

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE  
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE  
ON THURSDAY 19 MARCH 2015 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)  
Councillors Ms Brettell, Mrs Evans, Isaacs (from 6.30 p.m.), James and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk

**38. APOLOGIES FOR ABSENCE**

Councillor Mrs Rigby.

**39. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**40. MINUTES**

**RESOLVED** That the Minutes of a Meeting of the Policy & resources Committee held on 22 January 2015 (Minute Nos. 29 – 37) be approved as a correct record.

**41. 2014/15 INCOME AND EXPENDITURE TO DATE AND 2015/16 BUDGET**

**RESOLVED THAT:**

a) The report on the 2014/15 income and expenditure to date be received and noted.

b) The 2015/16 budget be revised as follows:

**4758/211 Community Projects be reduced from £4,000 to £1,500  
4401/302 Play Schemes be amended to read £2,500**

**42. LICHFIELD FESTIVAL: ELEPHANT PARADE**

**RESOLVED THAT:**

a) The purchase of an elephant kit at a cost of £200 be retrospectively approved, such kit to be assembled and decorated to advertise the Burntwood Wakes Festival 2015.

- b) The sum of £200 be reimbursed to the BTS Implementation Officer (to be funded from 4758/211 Community Projects).

**43. ANNUAL REVIEW OF TOWN COUNCIL POLICIES**

**RESOLVED THAT:**

- a) The CCTV Code of Practice does not currently require amendment.
- b) The CCTV Policy does not currently require amendment.
- c) The Complaints Procedure be put to Keelys LLP for review, including whether there is a need to include bullet points/timescales (critical path) to make the Procedure more user friendly.
- d) Members contact the Town Clerk in the first instance if they would like to see amendments made to the following policies:
- Confidential Reporting Policy
  - Data Protection Policy
  - Display Screen Equipment (DSE): Health & Safety for Users
  - Information Technology Policy
  - Members and Officers Subsistence/Mileage Policy
  - Member/Officer Relations Protocol

**44. REVIEW OF WEB SITES**

Councillor Campbell outlined the current need for two websites to be maintained, the first being the Town Council's own website ([www.burntwood-tc.gov.uk](http://www.burntwood-tc.gov.uk)) which holds all the formal information relating to the Town Council, including information required under the Local Government Transparency Code 2015, Part 2. It was explained that it is not possible to take paid commercial advertising on the .gov.uk domain.

The second website is commonly known as the "Burntwood Community Hub" (<http://burntwoodtown.uk>) and is hosted by inLife Design Ltd on behalf of the Town Council and which provides information on the town, local businesses and local organisations and voluntary groups. It was noted that the website was still in its infancy and that usage should grow over time. Members were urged to ensure that they help to "spread the word" to local organisations, etc to encourage those groups to post information, news and events on the website.

It was noted that a Communications and Marketing Strategy was required for the Town Council and that Members would benefit from a training session on how to use social media and how the Community Hub website could be used as an effective tool for the community.

**RECOMMENDED THAT:**

- a) The newly elected Town Council consider implementing a Communications and Marketing Strategy.
- b) inLife Design Ltd be requested to deliver a training session to the newly elected Town Council, as outlined above.

**45. LOCAL COUNCIL AWARD SCHEME (FORMERLY THE QUALITY COUNCIL SCHEME)**

**RECOMMENDED** That the incoming Town Council sign up to the Local Council Award Scheme (the Town Council has been given transitional Foundation status until end January 2016) and to work towards achieving the Quality Gold Award in due course.

**46. LICHFIELD RAIL PROMOTION GROUP**

**RECOMMENDED** That the incoming Town Council becomes a member of the Lichfield Rail Alliance and to nominate an elected Member to sit on the Alliance's Management Committee.

**47. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (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.

**48. CONFIDENTIAL MINUTES**

**RESOLVED** That the Confidential Minutes of a Meeting of the Policy & Resources Committee held on 22 January 2015 (Minute Nos. 35 – 37) be approved as a correct record.

**49. FRANKING MACHINE: NEW CONTRACT**

**RESOLVED** That this matter be deferred until after the May election for further consideration and decision by the Policy & Resources Committee.

**50. PROPOSED DEVELOPMENT AT LAND OFF MILESTONE WAY, BURNTWOOD – ADOPTION OF SURFACE WATER DRAINAGE POND**

**RECOMMENDATION** That the Town Council does not pursue adoption of the surface water drainage pond at the above site.

**51. OLD MINING COLLEGE CENTRE: UPDATE**

**RESOLVED** That the Town Clerk's report be received and noted.

**52. STAFFING STRUCTURE REVIEW**

**RESOLVED** That this matter be deferred for consideration at a joint meeting of the Personnel Committee and the Policy & Resources Committee to be held on 08 April 2015 and that the recommendations (together with the implementation plan) from that meeting be put to an additional meeting of the Full Council on 22 April 2015.

**53. BURNTWOOD PARKS AND OPEN SPACES**

**RESOLVED** That this matter be deferred for consideration at the additional meeting of the Town Council on 22 April 2015.

(The Meeting closed at 7.30 p.m.)

Signed .....

Date .....