

Our Ref: MD

04 July 2012

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Town Council to be held in the **Meeting Room, rear of Burntwood Library, Sankeys Corner on Thursday 12 July 2012 commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Mary Danby (Mrs)
Town Clerk**

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (please also refer to the guidance notes at the end of the Agenda).

PRAYERS

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**

To approve as a correct record the Minutes of the Annual Meeting of the Town Council held on 10 May 2012 (Minutes Nos. 1 – 22) (**ENCLOSURE NO. 1**).

- 4. CHAIRMAN'S ANNOUNCEMENTS**

5. PLANNING COMMITTEE

Chairman of the Planning Committee to move that the proceedings of the meetings held on 17 May 2012 (Minute Nos. 1 – 5), 07 June 2012 (Minute Nos. 6 – 11) and 28 June 2012 (Minute Nos. 12 – 18) be received and where necessary approved and adopted (**ENCLOSURE NOS. 2A, 2B AND 2C**).

6. BURNTWOOD WAKES COMMITTEE

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meeting held on 24 May 2012 (Minute Nos. 1 - 5) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

7. PERSONNEL COMMITTEE

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 11 June 2012 (Minute Nos. 1 - 8) be received and where necessary approved and adopted (**ENCLOSURE NO. 4**).

8. BURIAL GROUNDS COMMITTEE

Chairman of the Burial Grounds Committee to move that the proceedings of the meeting held on 14 June 2012 (Minute Nos. 1 - 6) be received and where necessary approved and adopted (**ENCLOSURE NO. 5**).

9. BEST VALUE COMMITTEE

Chairman of the Best Value Committee to move that the proceedings of the meeting held on 28 June 2012 (Minute Nos. 1 - 4) be received and where necessary approved and adopted (**ENCLOSURE NO. 6**).

10. QUEEN'S AWARD FOR VOLUNTARY SERVICE 2013 (ENCLOSURE NO. 7)

**11. STAFFORDSHIRE COUNTY COUNCIL:
STREET LIGHTING – ENERGY CONSERVATION INITIATIVE
(ENCLOSURE NO. 8)**

12. STAFFORDSHIRE POLICE: BURNTWOOD POLICE ZONES

Members have mentioned difficulties and confusion experienced locally because the police "zones" within the Burntwood boundaries do not match the District Council's administrative boundaries. This means that the content and circulation of community newsletters produced by the police does not align with others and the police area names cause confusion for residents. These issues have been raised with the police but the situation still remains to be resolved.

The District Council has provided a map (to be displayed at the meeting) which shows the police areas and Electoral Wards (Parish/District). Members are requested to consider whether the Council wishes to formally raise this issue with Staffordshire Police with a view to requesting that the police areas be aligned with the

Electoral Wards and for those police areas to be renamed so that they are more readily identifiable to residents.

13. MEMBERS' CODE OF CONDUCT AND DISCLOSURE OF INTERESTS

Members are request to consider the Report and Recommendations (**ENCLOSURE NOS. 9A AND 9B**).

RECOMMENDATIONS:

- That the Report (Enclosure No. 9A) be noted.
- That with effect from 12 July 2012 the Council adopt, until further notice, the Code of Conduct as set out in Enclosure No. 9B.

14. INSURANCE POLICY RENEWAL: 2012/13

Members are advised that the Insurance Policy renewal documentation was reviewed by the Town Clerk during May 2012. The review revealed that the seats installed in Burntwood Cemetery were not included on the policy and this had now been remedied. The revision had increased the overall premium by £10 for the current year.

Members will recall that the Council entered into a five year Long Term agreement with Zurich Municipal from June 2011 which attracted a discount which results in the annual premium rising by the Government published inflation % each year (plus or minus any additions or deletions to those items on cover).

The agreed 2012 insurance premium is £1,379.89 (the 2011 premium was £1,350.94).

Members are requested to note the above report.

15. QUOTATIONS: DESKTOP COMPUTERS AND STAND ALONE PRINTERS

15.1 Desktop Computers

The Town Council has a policy of replacing the individual desktop computers every three years and funding has been included in the 2012/13 budget to provide 3 No. replacement computers and 1 No. new provision (for use initially by the Burntwood Community Development Worker).

The computers should ideally have been replaced during 2011/12 and issues are now being experienced due to memory limitations, etc.

The supply and installation of the new computers is time critical in that a new cemetery administration software package will be put onto the PC network in early September – installation and commissioning of the new equipment should therefore be completed in early August. It is necessary to place our order as soon as possible to achieve as smooth an installation as possible.

The following quotations have been sourced:

1. Acer Veriton X4610G Desktop Computer

Basic Description:

Processor: Intel® Core™ i5-2400 Dual Core (3.1GHz, 6MB Cache, Intel® Boost up to 3.4GHz)

Operating System: Windows 7 Professional (64bit & 32bit Dual Load)

Memory 4GB (1333MHz DDR3)

Hard Drive: 500GB

Optical Drive: DVD Rewriter (Records DVDs 8x & CDs 24x & Dual Layer Super Multi)

Graphics: Integrated (Integrated Graphics)

Card Reader: Yes

Warranty: 12 Months Acer Return to Base

Quotations:

Company 1 £479.98 each including VAT + delivery

Company 2 £479.98 each including VAT + delivery

Company 3 £499.80 each including VAT + delivery

RECOMMENDATION That 4 No. Acer Veriton X4610G be purchased from Company 1 at a cost of £479.98 each including VAT (Total: £1919.92) plus delivery.

2. Acer V193WVCvB Monitor

Basic Description:

Colour: Black

Screen Size: 19"

Resolution: 1440x900

Format: 16:10

Contrast: 10,000:1

Response Time: 5ms

Quotation:

Company 1 £89.99 each including VAT + delivery

RECOMMENDATION That 3 No. Acer V193WVCvB Monitors be purchased from Company 1 at a cost of £89.99 each including VAT (Total: £269.97) plus delivery.

3. Logitech Wireless MK260 Keyboard and Mouse

Key Features:

- Logitech® Advanced 2.4 GHz wireless connectivity with 10 metre range and auto-frequency switching
- 24 month keyboard and 5 month mouse battery life with auto standby
- Eight hot keys
- Plug and play simplicity
- Sleek, compact keyboard with full-size keys and a wide, curved space bar, 1000 dpi optical mouse with finger grooves on top

Quotation:

Company 4 £24.97 each including VAT + delivery

RECOMMENDATION That 4 No. Logitech Wireless MK260 Keyboards and Mice be purchased from Company 4 at a cost of £24.97 each including VAT (Total: £99.88) plus delivery.

15.2 Stand Alone Printers

3 No. stand alone printers are currently used by office-based staff. Staff currently print the majority of work to the photocopier which also serves as a network printer, however a need remains for stand alone printers to be available for occasional printing and for use in the event that the photocopier is unavailable at any time, either due to long job runs or mechanical problems.

It is proposed that 2 No. replacement network printers be purchased, one for use in the ground floor office and the other in the Town Clerk's office.

The following quotations have been sourced:

HP OfficeJet 6700A Plus e-All-in-One

Basic Description:

Type: Thermal Inkjet Printer/Scanner/Copier/Fax

Printing Resolution: Up to 4800 x 1200 dpi

Speed: Black: 16 ppm / Colour: 9 ppm

Quotations:

Company 5 £129.00 including VAT + delivery

Company 6 £149.99 including VAT + delivery

RECOMMENDATION That 2 No. HP OfficeJet 6700A Plus e-All-in-One printers be purchased from Company 5 at a cost of £129.00 each including VAT (Total: £258.00) plus delivery.

15.3 Installation and Configuration

The Council has a contract in place with an external company for network support and remote back-up and they have provided a quotation to install and configure the new computers onto the domain/network with emails, shared drives, documents, synching, etc and configuration with updates, drives and all software at a total of **£888.00 including VAT**.

RECOMMENDATION That the quotation be accepted to install and configure the 4 No. PCs onto the Council's network, as described above at a total cost of £888.00 including VAT.

16. QUOTATIONS: PROJECTOR AND SCREEN

Funding has been included in the 2012/13 budget for the purchase of a projector to enable presentations to be delivered at Council/Committee meetings, training sessions, etc.

The following quotations have been sourced:

16.1 Projector

Option 1

Acer H5360 UXGA 2500 Lumens 3D Ready DLP Projector

Basic Description:

- DLP Projector
- Max Resolution WXGA 1280 x 720
- HD Support 720p
- Brightness 2500 ANSI lumens
- Contrast Ratio 3200:1
- Lamp Life: 3000 hours
- Weight 2.2Kg

Quotation:

Company 4 £526.97 including VAT + delivery

Option 2

Acer S5200 3D Certified Short Throw Projector

Basic Description:

- DLP Projector
- Max Resolution XGA 1024 x 768
- Brightness 3000 ANSI lumens
- Contrast Ratio 2500:1
- Lamp Life: 3000 hours
- Weight: 3.5Kg

Quotation:

Company 1 £499.99 including VAT + delivery

RECOMMENDATION That, given the enhanced specification, 1 No. Acer H5360 UXGA 2500 Lumens 3D Ready DLP Projector be purchased from Company 4 at a cost of £526.97 including VAT plus delivery.

16.2 Nobo Portable Floorstanding Projection Screen

Size: 1600 x 1000mm

Basic Description:

The carry case turns into a full-sized projection screen in less than 5 seconds. The lightweight aluminium design is ideal for the travelling presenter or for use in meeting rooms where a screen cannot be attached to the wall.

Quotations:

Company 7 £359.99 including VAT (free delivery)

Company 8 £394.78 including VAT (free delivery)

Company 9 £560.39 including VAT (free delivery)

RECOMMENDATION That 1 No. Nobo Portable Floorstanding Projection Screen Size: 1600 x 1000mm be purchased from Company 7 at a cost of £359.99 including VAT (free delivery).

- 17. 2012/13 BUDGET: ACTUAL TO 29 JUNE 2012 (ENCLOSURE NOS. 10A AND 10B)**
- 18. SCHEDULE OF PAYMENTS MADE BETWEEN 08 MAY AND 05 JULY 2012 INCLUSIVE (ENCLOSURE NO. 11)**
- 19. INTERNAL AUDITOR'S REPORT ON THE 2011/12 FINANCIAL YEAR**

Members are requested to receive and note the Internal Auditor's Report for the 2011/12 financial year (**ENCLOSURE 12**).

Members will note that the Internal Auditor has made four recommendations:

Recommendation No. 1

The Council should refresh the earmarked Election Reserve from the 2012/13 – 2014/15 Precept receipts

Comment

The Council agreed to move £6,000 from the General Reserves to the Election Reserve during 2012/13. The Town Clerk would recommend that the Internal Auditor's recommendation be included in the 2013/14 and 2014/15 Precepts.

Recommendation No. 2

It is recommended that the Risk Assessment should be reviewed for completeness during 2012/13.

Comment

The Policy and Resources Committee to be tasked to review the Risk Assessment and the Risk Assessment and Management (Financial) Policy during 2012/13 and annually thereafter.

Recommendation No. 3

The Clerk should take the opportunity to remind relevant parties that wherever possible invoices should be made on the name of the council or endorsed "on behalf of Burntwood Town Council" to maximise VAT reclaim.

Comment

The recommendation arises from grants made to the local churches for Christmas trees and lights – the grants are paid (to a maximum of £200 per church) against invoices. The Internal Auditor's recommendation will be made known to applicants at the appropriate time.

Recommendation No. 4

The Council should formally recognise the present arrangements for reviewing and approving the insurance arrangement and countermand or modify the decision ratified on 11 March 2010.

