	BACS	11.00	0.00	11.00
28	06	19	Lichfield District Council	NNDR 2019-20 Traffic Island - Bridge Cross Road - Month	BACS	11.00	0.00	11.00
28	06	19	Lichfield District Council	NNDR 2019-20 OMCC - Month 4	BACS	749.00	0.00	749.00
28	06	19	Staffordshire County Council	NNDR 2019-20 Burntwood Cemetery - Month 4	BACS	140.00	0.00	140.00
28	06	19	Corona Energy	Room Hire - Burntwood Library	BACS	30.00	0.00	30.00
28	06	19	Corona Energy	OMCC Gas May 19 to June 19	BACS	420.41	84.08	504.49
28	06	19	Corona Energy	OMCC Gas December 18 to January 19	BACS	722.76	144.55	867.31
28	06	19	Corona Energy	OMCC Gas August 18 to September 18	BACS	200.91	10.05	210.96
28	06	19	Corona Energy	OMCC Gas January 18 to February 18	BACS	856.63	171.33	1,027.96
28	06	19	Corona Energy	OMCC Gas October 17 to November 17	BACS	516.61	103.32	619.93
28	06	19	Corona Energy	OMCC Gas July 17 to August 17	BACS	149.90	7.50	157.40
28	06	19	Corona Energy	OMCC Gas May 17 to June 17	BACS	326.66	65.33	391.99
28	06	19	Corona Energy	OMCC Gas April 19 to May 19	BACS	580.82	116.16	696.98
28	06	19	Mark Dukes Building Design	OMCC Planning Application	BACS	600.00	0.00	600.00
28	06	19	D Homer	Burial Ground - Grave Digger	BACS	470.00	0.00	470.00
28	06	19	Bobb In	Black Arm Bands x 25	BACS	128.40	0.00	128.40
28	06	19	NIP Cleaning Contracts Limited	OMCC Cleaning carried out in June 2019	BACS	421.00	84.20	505.20
28	06	19	NIP Cleaning Contracts Limited	OMCC Unlocking and Locking	BACS	102.00	20.40	122.40
28	06	19	Pitney Bowes	OMCC Franking Machine top-up	DD	150.00	0.00	150.00
28	06	19	Ricoh UK Limited	OMCC Photocopier Charges	BACS	162.92	32.58	195.50
28	06	19	Npower	OMCC Electricity 01 May - 31 May 2019	BACS	528.84	105.77	634.61
28	06	19	Simons Window Cleaning [Midlands] Limited	OMCC Window Cleaning	BACS	57.75	11.55	69.30
28	06	19	Staffordshire County Council	6 no. circular hollow section posts to accommodate SIDs	BACS	0.00	320.00	320.00
28	06	19	CPC	OMCC Toilet Rolls	BACS	74.90	14.98	89.88
28	06	19	CPC	OMCC LED Emergency Ceiling Lights	BACS	66.52	13.30	79.82
28	06	19	Cartridge Save	OMCC Ink Cartridges	BACS	39.77	7.96	47.73
						104,422.40	10,208.01	114,630.41

Policy and Resources Committee

15th July 2019

Updating of Town Council IT capability

1.0 Purpose

- 1.1 To seek the approval of the Policy and Resources Committee for the proposed replacement of the existing computers used by staff, the upgrading of the operating system from Windows 7 to Windows 10 and the creation of individual town council email addresses for councillors and staff.

2.0 Background

- 2.1 The existing computers used by staff are now over 5 years and are becoming less efficient. The current operating system, Windows 7, is now also outdated and in need of replacement.
- 2.2 At present councillors are using their own email addresses for Town Council business. The recent introduction of the General Data Protection Regulations (GDPR) places greater responsibility on councils to manage and protect the data that they hold. It is not good practice for individual addresses to be used in this way as it undermines a consistent approach to data protection and prevents overview and scrutiny. Public bodies now face significant fines if they are found to be in breach of the GDPR.

3.0 Proposed new IT system

- 3.1 Advice has been sought from the Council's IT providers, TechCare, concerning the options available for upgrading the current system. They have recommended that the existing PC's are replaced with a middle of the range computer (with an i5 processor and 8 GB RAM memory) which will have more than enough capacity for the functions that staff undertake. In addition, it is also proposed to provide a tablet for the caretaker which can be used on site avoiding the need to return to the office to report on incidents or obtain additional information. The tablet, which can also be used as a phone, will also contribute to improved health and safety in respect of a lone worker. An estimate of cost for the replacement computers is between £4000 to £4500.
- 3.2 The provision of standardised email addresses managed through the Town Council will provide greater control and protection for the Council. It also offers a more professional look for the Council. The cost estimated of between £1,100 to £1,200 to set up the email accounts which will be hosted on the Office 365 Cloud includes engineer support time to support the set up and enhanced security. There will be an ongoing monthly hosting charge per email address of £8 (current charge).

