

Our Ref: MD/jm

27 February 2013

**To: All Members of the Town Council**

Dear Councillor

You are hereby summoned to attend the Meeting of the Town Council to be held in the **Meeting Room, rear of Burntwood Library, Sankeys Corner on Thursday 07 March 2013 commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Mary Danby (Mrs)**  
**Town Clerk**

### **PUBLIC FORUM**

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (please also refer to the guidance notes at the end of the Agenda).

### **PRAYERS**

### **AGENDA**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Town Council held on 10 January 2013 (Minute Nos. 86 - 99) (**ENCLOSURE NO. 1A**) and Minutes of the Meeting of the Special Town Council held on 31 January 2013 (Minute Nos. 100 -

108) (**ENCLOSURE NO. 1B**) and the Minutes of the Informal Meeting of the Town Council held on 13 February 2013 (**ENCLOSURE NO. 1C**).

**4. CHAIRMAN'S ANNOUNCEMENTS – FOR INFORMATION ONLY**

**5. PLANNING COMMITTEE**

Chairman of the Planning Committee to move that the proceedings of the meetings held on 03 January 2013 (Minute Nos. 66 - 70), 24 January 2013 (Minute Nos. 71 - 76) and 13 February 2013 (Minute Nos. 77 - 81) be received and where necessary approved and adopted (**ENCLOSURE NOS. 2A, 2B AND 2C**).

**6. BURNTWOOD WAKES COMMITTEE**

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meeting held on 24 January 2013 (Minute Nos. 28 - 31) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

**7. POLICY AND RESOURCES COMMITTEE**

Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 24 January 2013 (Minute Nos. 19 - 26) be received and where necessary approved and adopted (**ENCLOSURE NO. 4**).

**8. MEMBERS QUESTIONS** under Standing Order 9

**9. CIVIC AWARD**

Members are requested to consider relaunching the Civic Award Scheme so that a maximum of two awards are presented in May annually. The current scheme criteria is attached (**ENCLOSURE NO. 5A**) together with the proposed revised criteria (**ENCLOSURE NO. 5B**).

**10. BURNTWOOD IN BLOOM COMPETITION / HEART OF ENGLAND IN BLOOM (HEIB) COMPETITION**

Members will be aware that the Town Council is entering the town into the regional Heart of England in Bloom competition this year for the second time.

The local In Bloom Competition will be launched in April. The Town Council has taken a four page "wrap" with the Town Trader for its April issue. Entry forms will also be available via the Town Council's website and from its office and all Councillors will be given a supply of Entry Forms to hand out to potential entrants.

The HEIB judging will take place on 17 July.

**11. APPOINTMENT OF INTERNAL AUDITOR FOR THE 2013/14 FINANCIAL YEAR**

Members will recall that the Internal Auditor must be appointed annually. The Town Council appointed Alan Toplis, Toplis Associates Ltd for the 2012/13 financial year. Mr Toplis has indicated that he would be happy to continue the appointment on the same terms as the current year, i.e. £250 (plus VAT) including travel and out of pocket expenses.

**RECOMMENDATION** That the Town Council re-appoint Alan Toplis, Toplis Associates Ltd as Internal Auditor for the 2013/14 financial year at a fee of £250 (plus VAT) including travel and out of pocket expenses.

**12. INTERNAL AUDIT: 2013/14 AUDIT PROGRAMME**

To approve the Internal Auditor's proposed Programme of Work for the 2013/14 financial year (**ENCLOSURE NO. 6**).

**13. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2012/13**

Members are requested to receive and note the attached report (**ENCLOSURE NO. 7**).

**14. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL**

Members are requested to receive and note the attached report (**ENCLOSURE NO. 8**).

**15. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY: 2013/14 (DRAFT)**

To approve the draft Members and Officers Subsistence/Mileage Policy: 2013/14 (**ENCLOSURE NO. 9**).

**16. SCHEDULE OF PAYMENTS MADE BETWEEN 04 JANUARY AND 15 FEBRUARY 2013 (ENCLOSURE NO. 10).**

## **PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS**

### **Residents of Burntwood have an opportunity to speak at each full Town Council meeting:**

- 1.** *The Public Forum session will usually be the first item on the Agenda.*
- 2.** *The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).*
- 3.** *Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Committee.*
- 4.** *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Council.*
- 5.** *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
- 6.** *After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*
- 7.** *If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.*

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 10 JANUARY 2013 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Humphreys, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Tranter, Walker MBE and Willis-Croft

**In attendance**

Mrs M Danby, Town Clerk

Ms J Minor, Administrative Assistant

Pastor R Lewis

Councillor Wilcox, Leader, LDC

One member of the public

**PUBLIC FORUM**

No questions or comments were raised.

**CANNOCK AND DISTRICT FOODBANK**

Pastor Lewis explained that a central foodbank had been established in Cannock where food is collected and stored in a warehouse. The food is distributed to satellite foodbanks - Burntwood hosts one of these via the Emmanuel Church.

Pastor Lewis said that he is networking with Job Centres, Social Services, CAB, junior schools, etc to publicise the scheme.

The foodbank operates through a voucher system - vouchers are requested from agencies, i.e. social services, etc. Pastor Lewis also said that people are signposted to the various agencies so that they might claim any benefits they are entitled to. He said that he also counsels people with addiction problems. Pastor Lewis said that food donations could be taken to the local collection point, i.e. Emmanuel Church.

Councillor Campbell thanked Pastor Lewis for his very informative presentation.

**PRAYERS**

Prayers were led by Councillor Walker MBE.

**86. APOLOGIES FOR ABSENCE**

Councillors Mrs Stokes, Taylor and Mrs Woodward

**87. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**88. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 08 November 2012 (Minute Nos. 66 - 85) be received and approved as a correct record.

**89. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Campbell said it had been a busy and enjoyable time since the last meeting. Engagements attended had included:

- Remembrance events
- Grant Aid Presentation Evening
- High Street Innovation Fund consultation evening with local traders and LDC colleagues
- Holly Grove Primary School "snowball" event

**90. PLANNING COMMITTEE**

**RESOLVED** That the Minutes of the Meetings of the Planning Committee held on 31 October 2012 (Minute Nos. 48 - 53), 22 November 2012 (Minute Nos. 54 - 59) and 13 December 2012 (Minute Nos. 60 - 65) be received and where necessary approved and adopted.

**91. GRANT AID COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Grant Aid Committee held on 31 October 2012 (Minute Nos. 1 - 5) be received and where necessary approved and adopted.

**92. BURNTWOOD WAKES COMMITTEE**

**RESOLVED** That the Minutes of the Meetings of the Burntwood Wakes Committee held on 01 November 2012 (Minute Nos. 18 - 22) and 13 December 2012 (Minute Nos. 23 - 27) be received and where necessary approved and adopted.

**93. BURIAL GROUNDS COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 03 December 2012 (Minute Nos. 12 - 16) be received and where necessary approved and adopted.

**94. BEST VALUE COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Best Value Committee held on 03 December 2012 (Minute Nos. 10 - 13) be received and where necessary approved and adopted.

**95. PERSONNEL COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 10 December 2012 (Minute Nos. 26 - 30) be received and where necessary approved and adopted.

**96. POLICY AND RESOURCES COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 13 December 2012 (Minute Nos. 15 - 18) be received and where necessary approved and adopted.

