

Our Ref: MD

15 January 2015

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

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet in **the Community Room, Chase Terrace Fire Station, Rugeley Road, Chase Terrace** on **Thursday 22 January 2015 commencing at 7.00 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

<p>PLEASE NOTE THE VENUE FOR THE ABOVE MEETING</p>

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Policy and Resources Committee held on 18 December 2014 (Minute Nos. 25 -28) **(ENCLOSURE NO. 1)**.

4. 2014/15 INCOME AND EXPENDITURE TO DATE AND DRAFT 2015/16 BUDGET (ENCLOSURE NOS. 2A AND 2B)

5. TRIBUTES TO STEPHEN SUTTON MBE (ENCLOSURE NO. 3)

6. COMMUNITY DIAL A RIDE SERVICE: REVIEW (ENCLOSURE NO. 4)

7. EXCLUSION OF THE PRESS AND PUBLIC

Chairman to move:

That under the Public Bodies (Admissions to Meeting) 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.

8. OLD MINING COLLEGE CENTRE

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 18 DECEMBER 2014 COMMENCING AT 8.20 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

25. APOLOGIES FOR ABSENCE

None – all Members were present.

26. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

27. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 27 November 2014 (Minute Nos. 21 - 24) be received and approved as a correct record.

28. 2015/16 DRAFT BUDGET (INCLUDING 2014/15 BUDGET TO 30 NOVEMBER 2014)

The Committee reviewed each line of the budget report and generally found the forecast end of year income and expenditure to be in line with the 2014/15 budget.

RECOMMENDATION TO THE FULL COUNCIL That the 2015/16 Precept in the sum of £218,923 be declared on Lichfield District Council at the January 2015 meeting of the Full Council (draft 2015/16 budget papers will be submitted to the Full Council as a separate agenda item for the January 2015 meeting).

(The Meeting closed at 8.55 p.m.)

Signed

Date

BURNTWOOD TOWN COUNCIL
GENERAL BUDGET: INCOME AND EXPENDITURE TO DATE AND DRAFT 2015/16 BUDGET

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
100	Corporate						
1025	Sundry Income	0	20	0	7	7	0
1176	Precept	224,150	224,150	218,923	218,923	218,923	218,923
1180	Council Tax Support Grant	30,330	30,330	29,939	29,939	29,939	25,382
1190	Interest: Community Direct Plus	3	3	3	3	3	3
1191	Interest: Reserve Account	450	624	0	0	0	0
1192	Interest: Instant Access A/C	45	22	25	29	29	25
1194	Interest: 3 Month Investment Account	250	42	0	0	0	0
1195	Interest: 12 Month Investment Account	1,775	277	1,550	1,208	1,208	1,200
1196	Interest: Active Saver A/C	0	40	0	412	412	0
	Total Income	257,003	255,508	250,440	250,521	250,521	245,533
	100 Net Expenditure	-257,003	-255,508	-250,440	-250,521	-250,521	-245,533
101	Employee Expenses						
4000	Holding Account	97,820	0	0	0	0	0
4001	Salaries (excluding employee NI & PAYE)		53,024	78,201	45,760	55,390	78,618
4006	NI: Employer's Contributions		5,588	6,000	5,001	6,000	6,000
4007	PAYE: Employees' Contributions		11,293	0	11,686	13,667	0
4011	LGPS: Employer's Contributions		13,557	16,114	12,400	14,736	15,745
4012	Telephone/Broadband Allowance		671	840	604	840	840
4013	Eyesight: Tests/Spectacles		65	100	50	100	100
4014	NI: Employees' Contributions		4,858	0	4,452	5,000	0
4015	LGPS: Employees' Contributions		5,119	0	4,364	5,807	0
4016	Employee Costs: Sundry	0	760	0	0	0	0

