

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 11 JULY 2016 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Pullen (in the Chair)
Councillors Mrs Banevicius, Mrs Fisher, Stokes, Mrs Tranter and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer

1. APOLOGIES FOR ABSENCE

Councillor Mosson

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Woodward declared a disclosable non-pecuniary interest in Minute No. 13 (Spark (Burntwood) CIC).

3. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 23 March 2016 (Minute Nos. 52 – 64) be approved as a correct record.

4. BURNTWOOD TOWN WEBSITE (Minute No. 44 2015/16 refers)

4.1 Members considered the following options with regard to the Burntwood Town website:

- Complete re-design of the existing website by the current supplier at no additional cost over the current contract payment of £595 per month (plus VAT)
- New website built, hosted and supported/maintained by a different supplier at a cost of £1,500 (plus VAT) plus ongoing maintenance/support at £110 (plus VAT) per month

4.2 Members also considered two options for the Town Council's website:

- a) Move "The Old Mining College Centre" to within "The Council"
- b) Rename from "The Old Mining College Centre" to "Local Voluntary Groups"
- c) Create a new front page or "landing page" with "buttons", each button to represent the individual tabs at the top of the current home page (noting the change requested above re "The Old Mining College Centre" tab)
- d) Each "button" should take you to the existing page for each of the tabs with quick links to each for the sections within that page – see attached example taken from Lichfield City Council's website

- (c) and (b) were offered at nil cost; and (d) were offered at a combined cost of £200 plus VAT

Members were of the opinion that the Town Council's own website, which is managed and maintained in-house, could be enhanced over time to offer local voluntary groups a vehicle to publicise their organisations and events. Given that the Town Council cannot offer the same facility to commercial entities on its .gov.uk domain, it was felt that local businesses could be encouraged to have a presence on the Burntwood Business Community's website.

RESOLVED THAT:

- a) The Town Council do not continue the current Burntwood Town website and that the contract be expired to expire on 18 July 2016.
- b) Options (a) and (b) for the Town Council's own website be accepted and implements as soon as possible and that local organisations and voluntary groups be encouraged to submit their contact details and web links to enable them to be uploaded to the Town Council's website.
- c) The newly establish Burntwood Town Strategy Task & Finish Group be tasked with looking at the Town Council's website to identify what the Council wants to do with the website in the future, including linking in with the Burntwood Business Community's website.

5. PROPOSAL TO ESTABLISH A CHAIRMAN'S CHARITY (Minute No. 60 2015/16)

RESOLVED That this item be deferred and linked in with the review of the Town Council's Civic role.

6. 2016/17 INCOME AND EXPENDITURE AS AT 30 JUNE 2016

- 6.1 Members were advised that a few regular hirer's of the OMCC rooms paid their invoices on a 90 day turnaround.
- 6.2 The Chief Executive Officer was asked to seek an alternative quotation for the PC network support to ensure that the Town Council continued to receive value for money in regard to this service.
- 6.3 The Chief Executive Officer was asked to ensure that all staff used email rather than sending mail via the post wherever possible.

RESOLVED THAT

- a) Hirers be informed in writing that the Town Council's credit terms are 30 days (Minute 6.1 refers)
- b) Account codes 4600/210 be renamed from "BWF: Stage / Sound Hire" to "BWF" and 4401/302 be renamed from "Children's Centres" to "Children's Activities".
- c) The report be received and noted.

7. THE OLD MINING COLLEGE CENTRE: FELLING OF 6 NO. LEYLANDII CYPRESS TREES

Members received the Direct Services Manager's report detailing three quotations which had been sought for the proposed felling of 6 No. Leylandii Cypress trees at The Old Mining College Centre.

RESOLVED That this item be deferred to enable a report to be sought from LDC's Arboricultural Officer advising on the health of the trees, whether it is necessary to fell them and if not how they might be better managed.