**97. LICHFIELD DISTRICT COUNCIL  
LOCAL PLAN STRATEGY - PROPOSED SUBMISSION CONSULTATION**

**RESOLVED** That the following submission be relayed to Lichfield District Council:

The Town Council reiterates its previous submission with regard to the above (our letter dated 06 September 2012 refers). Members would add that they believe there is a pressing need for the Strategy to pay due regard to the recently announced Benefits cuts and the New Homes Bonus, both of which will have a significant impact on the District and thereby the Strategy.

Members also added that they would like to see an ongoing relationship with the Burntwood Town Strategy acknowledged within the Strategy.

**98. SANKEYS CORNER ART MINERS' PROJECT (SCAMP)**

Members were reminded that the Town Council had previously agreed to submit the Planning Application for SCAMP to be erected at Sankeys Corner.

Staffordshire County Council (SCC) had informed the Town Council that it would only grant the licence to the Council, not the Burntwood Chase Heritage Group (BCHG), for the sculpture to be erected on County land. The SCC licence, which will cost around £100, will require the Town Council to be responsible for the installation of the sculpture, its maintenance and insurance.

The BCHG had offered to gift the sculpture and its maquette to the Town Council, thus enabling an application to be made for the SCC licence.

The Town Clerk had ascertained that it would cost an additional £408 (2013/14 premium) to insure the sculpture.

Members were requested to consider whether the Town Council:

- Accepts the BCHG's offer to gift the sculpture and maquette.
- Agrees to make the application for the SCC licence.

**RESOLVED** That the Council accepts the BCHG's offer to gift the sculpture and maquette subject to no financial responsibility falling to the Council with regard to the installation and plinth at Sankeys Corner. The Council also agreed to apply to SCC for the licence, as set out above.

**99. SCHEDULE OF PAYMENTS MADE BETWEEN 08 NOVEMBER AND 18 DECEMBER 2012**

**RESOLVED** That the Schedule of Payments totalling £44,942.06 made between 08 November and 18 December 2012 be received and noted.

(The Meeting closed at 8.02 p.m.)

Signed .....

Date .....



**MINUTES OF A SPECIAL MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 31 JANUARY 2013 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Humphreys, Isaacs, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk  
One member of the public

**PUBLIC FORUM**

No questions or comments were raised.

**PRAYERS**

Prayers were led by Councillor Walker MBE.

**100. APOLOGIES FOR ABSENCE**

Councillors Heath and James.

**101. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**102. OUTSIDE BODIES:  
LICHFIELD AND DISTRICT COMMUNITY AND VOLUNTARY SECTOR SUPPORT  
(LDCVS)**

Members were advised that Councillor James had indicated that he wished to stand down as the Council's representative on the LDCVS with immediate effect. Members were requested to nominate an elected Member to replace Councillor James.

**RESOLVED** That Councillor Taylor be nominated to replace Councillor James as the Council's representative on the LDCVS with immediate effect.

**103. BURNTWOOD CEMETERY: REVISED RULES AND REGULATIONS (DRAFT)  
(Minute No. 70 refers)**

**RESOLVED** That the revised Burntwood Cemetery Rules and Regulations be approved  
SUBJECT TO:

- Page 1 - 'Resident' - References to "Burntwood Town Council boundaries" to be amended to read "Burntwood Civil Parish boundaries".

- Page 1 - 'Resident' - Legal definition of 'permanent resident' to be obtained and the paragraph reworded accordingly.

It was agreed that the revised document could be published only when these amendments had been actioned.

**104. FORECAST EARMARKED RESERVES: 2012/13 AND 2013/14 (DRAFT)**

**RESOLVED** That the information be received and noted.

**105. 2013/14 BUDGET (DRAFT)**

**RESOLVED** That the 2013/14 Budget be approved.

**106. 2013/14 PRECEPT**

**RESOLVED** That a Precept of £224,150 be declared on Lichfield District Council for the 2013/14 financial year.

**107. 2013/14 BURNTWOOD CEMETERY BUDGET (DRAFT)**

**RESOLVED** That the 2013/14 Burntwood Cemetery Budget be approved.

**108. BURNTWOOD CEMETERY: FEES AND CHARGES 2013/14 (DRAFT)**

**RESOLVED** That the Burntwood Cemetery Fees and Charges 2013/14 be approved.

(The Meeting closed at 7.33 p.m.)

Signed .....

Date .....

**NOTES OF AN INFORMAL MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 13 FEBRUARY 2013 COMMENICNG AT 7.00 P.M.**

**PRESENT**

Councillor Walker MBE (in the Chair)

Councillors Brown, Drinkwater, Mrs Evans, Mrs Fisher, Isaacs, Mrs Stokes, Taylor, Willis-Croft and Mrs Woodward.

**In attendance**

Ms J Minor, Admin Assistant

Mr M Chadwick, Chief Officer, Beat the Cold

1 member of the public

**APOLOGIES FOR ABSENCE**

Councillors Mrs Banevicius, Mrs Brettell, Campbell, Constable, Heath, Humphreys, Mosson, Mrs Rigby and Mrs Tranter.

Councillor Walker MBE welcomed Mr Chadwick and invited him to address Members.

**WARMER HOMES GREENER DISTRICT AND LOW CARBON COMMUNITY**

Mr Chadwick informed Members that Beat the Cold is an independent voluntary agency, working with partners in Stoke on Trent and Staffordshire to reduce the incidence of cold-related illness and fuel poverty.

Warmer Homes Greener District is a project funded by Lichfield District Council to help improve energy efficiency in homes, businesses and community buildings, thereby helping them to save money and reduce fuel poverty.

The Community Group element of the project is to help set up self-sustaining groups in each of the four target areas: Burntwood centred on Chase Terrace, Clifton Campville, Longdon and Mavesyn Ridware. The delivery of this element of the project has been split between Marches Energy Agency (MEA) and Southern Staffordshire Community Energy (SSCE). Beat the Cold contributes by forwarding the names and addresses of people they meet while undertaking talks with various groups throughout Lichfield District.

There is additional help available in Lichfield this winter to help vulnerable households achieve warm homes for their health and comfort. Warmer Homes Greener District can help by offering advice on heating repairs, insulation, finding the best prices for fuel, discounts and extra support.

Members felt that this 'process' was still confusing and a 'one stop shop' was needed. In light of charges to Housing Benefit, Council Tax Benefit and the Spare Room Tax, it was felt that there would be an even greater need. Further 'vulnerable' groups were identified by Members e.g. Alzheimer's Café and Mr Chadwick welcomed any further information that Councillors could provide.

(The Meeting closed at 7.35 p.m.)

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 03 JANUARY 2013 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Willis-Croft (in the Chair)  
Councillors Bradbury, Campbell, Drinkwater, Mrs Evans, Heath, Humphreys, Isaacs, James, Mosson, Norman and Mrs Woodward.

**In attendance**

Ms J Minor, Admin Assistant  
2 members of the public

**66. APOLOGIES FOR ABSENCE**

Councillors Mrs Banevicius, Mrs Brettell, Mrs Fisher, Mrs Rigby, Mrs Stokes, Taylor and Walker MBE.

**67. GENERAL DECLARATIONS OF INTEREST**

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

**68. MINUTES**

**RESOLVED** That the Minutes of the Planning Committee Meeting held on 13 December 2012 (Minute Nos. 60 - 65) be approved and adopted.

**69. PLANNING APPLICATIONS**

**RESOLVED** That the following comments be submitted to the Local Planning Authority:

- |     |              |           |  |   |
|-----|--------------|-----------|--|---|
| (a) | 12/01250/FUL | Highfield | Mr P Barnard<br>Castle Farm<br>Meg Lane<br>Burntwood | Demolition of existing stores and gym area and erection of a two storey extension forming living room, study, wc, bedroom with en-suite and guest bedroom (revised application) |
|-----|--------------|-----------|--|---|

That the Local Planning Authority satisfy itself that the development is 'appropriate' within this location.