101	Employee Expenses (Cont'd)						
4017	Interim Town Clerk	0	0	0	4,734	4,734	0
	OverHead Expenditure	97,820	94,935	101,255	89,051	106,274	101,303
1026	Insurance Claim	0	760	0	0	0	0
	Total Income	0	760	0	0	0	
	101 Net Expenditure	97,820	94,175	101,255	89,051	106,274	101,303
102	Premises: Lambourne House						
4020	Office: Rent	13,000	12,750	13,563	13,563	13,563	13,750
4021	Office: Service Charges	900	895	900	927	927	1,008
4022	NNDR: Office	4,350	4,297	4,430	4,380	4,380	4,550
4023	Office: Water Rates	300	245	300	124	300	300
4024	Office: Electricity	1,800	2,617	2,000	1,132	2,000	2,000
4025	Office: Cleaning Materials	100	171	150	98	150	150
4026	Office: Trade Refuse	120	30	90	0	90	90
4027	Office: Window Cleaning	120	45	120	25	75	120
4028	Office: Security Alarm (R&M)	200	75	200	1,191	1,191	300
4029	Office: CCTV (R&M)	275	263	275	315	315	300
4030	Office: Fire Extinguishers	50	61	50	0	50	50
4031	Office: PAT Testing	100	85	100	154	154	100
4032	Office: Air Conditioners (R&M)	360	0	350	0	350	350
4033	Office: General Maintenance	2,000	577	2,000	36	500	2,000
4034	Office: Alarm Monitoring	0	0	0	125	181	330
4037	Meeting Room: Rental Charges	1,500	1,352	1,500	734	1,500	1,500
4999	Contingency Expenses	0	293	0	0	0	0
	OverHead Expenditure	25,175	23,755	26,028	22,803	25,726	26,898
1025	Sundry Income	0	50	0	54	54	0
	Total Income	0	50	0	54	54	0
	102 Net Expenditure	25,175	23,705	25,175	22,749	25,413	26,460

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
105	Transport						
4060	Car Mileage: Employees	2,200	2,381	2,300	1,895	2,300	2,000
4061	Car Mileage: Members	150	0	150	37	37	150
4062	Car Parking Fees	10	11	10	5	10	10
	OverHead Expenditure	2,360	2,392	2,460	1,937	2,347	2,160
	105 Net Expenditure	2,360	2,392	2,460	1,937	2,347	2,160
107	Supplies & Services						
4100	Photocopier: Copy Charges	1,200	1,040	1,200	1,020	1,200	1,200
4110	Telephone: Rental	600	722	800	743	800	800
4111	Telephone: Calls	700	90	150	76	150	150
4112	Telephone: Payment Charges	65	66	72	72	72	72
4113	Broadband: Line rental	400	388	440	243	440	440
4120	Postage	1,100	1,400	1,100	1,009	1,100	900
4121	Franking Machine: Rental/Lease	696	793	696	507	696	674
4122	Franking Machine: Maintenance	300	298	298	325	325	200
4123	Franking Machine: Stationery	90	95	100	0	100	100
4130	Computers: Peripherals	0	176	0	60	60	0
4131	Computers: Hardware	250	0	0	0	0	0
4132	Computers: Software Licences	500	2,093	500	701	701	660
4133	Computers: Support	825	1,690	1,710	1,567	1,710	1,800
4135	Computers: Email accounts	50	50	50	50	50	50
4140	Website	425	842	625	583	583	400
4160	Stationery	1,800	1,713	1,800	1,281	1,800	1,800
4161	Publications	200	261	200	23	200	200
4162	Newspapers	200	177	300	154	154	45
4163	General Office Expenses	200	317	200	269	300	250
4164	Office Equipment	300	355	300	64	300	300

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
107	Supplies & Services (Cont'd)						
4165	Advertising	1,000	264	1,000	460	1,000	1,000
4166	Newsletter	1,440	1,080	1,440	1,440	1,440	1,440
4170	Subscriptions to other bodies	1,900	1,942	575	1,903	1,903	600
4175	Furniture	0	87	0	0	0	0
4180	Professional Fees	500	4,807	500	1,500	2,000	3,500
4190	Data Protection Fee	35	35	35	35	35	35
4200	Courses/Training: Fees	1,300	1,970	1,300	425	1,300	1,300
4201	Courses/Training: Expenses	200	315	200	8	200	200
4202	Conferences/Seminars: Fees	600	570	600	0	600	600
4203	Conferences/Seminars: Expenses	500	94	500	0	500	500
4208	Alarm: Annual Maintenance Fee	200	187	200	492	492	350
4220	Bank Charges	150	193	150	126	156	150
4221	Insurance: Premiums	1,500	1,768	1,800	1,407	1,407	1,800
4222	Insurance: Landlord	520	568	600	583	583	600
4230	External Audit	800	800	800	800	800	800
4231	Internal Audit	200	170	200	174	400	400
4232	Audit Preparation	480	544	500	-6	-6	550
4235	Memorial Bench	35	0	35	0	35	35
4411	Handyperson Service	100	0	100	0	100	100
4999	Contingency Expenses	1,000	1,000	1,000	58	1,000	1,000
	OverHead Expenditure	22,961	28,961	22,076	18,151	24,686	25,468
1025	Sundry Income	0	31	0	0	0	0
	Total Income	0	31	0	0	0	0
	107 Net Expenditure	22,961	28,930	22,076	18,151	24,180	25,568