8. UNITY TRUST BANK

Members were advised that the Unity Trust Bank, in common with the majority of banks, had introduced the following account tariff with effect from 04 June 2016:

£6 per month plus 15p per transaction, charged quarterly

RESOLVED THAT:

- a) The report be received and noted.
- b) The Chief Executive Officer provide a forecast of likely bank charges for the current financial year.
- c) The Chief Executive Officer consolidate payments wherever possible.

9. UNIT 1 LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD

RESOLVED That the following costs of the End of Tenancy dilapidations required under the terms of the Lease for the Town Council's former office be retrospectively approved:

- Dilapidations: £2,750 plus VAT
- End of Tenancy Cleaning: £30 plus VAT
- End of Tenancy: Carpet Cleaning: £240 (VAT not applicable)

10. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA)

Members were asked to consider whether the Town Council wished to remain a member of the SPCA (2016/17 subscription £1,435 due for immediate payment).

After due consideration, Members agreed that the council was not receiving value for money and that advice which might be sought from time to time could be provided by other sources.

RESOLVED That the Town Council would not renew its membership of the SPCA for the reason as set out above.

11. 8 NO. REFURBISHED BENCHES PREVIOUSLY INSTALLED AT SANKEY'S CORNER AND SWAN ISLAND

Members were requested to agree the preferred locations where the 8 No. benches originally installed at Sankey's Corner and Swan Island might be installed and to agree that the Town Council would accept responsibility for those benches (i.e. ongoing maintenance and insurance). Members were also advised that the remaining S106 available to the project was £5,908.94 and that the cost of installing the refurbished benches would be taken from this sum.

RESOLVED THAT:

a) The preferred locations for the 8 No. refurbished benches are:

- | | |
|---------------|--|
| 1 No. bench | Open Area at end of Kingsdown Road/junction with Ironstone Road |
| 1 No. bench | Along Mineral Railway, parallel with Princess Street |
| 1 No. bench | Near Ryecroft Shops |
| 1 No. bench | High Street, Chasetown – Christmas Tree location |
| 2 No. benches | Redwood Park |
| 1 No. bench | On the edge of the inlet on Chorley Road opposite Costcutter, opposite North Street* |
| 1 No. bench | The Old Mining College Centre (rear garden) |

*If this location is not deliverable then the bench is to be used at the Old Mining College Centre (meaning that 2 No. benches would be installed at that location)

b) The Town Council accepts responsibility for the ongoing maintenance and insurance for the above benches.

c) Any remaining S106 funds from the project be held over until such time as an appropriate need/project is identified.

12. TOWN COUNCIL POLICIES: ANNUAL REVIEW (FIRST TRANCHE)

Members reviewed the following policies:

- Standing Orders (amended – see Appendix A)
- Financial Regulations (amended – see Appendix B)
- Duties of the Responsible Financial Officer (unchanged from existing document)

RECOMMENDED That the Full Council review the revised Standing Orders and Financial Regulations with a view to adopting and implementing them at the next meeting of the Full Council.

13. 2016/17 BUDGET: 4401/302 CHILDREN'S ACTIVITIES

Members were requested to consider how the Town Council wished to allocate the £2,500 allocation under the above budget heading.

RESOLVED THAT:

- a) Spark (Burntwood) CIC be awarded £1,000 towards their operational costs. Members also asked that Spark be requested to share the data they are collecting under their Upshot licence and that their representative(s) be requested to make a presentation on their work to the September 2016 Full Council meeting.
- b) The remaining £1,500 be retained for other children's activity grant applications which may be received under the Town Council's Grant Aid Scheme.

14. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section2) (and as expended by the Local Government Act 1972, Section 100), 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.

15. SCANLITE DIGITAL DISPLAY UNIT

RESOLVED That the Town Council seek to sell the Scanlite Digital Display Unit with a view to achieving the best possible price.

16. PROPOSED TRANSFER OF BURNTWOOD PARKS AND OPEN SPACES FROM LICHFIELD DISTRICT COUNCIL TO BURNTWOOD TOWN COUNCIL

Resolved as set out in the Confidential Minutes.

17. LOCAL GOVERNMENT PENSION SCHEME: STAFFORDSHIRE PENSION FUND

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 9.20 p.m.)

Signed

Date