- |     |              |           |  |  |
|-----|--------------|-----------|--|--|
| (b) | 12/01262/FUL | Chasetown | Mr P Jackson<br>41 Baker Street<br>Burntwood | Two storey side and single storey rear extension to form orangery, study and bedroom with en-suite |
|-----|--------------|-----------|--|--|

No objection.

- |     |              |           |  |                             |
|-----|--------------|-----------|--|-----------------------------|
| (c) | 12/01267/FUL | Highfield | Mr R Heritage<br>Land adjacent The Oaks<br>Bramble Lane<br>Burntwood | Erection of detached garage |
|-----|--------------|-----------|--|-----------------------------|

Concern was expressed by Members as to access/egress as the proposed garage is to be situated on a 'tight' piece of land.

If permitted, use of garage to be strictly conditioned to garage purposes only (i.e. not to be used for business/residential purposes).

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|-----|--------------|------------|---|--|
| (d) | 12/01276/FUL | All Saints | Mr J Watson<br>68 Rugeley Road<br>Burntwood | Single storey rear extension to form kitchen and dining area |
|-----|--------------|------------|---|--|

No objection.

- |     |              |               |  |   |
|-----|--------------|---------------|--|---|
| (e) | 12/01292/FUL | Chase Terrace | Mr and Mrs Gilbert<br>3 Paget Drive<br>Burntwood | Installation of new bay window to front elevation |
|-----|--------------|---------------|--|---|

No objection.

## **70. ENFORCEMENT ISSUES**

### **70.1 Access Bookings Limited, 78 Princess Street, Burntwood**

Members were informed that building works in connection with planning application 12/00640/COU - change of use of offices and the erection of a two storey rear extension - had commenced but that the builders were commencing work at 7.00/7.30 a.m. thus causing a noise nuisance to neighbours.

**RESOLVED** That this matter be reported to the Enforcement Officer at Lichfield District Council.

(The Meeting closed at 7.09 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 24 JANUARY 2013 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Willis-Croft (in the Chair)  
Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Humphreys, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter and Mrs Woodward.

**In attendance**

Mrs M Danby, Town Clerk  
Ms J Minor, Admin Assistant  
1 member of the public

**71. APOLOGIES FOR ABSENCE**

Councillors Heath and Walker MBE.

**72. GENERAL DECLARATIONS OF INTEREST**

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

**73. MINUTES**

**RESOLVED** That the Minutes of the Planning Committee Meeting held on 03 January 2013 (Minute Nos. 66 - 70) be approved and adopted.

**74. PLANNING APPLICATIONS**

**RESOLVED** That the following comments be submitted to the Local Planning Authority:

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|-----|--------------|-----------|--|---|
| (a) | 12/01315/FUL | Highfield | Mr P Osborn<br>Edial Hall<br>Lichfield Road<br>Burntwood | Variation of<br>condition 10 of<br>application<br>11/00023/COU<br>relating to<br>requirements for<br>protected species<br>license |
|-----|--------------|-----------|--|---|

No objection.

(COUNCILLOR BRADBURY DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO HIM AND TOOK NO PART IN THE PROCEEDINGS THEREON).

- |     |              |            |   |   |
|-----|--------------|------------|---|---|
| (b) | 12/01339/FUL | All Saints | Duffield Building<br>14 Rugeley Road<br>Burntwood | Two storey side extension to form kitchen, utility, wc and office |
|-----|--------------|------------|---|---|

No objection.

- |     |              |  |   |                                    |
|-----|--------------|--|---|------------------------------------|
| (c) | 12/01340/COU |  | LCP Properties Limited<br>Unit 5, Zone 4<br>Burntwood Business Park<br>Milestone Way<br>Burntwood | Change of use from B2 to B2 and B8 |
|-----|--------------|--|---|------------------------------------|

No objection.

- |     |              |               |  |   |
|-----|--------------|---------------|--|---|
| (d) | 12/01361/FUL | Chase Terrace | Mr S Corbett<br>25 Silverdale Drive<br>Burntwood | Single storey extensions to form conservatory and porch and relocation of boundary wall |
|-----|--------------|---------------|--|---|

Comment: Should the Local Planning Authority be mindful to grant planning permission, the Town Council would like to see a condition in the planning agreement relating to retaining the shrubs to enhance the privacy of the applicant and to 'mask' the conservatory.

(COUNCILLOR MRS BANEVICIUS DECLARED A PREJUDICIAL INTEREST IN THIS APPLICATION AND LEFT THE ROOM DURING DISCUSSION THEREOF).

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|-----|--------------|--|---|--|
| (e) | 12/01362/COU |  | LCP Properties Limited<br>Unit 5A and 5B, Zone 2<br>Burntwood Business Park<br>Ring Road<br>Burntwood | Change of use from B2 to B1, B2 and B8 use |
|-----|--------------|--|---|--|

No objection.

- |     |               |           |   |  |
|-----|---------------|-----------|---|--|
| (f) | 12/01376/OUTM | Chasetown | Messrs D and M Robinson<br>103 High Street<br>Chasetown | Erection of 11 residential units (outline) |
|-----|---------------|-----------|---|--|

OBJECTION on the following grounds:

- The proposed development by virtue of its scale would represent over-intensive use of the site.
- Highway issues, including access and egress onto an already tight corner/narrow road.

- Inadequate parking.
- The Local Planning Authority should not be tempted to use public car parks in close proximity as a replacement for inadequate parking provision on the site.
- Inadequate bin stores.

(COUNCILLOR TAYLOR DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO HIM AND TOOK NO PART IN THE PROCEEDINGS THEREON).

(g)	13/00009/COU	Central	Mr T McGrath Unit A1 Morley Road Shopping Centre Morley Road Burntwood	Change of use to tattoo studio
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No objection.

**75. TOWN AND COUNTRY PLANNING ACT 1990 -  
PROPOSED DIVERSION OF PUBLIC FOOTPATH NO. IR/2852**

Members were informed that Ward Members (Councillors Taylor and Willis-Croft) had already objected to the proposed diversion of the public footpath on the following grounds:

- This would appear to create a "lovers lane" and could generate anti-social behaviour.
- The hedge is overgrown and is never maintained.

It was noted that Councillors Taylor and Willis-Croft had arranged to meet a representative from CT Planning on site upon the advice of Dawn Everitt, Democratic and Legal Officer, Lichfield District Council.

**RESOLVED** That the proposed diversion of public footpath no. IR/2852 be deferred until such time as a 'clearer picture' of the diversion is known as the map is misleading/unclear.

**76. ENFORCEMENT ISSUES**

**76.1 Access Bookings Limited, 78 Princess Street, Burntwood**

Members were informed that a serious accident had occurred at the premises which had been reported to Lichfield District Council and that the Health and Safety Executive were investigating.

Members were also informed that the Enforcement Officer from Lichfield District Council had visited the premises relating to commencement of work by builders at 7.00/7.30 a.m.

**RESOLVED** That the information be received and noted.



**76.2 Abattoir, Eastgate Street, Burntwood**

Members were informed that the owner of the Abattoir was in breach of planning conditions and that a number of vehicles were reversing the wrong way up the street. It was noted that the Enforcement Officer from Lichfield District Council had acted very swiftly and had given the new owner a copy of the planning conditions.