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
201	Street Lighting						
4240	Electricity	400	400	400	450	450	450
4241	Maintenance	400	368	400	368	368	368
	OverHead Expenditure	800	768	800	818	818	818
	201 Net Expenditure	800	768	800	818	818	818
202	Bus Shelters						
4250	Maintenance	400	276	400	0	400	400
4251	Inspections	0	373	325	256	325	325
4255	Provision new bus shelter(s)	5,000	3,925	4,000	16	4,000	4,000
4411	Handyperson Service	320	0	0	0	0	0
	OverHead Expenditure	5,720	4,573	4,725	271	4,725	4,725
	Total Income	0	0	0	0	0	0
	202 Net Expenditure	5,720	4,573	4,725	271	4,725	4,725
203	Christmas Trees/Lights						
4260	General Expenses	4,000	2,338	4,000	972	4,000	4,000
	Churches	1,200	902	1,200	348	1,200	1,200
	OverHead Expenditure	5,200	3,240	5,200	1,320	5,200	5,200
	203 Net Expenditure	5,200	3,240	5,200	1,320	5,200	5,200

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
205	Traffic Islands						
4300	Shrub Beds: Maintenance	3,399	3,399	3,500	0	3,500	3,675
4301	Grass Cutting	618	536	679	0	679	713
4302	Litter Picking	124	124	128	0	128	134
4303	Weed Killer Spraying	165	165	170	0	170	179
4304	Signage	329	290	339	77	339	356
4305	Signage Installation	100	2	100	35	100	100
4306	NNDR: Traffic Islands	1,700	1,663	1,730	1,696	1,696	1,750
	OverHead Expenditure	6,435	6,178	6,646	1,807	6,612	6,907
1030	Traffic Islands: Sponsorship	3,500	3,500	3,500	1,500	3,500	3,500
	Total Income	3,500	3,500	3,500	307	3,500	3,500
	205 Net Expenditure	2,950	2,678	3,146	139	3,112	3,407
206	Hanging Baskets & Planters						
4350	Planters: Maintenance	309	258	304	0	304	319
4351	Planters: Bedding Plants	453	453	467	0	467	490
4352	Hanging Baskets: Supply/Maint.	620	620	639	0	639	671
	OverHead Expenditure	1,382	1,331	1,410	0	1,410	1,480
	206 Net Expenditure	1,382	1,331	1,410	0	1,410	1,480

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
207	Flagpole						
4355	Flagpole	240	240	240	240	240	250
	OverHead Expenditure	240	240	240	240	240	250
	207 Net Expenditure	240	240	240	240	240	250
208	Burntwood in Bloom						
4380	Advertising	1,250	720	1,250	773	773	1,250
4381	Prizes	1,300	1,048	1,300	1,035	1,035	1,300
4382	Presentation Evening	1,000	635	1,000	695	695	1,000
4383	Annual Calendar (production)	250	248	250	234	234	250
4384	HEIB Regional Competition	1,200	1,649	1,200	295	1,200	1,200
4385	BiB: Miscellaneous	0	0	0	7	7	0
	OverHead Expenditure	5,000	4,299	5,000	3,039	3,944	5,000
1050	BiB: Sponsorship	0	660	0	860	860	0
1051	BiB: Photograph Sales	0	27	0	26	26	0
1052	BiB: Calendar Sales	0	205	0	213	213	0
	Total Income	0	892	0	1,099	1,099	0
	208 Net Expenditure	5,000	3,407	5,000	1,940	2,845	5,000

