

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON WEDNESDAY 20 MAY 2015 COMMENCING AT 7.12 P.M.**

PRESENT

Councillor Mrs Banevicius (in the Chair)
Councillors Bamborough, Ms Brettell, Drinkwater, Ennis, Mrs Evans, Miss Fisher, Mrs Fisher, Humphreys, Mosson, Mrs Pullen, Mrs Rigby, Stokes, Mrs Stokes, Mrs Tranter, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk
Ms J Minor, Administrative Assistant
B Cooper, Senior Administrative Assistant
S Lightfoot, BTS Implementation Officer
4 members of the public (2 from 7.20 p.m.)

PUBLIC FORUM

Vic Chamberlain, Burntwood Action Group

Mr Chamberlain, representing the Burntwood Action Group, addressed the Town Council and asked if an early meeting between the Action Group and Leader and Deputy Leaders of BTC could be arranged in order to equate the needs of the Action Group and the Town Council.

Mr Chamberlain asked if the Town Council was going to respond to a letter dated 15 May 2015 from Cannock Chase District Council relating to the Cannock Chase Local Plan Part 2 – Green Belt Review.

Mr Chamberlain asked if a breakdown could be provided relating to the Burntwood Town Strategy figure of £35,926 (Enclosure No. 9A). The Town Clerk confirmed that she would provide Mr Chamberlain with the relevant information.

Mr Chamberlain said he would appreciate an explanation of an apparent discrepancy between the figures quoted for the years 2013/14 and 2014/15 on Enclosure No. 9A and Enclosure No. 12, page 10. The Town Clerk confirmed that she would provide Mr Chamberlain with the relevant information.

MOMENT OF REFLECTION

A moment of reflection was led by Councillor Mosson with special mention for Councillor Constable who is in hospital.

Councillor Drinkwater said that he was sorry to hear about Councillor Constable's illness and wished him a speedy recovery.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

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

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

Councillor Drinkwater congratulated Councillor Mrs Stokes on her nomination and election and said that the Chairmanship was not an easy task.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

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

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

3. APOLOGIES FOR ABSENCE

Councillors Mrs Conolly, Mrs Constable, Constable, Pullen and Mrs Shingler.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

5. MINUTES

Councillor Mrs Woodward stated that the Town Council Minutes of 22 April 2015 Minute No. 145(b) were incorrect. Councillor Mrs Woodward confirmed that lengthy discussions in the closed session had taken place where Councillor Campbell moved that the report be noted and not accepted and that 145(b) should read "The report be noted but it".

RESOLVED Councillor Mosson moved that subject to a copy of the notes from the 22 April 2015 being produced that Minutes of the Meetings of the Town Council held on 24 March 2015 (Minute Nos. 126 - 140) and 22 April 2015 (Minute Nos. 141 - 145) be received and approved as a correct record subject to the following amended:

22 April 2015 Minute No. 145(b) be amended to read "The report be noted but it".

6. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF COMMITTEES, ETC

RESOLVED Councillor Mosson moved 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

RESOLVED Councillor Mosson moved that the appointment of representatives to serve on Outside Bodies be as indicated as **Appendix B**.

8. CHAIRMAN'S ANNOUNCEMENTS

The Chairman deferred any announcements until the next meeting of the Town Council.

8. MINUTES: POLICY AND RESOURCES COMMITTEE

Councillor Mrs Woodward explained that she had once been a member of the Lichfield Rail Promotion Group and felt that this was a missed opportunity. Councillor Mosson said that the Town Council would be kept in the loop. Councillor Mrs Woodward asked how the Town Council was going to be kept in the loop if it is not a member of the Lichfield Rail Promotion Group.

RESOLVED Councillor Mrs Pullen moved that the Minutes of the Meeting of the Policy and Resources Committee held on 19 March 2015 (Minute Nos. 38 - 53) be received and where necessary approved and adopted subject to the following:

Minute No. 44(a) That the Committee will work with the Town Clerk to draft a Communications and Marketing Strategy such a policy for consideration and adoption in due course.

Minute No. 44(b) That inLife Design Limited be asked to give a presentation to the Town Council on the use of social media and how the Community Hub website could be used as an effective tool for the community.

Minute No. 45 That the Town Council sign up to the Local Council Award Scheme and work towards achieving the Quality Gold Award in due course.

Minute No. 46 That the Town Council do not become a member of the Lichfield Rail Promotion Group but a request be made that the Town Council be kept in the loop.

Minute No. 50 That the Town Council do not pursue adoption of the surface water drainage pond at the proposed development at land off Milestone Way, Burntwood.

9. MINUTES: PLANNING COMMITTEE

RESOLVED Councillor Drinkwater moved that the Minutes of the Meetings of the Planning Committee held on 02 April 2015 (Minute Nos. 80 - 84) and 22 April 2015 (Minute Nos. 85 - 90) be received and where necessary approved and adopted.

10. MINUTES: BURNTWOOD WAKES COMMITTEE

RESOLVED Councillor Mrs Stokes moved that the Minutes of the Meeting of the Burntwood Wakes Committee held on 02 April 2015 (Minute Nos. 26 - 30) be received and where necessary approved and adopted.

11. MEMBERS QUESTIONS

None raised.