**RESOLVED** That the information be received and noted.

**76.3 Rugeley Road, Chase Terrace**

Members were informed that vehicles were parking in Rugeley Road, Chase Terrace (Spencer Drive) causing an obstruction on the public highway thus resulting in a 'chicane' effect.

**RESOLVED** That an email be sent to Inspector Darren Oakey requesting that he enforces the powers that the Police have in dealing with this matter.

**76.4 Street Lighting**

Members were informed that street lighting had improved greatly in Morley Road and Boney Hay Road (former Greyhound Public House).

**RESOLVED** That the information be received and noted.

(The Meeting closed at 7.30 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 13 FEBRUARY 2013 COMMENCING AT 7.40 P.M.**

**PRESENT**

Councillor Walker MBE (in the Chair)

Councillors Brown, Drinkwater, Mrs Evans, Mrs Fisher, Isaacs, Norman, Mrs Stokes, Taylor, Willis-Croft and Mrs Woodward.

**In attendance**

Ms J Minor, Admin Assistant

1 member of the public

**77. APOLOGIES FOR ABSENCE**

Councillors Mrs Banevicius, Mrs Brettell, Campbell, Constable, Heath, Humphreys, Mosson, Mrs Rigby and Mrs Tranter.

**78. GENERAL DECLARATIONS OF INTEREST**

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

**79. MINUTES**

**RESOLVED** That the Minutes of the Planning Committee Meeting held on 24 January 2013 (Minute Nos. 71 - 76) be approved and adopted.

**80. PLANNING APPLICATIONS**

**RESOLVED** That the following comments be submitted to the Local Planning Authority:

(a)	13/00007/FUL	Summerfield	Mr N Anslow 59 Springhill Road Burntwood	Two storey front and first floor rear extensions to form lounge, bedrooms and study
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No objection.

(b)	13/00010/COU	Chase Terrace	MIND Unit 8 Burntwood Town Shopping Centre Cannock Road Chase Terrace	Change of use to A1 (retail)
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No objection.

- |     |              |           |  |  |
|-----|--------------|-----------|--|--|
| (c) | 13/00020/COU | Highfield | Mr J Whittle<br>Land West of St Matthews Road<br>Burntwood | Change of use of<br>keeping of horses<br>to equestrian use<br>and provision of<br>parking area |
|-----|--------------|-----------|--|--|

Comment: The Local Planning Authority to ensure that Green Belt rules and regulations are strictly adhered to and that they are mindful of access/egress and that the car parking equates to 'good/suitable parking' in the Green Belt.

- |     |              |           |  |   |
|-----|--------------|-----------|--|---|
| (d) | 13/00032/FUL | Chasetown | Ralton Property Limited<br>Land rear 56 High Street<br>Chasetown | Erection of a 4<br>bedroom<br>detached dwelling |
|-----|--------------|-----------|--|---|

OBJECTION on the following grounds:

- Due to the orientation of the proposal, the proposed development by virtue of its scale would represent over-intensive use of the site.
- Highway issues, including access and egress.
- Out of keeping with the existing street scene.

- |     |              |           |  |  |
|-----|--------------|-----------|--|--|
| (e) | 13/00047/COU | Chasetown | Mrs A Williams-Westwood<br>33 High Street<br>Chasetown | Change of use of<br>ground floor to<br>dog grooming<br>salon |
|-----|--------------|-----------|--|--|

No objection, however, the Local Planning Authority to ensure that environmental and planning regulations are strictly adhered to as residential properties are in close proximity.

(COUNCILLOR ISAACS DECLARED A PREJUDICIAL INTEREST IN THIS APPLICATION AND LEFT THE ROOM DURING DISCUSSION THEREOF).

- |     |              |           |  |  |
|-----|--------------|-----------|--|--|
| (f) | 13/00064/COU | Chasetown | Mrs B J Lake<br>47-49 High Street<br>Chasetown | Change of use<br>from betting<br>office to dance<br>studio and<br>associated works |
|-----|--------------|-----------|--|--|

No objection. It was noted that the Town Council welcomes this application instead of a betting shop and the problems this may cause.

- |     |              |           |  |  |
|-----|--------------|-----------|--|--|
| (g) | 13/00080/FUL | Highfield | Mrs Mason<br>80 Woodhouses Road<br>Burntwood | Two storey side<br>extension to form<br>morning room,<br>utility, wc,<br>bedroom and<br>bathroom |
|-----|--------------|-----------|--|--|

No objection.

(COUNCILLOR MRS EVANS DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS SHE IS CHAIR OF GOVERNORS AT CHASE TERRACE TECHNOLOGY COLLEGE AND

THE APPLICANT IS THE DEPUTY HEAD AT THE SAID SCHOOL AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREOF).

- |     |              |  |  |
|-----|--------------|--|--|
| (h) | 13/00092/COU | LCP Properties Limited<br>Unit 4A, Zone 4<br>Burntwood Business Park<br>Milestone Way<br>Burntwood | Change of use<br>from B2 to B2<br>and B8 |
|-----|--------------|--|--|

No objection, however, concern was expressed regarding a possible increase in traffic flow resulting from this proposal and that adequate signage should be provided to direct vehicles to the bypass.

- |     |              |   |  |
|-----|--------------|---|--|
| (i) | 13/00093/COU | LCP Properties Limited<br>Unit 2, Zone 4<br>Burntwood Business Park<br>Milestone Way<br>Burntwood | Change of use<br>from B2 to B2<br>and B8 |
|-----|--------------|---|--|

No objection, however, concern was expressed regarding a possible increase in traffic flow resulting from this proposal and that adequate signage should be provided to direct vehicles to the bypass.

- |     |              |  |  |
|-----|--------------|--|--|
| (j) | 13/00095/COU | LCP Properties Limited<br>Unit 4B, Zone 4<br>Burntwood Business Park<br>Milestone Way<br>Burntwood | Change of use<br>from B2 to B2<br>and B8 |
|-----|--------------|--|--|

No objection, however, concern was expressed regarding a possible increase in traffic flow resulting from this proposal and that adequate signage should be provided to direct vehicles to the bypass.

## **81. ENFORCEMENT ISSUES**

### **81.1 Rugeley Road, Chase Terrace (Minute No. 76.3 refers)**

It was noted by Members that a reply had not been received from Inspector Darren Oakey relating to vehicles parking in Rugeley Road, Chase Terrace (Spencer Drive) which were causing an obstruction on the public highway thus resulting in a 'chicane' effect.

**RESOLVED** That a further email be sent to Inspector Oakey reinforcing the obligations of the Police in enforcing the Highway Code.

### **81.2 Abattoir, Eastgate Street, Burntwood (Minute No. 76.2 refers)**

Members were informed that large heavy duty vehicles were entering/exiting the Abattoir thus causing problems as the vehicles were having difficulty in manoeuvring. It was noted that this matter had been reported to the PCSO who had monitored the situation.

**RESOLVED** That this matter be reported to the Enforcement Officer at Lichfield District Council.

**81.3 Police 'Out in Force' in Burntwood**

Members were informed that the Police had recently been out in force around Burntwood enforcing the law by informing members of the public that it is against the law to drink alcohol on the streets of Burntwood.

**RESOLVED** That the information be received and noted.

**81.4 Parking on the Green, Oakdene Road, Burntwood**

Members were informed that a vehicle had been parking on 'the green' in Oakdene Road (photographs were passed around the meeting).