Comment

The 11 March 2010 resolution (Minute No. 152(b) reads "**Asset Control:** The adequacy of insurance of the Council's assets is to be formally considered annually by the Council in advance of the insurance renewal.

The renewal documents are not normally received in time for the May Council meeting and it has become the practice for the Town Clerk and the Leader of the Council to review the insurance cover and agree the renewal fee. Members are recommended to amend the resolution to read:

"Asset Control: The adequacy of insurance of the Council's assets is to be reviewed annually by the Town Clerk and Leader of the Council and the renewal fee agreed and a report on those actions should be provided to the Council at the earliest opportunity.

20. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as amended by Section 100 of the Local Government Act 1972), the press and public be excluded from the following for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**21. COULTER LANE BURIAL GROUND:
QUOTATION TO CREATE A WILDFLOWER MEADOW (BURIAL GROUNDS
COMMITTEE MINUTE NO. 4 REFERS) (ENCLOSURE NO. 13 (PINK))**

**22. BURNTWOOD COMMUNITY DEVELOPMENT WORKER
(ENCLOSURE NO. 14 (PINK))**

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood have an opportunity to speak at each full Town Council meeting:

- 1.** *The Public Forum session will usually be the first item on the Agenda.*
- 2.** *The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).*
- 3.** *Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Committee.*
- 4.** *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Council.*
- 5.** *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
- 6.** *After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*
- 7.** *If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.*

**MINUTES OF A MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 10 MAY 2012 COMMENCING AT 7.30 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Campbell, Constable, Mrs Evans, Mrs Fisher, Heath, Isaacs, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward (from 7.45 pm).

In attendance

Mrs M Danby, Town Clerk

Ms J Minor, Administrative Assistant/Chairman's Secretary

Councillor Wilcox, Leader of Lichfield District Council

One member of the public

PUBLIC FORUM

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

PRAYERS

Prayers were by Councillor Walker MBE.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Roderick Erskine Campbell be elected 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 election.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Ronald Stephen Bradbury be appointed Vice-Chairman of the Town Council for the ensuing year.

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

3. APOLOGIES FOR ABSENCE

Councillors Brown, Humphreys and James.

4. DECLARATIONS OF INTEREST

Councillor Mrs Woodward declared a personal interest with regard to Minute No. 8.

5. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 15 March 2012 be received and approved as a correct record.

6. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF COMMITTEES, ETC

RESOLVED That the Chairmen, Vice-Chairmen and Members of Committees, etc 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 Campbell thanked the Town Council for his election and that he hoped to attend at least as many engagements as had been attended during the previous year.

Councillor Campbell remarked on Councillor Humphrey's election as Chairman of the Lichfield District Council for the coming year and wished him well for his year of Office.

Councillor Campbell announced that his chosen charities were:

St Giles Hospice
Newlife Foundation

(Councillor Mrs Woodward declared a personal interest as she is an employee of the Newlife Foundation.)

9. PLANNING COMMITTEE

RESOLVED That the Minutes of Meetings of the Planning Committee held on 15 March 2012 (Minute Nos. 75 – 80), 05 April 2012 (Minute Nos. 81 – 85) and 26 April 2012 (Minute nos. 86 – 91) be received and where necessary approved and adopted.

10. BEST VALUE COMMITTEE

10.1 RESOLVED That the Minutes of the Meeting of the Best Value Committee held on 29 March 2012 (Minute Nos. 16 – 24) be received and where necessary approved and adopted.

10.2 RESOLVED THAT:

- a) The Annual Investment Strategy be adopted and implemented, as recommended in BVC Minute No. 19.1).
- b) The establishment of a Policy and Resources Committee and the Committee's Terms of Reference be approved and implemented, as recommended in BVC Minute No. 19.2)

- c) Staff salaries be paid direct into their bank accounts with effect from 01 June 2012, as recommended in BVC Minute No. 19.4).
- d) The Members and Officers Subsistence/Mileage Policy 2012/13 be adopted and implemented, as recommended in BVC Minute No. 22).

11. PERSONNEL COMMITTEE

11.1 RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 18 April 2012 (Minute Nos. 19 – 29) be received and where necessary approved and adopted.

11.2 RESOLVED That the Supervisory Policy (Draft) (PC Minute No. 23) be approved in principle, **SUBJECT TO** consultation with all members of staff being undertaken and no issues being raised for resolution prior to implementation.

12. BURNTWOOD WAKES COMMITTEE

RESOLVED That the Minutes of a Meeting of the Burntwood Wakes Committee held on 18 April 2012 (Minute Nos. 29 – 33) be received and where necessary approved and adopted.

13. MEMBERS QUESTIONS

None raised.

14. LICHFIELD DISTRICT COUNCIL: LOCALISM AND NEIGHBOURHOOD PLANNING BRIEFING SESSION FOR PARISH AND TOWN COUNCILS – TUESDAY 22 MAY 2012

RESOLVED That the Town Council be represented at the above Briefing Session by Councillor Bradbury and a representative from the Minority Group.

15. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC): EARLY DAY MOTION ON PLANNING APPEALS AND THE PLANNING APPLICATIONS (APPEALS BY TOWN AND PARISH COUNCILS) BILL

Members were advised that NALC were seeking Member council support for an Early Day Motion (EDM) on Planning Appeals and that a letter be sent to local MPs. The Bill would give Town and Parish Councils the right of appeal against the granting of planning permission to which they had objected.

Members were concerned that the EDM did not give any detail or information on how this would work or how it would be funded and were of the opinion that it was an attempt to hold off the presumption in favour of development contained in the National Planning Policy Framework (NPPF).

RESOLVED That the Town Council oppose the EDM for the reasons set out above.

16. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2012

16.1 Income and Expenditure Account for the Year Ended 31 March 2012

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2012 be approved.

16.2 Balance Sheet as at 31 March 2012

RESOLVED That the Balance Sheet for the year ended 31 March 2012 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

16.3 Balances and Reserves as at 31 March 2012 and Forecast for 2012/13

RESOLVED The Balances and Reserves as at 31 March 2012 and Forecast for 2012/13 be approved.

16.4 Annual Return: Section 1 – Accounting Statements for the Year Ended 31 March 2012

RESOLVED That the Annual Return: Section 1 – Accounting Statements for the year ended 31 March 2012 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

16.5 Annual Return: Section 2 – Annual Governance Statement for the Year Ended 31 March 2012

16.5.1

RESOLVED That the Town Council had approved the accounting statements in accordance with the requirements of the Accounts and Audit Regulations and proper practice.

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 of actual or potential non-compliance with laws, regulations and codes of practice that 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 took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover were 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.

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

17. WILLIAM CADMAN CHARITY: ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

RESOLVED That the William Cadman Charity accounts for the year ended 31 March 2012 be received and approved.

18. SCHEDULE OF PAYMENTS MADE BETWEEN 15 MARCH AND 12 MAY 2012 INCLUSIVE

RESOLVED That the Schedule of Payments totalling £29,713.94 made between 15 March and 12 May 2012 inclusive be received and noted.

19. EXCLUSION OF THE PUBLIC AND PRESS

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.

20. STATEMENT OF POLICY ON THE LOCAL GOVERNMENT PENSION SCHEME (LGPS) 2008 – EMPLOYING AUTHORITY DISCRETIONS (DRAFT)

RESOLVED That the Statement of Policy on the LGPS – Employing Authority Discretions be approved **SUBJECT TO** legal advice being sought to confirm that the Town Council will not be disadvantaged by any of the Discretions set out in the Policy.

21. LICHFIELD DISTRICT COUNCIL (LDC): BURNTWOOD DEPOSIT ACCOUNT

RESOLVED That the Town Council close the LDC Deposit Account and reinvest the funds with The Co-operative Bank, in two Guaranteed Investment Accounts.

22. BURNTWOOD COMMUNITY DEVELOPMENT WORKER (BCDW)

RESOLVED That the request for additional one-off funding be agreed **SUBJECT TO** a full-time temporary replacement being provided whilst the permanent post holder remains on sick leave.

(The Meeting closed at 8.58 p.m.)

Signed

Date

**BURNTWOOD TOWN COUNCIL
APPOINTMENTS TO COUNCIL, COMMITTEES, ETC
2012/13**

	LABOUR GROUP	CONSERVATIVE GROUP
Chairman of the Council	Cllr R Campbell	
Vice-Chairman of the Council	Cllr R Bradbury	
BEST VALUE COMMITTEE = 6 MEMBERS		
Chairman		Cllr D Constable
Vice Chairman	Cllr Mrs D Evans	
Other Members	Cllr E Drinkwater Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr K Humphreys
BURIAL GROUNDS COMMITTEE = 5 MEMBERS		
Chairman	Cllr S Taylor	
Other Members	Cllr R Bradbury Cllr R Heath	Cllr Mrs B Brettell Cllr Mrs B Rigby
BURNTWOOD IN BLOOM COMMITTEE = 3 MEMBERS + 4 EXTERNAL		
BTC Members	Cllr R Bradbury Cllr B Brown	Cllr Mrs H Tranter
External Members	P Banevicius, Business Community Representative Peter Johnson, Burntwood Gardening Guild Representative Gary Chamberlain, LDC DSO Representative Alan Deakin, LDC DSO Representative	
BURNTWOOD WAKES COMMITTEE = 7 MEMBERS		
Chairman	Cllr S Taylor	
Other Members	Cllr Mrs S Banevicius Cllr R Campbell Cllr Mrs D Evans	Cllr D Constable Cllr R Mosson Cllr Mrs P Stokes

BURNTWOOD WAKES REVIEW COMMITTEE = 6 MEMBERS		
Members	Cllr D Isaacs Cllr S Norman Cllr J Walker MBE Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr Mrs B Rigby
GRANT AID COMMITTEE = 22 MEMBERS		
Chairman	Cllr Mrs S Woodward	
Vice-Chairman	Cllr Mrs S Banevicius	
GRANT AID SUB-COMMITTEE = 6 MEMBERS		
Chairman	Cllr Mrs S Woodward	
Other Members	Cllr Mrs S Banevicius Cllr E Drinkwater Cllr J James	Cllr Mrs P Stokes Cllr Mrs H Tranter
PERSONNEL COMMITTEE = 5 MEMBERS		
Chairman	Chairman of the Council	
Other Members	Cllr E Drinkwater Cllr D Isaacs	Cllr D Constable Cllr Mrs H Fisher
PLANNING COMMITTEE = 22 MEMBERS		
Chairman	Cllr J Walker MBE	
Vice-Chairman	Cllr K Willis-Croft	
POLICY AND RESOURCES COMMITTEE = 7 MEMBERS		
Chairman	Cllr R Campbell	
Vice-Chairman	Cllr D Isaacs	
Other Members	Cllr Mrs D Evans Cllr J James Cllr S Taylor	Cllr Mrs B Brettell Cllr Mrs B Rigby

STAFF APPEALS COMMITTEE = 3 MEMBERS		
Members	Cllr R Heath Cllr S Norman	Cllr R Mosson
STAFF DISCIPLINARY AND GRIEVANCE COMMITTEE = 3 MEMBERS		
Members	Cllr Mrs D Evans Cllr Mrs S Woodward	Cllr Mrs B Rigby

