

Our Ref: MD

22 August 2013

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

Dear Councillor

**POLICY & RESOURCES COMMITTEE**

The Policy & Resources Committee will at **the Town Council's office, Unit 1, Lambourne House, Bridge Cross Road, Burntwood on Thursday 29 August 2013 at 7.00 p.m.** to consider the following business.

Yours sincerely

**Mary Danby (Mrs)**  
**Town Clerk**

<p style="text-align: center;"><b>PLEASE NOTE THE MEETING VENUE</b></p>
---

**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 & Resources Committee held on 10 July 2013 (Minute Nos. 6 – 16) (presented to the Town Council on 11 July 2013) **(ENCLOSURE NO. 1)**.

#### 4. FRANKING MACHINE

The Town Council has been approached by a company with a proposal that it upgrade the current franking machine. The company offered references for commercial customers, all of which are happy with the service provided. The company agrees to take over all outstanding financial commitments due under the current agreement.

The current estimated annual costs for the franking machine:

##### Postage Costs

The franking machine reporting system does not provide a breakdown of items at specific costs, i.e. 1<sup>st</sup> class or 2<sup>nd</sup> class or whether these were large or small items however if one assumes that c150 large items are normally mailed (e.g. BTC Agendas) during the year and the remainder are small items the current costs breakdown as follows:

Description	Franking Machine	Postage Stamps
150 No. Large Items	150 x £1.33 = £199.50	150 x £1.60 = £240.00
945 No. Small Items (1 <sup>st</sup> )	945 x £0.47 = £444.15	945 x £0.60 = £567.00
1607 No. Small Items (2 <sup>nd</sup> )	1607 x £0.33 = £498.17	1607 x £0.50 = £803.50
<b>Sub-Total</b>	<b>£1,141.82</b>	<b>£1,610.50</b>

##### PLUS Operational Costs

Description	Franking Machine	Postage Stamps
Rental	£636.00	
Maintenance	£298.00	
Staff Time*		£1,712.79
<b>Sub-Total</b>	<b>£934.00</b>	<b>£1,712.79</b>

##### THEREFORE:

Postage Costs	£1,141.82	£1,610.50
Operational Costs	£ 934.00	£1,712.79
<b>TOTAL</b>	<b>£2,075.82</b>	<b>£3,323.29</b>

\*This figure assumes that a total of one hour per week will be necessary for administrative staff to attend the Post Office during which time the office will need be covered by the Town Clerk whilst they are out of the office.

The proposed replacement machine is a Neopost IS420 which comes as standard with a 10kg weigh platform.

##### Costs (including annual Service Charge)

**Existing**      £2,842.00 pa                      **Proposed**      £2,595.00 pa

**Saving = £247.00 pa for a five year contract**

Does the Committee wish to accept the above proposal?

**5. CHASE TERRACE PARK: PROVISION OF A CHILDREN'S SWING**

County Councillor Mrs Woodward has approached the Town Council asking it to consider part-funding the provision of a double children's swing in Chase Terrace Park. The swing would be installed onto the grass area adjacent to the existing play equipment and the appropriate level of safer surfacing would also need to be installed.

A ball park estimate of £3,000 for the supply and installation of the swing and safer surfacing has been provided by Lichfield District Council (LDC).

Councillor Mrs Woodward is prepared to consider using some her LMIS funding towards the cost. It is understood that LDC would not be able to assist financially though it may be able to install the equipment at no cost.

Does the Committee wish to recommend to the Town Council that it should part-fund the provision of the swing and safer surfacing, and, if in the affirmative, what level of funding Members are willing to commit for the project?

**6. FINANCIAL ARRANGEMENTS: HOLIDAYS/SICKNESS/EMERGENCIES – FOR INFORMATION ONLY**

Members are advised that should contact need to be made with the Council's bank at any time when the Town Clerk is not in the office arrangements will be activated that would permit the Leader of the Council and/or the Deputy Leader of the Council to speak to the bank on behalf of the Town Council.

