

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 08 JANUARY 2018 COMMENCING AT 7.00 PM**

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Mrs Bacon, Mrs Evans, Mrs Fisher, Mosson and Mrs Woodward

In attendance

Mr J Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer
Ms A James, Interim Finance Officer

Councillor Mrs Tranter introduced Ms James to the Committee and explained that Ms James had helped to prepare the budget and precept on behalf of the Town Council.

47. APOLOGIES FOR ABSENCE

Councillor Pullen.

48. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

49. MINUTES

Councillor Mrs Tranter made reference to Minute No. 46 (Foodbank Provision in Burntwood) and confirmed that a crate/box had been placed in the reception area of the OMCC and that the Town Council had started a collection for the foodbank.

Councillor Mrs Woodward stated that it had been difficult to obtain the relevant poster(s) from the Cannock and District Foodbank and confirmed that Spark were now able to give out vouchers.

Councillor Mrs Tranter stated that her daughter, Mrs Davis who worked for Bromford was also able to give out vouchers on behalf of the Lichfield and District Foodbank.

Councillor Mrs Evans made reference to Minute No. 43 (Old Mining College Centre: List of Proposed Works) and in particular floor covering and suggested an alternative to carpet was needed.

Councillor Mrs Woodward made reference to Minute No. 43 (Old Mining College Centre: List of Proposed Works) and felt that the Town Council still needed to bottom out the question “on how to promote it, how it is to be used, what is the OMCC for/to be in the short term, medium term and long term” as the income does not reflect the expenditure.

Councillor Mrs Fisher felt that action needed to be done to get things moving.

Councillor Mrs Bacon suggested a Task & Finish Group to discuss certain items.

Councillor Mrs Fisher was not against a Task & Finish Group however the Group needed to be positive.

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 09 November 2017 (Minute Nos. 39-46) be approved as a correct record.

50. GRANT AID SCHEME 2018 (Minute No. 76 Town Council Meeting 16 November 2017 refers)

Councillor Mrs Fisher asked if any feedback had been received regarding the form from members of the public. The SAO stated that members of the public had mentioned that they found filling in the Grant Aid Project Assessment Sheet difficult. Councillor Mrs Woodward felt that the Grant Aid Project Assessment Sheet was in "Local Government Speak" and needed to be more user friendly.

Councillor Mrs Woodward felt that no new groups were applying for Grant Aid and felt that it was the same groups' year in year out. Mr Brown asked if Members were aware of any new groups which would benefit.

Councillor Mrs Evans made reference to what follow up procedure was in place as the former CEO had stated that the groups were contacted to ascertain if the money had been spent on what it said it would be.

Councillor Mrs Woodward made reference to No. 18 of the Guidance Notes and Conditions of Funding and felt that if the Town Council just handed over the cheque there was no need for a presentation evening. Councillor Mrs Woodward suggested allocating the money and when the organisation had "spent it" then the money could be released upon receipt of an invoice/receipt etc and say at the end of the financial year there could be a celebration evening on what the organisations had achieved/undertaken.

RECOMMENDATION TO FULL COUNCIL THAT

- a) Grant Aid Application Form No. 13 "Purpose of Grant and Total Cost of Project etc" should be moved to No. 5
- b) Grant Aid Application Form No. 17 "Please state current level of Revenue Balances £ _____" should be moved to No. 6.
- c) Grant Aid Application Form No. 18 "Please state amount of any Capital Fund £ _____" should be moved to No. 7.
- d) Grant Aid Application Form No. 3 "Brief description of the aims and objectives of the organisations" and No. 4 "Who is the organisation aimed at etc" should be combined.
- e) Grant Aid Application Form the word "address" to be removed to encourage more email usage.

f) The Grant Aid Project Assessment Sheet be made more user friendly.

51. DEMENTIA FRIENDLY TOWN COUNCIL (Minute No. 69 Town Council Meeting 16 November 2017 refers)

Councillor Mrs Woodward stated that she was looking at a Dementia Friendly Town and recalled the Members' training session. Councillor Mrs Woodward asked how this could be taken to the next step and this could be reflected in the budget (community projects). Councillor Mrs Woodward mentioned working in partnership with the BBC to encourage businesses to come on board.

RESOLVED That investigations be made into how the Town Council can acquire Dementia Friendly Status.

52. SANKEY'S CORNER: PLANTERS

Councillor Mosson asked how old were the planters referred to at Sankey's Corner as he felt they had a life span of between 5 to 10 years. Councillor Mrs Evans stated that she thought the planters were installed through SRB monies back in the 80's.

Councillor Mrs Tranter informed Members that earlier in the day the BiB Committee had met and were, as part of a project, thinking about installing three tier planters.