**BURNTWOOD TOWN COUNCIL
REPRESENTATION ON OUTSIDE BODIES 2012/13**

	Organisation	Representative(s)
(1)	1 ST BURNTWOOD SCOUT GROUP	Cllr E Drinkwater
(2)	BALL & BIRCH REYNARDSON EDUCATIONAL FOUNDATION	Chairman of the Council Vice-Chairman of the Council
(3)	BURNTWOOD COMMUNITY DEVELOPMENT WORKER STEERING GROUP	Cllr Mrs S Woodward Town Clerk
(4)	BURNTWOOD LIVE AT HOME SCHEME	Cllr Mrs S Banevicius
(5)	BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION	Cllr E Drinkwater
(6)	BURNTWOOD POLICE COMMUNITY CONSULTATION COMMITTEE	Cllr R Mosson Cllr S Norman
(7)	BURNTWOOD RFC SPORTS ASSOCIATION COMMITTEE	Cllr E Drinkwater
(8)	CADMAN CHARITY	Cllr D Isaacs Cllr J James Cllr K Humphreys
(9)	CAMPAIGN TO PROTECT RURAL ENGLAND	Cllr R Heath
(10)	CHASETOWN CHAMBER OF TRADE AND COMMERCE	Cllr R Campbell
(11)	FORWARD ACTION BURNTWOOD: COMMUNITY GROUP	Cllr Mrs S Woodward
(12)	LICHFIELD AND DISTRICT COUNCIL OF VOLUNTARY SERVICE	Cllr J James
(13)	LICHFIELD DISTRICT COMMUNITY TRANSPORT ADVISORY GROUP	Cllr R Bradbury Cllr E Drinkwater
(14)	LICHFIELD DISTRICT CRIME PREVENTION PANEL	Cllr Mrs S Banevicius
(15)	LICHFIELD DISTRICT PARISH FORUM	Cllr B Brown Cllr K Willis-Croft

	Organisation	Representative(s)
(16)	RELATE	Cllr R Bradbury
(17)	SAMUEL JOHNSON HOSPITAL LEAGUE OF FRIENDS	Cllr K Willis-Croft
(18)	SOUTH EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU	Cllr Mrs D Evans
(19)	STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION – EXECUTIVE COMMITTEE	Cllr Mrs S Woodward
(20)	SUSTAINABLE STAFFORDSHIRE	Cllr R Heath
(21)	WALK AND TALK PROJECT STEERING GROUP	Cllr B Brown
(22)	YOUTH CENTRE MANAGEMENT COMMITTEE	Cllr E Drinkwater

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 17 MAY 2012 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Walker MBE (in the Chair)
Councillors Bradbury, Mrs Brettell, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Isaacs, Norman, Mrs Stokes, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward.

In attendance

Ms J Minor, Administrative Assistant
Inspector J White, Lichfield and District LPT Commander
Mrs R Plant, Director - Operational Services, Lichfield District Council
One member of the public

ENFORCEMENT OF THE HIGHWAY CODE

The Chairman welcomed Inspector White and Mrs Plant to the meeting. Members outlined their concerns relating to which Authority (Police, Lichfield District Council, Staffordshire County Council) were responsible for enforcement of the Highway Code. Members were given the opportunity for a question and answer session.

1. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Brown, Campbell, Constable, Humphreys, James and Mrs Rigby.

2. GENERAL DECLARATIONS OF INTEREST

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

3. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 26 April 2012 (Minute Nos. 86 - 90) be approved and adopted.

4. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|--------------|-----------|--|---|
| (a) | 12/00352/FUL | Chasetown | Wm Morrison Supermarkets Plc
High Street
Chasetown | Retention of steel mesh
and post fencing to part
of existing customer
trolley bay

under the store canopy
to use as external
garden centre and |
|-----|--------------|-----------|--|---|

installation of trolley bay header rails for relocated trolleys

Support in principle but concerns were raised as to health and safety issues and pedestrian safety as the structure is on the corner of the building. It is not clear whether the structure in situ at present is permanent as it looks more temporary.

It was noted that this was a retrospective planning application.

- | | | | | |
|-----|--------------|-----------|--|---|
| (b) | 12/00353/ADV | Chasetown | Wm Morrison Supermarkets Plc
High Street
Chasetown | Retention of entrance fascia signs and hanging advertisement within the garden centre |
|-----|--------------|-----------|--|---|

No objection provided the proposal satisfies the Local Planning Authority's criteria on advertising.

It was noted that this was a retrospective planning application.

- | | | | | |
|-----|--------------|---------|---|--|
| (c) | 12/00390/FUL | Central | Mr B Mantle
26 Rochester Avenue
Burntwood | Conversion of garage to lounge and utility and repositioning of boundary fence |
|-----|--------------|---------|---|--|

No objection to the conversion of the garage to lounge and utility, however, the repositioning of the boundary fence would change the aspect of the area/streetscene and would distract from the open aspect of the area. The Local Planning Authority need to satisfy themselves on access/egress.

- | | | | | |
|-----|--------------|---------------|--|--|
| (d) | 12/00391/FUL | Chase Terrace | Mr N Price
32 Ironstone Road
Burntwood | Two storey rear extension and alterations to form garage, kitchen, dining room, utility, bedrooms and en-suite |
|-----|--------------|---------------|--|--|

No objection.

- | | | | | |
|-----|--------------|---------|--|---|
| (e) | 12/00452/FUL | Central | Mr J Garland
29 Ashmead Road
Burntwood | Single storey front extension to form kitchen and bedroom |
|-----|--------------|---------|--|---|

No comment.

- | | | | | |
|-----|--------------|-----------|--|--|
| (f) | 12/00477/COU | Chasetown | Mr R Stretton
Unit 4
Queens Drive
Chasetown | Change of use of existing unit to form cafeteria |
|-----|--------------|-----------|--|--|

No objection should the proposed cafeteria be for staff use only, however, concerns were expressed that should the cafeteria be open to the general public then conditions regarding opening hours, adequate car parking and environmental issues should be addressed.

5. ENFORCEMENT ISSUES

5.1 Travellers on land off Stables Way

Members were informed that travellers had moved on from Stables Way, however, they had now set up camp by the Volvo Garage. Members were also informed that the relevant Authorities had been notified and appropriate action was being taken.

RESOLVED That the information be received and noted.

5.2 Go Tyres, Burntwood

Members were informed that the company 'Go Tyres' had now moved.

RESOLVED That the information be received and noted.

5.3 Closure of Pool Road, Chasetown

Members were informed that now that the Chasewater Dam works had been completed, Staffordshire County Council had no intention of re-opening Pool Road, Chasetown which is closed on a Temporary Road Closure Order but the County Highways Department is seeking to make the Order a permanent one. This would mean that people living in Burntwood would not be able to drive across the dam to gain access to the other side of Chasewater but would have to use the very busy A5.

RESOLVED That a letter be sent to the Highways Department at Staffordshire County Council asking who will they be consulting as to the permanent Road Closure Order and how wide the consultation exercise will be.

(The Meeting closed at 8.20 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 07 JUNE 2012 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Walker MBE (in the Chair)

Councillors Mrs Banevicius, Bradbury, Brown, Campbell, Constable, Mrs Evans, Mrs Fisher, Humphreys, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Willis-Croft and Mrs Woodward.

In attendance

Mrs M Danby, Town Clerk

6. APOLOGIES FOR ABSENCE

Councillors Mrs Brettell, Drinkwater, Heath, Isaacs, Mrs Tranter.

7. GENERAL DECLARATIONS OF INTEREST

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

8. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 17 May 2012 (Minute Nos. 1 - 5) be approved and adopted.

9. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

(a)	12/00475/FUL	Highfield	Mr K Wicks 22 Dove Close Burntwood	First floor front extension to form bedroom with en-suite and new roof to conservatory
-----	--------------	-----------	--	--

No objection.

(b)	12/00483/FUL	Highfield	Mr Greensill 2 Leam Drive Burntwood	Two storey side extension to form sitting room, utility and bedroom with en-suite
-----	--------------	-----------	---	---

No objection.

(c)	12/00497/ADV		Charter Automotive Unit 9, Zone 1 Attwood Road Burntwood Business Park Burntwood	Installation of two illuminated signs
-----	--------------	--	--	---------------------------------------

No objection.

(d)	12/00499/FUL	Highfield	Mr J MaGuire 6 Farewell Lane Burntwood	Two storey rear extension to form kitchen, dining room, sun lounge, bedrooms, study and new dormer and bay windows to front
-----	--------------	-----------	--	---

No objection.

(e)	12/00505/FUL	All Saints	Cameron Homes Limited Former Greyhound Boney Hay Road Burntwood	Erection of 5 four bedroom detached dwellings and associated works
-----	--------------	------------	--	--

Comment: Whilst Members cannot object to the proposed development in principle they are aware that the site is likely to be the subject of several additional planning applications.

Members seek clarification from the Local Planning Authority on whether applications on a cumulative basis trigger the mechanism for affordable housing to be provided on the site.

(f)	12/00506/FUL	Highfield	Mr and Mrs Instone 32 Church Road Burntwood	Single storey front extension to form lounge
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No objection.

(g)	12/00519/FUL	Highfield	Dr R Sharpe Christ Church Church Road Burntwood	Single storey extension to form toilet facilities
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No objection.

(h)	12/00531/FUL	Chase Terrace	Mr and Mrs Gilbert 3 Paget Drive Burntwood	Single storey side and rear extension to form living room, dining room, kitchen and utility
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No objection.

**10. STAFFORDSHIRE COUNTY COUNCIL:
POOL ROAD (B.O.A.T.), CHASEWATER - PROPOSED PROHIBITION OF DRIVING**

Members were advised that following extensive works on the Chasewater dam Staffordshire County Council (SCC) was proposing to make a Traffic Regulation Order to prohibit motorised vehicles from using the length of Pool Road that runs along the top of Chasewater dam. The Order was necessary for avoiding danger to the public, for preventing damage to the road and dam and for the purposes of prohibiting vehicular traffic which is unsuitable having regard to the character of the road and the adjoining property in that the highway crosses and forms

part of the structure of the dam. Access will be maintained for pedestrians, equestrians, cyclists, emergency services, maintenance vehicles and for persons with private rights of access.

RESOLVED Given the need to prevent damage to the road and dam in the long-term and concerns relating to the safety of pedestrians, cyclists, vehicle drivers, etc the Town Council can find no reason to object to the proposed closure of Pool Road, Chasewater. Members noted, however, that there is a need for a public car park to be provided close to the dam to enable Burntwood residents to access Chasewater and for better disabled access to be provided across the dam and into the area around the Innovation Centre. Members strongly urge the County Council to investigate how these needs can be addressed.

11. ENFORCEMENT ISSUES

11.1 Ironstone Road, Chase Terrace

Members noted that a skip had been in situ for a very long time and that no further rubbish had been put in it for several weeks.

AGREED That this matter be reported to Staffordshire Highways.

11.2 Greenwood House, Lichfield Road, Burntwood

Members noted that the above property was looking very shabby and unkempt which has a detrimental impact on the vicinity.

AGREED That this matter be reported to Staffordshire County Council with a request that the property be tidied up and made secure.

(The Meeting closed at 7.25 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 28 JUNE 2012 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Walker MBE (in the Chair)

Councillors Mrs Brettell, Brown, Campbell, Constable, Mrs Evans, Mrs Fisher, Heath, Humphreys, Mrs Stokes, Mrs Tranter, Willis-Croft and Mrs Woodward.

In attendance

Ms J Minor, Administration Assistant

Mr N Cox, Planning Policy Manager, Lichfield District Council

19 Members of the Public

PUBLIC PARTICIPATION (STANDING ORDER 1(E))

Mr C Waldron advised Members that the occupier of 23 Poplar Avenue had illegally extended his garden boundary onto LDC owned land and that he had made an official complaint to LDC.