**7. PROPOSAL FOR LONGER OFFICE OPENING HOURS (Personnel Committee Minute No. 41.2 2012/13 refers)**

The Personnel Committee recently considered whether the Town Council's office should open for long hours and staff had been consulted at that time to gauge whether they would be willing/able to take on more hours should the need be confirmed.

It was agreed that a log be kept for three months of all callers to the office and telephone calls and the reason for those visits/calls and to judge whether the number of people contacting the office outside the current opening hours (9.30 am – 3pm) made a viable case for long opening hours to be agreed. The data was captured by all office-based Administrative Assistants and the Town Clerk and covered the period 23 April – 23 July 2013 inclusive.

The data shows that:

374 telephone calls were received during office hours  
72 telephone calls were received outside office hours

228 visitors attended during office hours  
4 visitors attended outside office hours

**RECOMMENDATION** That the data captured over the three month period and specifically the data relating to calls/visitors outside normal opening hours does not currently justify the Town Council opening its office for longer hours.

- 8. 2013/14 INTERNAL AUDIT REPORT (ENCLOSURE NO. 2)**
  
- 9. 2013/14 BUDGET AS AT 22 AUGUST 2013 (ENCLOSURE NOS. 3A AND 3B)**

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD  
ON WEDNESDAY 10 JULY 2013 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)  
Councillors Mrs Evans, Isaacs, James, Mrs Rigby and Taylor

**In attendance**

Mrs M Danby, Town Clerk  
One member of the public

**6. APOLOGIES FOR ABSENCE**

Councillor Mrs Brettell

**7. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**8. MINUTES**

**RESOLVED** That the Minutes of a Meeting of the Policy & Resources Committee held on 23 May 2013 (Minute Nos. 1 - 5) be approved as a correct record.

**9. TOWN COUNCIL INVESTMENTS (Minute No. 4 refers)**

9.1 Members were advised that the Town Council had moved its funds from the Co-operative Bank's Guaranteed Investment Accounts to a Barclays 9 Month Bond with effect from 02 July 2013.

Members were further advised that the Town Council will also close of the Co-operative Bank Deposit Accounts and move the majority of those funds to a Barclays Savings Account after the expenditure associated with the Burntwood Wakes Festival has been settled (around mid-August). The Town Council will retain its Current Account and a "feeder" Deposit Account holding the remainder of the funds with the Co-operative Bank, thus spreading its financial risk as originally advised and agreed.

**RESOLVED** That the information be received and accepted.

**10. ANNUAL INVESTMENT STRATEGY 2013/14 (REVISED)**

Members were advised that the decisions enacts under Minute No. 4 mean that the Town Council's Annual Investment Strategy, Para. 3.3 should now be revised.

**Para. 3.3 currently reads:**

Current investments are in the Co-operative Bank PLC Guaranteed Investment Accounts.

**The proposed revised text reads:**

Current investments are held in a Barclays Bank Nine Month Bond, a Barclays Bank Savings Account and a Co-operative Bank Deposit Account.

**RECOMMENDATION** That the Town Council adopts the revised text as set out above and that the revised Annual Investment Strategy be implemented with immediate effect.

**11. BURNTWOOD TOWN STRATEGY WORKING GROUPS**

**11.1 Decision Making Process**

Members were advised that the following process is in place to enable the Burntwood Town Strategy (BTS) Working Groups to progress proposals for consideration by the Full Council:

- Lead Members are requested to contact the Town Clerk in the first instance with any requests for administrative assistance and/or investigative work to enable Working Groups to formulate proposals.
- The Town Clerk will allocate a member of staff able to provide dedicated time to work on those tasks.
- Once a proposal is ready for formal consideration it will be put to the Policy & Resources Committee in the first instance and the Committee will then make a recommendation to the Full Council on the viability of the proposal and indicate what funding is available to implement it.
- The Full Council will consider the Policy & Resources Committee recommendation(s) and decide on whether the proposal should be implemented.