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
209	Coulter Lane Remb. Garden						
4411	Handyperson Service	150	0	150	0	0	150
4500	Coulter Lane Remb. Garden	0	550	150	330	800	150
4501	Grounds Maintenance	1,100	1,209	607	4,377	5,000	650
4821	Trees, Maintenance, etc	0	0	0	1,640	1,640	0
	OverHead Expenditure	1,250	1,759	907	6,347	7,440	950
	209 Net Expenditure	1,250	1,759	907	6,347	7,440	950
210	Burntwood Wakes Festival						
4001	Salaries	3,060	3,060	3,100	3,100	3,100	0
4411	Handyperson Service	800	372	800	298	298	0
4600	BWF: Stage / Sound Hire	40,000	5,500	40,000	150	150	20,000
4601	BWF: Unsigned - Neon Studios	0	600	0	600	600	0
4602	Family Fun Day Entertainment	0	5,362	0	4,415	4,415	0
4603	Marquees & Furniture	0	5,089	0	2,719	2,719	0
4604	First Aid Cover	0	742	0	0	0	0
4605	Fire Cover	0	110	0	115	115	0
4607	Security	0	3,623	0	2,362	2,362	0
4608	Rubbish Skips	0	195	0	210	210	0
4609	Traffic Management	0	425	0	425	425	0
4610	Mobile Toilets	0	1,120	0	760	760	0
4611	Publicity	0	1,863	0	2,009	2,009	0
4612	Insurance	0	1,792	0	1,845	1,845	0
4613	Ground Crew	0	4,400	0	4,140	4,140	0
4614	Coach	0	680	0	500	500	0
4615	Pathway: Clearance	0	42	0	0	0	0
4616	Pathway: Lighting	0	90	0	0	0	0
4619	Hospitality: Mobile Toilets	0	700	0	0	0	0
4620	Miscellaneous	0	6,060	0	3,181	3,181	0

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
211	Town Strategy						
4750	Town Strategy	10,000	1,120	30,000	18,615	40,760	30,000
	OverHead Expenditure	10,000	1,120	30,000	18,615	40,760	30,000
1035	Ring & Ride Ticket Sales	0	0	0	70	1,000	0
	Total Income	0	0	0	70	1,000	0
	211 Net Expenditure	10,000	1,120	30,000	18,545	39,760	30,000
214	Community Projects						
4411	Handyperson Service	0	0	0	0	0	0
4755	Tea Dance	700	354	0	0	0	0
4757	Artwork Comp.	0	0	0	0	0	0
4758	General Expenses	4,000	5,000	4,000	320	320	4,000
	OverHead Expenditure	4,700	5,354	4,000	320	320	4,000
1025	Sundry Income	0	157	0	0	0	0
	Total Income	0	157	0	0	0	0
	214 Net Expenditure	4,700	4,197	4,000	320	320	4,000

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
215	SCAMP						
4550	SCAMP: Maintenance	1,500	0	1,500	0	0	1,500
4551	SCAMP: Insurance	500	406	425	432	432	450
	OverHead Expenditure	2,000	406	1,925	432	432	1,950
	215 Net Expenditure	2,000	406	1,925	432	432	1,950
216	NEIGHBOURHOOD PLAN						
4725	Neighbourhood Plan: Events	0	0	0	65	65	0
	OverHead Expenditure	0	0	0	65	65	0
	216 Net Expenditure	0	0	0	65	65	0
301	Civic Expenses						
4360	Chairman's Expenses	4,500	238	2,500	236	2,400	2,500
4361	General Expenses	0	96	0	0	0	0
4363	Civic Carol Service	0	80	0	0		0
4364	Civic Service & Reception	0	872	0	83	100	0
4366	Hospitality: BWF	0	853	0	0		0
4367	Other Expenses	0	19	0	0		0
4368	Fundraising	0	720	0	0		0
4369	Fundraising - Distribution	0	1,485	0	0	412	0
	OverHead Expenditure	4,500	4,363	2,500	319	2,912	2,500
1025	Sundry Income	0	194	0	0	0	0
1061	Civic Service: Collection/Raffle	0	1,686	0	0	0	0
1062	Fundraising	0	325	0	412	412	0
1095	BWF: Hospitality - Food	0	0	0	0	0	0
	Total Income	0	2,205	0	412	412	0
	301 Net Expenditure	4,500	2,158	2,500	-94	2,500	2,500