LICHFIELD DISTRICT LOCAL PLAN PRESENTATION

The Chairman welcomed Mr Neil Cox and members of the public to the meeting. Mr Cox proceeded to give a presentation on the Lichfield District Local Plan. Members were given the opportunity to put questions and views/observations on the Local Plan.

12. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Bradbury, Drinkwater, Isaacs, James, Mosson, Norman, Mrs Rigby and Taylor.

13. GENERAL DECLARATIONS OF INTEREST

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

14. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 07 June 2012 (Minute Nos. 6 - 11) be approved and adopted.

15. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|--------------|------------|---|-----------------------------------|
| (a) | 12/00496/FUL | All Saints | Oakdene Developments Ltd
Former Burntwood Service Station
Lichfield Road
Burntwood | Erection of MOT and
valet bays |
|-----|--------------|------------|---|-----------------------------------|

Comment: Whilst the Town Council supports local businesses (not block employment

opportunities) concern was expressed as the application site is on a major thoroughfare into Burntwood that screening should be provided to make the facility more attractive. Concern was also expressed regarding access/egress and the close proximity to the pelican crossing and traffic island.

- | | | | | |
|-----|---------------|---------------|--|---|
| (b) | 12/00544/FUL | Summerfield | Mr R Stretton
62 Springhill Road
Burntwood | Two storey rear extension and alterations to form hall, cloaks and bedroom |
| | No objection. | | | |
| (c) | 12/00548/FUL | Chase Terrace | Mr C Smith
12 High Street
Chase Terrace | Conservatory to rear |
| | No objection. | | | |
| (d) | 12/00573/FUL | Chasetown | Tesco Stores Limited
Tesco Express
Cannock Road
Chase Terrace | Installation of external ATM (Automated Telling Machine) |
| | No objection. | | | |
| (e) | 12/00597/FUL | Chasetown | Mr D Canavan
19 Union Street
Burntwood | Single storey rear and side extension to form workshop/store, family room and kitchen |

Comment: The Local Planning Authority to be mindful of the neighbours' amenity due to the close proximity of neighbouring property, however, clarity is needed whether the workshop is for personal or business use (conflict between business and residential - should not be for commercial gain).

Concern was expressed that should the Local Planning Authority be mindful to grant consent that conditions be imposed relating to restricted hours on the workshop.

- | | | | | |
|-----|--------------|-----------|---|--|
| (f) | 12/00623/FUL | Boney Hay | Mr S Singh and Mrs B Kaur
Corner Stores
150 Rugeley Road
Chase Terrace | Reposition front door, new side entrance and ramp and rear extension forming staff lounge and kitchen (extension of time for application 09/00378/FUL) |
|-----|--------------|-----------|---|--|

Comment: Whilst the Town Council supports the proposal in principle and that any improvements to shops should be encouraged relating to disabled access (currently not disabled friendly), however, the 'lack of plans/information' make it difficult to comment.

- | | | | | |
|-----|--------------|-----------|--|---|
| (g) | 12/00624/FUL | Chasetown | Mr M S Dhillon
Post Office
57 High Street
Chasetown | Various internal alterations, new shop front and installation of new roller shutter |
|-----|--------------|-----------|--|---|

No objections provided the proposal adheres to the Local Planning Authority's strict criteria on roller shutters.

16. PUBLIC PATH EXTINGUISHMENT ORDER IN RESPECT OF PUBLIC FOOTPATH NO. 15 BURNTWOOD PARISH

Members were advised that Staffordshire County Council were responsible for the footpath, that the Public Path Extinguishment Order was reported to the County Council in January 2012 and the path's usage had declined over the years due to a lack of maintenance.

RESOLVED That a strong objection be sent to Staffordshire County Council stating that public footpaths and rights of way are greatly valued, in an age when we are trying to encourage people to take more exercise, public rights of way should be enhanced, not closed and that the Public Path Extinguishment Order should be reviewed in light of the fact that the land is being considered for housing development in the Lichfield District Local Plan.

17. PROPOSED PROHIBITION OF DRIVING POOL ROAD, BURNTWOOD

Members were advised that formal approval had now been received to process the proposed prohibition of driving - Pool Road, Burntwood.

RESOLVED That given the need to prevent damage to the road and dam (the public purse has spent a lot on the dam) in the long term and concerns relating to health and safety issues (safety of pedestrians, cyclists, vehicle drivers etc) the Town Council can find no reason to object to the proposed closure of Pool Road, Burntwood, however, the Town Council would strongly reiterate the need for a public car park to be provided close to the dam to enable Burntwood residents to access Chasewater and for better disabled/cycle access.

18. ENFORCEMENT ISSUES

18.1 23 Poplar Avenue

Members were advised that the occupier of 23 Poplar Avenue had illegally extended his garden boundary onto LDC owned land and that a formal complaint had been lodged with LDC by Mr C Waldron.

RESOLVED That this matter be reported to the Enforcement Officer at Lichfield District Council asking that this matter be investigated.

18.2 Planning Application 12/00640/COU - Access Bookings Limited, 78 Princess Street, Chase Terrace

Members were advised that yet again another application had been submitted for change of use to offices and the erection of a two storey rear extension. Members felt strongly that this was not an appropriate location for a business.

Members were advised that this application would be 'called in' by Ward Members.

RESOLVED That this matter be reported again to the Enforcement Officer at Lichfield District Council asking that this matter be further investigated.

(The Meeting closed at 8.40 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 24 MAY 2012 COMMENCING AT 6.40 P.M.**

PRESENT

Councillor Taylor (in the Chair)
Councillors Mrs Banevicius, Constable, Mrs Evans, Mosson and Mrs Stokes

In attendance

Mrs M Danby, Town Clerk
B Cooper, Snr Administrative Assistant

1. APOLOGIES

Councillor Campbell

2. DECLARATIONS OF INTEREST

Mrs Danby declared a personal interest in Minute No. 5.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 18 April 2012 (Minute Nos. 29 – 33) be approved as a correct record.

4. BURNTWOOD JUBILEE FESTIVAL 2012 – UPDATE

4.1 Budgeted Expenditure/Anticipated Sponsorship – Update

Members received a report on the budgeted expenditure/anticipated sponsorship as at 24 May 2012.

RESOLVED THAT:

- a) The report be received and noted.
- b) The Saturday evening management fee (£300) be deleted as this function will be covered by the Ground Crew.

4.2 Programmes for each element of the Festival

Members received the timed programmes for each of the four elements of the Festival.

RESOLVED That the information be received and noted.

4.3 Publicity

Members were advised that as the stand alone website would not be implemented for this year publicity would be purchased as a 4-page wrap or centre pull-out in a local publication plus either a full page or half-page advert in a local newspaper.

Details of the Festival had already been uploaded to www.wherecanwego.com and were also available on the Town Council's own website (www.burntwood-tc.gov.uk). Details will also be sent to other local websites nearer the date; a series of Press Releases would be sent to all the Town Council's media contacts in the run-up to the event, banners would be in situ at various locations in and around the town and posters displayed throughout the town.

RESOLVED That the information be received and noted.

4.4 Public Information Marquee / Sponsors' Corner (Family Fun Day)

There was some considerable discussion on how space would be utilised in the Public Information Marquee and the desirability of providing space for sponsors so that they could interact with visitors to the Family Fun Day.

RESOLVED THAT:

- a) The arts and crafts workshops retain the size of area allocated to them in previous years to maximise the potential uptake of those workshops and to enable the Town Council to realise value for money.
- b) The sponsors be invited to take space in the Public Information Marquee and that one table be provided per sponsor.
- c) The size of the Public Information Marquee be increased if needs be to accommodate the workshops, local organisations and Sponsors' Corner.

4.5 Additional Attractions: Family Fun Day

4.5.1 The Chairman and Councillors Campbell and Mrs Evans had met informally with the "King's Axeman" in an attempt to find a compromise which would see him attending the event and also allaying Members' concerns (BWC Minute No. 32.2(a) refers). Members at the informal meeting had been assured that it was possible for the attraction to be made family friendly by providing a scenic portrayal of medieval life and how people lived then.

RESOLVED That "The King's Axeman" be engaged to provide a small enclave portraying medieval life, as stated above, at a fee of £100.

4.5.2 Piglets

A local farmer had offered to bring some 10 day old piglets (with a Stockman) which would be housed in a pen at the event. No fee would be levied.

Affinity Homecare Ltd offered to provide two large tubs of sanitizer and paper towels to be used by anyone who has touched the piglets.

RESOLVED That the offer to bring the piglets to the Family Fun Day be accepted **SUBJECT TO** the Burntwood Rugby Club not raising any objections to their being brought onto the site.

4.6 Tribute Bands Night

Whilst accepting that the event will be promoted as a family event, Members expressed concern that given the schools break up for the summer holidays on Friday 20 July groups of young people might try to bring alcohol into the event which would adversely impact on people's enjoyment. It was noted that adults would be able to purchase drinks from the Beer Tent to be run by the Rugby Club) and from the Club House if they wished.

RESOLVED That a "No alcohol" policy be put into place for the evening, as in previous years and that this be publicised prior to the event, signs be in situ at the event and the security team be briefed to check everyone accessing the event.

5. JUBILEE BUNTING AND BANNERS

Members were advised that the Town Clerk's sons had offered to put up the Jubilee bunting and banners on Friday 20 July and take them down again on Monday 23 July for a total cost of £100 (two people at £50).

RESOLVED That the offer to put up and take down the bunting and banners at a total cost of £100 be agreed.

(The Meeting closed at 7.50 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE
ON MONDAY 11 JUNE 2012 COMMENCING AT 9.30 A.M.**

Present

Councillor Campbell (in the Chair)
Councillors Drinkwater and Mrs Fisher

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

Councillors Constable and Isaacs.

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 18 April 2012 (Minute Nos. 19 – 29) be approved as a correct record.

4. AUTHORISED LEAVE POLICY AND PROCEDURE (DRAFT)

Members considered the revised draft Authorised Leave Policy and Procedure and requested a further amendment:

Paragraph to be added regarding absence from work for medical appointments stating that if such appointments are necessary during any employee's normal hours of work these will be permitted without the need to book Annual Leave/TOIL and without loss of pay.

AGREED That the revised document be presented to the next meeting of the Committee.

5. STATEMENT OF POLICY ON THE LOCAL GOVERNMENT PENSION SCHEME (LGPS) 2008 (MINUTE NO. 27 2011/12 REFERS)

Members were advised that a quotation had been obtained for a legal opinion on whether the Town Council was adequately protected under the draft Statement of Policy on the LGPS Employing Authority Discretions (EAD's).

A quotation had been obtained from a firm of solicitors who have a great deal of experience in pensions, including the LGPS – they quoted a cost of £750 plus VAT for the above work.

Members were requested to consider whether the cost was justifiable and whether they wished to formally accept the quotation.

RESOLVED That the above quotation be declined and the Town Clerk was authorised to seek a legal opinion from the National Association of Local Councils (NALC).

6. TOWN CLERK'S ANNUAL APPRAISAL

RESOLVED That the Town Clerk's Annual Appraisal by conducted on 20 August 2012.

7. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions 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 involved the likely disclosure of exempt information.

**8. STAFFORDSHIRE PENSION FUND:
LOCAL GOVERNMENT PENSION SCHEME (LGPS) ILL HEALTH LIABILITY
INSURANCE**

Members were advised that to reduce the risk to employers resulting from ill-health insurance, the Staffordshire Pension Fund had taken the decision to purchase ill-health insurance in its role as Administering Authority to the Fund. Members were further advised that the contributions paid by the Town Council to the Fund will be unchanged.

RESOLVED That the information be received and noted.

