

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 18 JANUARY 2016 COMMENCING AT 6.00 P.M.**

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Bamborough, Ms Brettell, Drinkwater, Mosson (from 6.03pm) and Mrs Rigby

In attendance

Mrs M Danby, Town Clerk
Councillor Willis-Croft

39. APOLOGIES FOR ABSENCE

Councillor Mrs Woodward had given her apologies due to a clash with a prior engagement which had arisen due to the Committee meeting date having been rescheduled without consultation with Committee Members.

40. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Bamborough declared a personal interest in Agenda Item No. 12 (a business unit owner is known to him).

Councillor Drinkwater declared a personnel interest in Agenda Item No.12 (a family member uses the services of one of the business tenants).

41. MINUTES

- 41.1** Councillor Drinkwater raised an issue with Minute No. 25(c) as he did not believe that Members should provide the costings as this is not a Member responsibility – the costings should be brought for Members consideration by Officers (either LDC and/or BTC). Councillor Mrs Tranter said that BTC had been in contact with the LDC Officer dealing with this matter and she asked that the Town Clerk seek a further update.

Mrs Tranter asked that the Town Clerk also seek an update from the LDC Officer on when the bench would be installed at Swan Island (Minute No. 25(a) refers) and for costings to be provided for the refurbishment and installation of the original benches (Minute No. 25(b) refers).

- 41.2** Councillor Drinkwater raised an issue with Minute No. 38 (final bullet point) – this money is already shown in the draft budget **before** a decision has been taken and prior to public consultation. He asked what if the money is not used, i.e. the public consultation results in a “no” result? The Town Clerk explained that in this circumstance the Town Council could either reduce the following year’s Precept by the amount in the 2016/17 budget or it could undertake a capital project(s) of benefit to the town.

Councillor Drinkwater was informed that the LDC Portfolio Holder and Director would be meeting with Councillors Mosson and Mrs Tranter and the Town Clerk on 19 January 2016 to receive details of LDC's final package and this information will be received by the Town Council at its meeting on 28 January 2016. An "in principle" decision would then be taken by the Full Council at that meeting, public consultation would take place during February and the results would be received at the March Full Council meeting to enable a final decision to be taken. It was also indicated that BTC would ask LDC to assist it in marketing/delivering the consultation and vote to all Burntwood residents and, hopefully, assisting in the financial cost of this exercise.

RESOLVED That the Minutes of the Meetings of the Policy & Resources Committee held on 01 October 2015 (Minute Nos. 20 -35) and 30 November 2015 (Minute Nos. 36 – 38) be approved as a correct record.

42. REVIEW OF TOWN COUNCIL POLICIES

RESOLVED That the following policies be taken as read:

Financial Policies:

- Anti-Fraud & Corruption Policy Statement and Strategy
- Financial Regulations (as amended)
- Duties of the Responsible Financial Officer
- Financial Risk Assessment

General Policies:

- CCTV Code of Practice
- CCTV Policy
- Complaints Procedure
- Confidential Reporting Policy
- Data Protection Policy
- Data Protection Policy Guidelines
- Display Screen Equipment (DSE): Health & Safety for Users
- Information Technology Policy
- Member/Officer Relations Protocol
- Standing Orders

Health & Safety Policies:

- Control of Substances Hazardous to Health (COSHH) Regulations 1988
- Health & Safety Regulations

43. EXTERNAL AUDIT ARRANGEMENTS

Members were requested to consider a proposed option of a newly created regulatory framework for Local Councils. This is a Sector Led Body (SLB) to replace the work of the Audit Commission for the procurement of external audit services.

Members were requested to consider the report together with a Fact Sheet and determine if they wish to be included in the SLB arrangements which will come into force for the 2017/18 year end accounts.

RECOMMENDATION That the Committee agree to recommend to the Full Council that it agrees to opt-in to the SLB arrangements for the procurement of external Audit services, subject to confirmation of the fees involved in due course.

44. BURNTWOOD TOWN WEBSITE

Members were requested to consider whether they wished to remain with the current website provider for another 12 months contract at a cost of £7,140 plus VAT (unchanged from 2016/17).

Members reported that they had received negative comments on the appearance and content of the website and asked that quotations be sought from alternative suppliers to take over the site and take it forward.