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
302	Grant Aid						
4400	Local Voluntary Organisations	10,000	9,800	10,000	10,100	10,100	10,000
4401	Play Schemes	3,100	3,100	3,100	0	0	0
4402	Community Transport	3,000	3,000	3,000	3,000	3,000	3,000
4405	SESCAB	3,500	3,500	3,500	3,500	3,500	3,500
4407	Cheque Presentation Evening	0	65	50	12	50	50
4408	Remembrance Wreaths	0	100	100	100	100	100
	OverHead Expenditure	19,700	19,565	19,750	16,712	16,750	16,650
1200	Refunds	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0
	302 Net Expenditure	19,700	19,565	19,750	16,712	16,750	16,650
310	Election Expenses						
4701	Election Expenses	5,000	5,000	5,000	0	5,000	5,000
	OverHead Expenditure	5,000	5,000	5,000	0	5,000	5,000
	310 Net Expenditure	5,000	5,000	5,000	0	5,000	5,000

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Draft Budget
		£	£	£	£	£	£
501	Capital Projects						
4052	Office: Heaters	0	1,798	0	0	0	0
4053	Office: Replacement Windows	0	0	0	2,229	2,229	0
4054	Office: Replacement Front Door and Window	0	0	0	4,779	4,779	0
	OverHead Expenditure	0	1,798	0	7,009	7,009	0
	Net Expenditure	0	1,798	0	7,009	7,009	0
	Total Budget Expenditure	264103	261,368	278,822	226,672	300,086	261,259
	Total Income	-264223	-276,987	-254,190	-289,750	-292,180	-249,033
	Net Expenditure	-120	-15,619	24,632	-63,078	7,906	12,226

BURNTWOOD TOWN COUNCIL
CEMETERY BUDGET: INCOME AND EXPENDITURE TO DATE AND DRAFT 2015/16 BUDGET

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Budget
		£	£	£	£	£	£
401	Burntwood Cemetery: Revenue						
4001	Salaries	6,120	6,120	6,200	3,617	6,200	6,400
4132	Computers: Software Licences	0	255	120	260	260	235
4133	Computers: Support	0	0	570	333	570	570
4411	Handyperson Service	250	0	0	0	0	0
4800	Grounds Maint: LDC	5,500	1,755	3,153	0	3,153	3,310
4801	Grounds Maint: Other	2,100	2,722	2,350	2,499	2,499	2,467
4802	Grounds Maint: Sister Dora Ave	200	201	255	0	255	268
4803	Grounds Maint: Front Verge	200	732	255	0	255	268
4806	Topsoil	0	131	0	0	0	0
4807	Turf	200	380	200	0	0	200
4809	Weed Killing (selective)	100	310	100	0	0	100
4810	Grave Digging: Main Contractor	2,500	4,290	4,500	2,280	4,500	4,500
4811	Grave Digging: Others	2,000	0	0	0	0	0
4812	Cemetery Gatekeeper	1,300	1,170	1,300	921	1,300	1,300
4813	Trade Refuse	300	225	300	30	300	300
4814	Skips	120	120	120	150	150	150
4815	ICCM Membership	100	0	100	90	90	90
4817	Survey	0	50	0	130	130	0
4818	Computer Hardware	185	0	270	542	542	0
4819	Water Rates	40	45	40	37	40	40
4820	NNDR: Burntwood Cemetery	440	461	475	541	541	560
4821	Trees: Maintenance, etc	0	350	0	810	810	0
4825	Storage Container	0	0	0	572	687	470
4830	Courses/Training: Fees	0	490	0	0	0	0
4856	General Maintenance, etc	200	202	200	156	200	200
4857	Memorial Plaques	0	66	100	0	100	100
4858	Gritting Paths/Road	500	0	1,000	0	1,000	1,000
	OverHead Expenditure	22,355	20,075	21,608	13,237	23,582	22,528