(The Meeting closed at 10.20 a.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 14 JUNE 2012 COMMENCING AT 6.00 P.M.**

Present

Councillor Taylor (in the Chair)
Councillors Bradbury, Mrs Brettell, Heath and Mrs Rigby

In attendance

Mrs M Danby, Town Clerk
D Haslam, Principal Ecologist, Staffordshire Ecological Services Ltd

1. APOLOGIES

None, all Members were present at the meeting.

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

RESOLVED That the Minutes of a Meeting of the Burial Grounds Committee held on 05 January 2012 (Minute Nos. 10 – 18) be approved as a correct record.

4. COULTER LAND BURIAL GROUND

David Haslam, Principal Ecologist, Staffordshire Ecological Services Ltd (SES) presented two landscaping options for the Coulter Lane Burial Ground:

Option A	Wild flower
Option B	Woodland

Mr Haslam confirmed that SES would be able to undertake the necessary works to see the ground prepared and the preferred planting option completed. He also mentioned that the Council provide improved access to the site by instructing its grounds maintenance contractor to mow and maintain a circular path.

Members agreed that Option A was their preferred landscaping scheme and Mr Haslam was requested to provide a quotation by end June 2012 for presentation to the next Town Council meeting.

RECOMMENDATION Members **AGREED** to recommend to the Full Council that Option A be commissioned and that a quotation for the necessary ground preparation and planting be presented to Members at the July Council meeting.

5. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

RESOLVED That:

a) The Senior Administrative Assistant's report be received and noted.

- b) A quantity of sharp sand be purchased and stored in the compound at Burntwood Cemetery to level minor depressions on grave plots as necessary.

6. BURNTWOOD CEMETERY: RULES AND REGULATIONS – PROPOSED REVISIONS (FINAL DRAFT)

Members were given a copy of the proposed revisions to the Burntwood Cemetery Rules and Regulations and they were requested to inform the Town Clerk and/or the Senior Administrative Assistant as soon as possible of any amendments they wished to see incorporated. The revised document would be presented to the Town Council in due course for formal consideration, adoption and implementation.

(The Meeting closed at 6.40 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 28 JUNE 2012 COMMENCING AT 5.35 P.M.**

Present

Councillor Constable (in the Chair)
Councillors Mrs Evans, Mrs Fisher (from 6.00 p.m.) and Mrs Evans

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

Councillors Drinkwater and Humphreys (Committee Members)
Councillors Campbell and Norman (BTS Working Group Lead Members)

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Best Value Committee held on 29 March 2012 (Minute Nos. 16 – 24) be approved as a correct record.

4. BURNTWOOD TOWN STRATEGY (BTS): WORKING GROUPS

Progress reports were received from the Lead Members of the following BTS Working Groups:

Action Area 2	Communication and the image of Burntwood as a place
Action Area 3	Public transport access and traffic management
Action Area 8(a)	Community events and festivals coordination
Action Area 8(b)	Pathways and trails development
Action Area 11	Community champions and volunteering initiative

RESOLVED That:

- a) The Lead Members were thanked for their hard work to date with their respective Working Groups.
- b) The Town Council be **RECOMMENDED** to arrange for a meeting to be called of all the BTS Working Groups Lead Members so that they can share information and discuss whether some of the groups whose work cross reference another group(s) should merge and pool their resources.
- c) The Town Council be **RECOMMENDED** to consider the following recommendations from the Action Area 2 (Communication and image of Burntwood as a place) Working Group:
 - Consult residents and lobby organisation (local authorities, Post Office, etc) on promoting the name Burntwood Green for the "village", as opposed to the whole-town name.

- Lobby Police to align names of policing areas within Burntwood in order to reflect the "villages" and/or wards.
 - Obtain quotations for design of town logo and signature type-face.
 - Engage "Burntwood Live" and "Always Red Events" to research website, social media and town DVD development and to bring back proposals.
 - Support in principle for Chase Terrace Technology College community radio development.
 - Engage "TownTrader" to publish and produce BTC newsletter, with a view to widening and increasing input (current BTC in-house costs = £600 per annum, external quotation = £2,160 per annum).
 - In conjunction with "High Street Innovation Fund" strategy development, increased engagement with local businesses and Burntwood in Bloom, support in principle and seek opportunities for the development of "gateway" features for communities within town.
 - Engage LDC Arts and Community Development workers on proposals from the Working Group (i.e. choir, tile mosaic, SCAMP, community trails, improved markets, etc).
 - Open negotiations with Staffordshire County Council on strategy to improve Chasewater and inward investment opportunities.
 - Discuss future parks and leisure opportunities with Lichfield District Council.
 - Lobby significant land and property owners to support town strategy, proposed town centre and promote use of unoccupied buildings, including for community events, etc.
 - Research opportunities arising from Localism Act 2011, e.g. Community Right to Buy.
- d) The Town Council be **RECOMMENDED** to consider the following recommendation from the Action Area 8(a) (Community events and festivals coordination) Working Group:
- That the Town Council seek to have a stall at the Forward Action Burntwood Summer Fete in August 2012.

(The Meeting closed at 6.32 p.m.)

Signed

Date



20 June 2012

Dear Chairman

Re: Queen's Award for Voluntary Service 2013

The Lord-Lieutenant of Staffordshire, Mr Ian Dudson asks for people across the county to nominate outstanding volunteer groups in their area for the 2013 Queen's Award for Voluntary Service, before this year's 28th September deadline.

This prestigious UK National Honour, which has an equivalent status to the MBE, recognises the exceptional contributions made to local communities by groups voluntarily devoting their time for the benefit of others. Groups can be nominated by friends, family, members of the public or local authorities.

Although nominations can be made at any time during the year by visiting www.queensawardvoluntary.gov.uk, for those wishing to be considered for the 2013 Award, forms must be received by the Awards Office by 28th September 2012.

Volunteering groups in Staffordshire make a huge contribution to people's lives, often without praise for the incredible job they do. A prestigious National Honour such as The Queen's Award for Voluntary Service can prove invaluable in so many ways to their ongoing success.

The importance of volunteer groups is all the more apparent in the current climate and we need to do all we can to help recognise those doing outstanding work in their local communities. If you know a group that fits the criteria, please either nominate them yourself or encourage them to complete a form and send the nomination in to the Queen's Award Office.

25 Staffordshire groups around the UK have now received the Queen's Award for Voluntary Service since it was created by Her Majesty to mark the occasion of her Golden Jubilee in 2002. This includes six which were awarded in 2012.

For details of all Queen's Award for Voluntary Service recipients, or to download a nomination form in pdf or word format, visit www.direct.gov.uk/thequeensawardforvoluntaryservice or telephone 020 7271 6206.

Any help you can give to promote this prestigious award for Staffordshire Voluntary Groups would be most appreciated.

Yours sincerely

Martin Tunstall
Senior Support Officer – Civic Team

Lighting & ITS Section
Wedgwood Building
Block A
Tipping Street
Stafford
ST16 2DH

To all Parish Councillors

Telephone: (01785) 276558
Email: steve.bradbury@staffordshire.gov.uk
Please ask for: Stephen Bradbury

Our Ref: HoDV/SB/AJF/SL Date: 11 May 2012

Dear Parish Councillor

RE: Street Lighting – Energy Conservation Initiative

Following a complete review of the County's long term Street Lighting PFI contract, the Council has approved operational changes to modernise the way its street lighting service is delivered on the highway network. Incorporated within these changes is an objective to introduce dimmable street lights on a County wide basis. If appropriate, street lights will be dimmed to a lower output level from late evening to early morning with the intention of conserving energy. A selection process will be applied for the introduction of dimming facilities to ensure that Staffordshire's communities remain safe.

During the review the option to introduce 'Part Night' street lights was also considered (e.g. switch off street lights from midnight until early morning), however, the Council decided not to propose this option as it was deemed inappropriate for the majority of Staffordshire's communities. However, the Council is aware that some Parish Council's have a high level of environmental awareness and may wish to support a return to a more natural night time environment. Taking this view into consideration the Council will support this option and recommends that such a decision resides with Parish Councils in the true spirit of the government's localism agenda. We would therefore expect that participating Parish Council's would obtain the support of their community prior to any alterations taking place. Again a selection process would apply.

In support of this environmental improvement the cost to modify existing street lights to enable part night operation would be funded by the County Council. However, upon completion should the need arise to revert back to all night lighting, other than a proven link to crime or road safety concerns, the Parish Council shall take responsibility for any reversions that may be required along with the associated costs.

We anticipate that the alterations to the street lighting PFI contract will be approved by our legal department this summer after which time there will be a short period whilst delivery mechanisms are established to accord with the contractual changes.

Therefore, please accept this letter as initial notification to provide the option of part night street lights within your Parish and to also confirm that the introduction of this facility will be a Parish decision supported by the local community. I will write to you again later in the year as a reminder of this initiative and in the meantime shall look forward to any questions or concerns you may have regarding the introduction of part night street lights.

Yours sincerely

Stephen Bradbury
Lighting & ITS Manager

BURNTWOOD TOWN COUNCIL
12 JULY 2012

CODE OF CONDUCT AND NEW POLICY AND REGISTRATION AND DISCLOSURE OF INTERESTS

1. INTRODUCTION

The Localism Act 2011 contains provisions which replace the current standards framework established under the Local Government Act 2000. These provisions are contained in sections 26-37 and Schedule 4 of the 2011 Act and take effect from 01 July 2012. The new provisions apply to both members and co-opted members of parish councils (for simplicity, members and co-opted members are referred to subsequently as "members" in this Report). The changes affect members of principal councils too, but with some slight differences in application as compared to parishes. This Report focuses on the relevant changes which apply to parish councils.

2. PREVIOUS POSITION UNDER THE LOCAL GOVERNMENT ACT 2000

Under the legislative framework established by the 2000 Act, parish councils had to adopt the mandatory provisions of the nationally prescribed Model Code of Conduct. All members had to sign that they accept to be bound by the Code of Conduct as part of their Declaration of Acceptance of Office before they could become a councillor. District and unitary authorities have a Standards Committee whose functions includes promoting and maintaining high standards of conduct by the members of parish councils, determining Code of Conduct complaints, and imposing sanctions which can include suspension from office. The Standards Board for England provided considerable guidance about councillor conduct and had powers to investigate and determine complaints referred to it by principal authorities, but the Standards Board was abolished on 01 April 2012.

3. NEW STATUTORY STANDARDS FRAMEWORK FROM 01 JULY 2012

With effect from 01 July 2012 a council's Code of Conduct established by the 2000 Act, and any undertaking by a member to comply with such Code, ceases to have effect.¹

3.1 New code of conduct

The 2011 Act² places a duty on every relevant authority (which includes a parish council) to promote and maintain high standards of conduct by its members, and in doing so it must adopt a Code dealing with the conduct that is expected of its members when they are acting as members of the authority (i.e. not in their private life). This new Code of Conduct must³:

- (a) be consistent with the seven 'Nolan principles' of conduct in public life, (selflessness, integrity, objectivity, accountability, openness, honesty, and leadership)
- (b) include provisions which the authority considers appropriate in respect of the registration and disclosure of 'pecuniary interests' and 'interests other than pecuniary interests'.

Any pecuniary interests which the council requires to be disclosable in (b) above will constitute "disclosable pecuniary interests". The Secretary of State has also defined by Statutory Instrument certain interests to be "disclosable pecuniary interests" (see below).

Unlike the previous system there is no prescribed 'Model Code of Conduct', so councils can adopt any Code of Conduct they wish provided that its meets, and does not conflict with, the

requirements in items (a) and (b) above. They may if they wish adopt the Code of Conduct of their principal council, and they may also revise or replace their Code of Conduct at any time.