**RESOLVED** That Councillor Taylor, as Chasetown Ward Member, would liaise with Ruth Plant on this matter.

**81.5 Aldi Stores Limited - Signs on Lampposts**

Members were informed that Aldi Stores Limited were displaying numerous signs around the Town on lampposts.

**RESOLVED** That this matter be reported to the Enforcement Officer at Lichfield District Council.

**81.6 Aldi Stores Limited - Planning Application 12/01207/FULM**

Members were informed that planning permission had been refused for the variation of condition no. 2 of application 11/00370/FULM relating to the 'gap' in the railings and that Aldi Stores Limited had six months to appeal and that they had not done so yet and they may decide to do nothing and wait to see if Lichfield District Council take enforcement action.

**RESOLVED** That a letter be sent to the Head Office of Aldi Stores Limited highlighting the fact that the Manager at the Burntwood Store is informing his staff to park on the Lambourne House car park.

(The Meeting closed at 8.10 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 24 JANUARY 2013 COMMENCING AT 6.15 P.M.**

**PRESENT**

Councillor Taylor (in the Chair)  
Councillors Mrs Banevicius, Campbell, Constable, Mrs Evans and Mrs Stokes

**In attendance**

Mrs M Danby, Town Clerk  
One member of the public

**28. APOLOGIES**

None tendered.

**29. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**30. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 13 December 2012 (Minute Nos. 23 - 27) be received and approved as a correct record.

**31. BURNTWOOD WAKES FESTIVAL 2013 - UPDATE**

Members were advised that:

**Tribute Band Evening - Friday 19 July**

Both bands and the compere had been booked.

**Family Fun Day - Saturday 20 July**

The following had been booked to perform/provide activities:

- Team MAD (Mountain Bike Aerial Display Team)
- Game Goer (Gun Dogs and Hawking displays)
- National Festival Circus
- Inflatable activities
- "Crazy Mary" craft workshops
- Two artists (via LDC Arts Development Officer)

Work would commence in the near future on filling the Craft and Public Information Marquees, additional performers, etc.

**Burntwood Wakes Festival Proms - Saturday 20 July**

The Staffordshire Festival Orchestra and compere had been booked; the interval entertainment had yet to be confirmed. The fireworks finale had also been booked to commence at 10 p.m.

**Folk Concert - Sunday 21 July**

Two of the four bands had been confirmed - the others would continue to be chased.

**RESOLVED THAT**

- a) The information be received and noted.
- b) A Press Release be published on the 2012 insurance claim success and giving a taste of what would be on offer for the 2013 Festival.
- c) Rehearsal space to be booked at Chase Terrace Technology College (free of charge).
- d) Car parking to be arranged at Erasmus Darwin.

(The Meeting closed at 6.30 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 24 JANUARY 2013 COMMENCING AT 7.40 P.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby, Town Clerk  
Councillor Mrs Fisher  
One member of the public

**19. APOLOGIES**

None, all Members present.

**20. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**21. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 13 December 2012 (Minute Nos. 15 - 18) be received and approved as a correct record.

**22. REPORT ON FRANKING MACHINE COSTS VS POSTAGE STAMPS**

Members received a report which demonstrated that it was significantly cheaper to continue to use the franking machine for the Council's postal needs.

**RESOLVED** That the information be noted and the status quo be maintained.

**23. HANDYPERSON'S DUTIES**

Members received a report detailing the duties currently undertaken by the Handyperson.

**RESOLVED** That a further report in Excel spread sheet format be provided to a future meeting of the Committee giving the hours worked and cost of each duty undertaken.



**24. 2013/14 DRAFT BUDGET**

**RECOMMENDATION** That the Draft 2013/14 Budget be approved by the Council at the Special Meeting on 31 January 2013.

**25. 2013/14 DRAFT BURNTWOOD CEMETERY BUDGET AND FEES**

**RECOMMENDATION** That the Draft 2013/14 Burntwood Cemetery Budget and Fees be approved by the Council at the Special Meeting on 31 January 2013.

**26. GROUNDS MAINTENANCE - PROPOSED SERVICE AGREEMENT**

The Council's grounds maintenance contractor had proposed that the Council enter into an ongoing Service Agreement.

**RESOLVED** That a further two quotations be obtained to enable comparisons to be made to ensure that the proposed Service Agreement offers the best value for money.

(The Meeting closed at 8.38 p.m.)

Signed .....

Date .....

# THE BURNTWOOD TOWN COUNCIL CIVIC AWARD SCHEME 2013 (DRAFT)

## BURNTWOOD CIVIC AWARD

- i. The Burntwood Civic Award should be awarded in recognition of work done for the benefit of the community of Burntwood.
- ii. Two awards will be presented annually: Citizen of the Year Award (over 18 years of age) and Young Citizen of the Year Award (up to age 19).
- iii. Recognition takes the form of a badge and a framed A4 certificate on high quality paper and include the words "in recognition of outstanding service to the people of Burntwood on whose behalf the Town Council records its appreciated".
- iv. Presentation of the award will take place on Thursday 09 May 2013 at the Annual Town Meeting.

### **Nomination and Award Procedures for 2013**

Nominations may be put forward in one of two ways.

#### ***Either by***

Members of Burntwood Town Council submitting nominations on the form provided to the Town Council Office by Friday 19 April 2013 at midday.

#### ***Or by***

Members of the general public submitting nominations on the form provided *countersigned* by a Burntwood Town Councillor to the Town Council Office by Friday 19 April 2013 at midday.

Contact details for Councillors may be found on Burntwood Town Council website [www.burntwood-tc.gov.uk](http://www.burntwood-tc.gov.uk).

## **Nomination Form**

### **Section A**

- Name, postal address, email address and telephone number of the person nominated.
- Name, postal address, email address and telephone number of the person submitting the nomination.
- Declaration of any financial/prejudicial interest by the person submitting the nomination.
- Connection with nominee of the person submitting the nomination.

### **Section B**

- To be completed by a Burntwood Town Councillor where the nomination is submitted by a member of the public.

### **Section C**

To be completed in all cases

- Reasons for nomination to be given by the person proposing the nomination (250 words maximum).

**a. Nominations shall be completed on the merit of the work commenced or achieved between March 2012 and February 2013**

Nominations shall be considered on the merit of the benefit of the work to the community and not on the basis of any benefit to the proposed recipient.

**Guidelines for submitting a nomination for many years' service**

The Civic Award Scheme is primarily aimed at those who have given significant service for the community over the past municipal year. It is acknowledged, however, that there are many people in Burntwood who have done wonderful service over very many years.

As a guideline, therefore, in order that nominations can be spaced out in a reasonable way, nominations for retrospective service should only be submitted whether *either* some significant anniversary or other event happens to occur in that municipal year. For example, exactly 20 years community service, or retirement after many years of significant community service etc. *Or* some other item of service has occurred for which retrospective years of service can legitimately be taken into consideration. For example, many years service with particular input into a significant project that successfully completed in that municipal year. The significant anniversary or other event or item should be stated in the nomination form.

**b. Funding**

The scheme will be funded by the Civic Fund.

**c. Consideration of Nominations**

Nominations will be considered by the Chairman of the Council in consultation with a minimum of two other senior Members of Burntwood Town Council. The responsibility as to who will receive an award will ultimately rest with the Chairman of the Council.

**d. Possible Recipients**

After consideration of the nominations by the Chairman of the Council in consultation with a minimum of two other senior Members of Burntwood Town Council the chosen recipients will be contacted to see whether they are prepared to accept the award. If they are not prepared to accept the award, the selection procedure may be revisited in order to offer another person or persons the award in their place.

These rules are subject to annual review.

