

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON WEDNESDAY 23 MARCH 2016 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Bamborough, Ms Brettell, Drinkwater, Mosson and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer

52. APOLOGIES FOR ABSENCE

Councillor Mrs Rigby

53. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non-pecuniary interest in Minute No. 58 (Play in the Parks).

54. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 18 January 2016 (Minute Nos. 39-51) be approved as a correct record subject to the following amendment:

Minute No. 39 Apologies for Absence

Amended to read "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."

55. EXTERNAL AUDIT ARRANGEMENTS (Minute no. 43 refers)

RESOLVED That it be noted that Smaller Authorities' Audit Appointments Ltd had notified local councils that the fee structure for a five year period from 01 April 2017 will remain unchanged from the current fees. In the case of Burntwood Town Council the fee will be £1,000 plus VAT per annum (Income and Expenditure Band £400,001 - £500,000).

56. BURNTWOOD TOWN WEBSITE (Minute No. 44 refers)

The Chief Executive Officer reported that Committee Members had been asked for their specific comments with regard to the current Burntwood Town website and the responses received were:

- Two Members queried the need for the website
- One Member was happy with the appearance and design but would like to see it populated by more businesses and used by local organisations, etc to promote their services and events

Councillor Mrs Tranter passed on a suggestion from Councillor Mrs Rigby who had asked if it was possible to extend the current contract by a further three months and that a survey be undertaken of the existing website users to see if the site is needed and whether it is meeting their needs. Would businesses be happy to pay a contribution towards the cost of running the site?

Councillor Mrs Woodward said that the original idea had been that the BTC website would be the "go to website" for the town. She also said that she was of the opinion that the BTC site is bland and uninteresting and she added that Press Releases need to be more attractive to grab the public's attention. Information about community and their contact details could be included on the BTC website.

Councillor Mosson referred to the relaunched Lichfield District Council (LDC) and asked whether the BTC website could be changed to a similar format.

RESOLVED THAT:

- a) The current contract be extended for a further three months (i.e. 18 July 2016)
- b) A quotation be sought from the current supplier for the BTC website to be updated to a similar format as the LDC website
- c) If (b) is not possible or is cost prohibitive the BTC website to be updated to include information and contact details of local community groups.

57. BUS SHELTER (Minute No. 46(a) refers)

RESOLVED That it be noted that the Rugeley Road, Chase Terrace bus shelter (located between Park Road and High Street) was to be replaced with a new timber shelter on 29 March 2016.

58. PLAY IN THE PARKS

RESOLVED That the Notes of Meetings of the Play in the Parks Group held on 10 February 2016, 29 February 2016 and 14 March 2016 be received and where necessary approved and adopted subject to the word "Agreed" being substituted with "Recommended" OR "Recommendation" in the future.

59. WELCOME SIGNAGE

RESOLVED That it be noted that the 4 No. "Welcome to Burntwood" signs will be installed on 20 April 2016.

60. PROPOSAL TO ESTABLISH A CHAIRMAN'S CHARITY

Members were asked to consider a proposal that a Chairman's Charity be established to enable all funds raised to be distributed to the Chairman's chosen charities, i.e. negating the requirement to deduct VAT from the proceeds of ticket sales. In reality, this would mean that the arrangements would need to be made by the charity itself, not the Town Council.

RESOLVED That the Chief Executive Officer make the necessary investigations and report back to the next meeting of the Committee with a recommended way forward.

61. THE OLD MINING COLLEGE CENTRE: ALARM RESPONSE SERVICE

Members were requested to consider three quotations to provide an out-of-hours alarm response service for The Old Mining College Centre when the current contract expires later this year.

RESOLVED That the quotation submitted by bbp Security Services & Training Ltd in the sum of £130 plus VAT (annual registration fee), £25 plus VAT (call out charge first hour) and £12 plus VAT (charge into second hour and thereafter) be accepted.

62. THE OLD MINING COLLEGE CENTRE: REPLACEMENT FRONT ENTRANCE MAT

Members were requested to consider quotations to replace the existing front entrance mat with one bearing the Town Council's logo.

RESOLVED That a Coir logo mat, hand made to order, 17mm thick be purchased from Mat Creations Ltd at a cost of £332.84 plus VAT (including delivery).

63. THE OLD MINING COLLEGE CENTRE

63.1 Garden Clearance

Members were requested to retrospectively approve the quotation from Grasslands Turf & Landscapes to clear the garden area at The Old Mining College Centre in sum of £1,340 in readiness for landscaping.

Members were also requested to accept the quotation from Grasslands Turf & Landscapes to clear all flower beds of existing plants and shrubs and digging out of roots at The Old Mining College Centre in the sum of £400.

RESOLVED That the above two quotations be accepted.

63.2 Internal Works

Members were advised that to date it had not been possible to source contractors to provide quotations to install connecting doorways between Units 1/3 and Units 2/4;

supply and install a stable-type fire door to the Front Administration office and key pad door locks to five doors at The Old Mining College Centre. The Chief Executive Officer said that she continues to seek comparative quotations and these will be provided to the Committee Members for consideration as soon as they are received so that orders can be placed for the necessary works at the earliest opportunity.

RESOLVED That the information be received and noted.

64. 2015/16 INCOME AND EXPENDITURE AS AT 15 MARCH 2016

64.1 Members noted that not all the income had been included (Nominal Code 1025 Sundry Income) in the total for Cost Centre 104 (The Old Mining College Centre) and they asked that this be rectified.

64.2 Members asked that clarification be given on reason for the increase in employee costs (c£21,000 more than was originally budgeted). The Chief Executive Officer agreed to provide this information in an explanatory note for all Members at the following evening's Full Council meeting.

RESOLVED That, subject to the correction stated in Minute 64.1, the report be received and noted.

(The Meeting closed at 8.15 p.m.)

Signed

Date