Members are not required to sign a declaration that they will be bound by the Code.

The council must publicise the adoption, revision or replacement of a Code in such manner as is likely to bring this to the attention of persons living in its area.

3.2 Handling of Code of Conduct complaints

The 2011 Act provides that the principal authority (for the Town Council that will be Lichfield District Council) is responsible for investigating and deciding Code of Conduct complaints which relate to parish councillors in their area, and a failure to comply with the Code of Conduct must be dealt with in this way - parish councils cannot themselves investigate and determine Code complaints. Only the principal authority can decide that a member of a parish council has breached that parish council's Code of Conduct.

3.3 Breach of Code

If a member is found to have failed to comply with the Code of Conduct, the 2011 Act does not specify what sanctions can be imposed in respect of the breach. Unlike the previous Standards framework, a member cannot be suspended or disqualified from office. The sort of actions which the principal council could take are:

- reporting back to the parish council on its findings
- censuring the member
- recommending that the member be removed from all parish council committees
- recommending that the parish council arrange training for the member; etc.

These are recommendations only, and the parish council, or member concerned, is under no obligation to accept them. The imposition of a sanction is a matter for the principal authority, not the parish council. So, other than censuring or 'naming and shaming' in a public report, a principal authority cannot enforce sanctions on members of parish councils in their area.

However, certain breaches of the Code in respect of declaring and registering disclosable pecuniary interests would constitute a criminal offence, on which legal action may be taken by the Director of Public Prosecutions.

3.4 Registration and Disclosure of Interests

Under the 2011 Act⁴ the Monitoring Officer of the principal authority must establish and maintain a register of interests of the members of the parish councils in its area. The interests to be disclosed and registered include not only the "disclosable pecuniary interests" as defined by the Secretary of State (currently by Statutory Instrument 2012 No. 1464), but also such 'pecuniary interests and interests other than pecuniary interests' as the parish council itself considers appropriate for disclosure and registration⁵. The Act provides no definition of what these additional interests' should be, and so leaves scope for considerable local variation.

The Monitoring Officer must ensure that every parish council's register of members' interests is available for inspection at its offices, must publish the register of parish council members' interests on its own website, and must provide this information to the parish council which must in turn publish it on its parish council website if it has one.

A member must, within 28 days of becoming a member, notify the Monitoring Officer of the principal council of any "disclosable pecuniary interests" or any "pecuniary interests and interests other than pecuniary interests" which the parish council itself has defined in its Code as requiring to be disclosed. Upon re-election or re-appointment, the member must also within 28 days notify the Monitoring Officer of any such interests not already included in the member's register of interests.⁶

Statutory Instrument 2012 No 1464 made on 06 June 2012 defines certain "disclosable pecuniary interests" which the member must disclose and register apply not just for the member's interests but also for the interests of the member's spouse or civil partner (or the person with whom the member lives as if they were a spouse or civil partner).

A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

3.5 Disclosure of interests at meetings

Where a matter arises at a meeting which relates to a "disclosable pecuniary interest" the member only has to declare the interest is if it is not already entered in the member's register of interests or has not been notified to the Monitoring Officer.

If the interest is a "disclosable pecuniary interest" the member is barred from participating in any discussion or voting on the matter at the meeting, and any such participation in the discussion or voting on that matter is a criminal offence.

If so required by the council a member must also withdraw from the meeting during the discussion and voting, but failure to observe this requirement is not a criminal offence.

If a member of a parish council is aware that he/she has a "disclosable pecuniary interest" in a matter under consideration at a meeting and it is not already on the register the member must disclose the "disclosable pecuniary interest" to the meeting and register it within 28 days of the meeting at which relevant business is considered.

3.6 Dispensations

Dispensations were previously only granted by the Standards Committee of the principal council. Under the 2011 Act⁷ a member of a parish council with a "disclosable pecuniary interest" can submit a written request to the proper officer of the parish council (i.e. the Town Clerk) for the parish council to grant a dispensation to relieve the member of the restrictions whereby that member would otherwise be prohibited. A parish council may grant such a dispensation if, having had regard to all relevant circumstances, it considers that:

- (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;
- (b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
- (c) granting the dispensation is in the interests of persons living in the authority's area,
- (d) it is otherwise appropriate to grant a dispensation.

A dispensation must specify the period for which it has effect, and that period may not exceed four years. The dispensation can be granted to allow the member either to speak, or to vote, or to do both.

Anything done for the purpose of deciding whether to grant a dispensation is not covered by the requirement that a member must not speak or vote on a matter where they have a "disclosable pecuniary interest". So, members who have a "disclosable pecuniary interest" can speak and vote at a meeting to determine whether or not they are granted a dispensation.

3.7 Criminal offences

There are various criminal offences under the 2011 Act, all of which relate only to "disclosable pecuniary interest". They carry a potential Scale 5 fine of up to £5,000 and/or disqualification for up to five years, and are:

- (a) failure (without reasonable excuse) to register a "disclosable pecuniary interest" within 28 days of election or co-option (or re-election or re-appointment);
- (b) provision of false or misleading information on registration of a "disclosable pecuniary interest", or being reckless as to whether the information is true and not misleading,
- (c) participation in discussion and voting in a meeting on a matter in which the member has a "disclosable pecuniary interest".

Any prosecution is at the instigation of the Director of Public Prosecutions only, so in practice it is likely that this will only happen in the most serious and blatant cases.

4. PROCEDURE FOR ADOPTING A CODE OF CONDUCT

All current Codes of Conduct ceased to apply on 01 July 2012, so the Town Council should have its new Code in place by as soon as possible after that date. However, the very late publication of the Statutory Instrument 2012 No. 1464, which was not made until 06 June 2012, was most unhelpful. Without knowledge of what constituted a "disclosable pecuniary interest" defined by the Secretary of State it was impossible for a council to determine what were to be the other interests that needed to be included in its Code.

Parish councils can choose to adopt as their Code the Code of Conduct of their principal council, and that would have some merit as the principal council has to consider breaches of any parish Code, and so it would be helpful to them if the same Code applied to all parish councils across their area. However the Codes of principal councils usually include provisions which are specific to them, so are not particularly suited for parish councils.

The National Association of Local Councils (NALC) has produced a template for a parish council Code.

The Town Clerk has liaised with the District Council's Monitoring Officer and she has confirmed that she is advising all parishes in the District to adopt the NALC template Code. She has also confirmed that training will be arranged for parish members, parish clerks and District Council members – details of these training sessions will be circulated to members in due course.

The Draft Code proposed (Enclosure No. 9B) for the Town Council is based on the NALC template and includes the full list of the seven 'Nolan principles' of conduct in public life. It also contains the "disclosable pecuniary interests" as defined by the Secretary of State, and other interests which need to be disclosed and registered.

Using the local discretion provided by the 2011 Act sections 26-37, the Code does not require that membership of another local authority is a matter which a member needs to declare or register. This is related to the specific practical needs of this Council, where more than half the members are currently also members of another local authority. As this is not defined as one of the interests which needs to be declared and registered it avoids the need for consideration of the granting of dispensations to such members.

The Council can at any time adopt a new Code or amend an existing one, so until a more satisfactory 'model' is produced it is recommended that the Town Council adopt the Code which follows (Enclosure No. 9B). If necessary the Council can adopt a better Code when such is available.

Footnotes:

¹*Localism Act 2011, Schedule 4*

²*Localism Act 2011, s27(1) and s27(2)*

³*Localism Act 2011, s28(1) and s28(2)*

⁴*Localism Act 2011, s29*

⁵*Localism Act 2011, s28(2) and s31(9)*

⁶*Localism act 2011, s30(1) and s30(2)*

⁷*Localism Act 2011, s33*

BURNTWOOD TOWN COUNCIL CODE OF CONDUCT (DRAFT)
Adopted 12 July 2012

1. INTRODUCTION

Pursuant to the Localism Act 2011, section 27 Burntwood Town Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

Conduct in public life

When acting in your capacity as a member of Burntwood Town Council ('the Council') you must promote and support high standards of conduct. In particular you shall have regard to the following principles:

Selflessness

You should act solely in terms of the public interest, and should not seek to gain financial or other material benefits for yourself, your family, or your friends.

Integrity

You should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit.

Accountability

You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

Openness

You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

Honesty

You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You should promote and support these principles by leadership and example.

2. DEFINITIONS

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, subcommittees, working parties, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

3. MEMBER OBLIGATIONS

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer of Lichfield District Council the interests which fall within the categories set out in Appendices A and B.

6. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
7. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
8. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

9. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare the nature of the interest at the meeting if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
10. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix B the member shall not vote on the matter. He/she may speak on the matter only if members of the public are not allowed to speak at the meeting.

12. A member only has to declare an interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
13. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

14. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if the member has an interest in Appendices A and B if the Council considers that:
 - (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;
 - (b) without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business;
 - (c) granting the dispensation is in the interests of persons living in the authority's area,
 - (d) it is otherwise appropriate to grant a dispensation.

APPENDIX A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

SUBJECT	DESCRIPTION
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 of the Code of Conduct for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a body in which such a person is a partner in a firm, a director or an incorporated body or holds the beneficial interest in securities*) and the Council: (a) under which the goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate Tenancies	Any tenancy where (to the member's knowledge): (a) the landlord is the Council; and (b) the tenant is a body in which the member, or his/her spouse or civil partner with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to the members knowledge) has a place of business or land in the area of the Council; and (b) either: (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body, other than another local authority:
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

BURNTWOOD TOWN COUNCIL
2012/13 BUDGET
(as at 29 June 2012)

				2011/12		2012/13			
				Budget	Actual	Budget	Actual as at 29/06/12	Projected Actual	
				£	£	£	£	£	
100	Corporate								
1176	Precept			251,380	251,380	256,142	256,142	0	
1190	Interest:Community Direct Plus			1,200	3	3	1	0	
1191	Interest: Reserve Account			0	484	450	172	0	
1192	Interest: Instant Access A/C			0	22	45	13	0	
1193	Interest: LDC			0	810	0	0	0	
				Total Income	252,580	252,700	256,640	256,328	0
		100	Net Expenditure		-252,580	-252,700	-256,640	-256,328	0
101	Employee Costs								
4000	Holding Account			100,000	0	102,000	0	0	
4001	Salaries			0	55,357	0	15,545	0	
4006	NI: Employer's Contributions			0	5,557	0	1,442	0	
4007	PAYE: Employees' Contributions			0	11,558	0	2,971	0	
4011	LGPS: Employer's Contributions			0	11,807	0	3,123	0	
4012	Telephone/Broadband Allowance			0	616	0	168	0	
4013	Eyesight: Tests/Spectacles			0	70	0	0	0	
4014	NI: Employees' Contributions			0	4,949	0	1,257	0	
4015	LGPS: Employees' Contributions			0	5,011	0	1,249	0	
4411	Handyperson Service			1,200	0	0	0	0	
				OverHead Expenditure	101,200	94,924	102,000	25,755	0
		101	Net Expenditure		101,200	94,924	102,000	25,755	0

