

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON WEDNESDAY 18 MAY 2016 COMMENCING AT 7.10 P.M.**

PRESENT

Councillor Mrs Stokes (in the Chair)

Councillors Bamborough, Ms Brettell, Mrs Conolly, Mrs Constable, Constable, Drinkwater, Ennis, Mrs Evans, Miss Fisher, Mrs Fisher, Mosson, Pullen, Mrs Rigby, Stokes, Mrs Tranter, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer

Ms J Minor, Senior Administration Officer

28 members of the public

PUBLIC FORUM

Mr Chamberlain made reference to Minute No. 123 - Minutes: Town Council and the misleading comments made by Councillor Constable. Mr Chamberlain pointed out that Lichfield District Councillors have an allowance for IT provision in the sum of £800 and he therefore felt that it would be possible to contact Councillor Constable by email. However, having received no response Mr Chamberlain stated that he contacted Councillor Constable by telephone who had promised to contact County Councillor Alan White regarding the Greenwood House Health Centre. Mr Chamberlain was informed by Councillor Constable that he does not use email. Mr Chamberlain stated that he had heard nothing from Councillor Constable, however, Councillor Mosson had telephoned him who fully explained the situation. Mr Chamberlain stated that this badly reflects on the Town Council as a whole.

Mrs Palmer addressed the Town Council and asked what provision is being made for doctors and schools now that new houses are being built.

Councillor Mrs Fisher thanked Mrs Palmer for her attendance and said that the Town Council as a whole is trying very hard all the time as well as Lichfield District Council and Staffordshire County Council regarding health facilities and school places.

Councillor Mrs Evans stated that the Town Council had been working for a long time to progress this matter and that primary schools have places however, secondary schools are more limited.

Mr Norman made reference to Minute 127 - Minutes: Town Council (Burntwood Neighbourhood Plan Committee) and asked what funding had been lost by the previous controlling group. Councillor Mrs Fisher said that she would come back to Mr Norman once the answer was known.

PRAYERS

Prayers were led by Pastor Lewis.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Miss Beth Fisher be elected Chairman of the Town Council for the ensuing year.

Councillor Miss Fisher made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for her election.

Councillor Mrs Evans wished the new Chairman well and pointed out that she was the youngest ever Chair on the Town Council and probably the country.

Councillor Mrs Fisher thanked Councillor Mrs Stokes and said that she had seen that Councillor Mrs Stokes had been a good ambassador for Burntwood.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Mrs Pamela Stokes be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Mrs Stokes made and signed the Declaration of Acceptance of Office and thanked the Town Council for her appointment.

Councillor Mrs Woodward pointed out that the new Leader of the Town Council, new Leader of the Minority Group, Chairman and Vice-Chairman were all ladies and that it was also the 25th Anniversary of the first woman in space.

3. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Humphreys, Mrs Pullen and Mrs Shingler.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

5. MINUTES

Members made reference to Page 52 of the Town Council Minutes and asked that the word "Labour" be added before the words "Councillors' surgeries".

Members made reference to Page 53 of the Town Council Minutes and asked if County Councillor Sheriff had been invited to the meeting. The Chief Executive Officer confirmed that he had.

RESOLVED That the Minutes of the Meeting of the Town Council held on 24 March 2016 (Minute Nos. 121-138) be received and where necessary approved and adopted.

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

Members made reference to the fact that some representatives had not been invited to the different organisations' meetings and asked if this could be cross referenced as there was no point in appointing a representative if the organisations were not active.

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

8. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that her charities for the year would be We Love Burntwood and 1st Burntwood Scout Group.

The Chairman congratulated Councillor Ennis on completing the London Marathon in aid of "Defibrillators for Burntwood".

The Chairman thanked those who had attended the formal opening of the Old Mining College Centre and stated that the date for her combined Civic/Carol Service would be confirmed at a later date.

9. MINUTES: POLICY AND RESOURCES COMMITTEE

Members made reference to Minute No. 54 - Minutes and asked when the amended Minutes would be uploaded on the website.

Members made reference to Minute No. 56 - Burntwood Town Website and asked if the survey had been undertaken. Members were informed that the Town website would be an agenda item for the next Policy & Resources Committee meeting.

Members made reference to Minute No. 58 - Play in the Parks and felt that the wording should read "recommended to Council".