		2013/14		2014/15			2015/16
		Budget	Actual	Agreed Budget	Actual as at 15/01/15	Projected Actual	Budget
		£	£	£	£	£	£
401	Burntwood Cemetery: Revenue (Continued)						
1000	Burial Fees/Licences	25,000	29,745	25,000	16,915	25,000	25,000
	Total Income	25,000	29,745	25,000	16,915	25,000	25,000
	401 Net Expenditure	-2,645	-9,670	-3,392	-3,678	-1,418	-2,472
402	Burntwood Cemetery: Capital						
4851	Contract Payments	0	2,900	0	0	0	0
	OverHead Expenditure	0	2,900	0	0	0	0
	402 Net Expenditure	0	2,900	0	0	0	0
	Total Budget Expenditure	22,355	22,975	21,608	13,237	23,582	22,498
	Total Income	25,000	29,745	25,000	16,915	25,000	25,000
	Net Expenditure	-2,645	-6,770	-3,392	-3,678	-1,418	-2,502

**POLICY & RESOURCES COMMITTEE
22 JANUARY 2015**

**AGENDA ITEM NO. 5
TRIBUTES TO STEPHEN SUTTON MBE**

The Policy & Resources Committee has previously agreed to progress the following tributes to Stephen Sutton MBE during the 2014/15 financial year (Minute No. 24 refers):

- a) That the Town Council offer a bursary to a young person from Burntwood in the sum of £2,000 (definition/formal arrangements to be agreed, though it was hoped that a member of Stephen's family could be on the Panel).
- b) That the Young Person of the Year award be renamed the Stephen Sutton Young Person of the Year Award
- c) That the 4 No. trees (one in each of the town's parks) be planted and that a simple plaque be installed at each site, e.g. "Planted by Burntwood Town Council so that we can see the tree grow in Stephen Sutton's memory".

Bursary (Draft)

A sample Bursary Scheme and application form is attached for Members consideration and approval (see **Attachment A**).

Young Person of the Year Award

The change in title of the Award can be considered to be implemented with immediate effect at no additional cost to the Town Council.

Trees

Discussions have been held with John Brown Nurseries and Lichfield District Council (LDC) regarding the procurement, placement and maintenance of 4 No. trees - one for each of the main Burntwood parks (Redwood, Chase Terrace, Burntwood and Chasetown Memorial).

Four lime trees (delivered, planted and with suitable anchorage and irrigation systems) would cost approximately £1,468. Suitable commemoration plaques are also being arranged. Officers from LDC and the Town Council, along with an elected member are meeting on 15 January 2015 to determine specific locations where the trees can be planted.

ANNUAL BURSARY IN MEMORY OF STEPHEN SUTTON MBE (DRAFT)

Burntwood Town Council has agreed to make an annual bursary available to a talented young person wanting to go onto greater achievements in the field of the Arts or Sport. An annual £2,000 bursary award is available. To qualify for consideration for the bursary, individuals must be resident within the Burntwood Town Council boundaries, be aged between 13-25 years and be able to demonstrate an outstanding talent for their activity.

The scheme is intended to help fund additional opportunities to develop talent further and can be used for a variety of projects including purchasing specialist equipment or clothing, research projects, extra tuition or coaching, competition fees and travel.

Applications are sought from the following categories:

- Traditional and Contemporary Performing Arts (e.g. Music, Dance, Film and Theatre)
- All Sports

Applications will be considered en bloc on one occasion each year and all documentation should be returned by the deadline. The level of achievement and/or potential in relation to your chosen art form or sport will be considered by the Assessment Panel in assessing your application.

Please Note

All applicants are required to submit evidence of their work for assessment by the Awards Panel. Applications will need to provide a sequence of no more than 2 minutes of their work on CD, video, audio tape or a portfolio of 10 significant works. These items will be used for consideration by the Panel, together with the application, and will be returned when the award decision has been made. Applicants should also provide 2 recent photographs of themselves, plus an endorsement from a teacher or leader.