March 2013



## CIVIC AWARDS

### CRITERIA AND GUIDELINES

- (a) Nominations can be made by any Burntwood resident, except Burntwood Town Councillors (on the basis that the Town Council is the determining body).
- (b) Nominees need not live in Burntwood but their work must be of direct benefit to the Burntwood community.
- (c) The benefit to the community must have been outstanding for a minimum period of 20 years (but could cover more than one type of benefit and the Town Council may consider a period of less than 20 years in exceptional circumstances).
- (d) Nominees should not be full time employees and must generally have given their time voluntarily but incidences where voluntary work has been undertaken in addition to paid work may be recognised.
- (e) All applications will be considered once, annually, by the Town Council.
- (f) Successful nominees will be invited, with a partner, to the Chairman's Civic Service and Reception and will be presented with the Award at the Reception.
- (g) The Award will be in the form of a scroll, suitably framed and signed by the Chairman and Town Clerk.
- (h) A medal with a ribbon attached will also be awarded so that it can be worn on suitable occasions.

**BURNTWOOD TOWN COUNCIL**



**COMMUNITY AWARD**

**for**

**OUTSTANDING ACHIEVEMENT**

**AWARDED BY BURNTWOOD TOWN COUNCIL**

**TO "JOE BLOGGS"**

**IN RECOGNITION OF**

**OUTSTANDING SERVICE TO**

**THE COMMUNITY OF BURNTWOOD**

**CHAIRMAN :**

**TOWN CLERK :**

**DATED :**



# BURNTWOOD TOWN COUNCIL

## CITIZEN OF THE YEAR 2012/2013 DRAFT

### Nomination Form

<b>Proposer/Organisation Name</b>	
<b>Address</b>	

<b>Nominees Name</b>	
<b>Address</b>	

<b>Details of Contribution</b>
--------------------------------

**Nominated by:**

Signed ..... Date .....

**Town Councillor Certification**

I certify to best of my knowledge and belief the statement contained above is correct.

Signed ..... Date .....



# BURNTWOOD TOWN COUNCIL

## YOUNG CITIZEN OF THE YEAR 2012/2013 DRAFT

### Nomination Form

<b>Proposer/Organisation Name</b>	
<b>Address</b>	

<b>Nominees Name</b>	
<b>Address</b>	

<b>Details of Contribution</b>
--------------------------------



**Nominated by:**

Signed ..... Date .....

**Town Councillor Certification**

I certify to best of my knowledge and belief the statement contained above is correct.

Signed ..... Date .....

**BURNTWOOD TOWN COUNCIL  
2013/14 AUDIT PROGRAMME**

	Satisfactory?	
	Yes	No
<b>1) Appropriate books of account have been properly kept throughout the year?</b>		
▪ Is the cashbook maintained and up to date?		
▪ Is the cashbook arithmetic correct?		
▪ Is the cashbook regularly balanced?		
<b>2) The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.</b>		
▪ Has the Council formally adopted standing orders and financial regulations?		
▪ Has a Responsible Financial Officer been appointed with specified duties?		
▪ Are payments in the cashbook supported by invoices, authorised and minuted?		
▪ Has VAT on payments been identified, recorded and reclaimed?		
▪ Is S137 expenditure separately recorded and within statutory limits?		
<b>3) The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>		
▪ Does a scan of the minutes identify any unusual financial activity?		
▪ Do the minutes record the council carrying out an annual risk assessment?		
▪ Is insurance cover appropriate and adequate?		
▪ Are internal financial controls documented and regularly reviewed?		
<b>4) The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate.</b>		
▪ Has the council prepared an annual budget in support of its precept?		
▪ Is actual expenditure against budget regularly reported to the Council?		
▪ Are there any significant unexplained variances from budget?		
<b>5) Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.</b>		
▪ Is income properly recorded and promptly banked?		
▪ Does the precept recorded in the cashbook agree to the District Council's notification?		
▪ Are security controls over cash adequate and effective?		
<b>6) Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.</b>		

▪ Is all petty cash spent recorded and supported by VAT invoices / receipts?		
▪ Is petty cash expenditure reported to each Council meeting?		

	Satisfactory?	
	Yes	No
<b>7) Salaries to employees and allowances to members were paid in accordance with council approvals and PAYE and NI requirements were properly applied.</b>		
▪ Do salaries paid agree with those approved by the Council?		
▪ Are other payments to the Clerk reasonable and approved by the Council?		
▪ Has PAYE / NIC been properly operated by the council as an employer?		
<b>8) Asset and Investments registers were complete and accurate and properly maintained.</b>		
▪ Does the Council keep an asset register of all material assets owned?		
▪ Are the Assets/Investments registers up to date?		
▪ Do asset insurance valuations agree with those in the asset register?		
<b>9) Periodic and year end bank account reconciliations were properly carried out.</b>		
▪ Is there a bank reconciliation for each account?		
▪ Is a bank reconciliation carried out regularly on receipt of statements?		
▪ Are there any unexplained balancing entries in any reconciliation?		
<b>10) Year end accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.</b>		
▪ Are year end accounts prepared on the correct accounting basis (Receipts and Payments/Income and Expenditure)?		
▪ Do accounts agree with the cash book?		
▪ Is there an audit trail from underlying financial records to the accounts?		
▪ Where appropriate have debtors and creditors been properly recorded?		
<b>11) William Cadman Trust accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.</b>		
▪ Are year end accounts prepared on the correct accounting basis (Receipts and Payments/Income and Expenditure)?		
▪ Do accounts agree with the cash book?		
▪ Is there an audit trail from underlying financial records to the accounts?		
▪ Where appropriate have debtors and creditors been properly recorded?		

## **BURNTWOOD TOWN COUNCIL**

### **STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL**

#### **1. OVERVIEW**

- 1.1 Regulation 4 of the Accounts and Audit Regulations 2011 imposes a duty on local councils to ensure "that the financial management of the body is adequate and effective and that the body has a sound system of internal control".
- 1.2 Local councils are required to conduct, at least once a year, in accordance with proper practices, a review of the effectiveness of its system of internal control. The council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Town Council to review the effectiveness of the Internal Control System there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document but the system of controls goes beyond this. A Statement of internal Controls has been prepared and is appended to this report.

#### **2. RECOMMENDATION**

- 2.1 That the Town Council consider the attached Statement of Internal Controls and consider whether the controls currently in place are effective.

## BURNTWOOD TOWN COUNCIL

### STATEMENT OF INTERNAL CONTROL

<b>Cash Book/Bank Reconciliations</b>	<ul style="list-style-type: none"><li>▪ The Cash Book is kept up-to-date from original documents (paying-in books, invoices, cheque stubs).</li><li>▪ The Cash Book is reconciled to the bank statement on a monthly basis.</li></ul>
<b>Financial Regulations</b>	<ul style="list-style-type: none"><li>▪ A document listing the Town Council's financial regulations, based on the model version prepared by NALC/SLCC, is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer (RFO) with any proposed amendments subject to approval by the Town Council.</li><li>▪ The Financial Regulations are complemented by the approved "Duties of the Responsible Financial Officer".</li></ul>
<b>Order/Tender Controls</b>	<ul style="list-style-type: none"><li>▪ The Financial Regulations list the number of estimates, quotations or full tenders that must be invited depending on the value and nature of the work.</li><li>▪ Official letters/Purchase Orders are sent to suppliers for services which are not regular in nature.</li></ul>
<b>Legal Powers</b>	<ul style="list-style-type: none"><li>▪ A proper legal power is identified in advance of any expenditure.</li></ul>
<b>Payment Controls</b>	<ul style="list-style-type: none"><li>▪ Purchase Orders/letters ordering the work are matched to purchase invoices where applicable.</li><li>▪ A Schedule of Payments is presented to every ordinary meeting of the Town Council for approval (such approval is recorded in the Minutes).</li><li>▪ All cheques and financial documents are signed by three authorised signatories.</li><li>▪ Original invoices are provided to the Councillors signing the cheques.</li><li>▪ The cheque number used to settle an invoice is noted on the invoice for cross reference purposes.</li></ul>

