

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 19 MAY 2011 COMMENCING AT 7.35 P.M.**

**PRESENT**

Councillor Constable (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Humphreys, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk  
Five members of the public

**PUBLIC FORUM**

No questions or comments were put by members of the public.

**PRAYERS**

Prayers were said by Councillor Walker MBE.

**1. APOLOGIES FOR ABSENCE**

None, all Members present at the meeting.

**2. DECLARATIONS OF INTEREST**

None declared.

**3. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL**

**RESOLVED** That Councillor Eric Nathaniel Drinkwater be elected Chairman of the Town Council for the ensuing year.

Councillor Drinkwater then made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for his election.

**4. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL**

**RESOLVED** That Councillor Roderick Erskine Campbell be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Campbell then made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for his appointment.

**5. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 16 March 2011 (Minute Nos. 138 - 158) be approved and noted.

**6. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF SUB-COMMITTEES AND WORKING GROUPS**

**RESOLVED** That the Chairmen, Vice-Chairmen and Members of Committees, Sub-Committees and Working Groups be as indicated at **Appendix A**.

**7. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

**RESOLVED** That the appointment of representatives to serve on Outside Bodies be as indicated as **Appendix B**.

**8. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Drinkwater said that the Civic Service would probably be held at St John's Community Church, possibly in April 2012. The venue for the Annual Carol Service would be announced in due course.

Councillor Drinkwater announced that his charities would be Mind and Staffordshire Council for Voluntary Youth Services (SCVYS).

**9. PLANNING APPLICATIONS COMMITTEE**

**RESOLVED** That the Minutes of Meetings of the Planning Applications Committee held on 16 March 2011 (Minute Nos. 76 - 81), 07 April 2011 (Minute Nos. 82 - 88) and 28 April 2011 (Minute Nos. 89 - 94) be received and where necessary approved and adopted.

**10. BURNTWOOD WAKES COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 11 April 2011 (Minute Nos. 28 - 31) be received and where necessary approved and adopted.

**11. MEMBERS QUESTIONS**

None raised.

**12. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC): COMMUNITIES IN ACTION – CONFERENCE AND EXHIBITION**

**RESOLVED** That the Chairman and the Town Clerk be authorised to attend the NALC Conference and Exhibition on one of three available dates (June, July or September 2011) at a cost of £97.50 plus VAT per delegate plus accommodation, travel and subsistence costs.

**13. SOCIETY OF LOCAL COUNCIL CLERKS (SLCC):  
NATIONAL CONFERENCE AND EXHIBITION**

**RESOLVED** That the Town Clerk be authorised to attend the SLCC National Conference and Exhibition in Reading from 14-16 October 2011 at a cost of £345 plus VAT plus travel and subsistence costs.

**14. 2011/12 MEETING SCHEDULE**

**RESOLVED** That the 2011/12 Meeting Schedule be approved.

**15. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2011/12**

**RESOLVED** That the Members and Officers Subsistence/Mileage Policy 2011/12 be approved.

**16. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011**

**16.1 Income and Expenditure Account for the year ended 31 March 2011**

**RESOLVED** That the Income and Expenditure Account for the year ended 31 March 2011 be approved.

**16.2 Balance Sheet as at 31 March 2011**

**RESOLVED** That the Balance Sheet as at 31 March 2011 be approved.

**16.3 Balances and Reserves as at 31 March 2011 and Forecast for 2011/12**

**RESOLVED** That the Balances and Reserves as at 31 March 2011 and Forecast for 2011/12 be approved.

**16.4 Annual Return: Section 1 - Accounting Statements for the year ended 31 March 2011**

**RESOLVED** That the Annual Return: Section 1 - Accounting Statements for the year ended 31 March 2011 be approved.

**16.5 Annual Return: Section 2 – Annual Governance Statement for the year ended 31 March 2011**

**16.5.1 RESOLVED** That the Town Council has approved the accounting statements which were prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.

**16.5.2 RESOLVED** That the Town Council had maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

**16.5.3 RESOLVED** That the Town Council had taken all reasonable steps to assure itself that there were no matters or actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.

**16.5.4 RESOLVED** That the Town Council had provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

**16.5.5 RESOLVED** That the Town Council had carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover when required.

**16.5.6 RESOLVED** That the Town Council had maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.

**16.5.7 RESOLVED** That the Town Council had taken appropriate action on all matters raised in reports from internal and external audit.

**16.5.8 RESOLVED** That the Town Council had considered whether litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

**16.5.9 RESOLVED** That in the Town Council's capacity as the sole managing trustee of the William Cadman Charity the council has discharged its responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

**17. WILLIAM CADMAN CHARITY: ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011**

**RESOLVED** That the William Cadman Charity Accounts for the year ended 31 March 2011 be received and approved.

**18. BURNTWOOD TOWN COUNCIL: FINANCIAL REGULATIONS**

**RESOLVED** That the Financial Regulations (Para. 5.3) be amended with immediate effect to include the Town Clerk as a signatory to enable the Council's bank accounts to be administered more closely on a day-to-day basis and to act as an emergency cheque signatory should insufficient Councillors be immediately available.

**19. INTERNAL AUDITOR'S REPORT: 2010/11 FINANCIAL YEAR**

**RESOLVED** That:

- a) The Internal Auditor's Report be received and noted.
- b) It is noted that the insurance cover for the Civic Regalia had been increased in line with the value stated in the Asset Register prior to the Internal Auditor's report being received.
- c) The Council will ensure that it reviews the adequacy of insurance cover for its assets on an annual basis in advance of the insurance policy renewal date as recommended by the Internal Auditor.

**20. INTERNAL AUDIT: 2011/12 AUDIT PROGRAMME**

**RESOLVED** That the Internal Auditor's proposed Programme of Work for the 2011/12 financial year be approved.

**21. SCHEDULE OF PAYMENTS MADE BETWEEN 28 MARCH AND 12 MAY 2011**

**RESOLVED** That the Schedule of Payments totalling £41,702.86 made during the period 28 March - 12 May 2011 be received and noted.

**22. STAFFORDSHIRE COUNTY COUNCIL (SCC):  
LOCAL EDUCATION AUTHORITY GOVERNOR VACANCIES**

The Town Council had been invited to submit nominations to fill Local Education Authority Governor vacancies at Chase Terrace Primary School and Springhill Primary School.

**RESOLVED** That the following nominations be submitted to SCC:

- a) Chase Terrace Primary School: Councillor Mrs Woodward
- b) Springhill Primary School: Ms Anita Baxter

**23. NEW COUNCILLOR TRAINING**

Members were made aware of four "Welcome New Councillor" training courses which were to be run during June 2011 by the Staffordshire Parish Councils' Association.

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

**24. TOWN COUNCILLOR'S REQUEST FOR PAYMENT OF TRAVEL EXPENSES TO ATTEND MEETINGS**

This item was deferred to a future meeting.

**25. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admission to Meetings) 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.

***SUMMARY OF BUSINESS CONDUCTED IN THE CONFIDENTIAL SESSION***

**26. BURNTWOOD TOWN COUNCIL OFFICES, UNIT 1, LAMBOURNE HOUSE:  
LEASE RENEWAL**

Members received details of the annual rent sought by the landlord for a five year lease renewal on the Council's offices.

**27. BURNTWOOD TOWN COUNCIL: INSURANCE RENEWAL**

Members received details of quotations to provide insurance cover for the Council's needs for the year commencing 09 June 2011.

(The Meeting closed at 8.25 p.m.)

Signed .....

Date .....

DRAFT