Files must be in the following format:

- Images: jpg or gif (max file size 2mB)
- Audio: mp3 (max file size 4mB)
- Film: mpg (max file size 10mB)

Evidence must be in the following format:

- Images: secured in appropriate folder, each item clearly marked with your name, contact number and BTC SS Bursary 2015)
- Audio: on CD compatible with a standard CD player (please enclose a duplicate copy in case of play back problems)
- Film: on DVD compatible with a standard DVD player (please enclose a duplicate copy in case of play back problems)

Applicants who require additional support for creating their submissions for the Award should ask teaching staff at their school or college.

The 2015 Bursary Award scheme is now open and applications should be submitted by Friday
xxxxxxxxxxxxxxxxxx

Evidence and application forms should be delivered or mailed to:

Town Clerk, Burntwood Town Council, Unit 1 Lambourne House, Bridge Cross Road, Burntwood WS7 2BX

ENCLOSURE NO. 3

**BURNTWOOD TOWN COUNCIL
STEPHEN SUTTON BURSARY**

1. GENERAL DETAILS

- 1.1 Burntwood Town Council is making the Bursary available to young people involved in the Arts or Sports in order to give them a practical helping hand and encourage them to go on to even greater achievements.
- 1.2 To qualify for consideration for grant aid, individuals must be resident within Burntwood Town Council's boundary.
- 1.3 Applications will be considered en bloc on one occasion and all documentation should be returned by the deadline as advised.
- 1.4 When assessing each application, the Assessment Panel will consider such matters as the level of achievement and/or potential in relation to your chosen art form or sport.
- 1.5 The scheme is for the 13 – 25 age group only and is designed to encourage and develop the talents of young people.

2. BURSARY SCHEME CONDITIONS

- 2.1 Applicants are required to:
 - a) Demonstrate their success and level of attainment to date
 - b) Provide projections relating to future performance
 - c) Provide details of any additional funding generated from other sources
- 2.2 Applicants are encouraged to seek additional assistance from other sources.
- 2.3 Retrospective applications will not be considered. The Bursary will not be paid towards expenditure incurred before grant aid has been provided.
- 2.4 Any misleading statements provided during the application process may render the application invalid and the applicant may be required to return the Bursary to the Town Council.
- 2.5 The Town Council reserves the right to vary the terms and conditions of the Bursary Award at any time without notice.
- 2.6 The successful applicant must provide evidence of how the Bursary helped them to achieve their objectives.
- 2.7 The Town Council should be identified and acknowledged in all publicity relating to the activity for which the Bursary has been made.
- 2.8 The Bursary may be dependent on satisfactory references being provided by the national governing body or organisation for your activity.

**BURNTWOOD TOWN COUNCIL
APPLICATION FOR STEPHEN SUTTON BURSARY**

Please complete this form in a legible manner in black ink.

Personal Details of Applicant

Parents may complete the form for applicants under 15 years of age.

1.

NAME: Mr/Miss/Mrs/Ms

2.

Address:

.....
.....
.....
.....

3.

Telephone No. Home:

Mobile:

Email:

4.

Age: **years**

Date of Birth:

5.

Residency:

a) Is the above your main address? **YES/NO***

b) Number of years resident in Burntwood

c) Please give details of the length of time when you are resident elsewhere

.....
.....

(*Delete as appropriate)

6.

Education/Employment Details:

a) Are you currently in full-time education? **YES/NO***

If YES, please provide name and address of school, college, etc

.....
.....
.....

Telephone No.

OR

b) Are you in full-time employment? **YES/NO***

If YES, please provide details including name and address of employer:

.....
.....
.....

Telephone No.

(*Delete as appropriate)

7.

Which of the following categories are you seeking a Bursary in?

- Instrument ▪ Vocal ▪ Dance/Performing Arts
- Other (Photography/Art/Sculpture/Painting) ▪ Sport

8.

CLUB/SOCIETY/GROUP THAT YOU ARE MEMBER OF:

.....
.....
.....

9.

Details of purposes for which you are seeking the Bursary Award

In this section please summarise details of your success to date in your particular field of endeavour, your targets for the future, etc. If necessary, you may provide further details, background information, etc on separate sheets.

Please give details of your specialist area of activity:

.....
.....
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Supplementary information attached ▪

10.

a) How long have you been participating in this Art/Sport?