<p><b>The Free Resource, i.e. LGA 1972, s.137</b></p>	<ul style="list-style-type: none"> <li>▪ A separate s.137 account is maintained.</li> <li>▪ The RFO calculates the maximum amount of s.137 expenditure able to be made each year and ensures that it is not exceeded.</li> <li>▪ The proper minute authorising expenditure from s.137 is prepared on each occasion.</li> </ul>
<p><b>VAT Repayment Claims</b></p>	<ul style="list-style-type: none"> <li>▪ The RFO ensures that all invoices are addressed to the Town Council.</li> <li>▪ The RFO ensures that proper VAT invoices are received where VAT is payable.</li> <li>▪ The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.</li> </ul>
<p><b>Income Controls</b></p>	<ul style="list-style-type: none"> <li>▪ The RFO ensures that the amount of Precept received is correct in accordance with the Precept request submitted to the District Council.</li> <li>▪ The RFO ensures that the Precept instalments are received when due.</li> <li>▪ The RFO ensures that all other receipts (cemetery fees, Burntwood Wakes Festival receipts, sponsorship monies, etc) are received when due and correctly calculated.</li> <li>▪ Income is banked promptly.</li> </ul>
<p><b>Financial Reporting</b></p>	<ul style="list-style-type: none"> <li>▪ The performance to date and latest year end forecast against the agreed annual Budget are presented to each meeting of the Town Council.</li> </ul>
<p><b>Budgetary Controls</b></p>	<ul style="list-style-type: none"> <li>▪ The budget is prepared in consultation with the Town Council.</li> <li>▪ The Precept is set on the basis of the budget by the deadline set by the District Council.</li> </ul>
<p><b>Payroll Controls</b></p>	<ul style="list-style-type: none"> <li>▪ All staff are paid under PAYE.</li> <li>▪ All staff salaries are set by the Town Council and a minute is prepared to show the agreed salaries.</li> <li>▪ Salaries are currently paid by cheque; all cheques are signed by three authorised signatories.</li> <li>▪ The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.</li> </ul>





<b>Asset Control</b>	<ul style="list-style-type: none"><li>▪ The RFO maintains a full Asset Register.</li><li>▪ The existence and condition of assets is checked on an annual basis.</li><li>▪ The adequacy of insurance of the Town Council's assets is considered annually in advance of the insurance renewal.</li></ul>
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**Prepared by:**

Mrs M Danby  
Town Clerk and RFO

25 February 2013



## **BURNTWOOD TOWN COUNCIL**

### **REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2012/13**

#### **1. OVERVIEW**

- 1.1 Whilst the Accounts and Audit Regulations 2011 does not impose a duty on local councils to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control" it is considered Best Practice to do so.
- 1.2 Internal audit is a key component of the system of internal control. The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.
- 1.3 Local councils are advised, at least once a year, to conduct, in accordance with proper practices, a review of effectiveness of internal audit. The council is required to sign the annual governance statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.

#### **2. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

- 2.1 Alan Toplis was appointed as the Town Council's Internal Auditor for the 2012/13 financial year. Mr Toplis is paid a fee of £250 per annum.
- 2.2 The following criteria must be satisfied for internal audit to be considered effective:
- That the Internal Auditor is independent of the other financial controls and procedures of the Council which are subject to review.
  - That they are competent to carry out the role in a way that will meet the business needs of the Council.
  - That consideration is made of how many times in a year the systems and records should be subject to internal audit.
  - That the scope of the internal audit is sufficient.
  - That any internal audit report is considered in full by a meeting of the Town Council.
  - That appropriate action is taken on any recommendations contained in the internal audit report.
  - The Council must also satisfy itself that the quality of delivery of the internal audit service provides reliable assurance about the Council's internal controls and its management of risk.
- 2.3 Considering these requirements for internal audit for Burntwood Town Council:
- 2.3.1 **Independence**  
Mr Toplis has no involvement in the Town Council's financial controls, procedures or decision making. He is not related to, nor associated with, any member of the Town Council or the Town Clerk. The Internal Auditor has direct access to the Town Council should he think this necessary.

### 2.3.2 **Competence**

Mr Toplis is a qualified Internal Auditor and has extensive experience in carrying out audit work. He has built up knowledge of local council finance over the time that he has been carrying out the internal audit for Burntwood Town Council and has access to "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England)". There is no evidence/reason to believe that the internal audit will not be carried out competently, ethically and with integrity and objectivity.

### 2.3.3 **Frequency of Internal Audit**

Two visits per year is considered to be adequate for the Town Council's needs given the current level of activity.

### 2.3.4 **Scope of Work**

The scope of the internal audit work carried out by Mr Toplis follows the suggested approach to internal audit provided by Appendix 9 of the "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England)".

### 2.3.5 **Audit Report**

Mr Toplis will prepare a report in his own name and addressed to the Council following his completion of the internal audit. It will be presented to the Town Council at the next meeting after it has been issued. Any actions to be taken on the recommendations made will be minuted.

## **3. RECOMMENDATION**

- 3.1 That the Town Council considers for itself whether the system of internal audit is sufficiently effective, using this report as prepared by the Town Clerk as a starting point for those considerations.

**BURNTWOOD TOWN COUNCIL  
2012/13 INTERNAL AUDIT REVIEW CHECKLIST  
PART 1 – MEETING STANDARDS**

*(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England),  
Part 2: The Annual Return and corporate governance.)*

<b>EXPECTED STANDARD</b>	<b>EVIDENCE OF ACHIEVEMENT</b>	<b>YES/NO</b>	<b>AREAS FOR DEVELOPMENT</b>
1. <b>Scope of Internal Audit</b>	<ul style="list-style-type: none"> <li>▪ Terms of reference for internal audit were approved by the Town Council on 15 March 2012.</li> <li>▪ Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements.</li> <li>▪ Internal audit work covers the Council's anti-fraud and corruption arrangements.</li> </ul>	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	
2. <b>Independence</b>	<ul style="list-style-type: none"> <li>▪ The Internal Auditor has direct access to those charged with governance.</li> <li>▪ Reports are made in own name to management.</li> <li>▪ The Internal Auditor does not have any other role within the Council.</li> </ul>	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	
3. <b>Competence</b>	<ul style="list-style-type: none"> <li>▪ There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</li> </ul>	<p style="text-align: center;">Y</p>	
4. <b>Relationships</b>	<ul style="list-style-type: none"> <li>▪ All responsible officers (Clerk/RFO) are consulted on the internal audit plan.</li> <li>▪ Respective responsibilities for officers and the Internal Auditor are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).</li> <li>▪ The responsibilities of Council members are understood; training of members is carried out as necessary.</li> </ul>	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	

<p>5. <b>Audit Planning and Reporting</b></p>	<ul style="list-style-type: none"> <li>▪ The annual internal audit plan properly takes account of all the risks facing the Council, including the William Cadman Charity.</li>   <li>▪ Internal audit reported in accordance with the 2012/13 plan (reported to the Town Council on 15 March 2012, Minute No. 128).</li> </ul>	<p>Y</p> <p>Y</p>	
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**Review conducted on behalf of the Council by:**

Mrs Mary Danby, Town Clerk and Responsible Financial Officer  
 .....