102	Premises: Lambourne House								
4020	Office: Rent			11,000	15,308	13,000	3,250	0	
4021	Office: Service Charges			900	1,126	900	225	0	
4022	NNDR: Office			4,225	4,027	4,430	1,249	0	
4023	Office: Water Rates			330	224	250	61	0	
4024	Office: Electricity			4,000	1,654	2,000	565	0	
4025	Office: Cleaning Materials			200	45	100	44	0	
4026	Office: Trade Refuse			75	90	120	0	0	
4027	Office: Window Cleaning			120	43	120	25	0	
4028	Office: Security Alarm (R&M)			180	182	190	0	0	
4029	Office: CCTV (R&M)			250	243	250	253	0	
4030	Office: Fire Extinguishers			65	20	50	0	0	
4031	Office: PAT Testing			80	79	100	0	0	
4032	Office: Air Conditioners (R&M)			360	0	360	0	0	
4033	Office: General Maintenance			500	25	2,000	0	0	
4037	Meeting Room: Rental Charges			750	1,320	1,400	0	0	
4038	Office furniture			0	256	0	0	0	
	OverHead Expenditure			23,035	24,642	25,270	5,671	0	
				Total Income	0	0	0	0	0
		102		Net Expenditure	23,035	24,642	25,270	5,671	0
105	Transport								
4060	Car Mileage: Employees			2,000	2,392	2,200	592	0	
4061	Car Mileage: Members			150	43	150	7	0	
4062	Car Parking Fees			10	2	10	0	0	
	OverHead Expenditure			2,160	2,436	2,360	599	0	
		105		Net Expenditure	2,160	2,436	2,360	599	0
107	Supplies & Services								
4100	Photocopier: Copy Charges			1,000	1,095	1,000	301	0	
4110	Telephone: Rental			550	584	600	149	0	

4111	Telephone: Calls			750	767	700	208	0
4112	Telephone: Payment Charges			63	72	63	18	0
4113	Broadband: Line rental			395	402	400	104	0
4120	Postage			1,500	1,021	1,000	512	0
4121	Franking Machine: Rental/Lease			640	666	696	159	0
4122	Franking Machine: Maintenance			300	298	298	328	0
4123	Franking Machine: Stationery			90	113	90	0	0
4130	Computers: Peripherals			0	493	200	0	0
4131	Computers: Hardware			0	3,160	2,500	0	0
4132	Computers: Software Licences			350	694	470	0	0
4133	Computers: Support			750	1,448	900	218	0
4135	Computers: Email accounts			50	475	50	0	0
4136	Network: Remote Back-up			0	352	600	132	0
4140	Website			400	458	425	500	0
4160	Stationery			1,700	1,744	1,800	615	0
4161	Publications			300	148	300	5	0
4162	Newspapers			150	128	150	86	0
4163	General Office Expenses			200	216	200	67	0
4164	Office Equipment			300	288	650	0	0
4165	Advertising			370	597	600	175	0
4170	Subscriptions to other bodies			1,828	1,826	1,850	1,777	0
4175	Furniture			0	0	250	0	0
4180	Professional Fees			350	966	350	0	0
4190	Data Protection Fee			35	35	35	0	0
4200	Courses/Training: Fees			1,300	360	1,300	155	0
4201	Courses/Training: Expenses			200	4	200	0	0
4202	Conferences/Seminars: Fees			500	398	400	196	0
4203	Conferences/Seminars: Expenses			500	646	700	0	0
4220	Bank Charges			150	120	150	42	0
4221	Insurance: Premiums			2,100	1,351	1,351	1,380	0
4222	Insurance: Landlord			500	485	500	0	0
4230	External Audit			1,150	1,050	1,150	1,050	0

4231	Internal Audit			400	400	200	400	0
4232	Audit Preparation			0	480	0	87	0
4235	Memorial Bench			35	0	35	0	0
4411	Handyperson Service			0	64	100	0	0
4999	Contingency Expenses			10,000	321	1,000	0	0
	OverHead Expenditure			28,906	23,723	23,263	5,760	0
			Total Income	0	453	0	0	0
		107	Net Expenditure	28,906	23,270	23,263	5,760	0
201	Street Lighting							
4240	Electricity			800	343	400	0	0
4241	Maintenance			0	390	400	0	0
	OverHead Expenditure			800	733	800	0	0
		201	Net Expenditure	800	733	800	0	0
202	Bus Shelters							
4250	Maintenance			400	0	400	0	0
4255	Provision new bus shelter(s)			2,240	0	2,500	0	0
4411	Handyperson Service			0	322	320	36	0
	OverHead Expenditure			2,640	322	3,220	36	0
			Total Income	0	0	0	0	0
		202	Net Expenditure	2,640	322	3,220	36	0
203	Christmas Lights							
4260	General Expenses			4,000	2,712	5,100	0	0
4261	Churches			500	844	1,200	0	0
	OverHead Expenditure			4,500	3,557	6,300	0	0
		203	Net Expenditure	4,500	3,557	6,300	0	0
205	Traffic Islands							
4300	Shrub Beds: Maintenance			3,399	3,399	3,399	0	0
4301	Grass Cutting			618	536	618	0	0

4302	Litter Picking			124	124	124	0	0
4303	Weed Killer Spraying			165	165	165	0	0
4304	Signage			329	176	329	0	0
4305	Signage Installation			0	71	100	0	0
4306	NNDR: Traffic Islands			666	1,559	1,715	486	0
	OverHead Expenditure			5,301	6,029	6,450	486	0
1030	Traffic Islands: Sponsorship			3,500	3,500	3,500	0	0
			Total Income	3,500	3,500	3,500	0	0
		205	Net Expenditure	1,801	2,529	2,950	486	0
206	Hanging Baskets & Planters							
4350	Planters: Maintenance			309	258	309	0	0
4351	Planters: Bedding Plants			453	453	453	0	0
4352	Hanging Baskets: Supply/Maint.			620	620	620	0	0
	OverHead Expenditure			1,382	1,331	1,382	0	0
		206	Net Expenditure	1,382	1,331	1,382	0	0
207	Flagpole							
4355	Flagpole			230	230	230	0	0
	OverHead Expenditure			230	230	230	0	0
		207	Net Expenditure	230	230	230	0	0
208	Burntwood in Bloom							
4380	Advertising			1,400	530	1,000	922	0
4381	Prizes			1,100	1,050	1,300	0	0
4382	Presentation Evening			500	484	500	0	0
4383	Annual Calendar (production)			0	363	250	0	0
4384	HEIB Regional Competition			0	0	0	150	0
	OverHead Expenditure			3,000	2,427	3,050	1,072	0
1050	BiB: Sponsorship			50	0	0	100	0
1051	BiB: Photograph Sales			0	18	0	0	0
1052	BiB: Calendar Sales			0	188	0	0	0

			Total Income	50	207	0	100	0
		208	Net Expenditure	2,950	2,221	3,050	972	0
209	Coulter Lane Remb. Garden							
4411	Handyperson Service			0	142	150	0	0
4500	Coulter Lane Remb. Garden			0	3,842	0	0	0
4501	Grounds Maintenance			0	1,115	1,100	0	0
	OverHead Expenditure			0	5,098	1,250	0	0
		209	Net Expenditure	0	5,098	1,250	0	0
210	Burntwood Wakes Festival							
4411	Handyperson Service			0	758	800	0	0
4600	BWF: Stage / Sound Hire			35,000	6,850	40,000	0	0
4601	BWF Unsigned: Neon Expenses			0	1,870	0	0	0
4602	Family Fun Day Entertainment			0	7,790	0	2,625	0
4603	Marquees & Furniture			0	4,763	0	0	0
4604	First Aid Cover			0	670	0	0	0
4605	Fire Cover			0	100	0	0	0
4607	Security			0	4,450	0	0	0
4608	Rubbish Skips			0	280	0	0	0
4609	Traffic Management			0	425	0	0	0
4610	Mobile Toilets			0	1,500	0	0	0
4611	Publicity			0	2,421	0	800	0
4612	Insurance			0	1,666	0	1,580	0
4613	Ground Crew			0	3,250	0	0	0
4614	Coach			0	560	0	0	0
4615	Pathway: Clearance			0	40	0	0	0
4616	Pathway: Lighting			0	300	0	0	0
4619	Hospitality: Mobile Toilets			0	700	0	0	0
4620	Miscellaneous			0	2,520	0	19	0
4621	BWF: Saturday evening			0	4,570	0	0	0
4623	BWF: Generators/Fuel			0	1,233	0	0	0

4624	BWF: Policing			0	1,038	0	0	0
4625	BWF: Lighting Crew			0	3,400	0	0	0
	OverHead Expenditure			35,000	51,155	40,800	5,024	0
1025	Sundry Income			0	8	0	0	0
1090	BWF: Craft Marquee Pitch Fees			0	300	0	213	0
1091	BWF: Sponsorship			0	10,750	0	11,170	0
1095	BWF: Hospitality - Food			0	200	0	0	0
1096	BWF: Hire of equipment, etc			0	4,570	0	0	0
			Total Income	0	15,828	0	11,383	0
		210	Net Expenditure	35,000	35,327	40,800	-6,358	0
211	Town Plan							
4750	Town Plan			2,500	8,321	250	0	0
	OverHead Expenditure			2,500	8,321	250	0	0
		211	Net Expenditure	2,500	8,321	250	0	0
212	Quality Council							
4210	Quality Council			0	0	0	240	0
	OverHead Expenditure			0	0	0	240	0
		212	Net Expenditure	0	0	0	240	0
214	Community Projects							
4755	Jubilee Tea Dance			0	0	0	543	0
4758	Jubilee: General Expenses			0	0	0	3,168	0
	OverHead Expenditure			0	0	0	3,711	0
		214	Net Expenditure	0	0	0	3,711	0
301	Civic Expenses							
4360	Chairman's Expenses			4,500	500	4,500	370	0
4361	General Expenses			0	8	0	0	0
4363	Civic Carol Service			0	34	0	0	0
4364	Civic Service & Reception			0	820	0	66	0
4365	Hospitality: General			0	31	0	0	0

4366	Hospitality: BWF			0	1,409	0	0	0
4368	Fundraising			0	3,410	0	2,343	0
4369	Fundraising - Distribution			0	2,214	0	1,810	0
4999	Contingency Expenses			0	0	0	200	0
	OverHead Expenditure			4,500	8,426	4,500	-637	0
1062	Fundraising			0	2,348	0	152	0
			Total Income	0	2,348	0	152	0
		301	Net Expenditure	4,500	6,078	4,500	-789	0
302	Grant Aid							
4400	Local Voluntary Organisations			8,000	8,000	8,000	0	0
4401	Play Schemes			3,055	3,055	3,100	0	0
4402	Community Transport			3,000	6,000	3,000	0	0
4403	Community Development Worker			15,600	13,750	17,167	4,193	0
4405	SESCAB			3,500	3,500	3,500	0	0
4408	Remembrance Wreaths			0	74	100	0	0
	OverHead Expenditure			33,155	34,379	34,867	4,193	0
1200	Refunds			0	3,000	0	0	0
			Total Income	0	3,000	0	0	0
		302	Net Expenditure	33,155	31,379	34,867	4,193	0
310	Election Expenses							
4701	Election Expenses			4,500	15,368	0	0	0
	OverHead Expenditure			4,500	15,368	0	0	0
		310	Net Expenditure	4,500	15,368	0	0	0
	Total Budget Expenditure			252,809	283,100	255,992	51,911	0
			Income	256,130	278,036	260,140	267,962	0
			Net Expenditure	-3,321	5,065	-4,148	-216,052	0

BURNTWOOD TOWN COUNCIL
BURNTWOOD CEMETERY BUDGET 2012/13
(as at 29 June 2012)

