

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEY'S CORNER, BURNTWOOD
ON WEDNESDAY 15 MAY 2019 COMMENCING AT 6.20 PM**

PRESENT

Mrs Stokes [in the Chair]

Councillors Bacon, Mrs Bacon, Mrs Banevicius, Birch, Mrs Bishop, Brown, Ennis, Mrs Ennis, Mrs Evans, Flanagan, Mrs Gittings, Mrs Greensill, Mrs Kirkham, Loughbrough Heron, Place, Norman, Taylor, Tapper [from 7.05 pm], Westwood, Willis-Croft and Mrs Woodward

In attendance

J Brown, Interim Town Clerk

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Mrs A James, Finance Officer

County Councillor Mrs Fisher

Five members of the public

PUBLIC FORUM

Mr Chamberlain representing Burntwood Action Group read out the following statement:

“Burntwood Action Group welcome the recent joint statement from the two main party political leaders that Burntwood Town Council is entering into a new era of co-operation.

We also welcome the five point plan that the Council has drawn up and we look forward to working with you for the benefit of Burntwood.”

PRAYERS

Prayers were led by Mrs Stokes.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Mrs Diane Evans be elected Chairman of the Town Council for the ensuing year.

Councillor Mrs Evans made and signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Robert Birch be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Birch made and signed the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

Councillor Denton.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Banevicius declared an interest as a member of the Friends of Chasewater.

Councillor Mrs Woodward declared an interest as she is a Trustee of the Friends of Chasewater and as a County Councillor in respect of Planning Application 19/00395/FULM [Greenwood House, Lichfield Road, Burntwood - demolition of existing building and construction of single storey medical centre with pharmacy, new vehicular access and associated parking and landscaping].

Councillor Birch declared an interest as a member of the Friends of Chasewater.

Councillor Mrs Evans declared an interest as a member of the Friends of Chasewater.

Councillor Mrs Bishop declared an interest as a member of the Friends of Chasewater.

Councillor Mrs Ennis declared an interest as a member of the Friends of Chasewater.

Councillor Ennis declared an interest as a member of the Friends of Chasewater.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following statement:

“The important aim of all of us sitting around this table tonight is to do our best for Burntwood and to ensure that during the next four years we make a difference for all residents.

To do this, I hope to see all of us showing respect for each other and remembering that we are all equal - nobody is more important or superior than anybody else, so I sincerely hope an air of co-operation will exist between us.

We will not always agree of course, but sensible discussion is healthy, so I hope you are agree with these sentiments - start as we mean to go on.

Regarding the charities I would like to support, I am still considering a number of options, so I will inform you of my decisions at the next Council meeting.

Before I finish I would just like to thank John Brown for all the work he has done for this Council over a rather longer period of time than I think he initially anticipated, but we appreciate the work you have done, so thank you.

Finally, I know we have some Members here who have also been elected onto Hammerwich Parish Council and it is their meeting tonight at 7.30pm so if this meeting has not finished, they will have to leave.”

6. TOWN COUNCIL: MINUTES

The Chairman reminded Members that the Minutes were for accuracy purposes only.

Councillor Flanagan made reference to Minute No. 79 - Events Committee: Minutes and asked for clarification regarding the shortest fun run and whether the event is to be a bi-annual event [occurring twice a year]. Councillor Mrs Woodward stated that it had been suggested that the event be biennial [taking place every other year].

RESOLVED That the Minutes of the Meeting of the Town Council held on 13 March 2019 [Minute Nos. 73-87] be received and where necessary approved and adopted.

7. APPOINTMENT OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

Councillor Mrs Woodward explained the new restructuring of the Committees was to make them more transparent and it is an attempt to involve more Members in the decision making process.

Councillor Mrs Woodward stated that the Labour Group had set out a vision and are committed to ensuring that the new Council is:

- an **EFFECTIVE** community voice,
- an **OUTWARD-LOOKING** Council that focusses on the issues that affect Burntwood and its residents,
- a council that is **AMBITIOUS** for the town,
- an **ENABLING** Council that engages with residents and community groups and focusses on priorities,
- a **CONSENSUAL** Council that recognises different opinions and develops a positive tone and culture, internally and externally.

RESOLVED That the Chairmen, Vice-Chairmen and Members of Committees, etc be as indicated.

8. PLANNING COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 49 - General Declarations of Interests and Dispensations and stated that all Members present had declared an interest in Planning Application 19/00384/COU [The Old Mining College Centre - Change of use to flexible use comprising use classes A1, A2, B1 and D1].

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 14 March 2019 [Minute Nos. 44-47] and 10 April 2019 [Minute Nos. 48-51] be received and where necessary approved and adopted.

9. EVENTS COMMITTEE: MINUTES

Councillor Flanagan made reference to Minute No. 73 – Notes of a Meeting with Mrs A Brady, Kean Styles dated 14 March 2019 and asked if the word “informed” in the third paragraph could be amended to “inform”.

Councillor Birch and Councillor Ennis made reference to Minute No. 78 - Banners around the Town and asked if this could be an item for discussion at a future meeting of the Planning and Development Committee. Councillor Ennis made reference in particular to the Direct Services Manager investigating the possibility of removing the banners and asked if this had been carried out as he had not received confirmation of this.

RESOLVED That the Minutes of the Meetings of the Events Committee held on 18 March 2019 [Minute Nos. 69-78] and 15 April 2019 [Minute Nos. 79-86] be received and where necessary approved and adopted.

10. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Birch made reference to the fact that only one member of the public was present and hoped that this would change by engaging with residents.

Councillor Mrs Woodward endorsed Councillor Birch's comments and mentioned that newly elected Councillor Westwood had been a regular visitor to Town Council and Committee meetings over the past four years.

Councillor Mrs Woodward made reference to Minute No. 52 - Minutes and for clarification purposes there had been meetings with Councillor Wilcox and Councillor Pritchard regarding capital spend in Burntwood however the outcome from those meetings had not come to fruition.

Councillor Mrs Woodward made reference to Minute No. 54a - Parish Council News and explained that at present there was no production of a newspaper dedicated to the Parish of Burntwood [Lichfield Mercury covered mainly Lichfield and the Chronicle covered mainly Cannock and Hednesford]. Councillor Place made reference to the TownTrader and asked if the Town Council could "piggy back" of this publication. The recommendation to Full Council that the Town Council supports the newsletter in principle was endorsed.

Councillor Mrs Woodward made reference to Minute No. 55a - Play Equipment in Burntwood Parks and in particular self-standing organisations for example Friends of Princes Park and Friends of Chase Terrace Park. The recommendation to Full Council that the Town Council earmark £10,000 towards play equipment in Burntwood Parks was endorsed.

Councillor Taylor made reference to the fact that the message has not got out to residents that the Town is no longer four hamlets. Councillor Mrs Bacon stated that it was difficult because there is two High Streets [one in Chasetown and one in Chase Terrace]. Councillor Mrs Woodward stated that the Town needed a collective identity and the logo made reference to that but it was also important to recognise the history of the area and particularly that there were four distinct communities.

The Chairman made reference to Minute No. 55b - Summer House/Conservatory and asked if this item could be deferred and discussed at a future meeting of the relevant Committee taking into account the Business Plan for the Old Mining College Centre which is being prepared by the Town Clerk in conjunction with Councillors. It was agreed to defer this item.

Councillor Mrs Woodward made reference to Minute No. 55c - Provision of Items for those deemed to be in need in the Parish of Burntwood and explained that Support Staffordshire had taken over the lease of Open House in Burntwood from 01 April 2019 in its current condition.

The recommendation to Full Council that the Town Council make a contribution of £1,000 towards the refurbishment of the Open House building was endorsed.

Councillor Mrs Woodward made reference to the hardship fund and the recommendation to Full Council that a meeting be held with the organisations regarding the practicalities of achieving a scheme was endorsed.

Councillor Mrs Woodward made reference to Minute No. 55d - Princes Park, Burntwood and in particular the fact that the Town Council provides Christmas Trees around the Parish but not in the proximity of Princes Park and felt that permanent lighting was a good idea.

Councillor Mrs Woodward made reference to Minute No. 56 - Brightideas365 and the recommendation to Full Council that the Town Council supports Brightideas365 in principle and that the details be forwarded to all Town Council tenants be endorsed.

Councillor Mrs Banevicius made reference to Minute No. 57 - Boilers and stated that this item needed to be referred back to the Policy and Resources Committee. Councillor Ennis stated that he would like to see like for like [identical] quotations.

Councillor Mrs Banevicius made reference to Minute No. 58 – Separate Bank Account for Chairman’s Charity Fundraising and asked what the current situation was. The Finance Officer stated that the previous Chairman had raised concerns regarding the VAT payable on charity event ticket sales. Councillor Mrs Woodward felt that this was a relatively small amount of money and Councillor Ennis recommended that the matter should be dropped and the account not set up. This recommendation was accepted.

Councillor Ennis made reference to Minute No. 60 - Chasetown Football Club [Wall of Support] and the recommendation to Full Council that the Town Council purchases a plaque in the sum of £90 [to include the Town Council’s logo and wording “Burntwood Town Council”] be endorsed.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 28 March 2019 [Minute Nos. 50-60] be received and where necessary approved and adopted.

11. NEIGHBOURHOOD PLAN COMMITTEE: MINUTES

RESOLVED That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 24 April 2019 [Minute Nos. 1-4] be received and where necessary approved and adopted.

12. MEMBERS QUESTIONS

No Members questions were raised.

13. INTERNAL AUDITOR’S REPORT FOR THE YEAR ENDED 31 MARCH 2019

RESOLVED That the Internal Audit report from the AGAR for the year ended 31 March 2019 be received and noted.

14. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

As this was a historic document, Councillor Mrs Woodward explained that the Town Council must trust the work undertaken by the Finance Officer and the Internal Auditor [Alan Toplis from Toplis Associates].

14.1 Income and Expenditure Account for the Year Ended 31 March 2019

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2019 be approved.

14.2 Balance Sheet as at 31 March 2019

RESOLVED That the Balance Sheet for the year ended 31 March 2019 be approved and that the Chairman and the Responsible Financial Officer be authorised to sign the document.

14.3 Balances and Reserves as at 31 March 2019

RESOLVED That the Balances and Reserves as at 31 March 2019 be approved.

14.4 Annual Return: Section 1 - Annual Governance Statement for the Year Ended 31 March 2019

RESOLVED

That the following be agreed in order to comply with legislative requirements:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or on its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.
9. The Annual Return: Section 1 – Annual Governance Statement for the year ended 31 March 2019 be approved and the Chairman and Clerk be authorised to sign the document.

14.5 Annual Return: Section 2 - Accounting Statements for the Year Ended 31 March 2019

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2019 be approved and that the Chairman be authorised to sign the document.

[The Meeting closed at 7.15 pm]

Signed

Date