**RESOLVED** That the Decision Making Process, as set out above, be notified to the Lead members BTS Working Groups subject to the inclusion of a timescale being incorporated when proposals can be submitted for consideration, such timescale to be based on the current Policy & Resources Committee meeting schedule.

**11.2 Action Area 5  
Business and employers**

Members were advised that the Working Group is aware of the work being done by the Burntwood Business Crew, a group of local businesses formed to formulate proposals which can be implemented using funds from the £50,000 High Street Innovation Fund. The BTS Working Group would like to complement this work by providing replacement "Welcome" signage at all entry points into Burntwood, such signage to incorporate the new logo (as agreed by the Town Council – Minute No. 14(b) refers).

Members were of the opinion that the Burntwood Town Strategy Working Group – Action Area 2 should work in partnership with the Burntwood Business Crew (Innovation Fund) and the Local Authorities who have responsibility for signage and that there should be a review undertaken of all signage in the town to identify unnecessary signs to be removed and where it might be beneficial to install new ones (e.g. brown tourist signs). It was also strongly suggested that “Welcome” signage in the form of signs incorporated into brick-built gateways should be provided.

**RECOMMENDATION** That the Town Council agrees the relevance of identifying funding to achieve a signage scheme (including gateways) which promote Burntwood as a town in its own right and that the principle of providing funding be accepted.

## **12. ANNUAL INSURANCE REVIEW**

Members were reminded that the Town Council had agreed to enter into a long term agreement (five years) with its Insurers in June 2011. The Agreement guarantees that, subject to no claims being made, the annual premium will only be increased by the appropriate index-linking percentage annually.

The Insurance Policy has been renewed for 2013/14 at a total cost of £1,768.04 (including tax). The Insurers have included Legal Expenses cover at no extra cost to the Council. This cover can be extended to include contract disputes if the Council wishes – an additional premium of £26.50 (including tax) would be payable for this additional cover.

**RESOLVED** That the Town Council extend its insurance cover to include Legal Expenses (Contract Disputes) at an additional premium of £26.50 (including tax).

## **13. FRANKING MACHINE**

Members were advised that the Town Council had been approached by a company with a proposal that it upgrade the current franking machine. The company agrees to take over all outstanding financial commitments due under the current agreement.

The proposed replacement machine is a Neopost IS420 which comes as standard with a 10kg weigh platform.

### **Costs (including annual Service Charge)**

<b>Existing</b>	£2,842.00 pa	<b>Proposed</b>	£2,595.00 pa
-----------------	--------------	-----------------	--------------

**RESOLVED** That the decision on the above proposal be deferred pending receipt of references and satisfaction regarding the company’s credentials.

## **14. COMMUNITY DEVELOPMENT WORK IN BURNTWOOD**

Members were requested to consider whether the Committee wished to recommend to the Full Council that community projects/tasks, etc be undertaken by the Council

and if in the affirmative what these projects/tasks might be and how these should be delivered (i.e. contracted out/short term contract, etc). Members were reminded that there was currently an Earmarked Reserve for community projects in the sum of £24,637.

Members were of the opinion that a range of skills was required for Burntwood Town Strategy (BTS) related tasks which might be well served by someone on a short-term contract. It was agreed that the Town Council should have full control of what gets done and when.

**RECOMMENDATION** That the BTS Working Groups consider what skills they would wish to utilise to enable the Town Council to work towards implementation of the Strategy, suggestions should be submitted initially to the Policy & Resources Committee via the Town Clerk to enable the viability of the suggestions to be considered and taken forward where relevant.

**15. 2013/14 BUDGET AS AT 30 JUNE 2013**

**RESOLVED THAT:**

- a) That the report be received and noted.
- b) That a full breakdown of employee costs be provided to future meetings of the Committee (to be considered in confidential session).

**16. EARMARKED RESERVES**

**RESOLVED** That the report be received and noted.

(The Meeting closed at 8.15p.m.)

Signed .....

Date .....