				2011/12		2012/13		
				Budget	Actual	Budget	Actual as at 29/06/12	Projected Actual
				£	£			
401	Burntwood Cemetery: Revenue							
4001	Salaries		6,000	6,000	0	0		
4411	Handyperson Service		0	0	0	0	0	0
4800	Grounds Maint: LDC		5,500	2,114	5,500	0	0	0
4801	Grounds Maint: Other		2,100	2,125	2,100	491	0	0
4802	Grounds Maint: Sister Dora Ave		0	201	0	0	0	0
4803	Grounds Maint: Front Verge		0	201	0	0	0	0
4807	Turf		0	166	200	0	0	0
4809	Weed Killing (selective)		0	82	100	0	0	0
4810	Gravedigging: Main Contractor		5,000	2,325	2,500	810	0	0
4811	Gravedigging: Others		0	1,475	2,500	0	0	0
4812	Cemetery Gatekeeper		1,040	1,040	1,040	0	0	0
4813	Trade Refuse		300	180	300	0	0	0
4814	Skips		300	120	120	0	0	0
4815	ICCM Membership		95	90	100	90	0	0
4816	ICCM Training		595	0	0	0	0	0
4817	Survey		60	125	0	0	0	0
4818	Computer Software Support		750	750	0	0	0	0
4819	Water Rates		0	37	40	10	0	0
4820	NNDR: Burntwood Cemetery		315	352	352	119	0	0
4821	Trees: Maintenance, etc		0	250	0	0	0	0
4856	General Maintenance, etc		0	172	200	0	0	0
4858	Gritting Paths/Road		0	720	500	0	0	0

4859	Cemetery Software Package			0	0	0	0	0
	OverHead Expenditure			16,055	18,525	21,552	1,520	0
1000	Burial Fees/Licences			25,000	28,385	25,000	6,205	0
			Total Income	25,000	28,385	25,000	6,205	0
		401	Net Expenditure	-8,945	-9,860	-3,448	-4,685	0
402	Burntwood Cemetery: Capital							
4851	Contract Payments			0	20,392	0	0	0
	OverHead Expenditure			0	20,392	0	0	0
		402	Net Expenditure	0	20,392	0	0	0
	Total Budget Expenditure			16,055	38,917	21,552	1,520	0
			Income	25,000	28,385	25,000	6,205	0
			Net Expenditure	-8,945	10,532	-3,448	-4,685	0

Independent Internal Audit Review

for

Burntwood Town Council
Audit for the year to 31st March 2012.

Summary Report

Alan Toplis
Toplis Associates Limited

May 2012.

Burntwood Town Council
2011/12
Internal Audit Summary Report

1. Introduction

This report has been prepared to provide an opinion on the adequacy of the system of internal control operating in respect of the systems of financial administration within Burntwood Town Council throughout the 2011/12 financial year.

2. Scope

The review focussed on the 11 key control areas, as outlined in the annual return for 2011/12, namely:

- Proper Bookkeeping;
- Standing Orders and Financial Regulations;
- Risk Management activities;
- Budgetary Controls;
- Income Controls;
- Petty Cash procedures;
- Payroll Controls;
- Assets Controls;
- Bank Reconciliation;
- Year - end procedures; and
- Trust Funds.

3. Results

3.1 Proper Bookkeeping

It was confirmed through a review of accounting records maintained in respect of the 2011/12 Financial Year that the books of account have been properly maintained throughout the year. The Council operates a computerised bookkeeping system using RBS Omega software. Proper audit trails are clearly identifiable and have been verified on a 5% sample of the documents.

The records examined included an income and expenditure account, balance sheet, bank and VAT reconciliations, insurance schedule, asset register and inventory and all relevant supporting documentation. Record keeping is to a very high standard and is to be commended.

The William Cadman Charity Account (Charity Commission No 218505) where the Council is a sole trustee was also examined. By law these accounts do not form part of the Councils accounts.

3.2 Standing Orders and Financial Regulations

From a review of Council minutes, and related supporting documentation, it was established that:

- The Council had in place formerly adopted standing orders (last revised 27th January 2011) and financial regulations (last revised 19th May 2011) throughout the 2011/12 financial year;
- The Town Clerk is also the Responsible Financial Officer and has been since her appointment in April 2007;
- Payments identified in the cash book are supported by invoices, as verified through testing conducted on a sample of over 70 recent invoices, with the authorisation being at the point of cheque signature. (Cheque authorisation procedures require that all cheques are signed by three members of the Council or two members and the Clerk, as required

under Financial Regulation 5.3). Original invoices are required to be provided to Councillors signing cheques;

- All payroll transactions were checked and no extraordinary payments noted;
- VAT payments have been identified in relevant cases, adequately recorded and reclaimed. The last VAT reclaim was made on 7 May and covered the period from 1/1/2012 to 31/3/2012. A sample check of claims verified that these were correctly made;
- It was noted that in a very small number of cases contractors and grant claiming organisations have passed transactions where VAT was paid by them, to the Council for payment. As the invoices were not made to the Council no VAT was correctly reclaimable. The Clerk should take the opportunity to remind relevant parties that wherever possible invoices should be made on the name of the council or endorsed "on behalf of Burntwood Town Council" to maximise VAT reclaim.

3.3 Risk Management

The arrangements for assessing and managing risk were reviewed. All Council minutes were examined for the 2010/11 financial year. No unusual financial activity was identified.

A risk assessment and management (financial) policy 2008/09 was last reviewed and adopted by the Council on 18 September 2008.

At its meeting of 16 March 2011, the Council was advised that that the 2010/11 Risk Assessment had been completed and there were currently no uncontrolled risks in any area of the Council's business. An audit review of the risk assessment proved very satisfactory. It is recommended that the Risk Assessment should be reviewed for continuing completeness during 2012/13.

Insurance documentation was examined and found to have been in place throughout the period under review. The policy (YLL 122019-5063 dated 9 June 2011), a local council policy, was held with Zurich Municipal. It was noted that the insurance cover for Civic Regalia has been properly increased to £4,350 as recommended in the 2010/11 internal audit report.

The Council also has a Single Period Organiser Cover Policy with Graham Sykes Insurance to cover the Burntwood Wakes Festival at the Burntwood Rugby Club.

It was noted that at its meeting of 11 March 2010, the Council resolved that adequacy of insurance of the Council's assets to be formally considered annually by the Council in advance of the insurance renewal. As the renewal documents are not normally received in time for the May council meeting it has become the practice for the Clerk and the Leader of the Council to review the insurance cover and agree the renewal fee and then report to the Council at the earliest opportunity. The Council has now entered into a 5 year long term agreement with Zurich Insurance, see above (minute no 27, 18 May 2011 also refers).

In order to regularise the review process it is recommended that the Council formally agree the process whereby the Clerk and the Leader of the council to review the insurance cover and agree the renewal fee and then report to the Council at the earliest opportunity.

3.4 Budgetary Control

It is confirmed that the Council approved its 2012/13 estimates and set the precept at £256,142 at its meeting of 26th January 2012. Proper levels of general reserve coverage are included in the Precept calculation.

The periodic reporting of actual expenditure against budget to Council has occurred on a regular basis since this regime was agreed by the Council in 2007. This was evidenced to be operating as intended through a review of Council minutes, with reports being submitted for review at every full meeting of the Council.

With one exception no significant cost centre level variances were identified in the review of the 2011/12 accounts. At an overall Council level the reported overspend against budget (£30,292) was partly offset by greater than anticipated income (£21,906). The only major area of overspend was the actual cost of holding local council elections (£15,368 versus £4,500 budget) which are outside the Council's direct control. The expenditure was adequately met from a previously earmarked revenue reserve for elections which it has been resolved will be replenished by reserving £6000 each year until 2014/15 from the annual precept.

Schedules of actual expenditure were reported to Council throughout the financial year. It was confirmed that there were no breaks in the continuity of cheque numbers and all void cheques are properly accounted for.

The current arrangements of budgetary control are considered adequate given the level and nature of expenditure involved.

3.5 Income Controls

Income records were examined and found to have been correctly maintained. The 2011/12 precept, £251,380, was received from Lichfield District Council and had been correctly accounted for.

A check on the receipts into the Burntwood Cemetery & Coulter Lane Remembrance Garden accounts was included in the interim internal audit and was found to be correct. It is noted that it is the intention that the former should be self supporting and this was achieved during the audit year.

3.6 Petty Cash

The current petty cash imprest account level is £200. The petty cash float is maintained for minor items of expenditure. Invoices for reimbursement are raised as required and are reviewed as per all other invoices, when cheques are signed. It was verified that no payments are made from Petty Cash without a receipt. Turnover on this account is in line with acceptable "petty cash" levels.

3.7 Payroll

All payroll records were reviewed and confirmed as being correct. The Clerk is properly for tax purposes an employee of the council.

No payments were considered unreasonable and PAYE, NIC and superannuation records have been properly maintained.

3.8 Assets

The Asset Register was examined and found to be up to date, as at 31 March 2012. Insurance cover for items stated on the Council's Asset Register was found to be adequate throughout the 2011/12 financial year. This was verified by matching the register to the insurance policy schedule.

3.9 Bank Reconciliation

It was confirmed that the Council has operated three bank accounts:

- Current account (Co-operative Bank Community Direct Plus Account no. 08-9008 6102099300)
- Instant access account (Co-operative Bank Business Select Instant Access Account no. 08-90-08 6102099350)
- Deposit a/c (Co-operative Current Account no. 08-90-08 6102422900)

In addition monies are held by Lichfield District Council in a "Deposit Account" operated on behalf of Burntwood Town Council. These were verified and are properly accounted for.

Transfers between all accounts were verified as having been properly authorised and were countersigned by three councillors. Automatic netting of daily unused

balances is operated by the Co-operative Bank between the Current Account and the Instant Access Account

Bank reconciliations are performed for each account on a monthly basis, with a year end reconciliation being included with the final accounts for 2011/12. This was reviewed and found to be correct, including the reconciliation of unrepresented cheques.

There were no unexplained differences.

3.10 Year- end Procedures

The year end accounts for 2011/12 were examined and found to have been prepared on the correct accounting basis, showing receipts and payments including cash book records. All bank accounts were properly reconciled against the relevant bank statements and uncleared cheques are accounted for and were verified.

3.11 Trust Funds

Accounts relating to the William Cadman Charity for 2011/12 were examined in conjunction with bank statements (Co-operative Bank account no 08-90-08 6102098000) and found to have been correctly maintained. Expenditure during the audit year was minimal.

3.12 Other matters

For the purposes of the Data Protection Act 1998 the Council is a properly registered Data Controller. The Council's registration was properly recorded with the Information Commissioners Office for 2011/12.

It was noted that eleven members of the Council attended an Internal Audit awareness course, organised by the Council, during 2011/12. The attendees included several councillors who were first appointed during the audit year. A number of items raised during the training are actively being reviewed and actions taken will be reviewed during the next interim audit.

4. Conclusion

The overall conclusion is that the systems and procedures currently in operation within Burntwood Town Council are operating satisfactorily and provide an adequate level of internal control.

Four recommendations have been made as stated below.

5. Recommendations

5.1 The Council should refresh the earmarked Election reserve from the 2012/13 – 2014/15 Precept receipts;

5.2 It is recommended that the Risk Assessment should be reviewed for completeness during 2012/13.

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5.3 The Clerk should take the opportunity to remind relevant parties that wherever possible invoices should be made on the name of the council or endorsed "on behalf of Burntwood Town Council" to maximise VAT reclaim.

5.4 The Council should formally recognise the present arrangements for reviewing and approving the insurance arrangement and countermand or modify the decision ratified on 11 March 2010.

6. Postscript.

You are reminded that under the Local Authorities (Model Code of Conduct) Order 2007 all councilors are required to complete a Declaration of Interests form by 1 July 2012. I shall audit these records for completeness during my next interim audit.

Alan Toplis

Internal Auditor to Burntwood Town Council

Date of interim audit : 8th December 2011

Date of final audit : 1st May 2012

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