4.0 Finance

- 4.1 Although the need to replace the computers and upgrade the operating system to Windows 10 has been recognised no provision has been made in the budget. This proposal therefore

represents new expenditure. There is a sum of £25,000 currently unallocated in the budget which could be used for this purpose.

5.0 Conclusion

5.1 The current IT provision is outdated and impacting on staff efficiency. The system also lacks the latest security measures which is further compounded by the use of individual email addresses. These existing performance and safety issues will be addressed by the proposals set out in paragraph 3.0. The proposed upgrade will also enable the Council to present a more professional image online.

6.0 Recommendation

6.1 The Committee is recommended to agree for expenditure up to a maximum of £5,700 for the proposed new IT system as outlined in paragraph 3 and authorise the Town Clerk to seek written quotations from at least 3 companies (including the current service provider)

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Policy and Resources Committee 17th July 2019

Protective Marking Scheme

1.0 Purpose of the report

1.1 The purpose of the report is to outline a proposed protective marking scheme (PMS) for correspondence and reports for use by the Town Council

2.0 Background

2.1 The General Data Protection Regulations place very clear responsibilities on organisations for the data that they hold and use. If the Town Council were to suffer a serious data control breach it could lose its reputation with clients, residents and partners. Under the new data protection regulations, the Information Commissioner can fine organisations up to a maximum of **£2 million** for data security breaches. The use of a protective marking scheme is one measure that can be used to help ensure the security of the information that the Council holds.

3.0 Protective marking is a way of assigning information to a security level which is based on a range of pre-defined controls designed to ensure the information is handled properly. The primary aim of using a PMS is to protect against data loss by proactively indicating the limits of circulation and access. All staff and councillors should use the PMS to securely mark their documents. Marking for emails should appear in the subject field and for letters at the top immediately below the Burntwood Town Council logo. The security levels which are set out in the table below are described in Appendix 1:

Public	No need to mark public documents
BTC use	Not for release to the public
Restricted	Not for release to all staff or councillors
Confidential	Would cause serious damage if released

4.0 Finance

4.1 The introduction of a PMS will have no financial implications for the Town Council.

5.0 Conclusion

5.1 The lack of a consistent and robust system to control the circulation of and access to the data, that is held and used by the Town Council, exposes the organisation to an increase risk of data security breaches. The financial penalties faced by organisations in respect of data security breaches are now significant. These fines are in addition to reputational and relationship break caused by data security breaches. The PMS outlined in section 3 of this

report provides a proactive management process to minimise this risk. It will require no additional expenditure.

6.0 Recommendation

- 6.1 The Policy and Resources Committee is recommended to approve the PMS outlined in section 3 of this report.

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Policy and Resources Committee 15th July 2019

Appendix 1

Protective Marking Scheme

	Public (level 1)	SCC Use (level 2)	Restricted (level 3)	Confidential (level 4)
	<p>This is meant for documents that would have no restrictions at all and no level of security requirements. Very often the intention of creating such documents would be to publish them. Often informative by their nature</p>	<p>Information not approved for general release outside BTC. This information if lost may not result in financial loss or damage the image of the Council but may lead to misunderstanding or misinterpretation of its content without a context and therefore should not be automatically released</p>	<p>This will be information that should not be readily accessible to the public or to all staff. Release of this information may cause distress to individuals, affect operational matters, undermine the delivery of services. This information would require explicit authority to be shared outside its restrictions or removed from the Authority.</p>	<p>Highly sensitive internal documents which may cause serious damage to the council if released may place people or assets at risk. This information should be afforded the highest sensitivity and security and would require the explicit authority of a senior manager to be used outside the restriction that would be placed upon it</p>
<u>Storage</u>	Office/Internet/Shared folders/authorised IT equipment	Office/Shared folders/authorised IT equipment.	Secure office environment/desktop computer with BTC/laptops/BTC issued mobile equipment with encryption	Secure office environment/password protection on desktops/laptops/BTC issued mobile equipment – encryption and Town Clerk permission