Councillor Mrs Woodward felt that "wooden" planters would be more sympathetic to the area but felt that it was difficult to assess the exact costings provided by the DSM.

Councillor Mosson made reference to a material called "Accoya" which was more durable and stable than softwood and hardwood with a 25 year below ground rot guarantee and 50 year above ground guarantee against rot.

RESOLVED That this matter be deferred until such time as the "environmental improvements" meeting at Sankey's Corner has taken place as the Town Council do not want to undertake the work if the funding could come from Staffordshire County Council.

(Councillor Mosson declared an interest as his company were involved in the Accoya product).

53. THE RON BRADBURY ROOM: DOOR

RESOLVED That upon the recommendation of the DSM Company 1 be appointed to undertake the work relating to the automatic door opening to the Ron Bradbury Room.

54. REVIEW OF FEES AND CHARGES (WITH EFFECT FROM 01 APRIL 2018)

Councillor Mrs Bacon asked if the figures could be rounded up and Councillor Mosson pointed out that inflation at this moment in time stood at 2.9%

RECOMMENDATION TO FULL COUNCIL That the following fees and charges be approved and adopted and the revised fees and charges be circulated to all Members of the P&R Committee.

THE OLD MINING COLLEGE CENTRE QUEEN STREET, CHASETOWN, BURNTWOOD WS7 4QH PRICES ARE PER SESSION Session times are: 9 am- 1 pm 1 pm – 5 pm 6.30 pm - 9.30 pm 01 April 2018 - 31 March 2019		
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ROOM	COMMUNITY/ VOLUNTARY ORGANISATIONS	STATUTORY ORGANISATIONS/ COMMERCIAL/ PRIVATE BOOKINGS
	£	£
Ron Bradbury Room	22.00	56.00
Training Room	22.00	56.00
Small Meeting Room	17.00	30.00
IT Suite	33.00 plus VAT	63.00 plus VAT

BURNTWOOD TOWN COUNCIL CEMETERY FEES
01 APRIL 2018 - 31 MARCH 2019

	2018/19 £
Exclusive Right of Burial	
Adult Grave and Memorial Licence - 30 Year Licence	994
Adult Grave - Additional 10 Years	278
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
Child Grave and Memorial Licence - 5 Years of age and under - Single Only - 30 Year Licence	660
Child Grave - Additional 10 Years	170
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
Cremated Remains Plot (Max 4) and Memorial Licence - 30 Year Licence	660
Cremated Remains Plot (Max 4) - Additional 10 Years	170
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
Cremated Remains Plot (Max 2) and Memorial Licence - 30 Year Licence	330
Cremated Remains Plot (Max 2) - Additional 10 Years	88
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50
First Interment Fee	

Adult Grave - Single Standard Coffin Size (Max 6'6" x 26")	412
Adult Grave - Double Standard Coffin Size (Max 6'6" x 26")	490
Adult Grave - Triple Standard Coffin Size (Max 6'6" x 26")	598
Child Grave - Child aged 5 or under - Single Grave Only	NIL
Cremated Remains Plot - Single Cremated Remains Casket	252
Cremated Remains Plot - Two Cremated Remains Caskets - (Same Day) Interment	309
Cremated Remains Plot - Interment for a Child aged 5 or under	NIL
Re-Opening Burial or Cremated Remains Plot - Interment Fees	
Adult Grave - Double - Second Interment	412
Adult Grave - Triple - Second Interment	490
Adult Grave - Triple - Third Interment	412
Cremated Remains Plot - Single Casket - Second, Third or Fourth Interment	252
Cremated Remains Plot - Two Caskets - Second and Third or Third and Fourth Interments	309
Cremated Remains Plot - Second, Third or Fourth Interment for a Child aged 5 or under	NIL
Other	
Oversized Grave - Additional Fee (Standard Coffin Size is 6'6" x 26")	55
Interments	
Late or Early Arrival at the Cemetery per Quarter Hour	30
Out of Parish Area Charge (Interment Fees Only)	
	4x
Exhumations	
Graves and Cremated Remains Plots - ALL at Actual Cost	
Memorials	
Additional Inscription Licence Fee	50
Late or Early Arrival at the Cemetery per Quarter Hour	10

55. DRAFT 2018/19 BUDGET

Ms James stated that she had met with the Council's leadership team who had decided to keep the 'D' Council Tax at the same level. Ms James said that she had produced a lengthy document following the type and style of previous years.

Councillor Mrs Woodward made reference to Cost Centre 1199 and asked what the CCLA Interest related to. Ms James stated that it was a deposit account held by the Town Council and the figure stated was the interest received from that account.

Councillor Mrs Evans made reference to Cost Centre 4001 - salaries and stated that this was a substantial increase. Ms James that she had included a 2% pay award which was pending and increments for certain staff.