Members made reference to Minute No. 63 - The Old Mining College Centre and felt that the Chief Executive Officer should give a presentation to Members on what is happening at the OMCC. Members were informed that all Members would be informed on how the Town Council approaches things in the future.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 23 March 2016 (Minute Nos. 52-64) be received and where necessary approved and adopted.

10. MINUTES: PLANNING COMMITTEE

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 31 March 2016 (Minute Nos. 84-88) and 21 April 2016 (Minute Nos. 89-92) be received and where necessary approved and adopted.

11. MINUTES: NEIGHBOURHOOD PLAN COMMITTEE

Members made reference to the new Neighbourhood Planning & Infrastructure Bill which had been introduced in the Queen's Speech.

Members made reference to Minute No. 33 - Burntwood Neighbourhood Plan and stated that "others Parish Councils had done" should be amended to read "other Parish Councils had done" and that the word "agricultural" should be amended to read "architectural".

Members were informed that the Town Council had promised to deliver on the Neighbourhood Plan and that a meeting would be held with Mr Wellock of Kirkwells Consultancy and other Councils who had Neighbourhood Plans in place would be contacted.

RESOLVED That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 26 April 2016 (Minute Nos. 30-34) be received and where necessary approved and adopted.

12. MINUTES: BURNTWOOD WAKES TASK AND FINISH GROUP

Members made reference to Minute No. 4 - Burntwood Wakes Festival 2016 - Wakes Day and were surprised that no response had been received from the 1st Burntwood Scout Groups. Members were informed that an email would be sent.

Members asked if the Wakes was still on budget. Members were informed that the Wakes was still on budget with some funding to spare.

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Task and Finish Group held on 27 April 2016 (Minute Nos. 1-6) be received and where necessary approved and adopted.

13. MEMBERS QUESTIONS

Councillor Mrs Evans has put the following questions to the Leader of the Council - the Leader's responses can be found below each question:

- 1) The lack of progress being made on the health facilities in Burntwood continues to be a cause of concern, as the Leader will be aware, particularly with new housing being developed and the Health and Wellbeing Centre only having temporary consent.

Can the Leader therefore, please confirm how much lobbying has been undertaken by this Council, especially during the last year, who has been contacted, when did this happen and what replies have been received? In particular, has Councillor Alan White at the County Council, or our MP been notified of our concerns and

what does this Council intend to do in order to maintain the pressure to provide these vital services?

Leader of the Council's response:

This council has not formally lobbied the County Council or our MP for the last 24 months. We are now 12 months into a Conservative administration at BTC, and we enjoy very strong working relationships with both the County Council and our MP.

Burntwood Health is also now a standing item at LDC's Community, Housing and Health O&S committee. I can assure this council that lots of work is being done to ensure that better health care for Burntwood is forthcoming, and I hope to be able to give further positive updates in the coming year.

- 2) In 2014, the commemorative year of the start of WW1, on behalf of BTC, I spent time with the Parks Manager, at LDC, John Smith, identifying suitable sites to plant poppies in memory of such a momentous occasion and the subsequent results.

This was a BTC initiative, BTC paid for the poppies and a number of the public have now expressed concerns that the areas selected have been mown, hence ruining the poppies so that they will not flower this year. In view of this, will BTC undertake to contact LDC and ask them for an explanation as to why this has happened and will they give the Town Council assurances that this will not happen again?

We also need to know whether the poppies will survive this harsh treatment and bloom again in the future, although we accept they will not last forever.

Leader of the Council's response:

Lichfield District Council have assured me that the poppy beds have not been mown over. The beds are due to be rotivated and sown towards the end of this month, as has been done in previous years. Unfortunately the poppy beds haven't been as successful as we would have hoped in Burntwood Parks despite continued sowing and re-seeding each year but Lichfield District Council are still committed to the project and are hopeful the poppies will last well into the autumn.

Members felt that adequate health facilities were needed for Burntwood as a whole. Members were informed that a letter would be drafted by both Leaders.

14. INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2016

RESOLVED That the Internal Auditor's report for the year ended 31 March 2016 be received and noted.

15. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

15.1 Income and Expenditure Account for the Year Ended 31 March 2016

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2016 be approved.

15.2 Balance Sheet as at 31 March 2016

RESOLVED That the Balance Sheet for the year ended 31 March 2016 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

15.3 Balances and Reserves as at 31 March 2016

RESOLVED That the Balances and Reserves as at 31 March 2015 be approved.