	Secure premises	Secure premises	Secure premises	Secure premises	Secure premises
<u>Off Site Storage (Paper Records)</u>					
<u>Clear Desk</u>	No	Documents locked away or room secured	Locked away when not attended	Locked away when not attended	
<u>Held on Mobile Devices</u>	Yes	Password protected	Encryption/password protected	Encryption and authorisation of Town Clerk	
<u>Email</u>	Yes	Internal – Yes External – with manager authorisation, taking into account Government Connects standards	Secure e-mail only Internet/standard e-mail no	Secure e-mail deploying encryption. Town Clerk authorisation required	
<u>Post/Courier Dispatch</u>	Yes	Yes	Personal delivery (if authorised) Secure delivery (tracked)	Town Clerk authorisation required	
<u>Publishing</u>	Yes	With manager authorisation	With Town Clerk authorisation	Town Clerk authorisation required	
<u>Sharing</u>	Yes	With manager authorisation	With Town Clerk authorisation	Town Clerk authorisation required/considered appropriate following risk assessment	
<u>Disposal</u>	Recycle when no longer required	Shred paper documents	Cross shred paper documents	Cross shredding of all paper documents. Supervised if work done by external contractor	

Policy and Resources Committee 15th July 2017

Town Council Grants Scheme

1.0 Purpose of the report

1.1 The purpose of this report is to inform the Committee of the arrangements this year for the launch and administration of the Council's grant scheme.

2.0 Background

2.1 In the longer term the Town Council plans to review the scheme. However, this year the Council intends to run with the scheme as with previous years. There has not been sufficient time to carry out the review which could include discussions with the public.

3.0 Arrangements for 2019 – 20

3.1 The keys dates for the grant scheme this year are:

- 15 July - Proposed arrangements approved by the Policy and Resources Committee
- 16 July – Press Release announcing launch of the scheme
- 22 July – Scheme open
- 7 Oct - Deadline for applications
- 5 Nov - Draft report for Leaders
- 19 Nov – Recommendations to the Policy and Resources Committee
- 28 Nov – Ratification by Full Council
- January 2020 Presentation Evening

4.0 Finance

4.1 The proposed administration arrangements for the grant scheme as outlined in section 3 of this report do not require any additional financial expenditure by the Town Council.

5.0 Conclusion

5.1 To enable the effective administration of the grant scheme it is important that potential applicants and Town Councillors are aware of the deadlines for applications, approval and celebration.

6.0 Recommendation

6.1 The policy and Resources Committee is recommended to approve the grant administration arrangements as set out in section 3 of this report.

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VENUE FOR FULL COUNCIL

1.0 Purpose of the Report

1.1 The report sets out suggested arrangements for venue of future Full Council

2.0 Background

- 2.1 Generally the Full Council meeting is held in the Ron Bradbury Room at the Old Mining College Centre. The room can accommodate the councillors but it struggles to deal with a more than a few members of the public. Even then it is a tight fit and consequently not very welcoming for the public. The Annual General Meeting is however held in Burntwood Library where there is more room to accommodate the public.
- 2.2 The new administration has indicated that it wants to be an outward looking council. One way of more effectively engaging with local residents is to make the proceedings of the council more accessible and inviting. At the moment public attendance at full council meetings is very low. Way of the possible ways to increase attendance would to hold the meeting in the various communities that make up Burntwood. So the meeting could be rotated between venues in Chasetown, Chase Terrace, Burntwood and Boney Hay.

3.0 Potential venues

3.1 There are several venues in the parish which could be used to host the Full Council. The Library has already been used successfully. Other possibilities are:

- Chasetown –Chasetown Football Club
- Chase Terrace – St John’s Community Church, Scout HQ, Chase Terrace Technology College, Emmanuel Church and Beacon Church
- Boney Hay – Working Men’s Club and Boney Hay Primary School
- Burntwood – Burntwood Memorial Hall, St Matthews Sports and Social Club, Burntwood Methodist Church, Highfield School and Fulfen School

4.0 Finance

4.1 As the majority of Full Council meetings have been held at the Old Mining College no provision has been made in the budget for room hire. It is estimated that the room hire charges that the Town Council could incur for the current year could be up to £500. This amount of new expenditure could be met from the £25,000 currently unallocated in the budget.

5.0 Conclusion

5.1 Holding key meetings in the communities that the Town Council serves potentially offers a fairly simple way of increasing engagement. It will certainly raise the profile of the Council in the relevant communities. It is also an ideal that can easily be tested. It is suggested that such a trial would be best carried out over a 12-month period and then evaluated.

6.0 Recommendation

6.1 The Policy and Resources Committee is recommended to:

(i) authorise the Town Clerk to organise venues, other than the Old Mining College Centre, in the communities of Boney Hay, Burntwood, Chasetown and Chase Terrace for the meetings of the Full Council for the year 2019 – 20

(ii) to agree that the sum of £500 be allocated from the budget for room hire.

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