Councillor Mrs Woodward made reference to Cost Centre 101 – employee expenses and felt that there was no forward plan for the OMCC and that they were informed that staff costs would reduce after the staffing structure.

Councillor Mrs Tranter made reference to the Personnel Committee held on 04 January 2018 and confirmed that the Committee would be recommending to Full Council that a part time position of Town Clerk for 25 hours to be worked flexibly over five days per week including any evening meetings or events required to attend be advertised and a Responsible Financial Officer to work one day or two half days a week to include evening meetings when required be advertised.

Councillor Mrs Fisher felt that the new Town Clerk should lead the Council with a vision. Councillor Mrs Woodward asked would the Town Clerk on 25 hours have the ability to drive a strategy “blue sky thinking”.

Councillor Mrs Evans made reference to Cost Centre 1070 – unit rents as there appears to be quite a shortfall. Ms James stated that she had taken the information off the Omega system.

Councillor Mrs Woodward queried Cost Centre 4001 – salaries as cost centres appeared to be scattered everywhere.

Councillor Mrs Evans queried Cost Centre 4163 – general office expenses.

Councillor Mrs Woodward made reference to Cost Centre 105 – transport. Ms James stated that Cost Centre 4060 – car mileage: employees was mainly made up of the DSM and the former CEO. Councillor Mrs Woodward queried the former CEO’s mileage and asked who signed the mileage forms off.

Councillor Mrs Woodward made reference to Cost Centres 4121, 4122, 4123 and 4124 – franking machine and Councillor Mrs Tranter stated that the Town Council was looking at reverting back to stamps and could therefore dispense with the franking machine.

Councillor Mrs Woodward made reference to Cost Centre 4166 – newsletter and felt that this needed to be refreshed and rethought. Councillor Mrs Fisher stated that this budget could go towards sponsored facebook adverts.

Councillor Mrs Woodward queried Cost Centre 4165 – advertising.

Councillor Mrs Tranter made reference to Cost Centre 4325 – memorial bench and Councillor Mrs Evans confirmed that the bench was situated at the National Arboretum in Alrewas.

Councillor Mrs Woodward queried Cost Centre 4260 – general expenses for Christmas lighting and she thought that this was included in the Events budget.

Councillor Mrs Woodward made reference to Cost Centre 4411 – handyperson service and asked that consideration be given to this. Members asked if the current Caretaker could undertake odd jobs.

It was **AGREED** that Cost Centre 212 – Local Council Award Scheme should be removed.

Councillor Mrs Tranter made reference to Cost Centre 4690 – events and confirmed that the 2018/19 budget would remain the same (£27,000) and would dispense with the BiB budget of £4,000. Councillor Mrs Woodward felt that the Town Council were becoming like an events management organisation and felt that the Town Council needed to address issues of adult social care, decline in youth provision etc. Councillor Mrs Fisher said from a personal view that the Play in the Parks events and Christmas Festivals had been done on a shoe string and had contributed towards partnership working but not so much the Wakes Festival. Councillor Mrs Woodward felt that the Town Council should be encouraging/empowering community groups to undertake the events i.e. St John’s Community Church, Beacon Community Church etc. Councillor Mosson felt that the Wakes Festival may have had its day as we live in a different world and spoke about the recent big screen drive through in Beacon Park.

Councillor Mrs Tranter made reference to Cost Centre 4550 – Scamp maintenance and suggested that the budget should be reduced to £150 with an earmark reserve.

Councillor Mosson made reference to Cost Centre 216 – Neighbourhood Plan and raised concerns regarding additional costs associated with the redrafting of the Neighbourhood Plan. Councillor Mosson stated that the former CEO had informed him that she had obtained further grant monies towards the additional costs. Mr Brown said that he would investigate this matter further.

Councillor Mrs Evans made reference to Cost Centre 4701 – election expenses and asked if an invoice had been received from Lichfield District Council regarding the recent by election.

Councillor Mrs Tranter made reference to Cost Centre 4858 – gritting paths/road at Burntwood Cemetery and suggested the removal of this budget. However, Mr Brown pointed out that the Town Council were inviting members of the public onto a private area and that the DSM had raised concerns regarding this and had made arrangements with LDC’s DSO to carry out gritting of paths/road when appropriate.

Councillor Mrs Woodward made reference to Cost Centre 214 – community projects and together with Councillor Mrs Fisher suggested that the Town Council could purchase some grit bins and grit as a community project and that the current Caretaker could refill as and when appropriate.

Councillor Mrs Tranter asked if the Committee were happy with the “no change in Council Tax Band D” to set the precept. Councillor Mrs Woodward suggested that it may be appropriate to apply a slight increase.

RESOLVED That the draft 2018/19 budget be received and noted.

(The Meeting closed at 9.15 pm)

Signed

Date