12. STAFFORDSHIRE COUNTY COUNCIL COUNTRYSIDE ESTATE REVIEW:

DEVELOPING OUR THINKING MEETING WITH PARISH COUNCILS

Councillor Mosson stated that this agenda item related to the Chasewater Country Park and that he would attend as Leader of the Town Council. Councillor Mrs Woodward supported this proposal, as Chasewater was a huge opportunity/huge resource and she suggested that another Member should also attend. Councillor Mrs Woodward suggested that Councillor Drinkwater as the Leader of the opposition should attend.

RESOLVED Councillor Mosson moved that the Leader of the Town Council and the Leader of the opposition should attend the meeting on 02 June 2015.

13. 2015/16 MEETING SCHEDULE

Councillor Mrs Banevicius stated that there was a clash of meetings on the 09 July 2015. Councillor Mrs Evans said that she hoped that Burntwood in Bloom would still be incorporated into the Wakes Festival. Councillor Drinkwater asked that Planning Meetings continue to be held at Burntwood Library.

RESOLVED Councillor Mosson moved that the 2015/16 meeting schedule be received and noted, however, the schedule could be subject to change in the future and that meetings continue to be held at Burntwood Library until such time as the Town Council relocates to the Old Mining College Centre.

14. INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2015

RESOLVED Councillor Mosson moved that the Internal Auditor's report for the year ended 31 March 2015 be received and noted.

15. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

15.1 Income and Expenditure Account for the Year Ended 31 March 2015

RESOLVED Councillor Mosson moved that the Income and Expenditure Account for the year ended 31 March 2015 be approved.

15.2 Balance Sheet as at 31 March 2015

RESOLVED Councillor Mosson moved that the Balance Sheet for the year ended 31 March 2015 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 2015 and Forecast for 2015/16

RESOLVED Councillor Mosson moved that the Balances and Reserves as at 31 March 2015 and the forecast for 2015/16 be approved.

15.4 Annual Return: Section 1 - Accounting Statements for the Year Ended 31 March 2015

RESOLVED Councillor Mosson moved that the Annual Return: Section 1 - Accounting Statements for the year ended 31 March 2015 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

15.5 Annual Return: Section 2 - Annual Governance Statement for the Year Ended 31 March 2015

15.5.1

RESOLVED Councillor Mosson moved that the Town Council had approved the accounting statements in the way prescribed by law.

15.5.2

RESOLVED Councillor Mosson moved that the Town Council had made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

15.5.3

RESOLVED Councillor Mosson moved that the Town Council had only done what it had the legal power to do and had complied with proper practices in doing so.

15.5.4

RESOLVED Councillor Mosson moved that the Town Council during the year had given all persons interested the opportunity to inspect and ask questions about the council's accounts.

15.5.5

RESOLVED Councillor Mosson moved that the Town Council had considered the financial and other risks it had faced and had dealt with them properly.

15.5.6

RESOLVED Councillor Mosson moved that the Town Council had arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls met the needs of the council.

15.5.7

RESOLVED Councillor Mosson moved that the Town Council had responded to matters brought to its attention by internal and external audit.

15.5.8

RESOLVED Councillor Mosson moved that the Town Council had disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

15.5.9

RESOLVED Councillor Mosson moved that the Town Council had met all of its responsibilities where it was a sole managing trustee of a local trust or trusts.

15.6 RESOLVED Councillor Mrs Woodward asked that all Members of the Town Council be informed by the Town Clerk relating to the breakdown of expenditure on the Burntwood Town Strategy during the 2014/15 financial year.

16. GENERAL POWER OF COMPETENCE

RESOLVED Councillor Mosson moved that the Town Council resolves from 20 May 2015, until the next relevant Annual Meeting of the Council (i.e. May 2019), that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

17. SCHEDULE OF PAYMENTS MADE BETWEEN 17 MARCH AND 13 MAY 2015 INCLUSIVE

RESOLVED Councillor Mosson moved that the Schedule of Payments totalling £31,815.82 made between 17 March and 13 May 2015 inclusive be received and noted.

18. 2015/16 BUDGET INCLUDING ACTUAL INCOME/EXPENDITURE TO END APRIL 2015

Councillor Mrs Evans highlighted the low level of expenditure on the Civic Expenses during the 2014/15 financial year.

RESOLVED Councillor Mosson moved that the 2015/16 Budget including Actual Income/Expenditure to end April 2015 be received and noted.

19. 2015/16 INSURANCE RENEWAL

RESOLVED Councillor Mosson moved that the information be received and noted.

20. UNITY TRUST BANK

RESOLVED THAT:

- a) Councillor Mosson moved that Councillors Mrs Evans, Mosson, Mrs Rigby and Mrs Tranter be nominated as signatories to the Bank account.
- b)
 - 1. The amendments to the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures and the Mandate;
 - 2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it, and the Bank is entitled to rely on instructions given by any person named in Section 3 and may disclose any information relating to the account to any such person;
 - 3. The Bank is under no duty to make enquiries before acting on the instruction of any person named in Section 3;
 - 4. The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.

We hereby certify that these resolutions have been properly recorded in the minute book and that they are signed by two authorised people on behalf of the organisation.

(The Meeting closed at 7.55 p.m.)

Signed

Date