.....

b) Average time spent participating per week?

.....

11.

Please give details of your success and level of attainment to date:

.....
.....
.....
.....

Supplementary information attached ▪

12.

Please give details of your targets for the coming year and longer term objectives:

.....
.....
.....
.....

13.

Where appropriate, please give details of your training requirements and/or facilities used:

.....
.....
.....
.....

14.

What will this Bursary Award be used for (e.g. tuition fees, travel expenses, equipment, etc?)

.....
.....

15.

Do you receive any sponsorship or assistance, financial or otherwise?

Yes/NO*

If YES, please provide details:

.....
.....

(*Delete as appropriate)

16.

Are you seeking financial assistance from any other source(s)?

YES/NO*

If YES, please provide details:

.....
.....

(*Delete as appropriate)

17.

How will the Bursary benefit you and the community?

.....
.....

18.

20.

DECLARATION

I declare that the information given above is correct and understand that any misleading statements made during the application process may render the application invalid and that the Bursary Award will be returned to the Town Council.

Signed

(Please print name)

Date

21.

Please tick to show that you have or will send in an endorsement, which should be from a Principal/Head Teacher/Chair of Voluntary Organisation or Governing Body/Chair or Leader of Club or Association and which provides a statement in support of the applicant's talent and aims.

Endorsement attached

**22.
Evidence**

Please note that all applicants must submit some evidence of their work for assessment by the Awards Panel. Applicants will need to provide a sequence of **no more than 2 minutes** of their work on CD, video, audiotape or a portfolio of 10 significant works. These items will be used for consideration by the Panel, together with the application, and will be returned when the Award decision has been made. Any additional talent used in the submission such as actors, musicians, filmmakers or competitors must be credited.

Please also provide 2 recent photos of the applicant.

Please make a short statement describing the evidence you are submitting or intend to submit, e.g. choice of music or song, highlights of your portfolio, etc.

.....

<p>PLEASE NOTE:</p> <p>Closing date:</p> <p>The Bursary is awarded annually. The closing date for applications for this year is xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</p> <p>Your completed application form must be returned to:</p> <p>Town Clerk Burntwood Town Council Unit 1 Lambourne House Bridge Cross Road BURNTWOOD WS7 2BX</p> <p>PLEASE TELEPHONE 01543 677166 FOR ALL ENQUIRIES</p>
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**BURNTWOOD TOWN STRATEGY
ACTION AREA 3
PUBLIC TRANSPORT ACCESS AND TRAFFIC MANAGEMENT**

COMMUNITY DIAL A RIDE SERVICE

The Public Transport Access and Traffic Management Working Group (BTS Action Area 3) met on 16 December 2014 to discuss the Community Dial a Ride service that has been in operation since September in partnership with Lichfield District Council's (LDC) Community Transport Scheme.

It was noted that to date the service has not been taken up by the people it was aimed at. Passenger trips have been limited, although a reasonable number of people have registered as members of the Scheme.

There was a discussion on the reasons why the Scheme had not been used by greater numbers of passengers, and the group concluded:

- People already have reliable and tested methods of getting to places in Burntwood through the support of friends and family and may register with the Scheme as a back-up.
- The Scheme offers trips exclusively to destinations within the Town and some Scheme members have requested trips further afield.

It was also noted that the Scheme had been enthusiastically promoted using social media, posters and Press Releases as well as by word of mouth and leaflet hand outs.

Discussions have been held with LDC Officers who have been helpful and supportive of the Scheme.

It was also noted that Hammerwich Parish Council have agreed to enter into a trial arrangement to enable residents of that Parish to access the Scheme on the same terms as Burntwood Residents.

RECOMMENDATIONS:

1. That the Scheme offered be varied to include a weekly shopping trip to Lichfield or other locations as requested by members.
2. That the Scheme pilot be extended to the end of March 2015 to determine if numbers can be increased on the basis of offering weekly shopping trips.
3. That authority to be delegated to BTC Officers (Town Clerk and BTS Implementation Officer) to enact minor variations of the service to enable flexibility to meet demand (variations to be reported to the Chairman, Policy & Resources Committee and the Chairman, Public Transport Access and Traffic Management Working Group).