15.4 Annual Return: Section 1 - Annual Governance Statement for the Year Ended 31 March 2016

RESOLVED That the Annual Return: Section 1 – Annual Governance Statement for the year ended 31 March 2016 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

15.5 Annual Return: Section 2 - Accounting Statements for the Year Ended 31 March 2016

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2016 be approved and that the Chairman and the Responsible Financial Officer be authorised to sign the document.

16. 2015/16 BUDGET OUT-TURN AS AT 31 MARCH 2016

Members made reference to Code 4384 - HEIB Regional Competition and asked why that was on the sheet as the Town Council were not entering the HEIB Competition. Members were informed that this would be reviewed at the next meeting of the BIB Committee and the Chief Executive Officer said that this Nominal Code would be renamed "Burntwood in Bloom Projects".

Members made reference to Code 4752 - Social Media Mgmt Package and asked for an explanation. The Chief Executive Officer explained that she was waiting for the invoice to clear through the system.

Members made reference to Code 4763 - Defibrillators and asked for an explanation for the -£2,400. The Chief Executive Officer explained that an expected invoice had not yet been received for the three defibrillators.

Members stated that the figures had been scrutinised and welcomed the new format but an explanation of the layout would have been helpful.

Members made reference to Code 4360 - Chairman's Expenses and asked, in light of the District Council's Chairman's Allowance being reduced, if this figure could be looked

at. Members were informed that this would be an agenda item for the next P&R meeting.

RESOLVED That the 2015/16 Budget out-turn as at 31 March 2016 be received and noted.

17. SCHEDULE OF PAYMENTS MADE BETWEEN 21 MARCH AND 29 APRIL 2016 INCLUSIVE

Members made reference to the payments for the reimbursement re OMCC kitchens refurbishment and stated that if added together the sum comes to £11,296.36. Members were informed by the Chief Executive Officer that the project had been funded from S106 monies, that the figures included VAT (where applicable), that three quotations had been obtained and the expenditure had been approved by Lichfield District Council and that a summary of the expenditure would be provided to all Members.

Members made reference to the UNISON payment and asked for clarification. The Chief Executive Officer said that this was a payment on behalf of an employee. It was deducted from the employee's salary and not funded by the Town Council.

Members made reference to the refurbishment of the Old Mining College Centre railings (50% of total cost) and queried the cost (£5,858.12) and felt that this was a huge amount to spend on railings. Members were informed by the Chief Executive Officer that the project had been funded was from S106 monies, that the expenditure was for the refurbishment of the original railings and three quotations had been obtained and the expenditure had been approved by Lichfield District Council. Members were informed that this would be an agenda item for the next P&R meeting.

Members made reference to professional fees made payable to Thompsons, Solicitors and asked for an explanation. The Chief Executive Officer stated that they were solicitors employed by UNISON to advise employees subject to settlement agreements resulting from the staffing restructure.

RESOLVED That the Schedule of Payments totalling £91,278.03 made between 21 March and 29 April 2016 inclusive be received and noted.

18. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2015/16

Members made reference to the Overview in the Review of Effectiveness of Internal Audit and the Overview in the Statement of Internal Control and Annual Review of Effectiveness of Internal Control and said that they contradicted each other. The Chief Executive Officer stated that the Review of Effectiveness of Internal Audit Overview was correct.

Members made reference to Minute No. 2.3.1 - Independence and asked if "and any other member of staff" could be added to the independence paragraph.

RESOLVED That the Review of Effectiveness of Internal Audit 2015/16 be received and adopted.

19. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

RESOLVED That the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be received and adopted.

20. RE-APPOINTMENT OF INTERNAL AUDITOR

RESOLVED That Hannah Knowles be re-appointed as Internal Auditor for the 2016/17 financial year.

21. RISK ASSESSMENT

RESOLVED THAT

- a) The LCRS Overall Summary be received and approved by all Members present.
- b) The LCRS Action Plan be received and approved by all Members present.

22. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of 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.

23. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE

RESOLVED That the Confidential Minutes of the Personnel Committee held on 07 March 2016 (Minute No. 39-44) be received and where necessary approved and adopted.

(The Meeting closed at 8.20 p.m.)

Signed

Date