

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE  
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD  
ON THURSDAY 29 AUGUST 2013 COMMENCING AT 7.00 P.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby, Town Clerk

**17. APOLOGIES FOR ABSENCE**

None, all members present.

**18. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**19. MINUTES**

**RESOLVED** That the Minutes of a Meeting of the Policy & Resources Committee held on 10 July 2013 (Minute Nos. 6 - 16) be approved as a correct record subject to the following amendments:

**Minute No. 11.2**, 1<sup>st</sup> paragraph, 5<sup>th</sup> line to be amended from:  
"... "Welcome" signage at all entry points into Burntwood, ..."

to:

"... "Welcome" signage on all arterial roads into Burntwood, ..."

**Minute No. 14**, 2<sup>nd</sup> paragraph, 2<sup>nd</sup> line to be amended from:  
"... served by someone on a short-term ..."

to:

"... served by individuals on fixed term ..."

**20. FRANKING MACHINE (Minute No. 13 refers)**

Members received the Town Clerk's report.

**RESOLVED That:**

a) The report be received and noted.

- b) This matter be deferred pending receipt of information detailing the cost of:
  - (i) A replacement machine on a five year rental agreement;
  - (ii) A replacement machine on a five year rental agreement with the option to purchase at the end of term;
  - (iii) The outright purchase of a replacement machine

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

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

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

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

**RECOMMENDATIONS That:**

- a) That the Town Council could look to committing pump priming money towards the cost of the providing and installing the children's swing with the remainder being provided via Lichfield District Council (LDC) and County Councillor Mrs Woodward through her LMIS funding.
- b) That the Leader and Deputy Leader of the Town Council and the Town Clerk be delegated to agree the Town Council's proportion of the above proposal once the committed contribution levels from LDC and County Councillor Mrs Woodward had been confirmed.

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

Members were informed of the arrangements which are in place for either the Leader or Deputy Leader of the Town Council to enable them to make contact with the Council's bank at any time when the Town Clerk is not in the office for an extended period.

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

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

Members were advised that the Personnel Committee had recently considered whether the Town Council's office should open for longer hours and staff had been

consulted at that time to gauge whether they would be willing/able to take on more hours should the need be confirmed.

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

The data shows that:

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

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

**RESOLVED** That this item be deferred to the next meeting to enable the Town Clerk to:

- a) Consult with other local councils to ascertain the times which their offices are open to the public
- b) Analyse the data captured from the log of visitors/telephone calls and the reasons why those people were contacting the Town Council.

#### **24. 2012/13 INTERNAL AUDIT REPORT**

Members received the Internal Auditor's report for the 2012/13 financial year. They were pleased to note that the Internal Auditor was happy with the manner in which the Town Council conducts its financial affairs, noting that "Record keeping is to a very high standard and is to be commended.". The Internal Auditor had made four recommendations for Members consideration:

- a) "The Council should continue to refresh the earmarked Election reserve from the 2013/14 – 2014/15 Precept receipts"

**RESOLVED** That this recommendation will be implemented for 2014/15 – funding has been included in the 2013/14 for this purpose.

- b) "It has been the Council's practice to maintain two registers of assets, one covering land, bus shelters and civic regalia (current value £31,252) and one covering all other property such as computers, office furnishings and equipment (current value c£43,000). Only the former schedule has been recorded in box 9 ("Total fixed assets") of the Annual Return in the past and there seems no good reason why the two schedules should not be combined and reported. I shall continue to monitor the combined lists in any circumstance."

**RESOLVED** That this recommendation be agreed and that it will be implemented for the 2013/14 financial year onwards.

- c) "In my interim audit I raised a query regarding the employment status of the person responsible for Cemetery Security as his remuneration is at a level which HMR&C now require proper PAYE reporting (even if tax or national Insurance is now due). The Clerk has agreed to review this matter."

The Town Clerk reported that this matter is being followed up and a resolution will be sought as soon as possible.

**RESOLVED** That this matter should be resolved by the end of October 2013 at the latest.

- d) "Earmarked reserved properly agreed by the Council should be reflected by corresponding entries in the books of account and properly shown on the end year balance sheet."

**RESOLVED** That this recommendation be agreed and that it will be implemented for the 2013/14 financial year onwards.

## **25. 2013/14 BUDGET AS AT 22 AUGUST 2013**

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

## **26. BURNTWOOD TOWN STRATEGY ACTION AREA 5: BUSINESS AND EMPLOYERS SUPPORT WORKING GROUP**

Members considered the following bid submitted by the above Working Group:

### **"Introduction**

In March 2011 BTC published the Burntwood Town Strategy. A separate committee was established to implement Action Area 5. The committee met and considered the options available with the known resources. A decision was taken to see the LDC High Street Innovation Programme as the main initiative to support, in the first instance, the objectives outlined in the strategy.

It has taken over a year to see the High Street Innovation Programme starting to implement the first objectives and bring together some traders from the existing High Street shops. This work has clarified what is realistic to expect from the High Street traders initiative and so allow a BTC initiative to work alongside the High St traders group.

BTC has set aside monies for this financial year to implement the whole of the Town Strategy and the following proposal is made for consideration by the Policy and Resources Committee in the first instance.

## **BTC Strategy Statement**

The following four initial actions were agreed:

- Work with local businesses and economic development agents to encourage local expansions, business in-movement and start-up, and thus increased local job opportunities.
- Support the growth and development of locally-based community and social enterprises.
- Work towards linking the town more closely to the estate business community for mutual benefits.
- Encourage the development of a local Chamber of Business and Trade for the area. If appropriate a sub-group of the existing Lichfield and Tamworth Chamber of Commerce and Industry, by identifying key initiators amongst the business community.

## **Proposal**

Existing staff of the Burntwood Town Council are currently preparing a data base of owners of local businesses in Burntwood. This data base will include owners who work from home, those operating from business estates in Burntwood and those operating from retail outlets.

Once completed this data base can be used to set out the business and employers support plan proposed by BTC.

BTC will need extra resources in order to engage with businesses and it is proposed that a sum of £3,000 is allocated to fund an honorarium. BTC would advertise and recruit a suitably qualified and experienced person with proven business and organisational development skills. The work would be time limited over an agreed period of say five months and depending upon outcomes a further period of work could be planned with funding from a combination of sources that might include BTC.

Specific objectives would include the development of a local Chamber of Trade and Commerce.

The appointment would be accountable to the BTC Town Clerk with a steering group based on the existing Business Development Sub-Group.

If this initial proposal found favour then detailed work would be undertaken to define objectives in more detail."

**RECOMMENDATION** That the Town Council agree to the allocation of £3,000 to fund an honorarium and that the Working Group be authorised to progress the proposal as set out above.

(The Meeting closed at 8.15p.m.)

Signed .....

Date .....