RESOLVED That the current contract be extended for a further three month period (to 18 April 2016) to enable alternative quotations to be obtained for consideration at the March meeting of the Committee, as set out above.

45. CHAINS OF OFFICE

Members were requested to consider quotations for:

- a) An additional row to be added to the Chairman's Chain of Office
- and
- b) The commissioning of a Chairman's Consort badge of office on a neck chain (see alternative designs below):



Option A



Option B



Option c

RESOLVED That an additional row for the Chairman's Chain of Office comprising approximately 12 additional sterling silver badges with a gilded finish including the necessary linkage to attach to existing Chain be purchased from M A Sheldon, Jeweller (Lichfield) at a cost of £250

RECOMMENDED That a Consort's Badge of Office (Option B) on a neck chain (see badge detail above) be purchased from M A Sheldon, Jeweller (Lichfield) at a cost of approximately £530 (firm cost to be relayed at the Full Council meeting).

46. BUS SHELTER SURVEY

Members received the Senior Administrative Assistant's survey of all Town Council-owned bus shelters in the town.

RESOLVED THAT:

- a) The following bus shelter should be replaced with one of timber construction during the current financial year:
- Rugeley Road, Chase Terrace, between Park Road and High Street
- b) The following bus shelters should be refurbished during the 2016/17 financial year:
- Junction of Farewell Lane/Lichfield Road (re-staining in 2016/17)
 - Chase Road, opposite Henley Close (re-staining 2017/18)
 - High Street, Chasetown (by Chasetown Memorial Park) (general refurbishment, moss removal)
 - Rugeley Road, Chase Terrace by the fish and chip shop (repainting)
 - Ironstone Road, just before junction with School Lane (re-painting)

47. FEES AND CHARGES 2016/17

Members considered the fees and charges to be levied for Burntwood Cemetery and the lettable rooms at The Old Mining College Centre.

RESOLVED That the fees and charges for both Burntwood Cemetery and the lettable rooms at The Old Mining College Centre remain unchanged for the 2016/17 financial year.

48. INSURANCE POLICY: RENEWAL

The Town Council previously sought comparative quotations for its insurance needs in 2011 and at that time agreed to enter into a five year long-term agreement with Zurich Municipal.

The current arrangement will expire on 08 June 2016 and Zurich Municipal had provided three alternative quotations for Members consideration:

1 year agreement	£3,418.62
3 year Long-Term Agreement	£3,253.84 per annum*
5 year Long-Term Agreement	£3,089.97 per annum*

*Plus annual inflation for Years 2-5 inclusive (as per current policy agreement)

The above premiums breakdown as follows:

	General Policy	The Old Mining College Centre	SCAMP
1 year agreement	£1,706.40	£1,326.67	£385.55
3 year agreement	£1,627.23 per annum	£1,260.33 per annum	£366.28 per annum
5 year agreement	£1,548.97 per annum	£1,194.00 per annum	£347.00 per annum

The current annual premium is £3,387 (broken down to £1,523 General Policy, £1,418 OMCC (01 September 2015 – 08 June 2016) and £446 SCAMP).

RESOLVED That the Town Council agree to enter into a five year Long-Term agreement with Zurich Municipal with effect from 09 June 2016 at a cost of £3,089.97 per annum (plus annual inflation for Years 2-5 inclusive).

49. DRAFT 2016/17 BUDGET (INCLUDING 2015/16 BUDGET AS AT 31 DECEMBER 2015)

RECOMMENDATION That the Town Council agree the draft 2016/17 budget (including the Precept to be levied on Lichfield District Council) (**N.B.** The draft budget papers and Precept will be tabled at the January 2016 Full Council meeting for consideration and resolution).

50. EXCLUSION OF THE PRESS AND PUBLIC

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.

51. THE OLD MINING COLLEGE CENTRE: BUSINESS UNITS

Members were advised that the current Underleases were all due to expire on 31 March 2016. They were also advised that the Valuation Office had been requested to re-assess rents for the business units as this exercise had last been undertaken in 2010.

RESOLVED THAT:

- a)** With effect from 01 April 2016 rents would increase by 5% for those units occupied by commercial businesses
- b)** With effect from 01 April 2016 rents would increase by 3% for those units occupied by charitable organisations.

(The Meeting closed at 7.19 p.m.)

Signed

Date