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Our Ref: MD/jm

07 October 2014

To: All Members of the Policy & Resources Committee
(Councillors Ms Brettell, Campbell, Mrs Evans, Isaacs, James, Mrs Rigby and Mrs Woodward)

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet at **Burntwood Town Council's office, Unit 1, Lambourne House, Bridge Cross Road, Burntwood on Monday 13 October 2014 at 7.00 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Policy and Resources Committee held on 19 June 2014 (Minute Nos. 1 - 14) **(ENCLOSURE NO. 1)**.

4. 2014/15 BUDGET TO 30 SEPTEMBER 2014 (ENCLOSURE NO. 2 - TO FOLLOW)

5. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

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.

6. OLD MINING COLLEGE CENTRE (Minute No. 67 - BTC 18 September 2014 refers)

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE TOWN COUNCIL'S OFFICE
ON THURSDAY 19 JUNE 2014 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Campbell, in the Chair

Councillors Mrs Brettell, Mrs Evans, Isaacs, James, Mrs Rigby and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

None, all Members present.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 24 April 2014 (Minute Nos. 67 -- 83) be approved as a correct record.

**4. LICHFIELD DISTRICT COUNCIL (LDC):
LOCAL COUNCIL TAX SUPPORT SCHEME (LCTS) FOR PARISHES FOR
2014/15 AND 2015/16**

Members were advised that the localisation of Council Tax Support came into effect on 01 April 2013. Council Tax benefit was previously paid to claimants and reimbursed by the Government. Local schemes were now in place and when a discount is given to a claimant the tax base (i.e. what LDC receives from Tax payers) reduces.

Parish Councils are also affected by the reduction in tax base and to mitigate this District Councils have been given a sum of money to assist them with cushioning this change, although Government has not issued any direction on how this sum is to be apportioned between District and Parish, if at all.

LDC approved its Medium Term Financial Strategy (Revenue and Capital) on 24 February 2014. Members were informed that due to its difficult financial situation LDC had decided that it can no longer afford to protect the Parish element of the Settlement and that Parishes would receive reduced LCTS grants over the next three years. This means that Burntwood Town Council will receive £29,939 LCTS in 2014/15, £25,495 in 2015/16 and £21,938 in 2016/17 (based on the 2014/15 tax base).

RESOLVED That the information be received and noted.

5. BURNTWOOD TOWN STRATEGY WORKING GROUPS

Members received the Notes of a Burntwood Town Strategy Working Groups: Leaders Meeting held on 31 May 2014. It was noted that the proposed actions recorded in the Notes needed to be progressed as soon as possible and that work needed to be done to progress the Strategy in general.

Councillor Campbell said that the Interim Town Clerk will provide a coordinating role which should see work on the various Strategy themes progress in the coming months.

RESOLVED That the Notes of the above meeting be received and noted.

6. APPOINTMENT OF INTERNAL AUDITOR (BTC Minute No. 112 2013/14 and P&R Minute No. 74 2013/14 refer)

The Town Clerk reported that one local accountancy firm had provided a verbal quotation to provide an internal audit service based on a qualified accountant working two days per annum at a fee of £650 - £700 per annum plus VAT.

The Town Clerk also reported that the no responses whatsoever had been received from the follow-up approach made other Internal Auditors (Minute No. 74 (b) refers).

Councillor Mrs Evans stated that arrangements had been made for a local person to meet with herself, Councillor Campbell and the Town Clerk on 20 June to ascertain if she is able to undertake the Internal Auditor role for the Town Council.

RESOLVED That the information be received and noted and that Councillors Campbell and Mrs Evans and the Town Clerk be given delegated authority to appoint the Internal Auditor should the meeting on 20 June prove successful.

7. 2014/15 BUDGET TO 15 JUNE 2014

RESOLVED THAT:

- a) The Budget report be received and noted.
- b) Enquiries be made of Lichfield District Council to ascertain what, if any, summer activities were being run in Burntwood during the summer school holidays and if in the negative consideration be given as to whether this budget heading might be used to contribute towards such schemes being run in the town by other organisations.

8. 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.

9. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of the Policy & Resources Committee held on 04 February 2014 (Minute Nos. 84 – 87) be approved as a correct record.

10. INTERNET BANKING

RESOLVED That the Town Council make arrangements to move its business from the Co-operative Bank to the Unity Trust Bank when the Town Clerk returns from her sick leave and that four elected Members be nominated to authorise payments (Authorise level only) and the Town Clerk's authority level be View and Submit only.

11. SOCIAL MEDIA PACKAGE

The Committee considered a recommendation from the Burntwood Town Strategy Working Groups: Leaders meeting that the Town Council seek a quotation for a Social Media package to enable its Facebook and Twitter accounts to be managed and regularly updated.

RESOLVED That the Town Council sign up for a three month trial on the two recommended platforms (Facebook and Twitter) with inLife Web Design, Burntwood at a cost of £595 per month (plus VAT) and that this item be an agenda item at the next meeting of the Committee to decide whether to continue with the service.

12. COMMUNITY HUB WEBSITE

The Committee considered a recommendation from the Burntwood Town Strategy Working Groups: Leaders meeting that the pending order for the Community Hub Website be activated and that the website supplier be engaged to maintain and update the website.

RESOLVED That inLife Web Design, Burntwood be commissioned to develop the Community Hub website at a cost of £5,440 (plus VAT) and that inLife Web Design be further engaged to maintain and update the website at a cost of £7,140 per annum (plus VAT) (offset by website advertising revenue).

13. PROPOSED INTERNAL MODIFICATIONS TO THE TOWN COUNCIL'S OFFICES

RESOLVED That arrangements be made for Committee Members to meet with the Crime Reduction Officer in this matter.

14. INDEPENDENT STAFFING REVIEW: ACTION PLAN

Members received proposals from two independent companies offering a HR and Health & Safety service to local councils.

Members were informed that Councillors Campbell and Mrs Evans were due to meet with a local HR professional to seek advice and a quotation with regard to implementing recommendations from the Staffing Review.

A judgement on the preferred HR provider would be made once all the information is to hand following the meeting referred to above.

RESOLVED That the information be received and noted.

(The Meeting closed at 8.15 p.m.)

Signed

Date