**Report considered and adopted by Members at a meeting of the Town Council held on 07 March 2013:**

Councillor Rod Campbell, Chairman of the Council .....

Mrs Mary Danby, Town Clerk and Responsible Financial Officer .....

**BURNTWOOD TOWN COUNCIL  
2012/13 INTERNAL AUDIT REVIEW CHECKLIST  
PART 2 – CHARACTERISTICS OF EFFECTIVENESS**

*(Source: "Governance and Accountability for Local Councils – a Practitioner's Guide 2008 (England), Part 2: The Annual Return and corporate governance.)*

<b>EXPECTED STANDARD</b>	<b>EVIDENCE OF ACHIEVEMENT</b>	<b>YES/NO</b>	<b>AREAS FOR DEVELOPMENT</b>
1. <b>Internal audit work is planned</b>	<ul style="list-style-type: none"> <li>▪ Planned internal audit work is based on risk assessment and designed to meet the Council's needs.</li> </ul>	Y	
2. <b>Understanding the whole Council, its needs and objectives</b>	<ul style="list-style-type: none"> <li>▪ The annual audit plan demonstrates how audit work will provide assurance for the Council's Annual Governance Statement.</li> </ul>	Y	
3. <b>Be seen as a catalyst for change</b>	<ul style="list-style-type: none"> <li>▪ The Internal Auditor supports the Council's work in delivering improved services to the community.</li> </ul>	Y	
4. <b>Add value and assist the Council in achieving its objectives</b>	<ul style="list-style-type: none"> <li>▪ The Council makes positive responses to the Internal Auditor's recommendations and follows up with action where this is called for.</li> </ul>	Y	
5. <b>Be forward looking</b>	<ul style="list-style-type: none"> <li>▪ National agenda changes are considered in formulating the annual audit plan.</li> <li>▪ The Internal Auditor maintains awareness of new developments in the services, risk management and corporate governance.</li> </ul>	Y  Y	

<p>6. <b>Be challenging</b></p>	<ul style="list-style-type: none"> <li>▪ The Internal Auditor focuses on the risks facing the Council.</li> <li>▪ The Internal Auditor encourages officers and Members to develop their own responses to risks, rather than relying solely on audit recommendations.</li> </ul>	<p>Y</p>	
<p>7. <b>Ensure the right resources are available</b></p>	<ul style="list-style-type: none"> <li>▪ Adequate resource is made available for the Internal Auditor to complete his work.</li> <li>▪ The Internal Auditor understands the Council and the legal and corporate framework in which it operates.</li> </ul>	<p>Y</p>	

**Review conducted on behalf of the Council by:**

Mrs Mary Danby, Town Clerk and Responsible Financial Officer .....

**Report considered and adopted by Members at a meeting of the Best Value Committee held on 07 March 2013:**

Councillor Rod Campbell, Chairman of the Council .....

Mrs Mary Danby, Town Clerk and Responsible Financial Officer .....



**BURNTWOOD TOWN COUNCIL  
MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2013/14 (DRAFT)**

**1. Recommended Subsistence/Mileage Rates (as at 01 April 2013):**

<b>Motor Mileage Rates</b>	
Not exceeding 451cc	20.0p per mile
451 – 999cc	46.9p per mile
1000 – 1199cc	52.2p per mile
Exceeding 1200cc	65.0p per mile
<b>Subsistence Rates*</b>	
<b>Allowance Period</b>	<b>Maximum Payable</b>
Breakfast (before 11 a.m.)	£ 5.00
Lunch (between 12 noon and 2 p.m.)	£ 7.50
Tea (between 3 p.m. and 6 p.m.)	£ 3.50
Evening Meal (after 7 p.m.)	£15.00
Conference allowance to cover out of pocket expenses (per 24 hour period)	£25.00
<b>Public Transport</b>	
Reimbursement of public transport fares (2 <sup>nd</sup> class or economy class only)	

\*The subsistence rates quoted are for periods of four (4) hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts should be produced in respect of all claims wherever possible.

**2. Approved Duties**

**Members**

- Attending conferences, e.g. National Association of Local Councils (NALC), Staffordshire Association of Parish Councils (SAPC).
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council
- Representing the Council at other events/meetings outside the parish boundary as approved by the Town Council from time to time.

**Officers**

- Mileage will be paid for all duties undertaken within and outside the parish boundary.
- Attendance at conferences, e.g. Society of Local Council Clerks (SLCC), NALC, SAPC.
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council.

- Representing the Council at other events/meetings within and outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the Town Council from time to time.

**BURNTWOOD TOWN COUNCIL**  
**07 MARCH 2013**  
**SCHEDULE OF PAYMENTS**

<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION OF SERVICE</b>	<b>CHQ NO.</b>	<b>AMOUNT</b>
				<b>£</b>
04 01 13	The Co-operative Bank	Inter-Account Sweep Fee	Direct Debit	30.00
10 01 13	Lichfield District Council	Grounds Maintenance Charge 2012/13	100886	11,724.84
10 01 13	RBS Software Solutions	Cemetery: Software Package and Training	100887	1,923.42
10 01 13	D T Homer	Cemetery: Grave Digging	100888	270.00
10 01 13	Staffordshire IT Services	IT Support and Remote Backup Service	100889	139.80
10 01 13	Staffordshire Ecological Services Ltd	Coulter Lane Burial Ground: Creation of Wildflower Meadow	100890	2,378.29
10 01 13	Information Commissioner	Data Controller Register - Annual Renewal Fee	100891	35.00
10 01 13	Lichfield District Council	NNDR: Traffic Islands (£162), Cemetery (£39), Office (£419)	100892	620.00
10 01 13	Viking	Stationery	100893	193.36
10 01 13	Chase Terrace Methodist Church	Contribution: Christmas Tree/Lights	100894	173.75
10 01 13	Ricoh UK Ltd	Photocopier: Copy Charges 01/09 - 28/12/12	100895	210.22
10 01 13	Staffordshire County Council	Meeting Room Hire: October-December 2012 inclusive	100896	240.00
10 01 13	Lichfield District Council	Cemetery: Trade Refuse	100897	36.00
10 01 13	G R Wilson	Handyperson Service: 01/11 - 31/12/12 inclusive	100898	380.50
10 01 13	Viking	Stationery	100899	35.99
10 01 13	Christ Church, Burntwood PCC	Contribution: Christmas Tree/Lights	100900	101.56
10 01 13	UK Safety Management Ltd	Office: PAT Testing (Plugs, Microwave Emissions, Sockets)	100901	230.63
10 01 13	South Staffs Water Plc	Cemetery: Water Services	100902	9.10
11 01 13	Petty Cash	Petty Cash Top-Up	BACS	172.64
15 01 13		Employee Costs: Month 10	BACS	5,096.63
24 01 13	Derryford Electrical Contractors	Christmas Trees: Removal of LED Lighting	100903	244.80
24 01 13	M Thornhill	Cemetery: Gatekeeper 01/10 - 31/12/12 inclusive	100904	260.00
24 01 13	D T Homer	Cemetery: Grave Digging	100905	610.00
24 01 13	Viking	Stationery/General Office Expenses	100906	11.98
24 01 13	Staffordshire Playing Fields Association	2012/13 Subscription	100907	15.00
24 01 13	Staffordshire IT Services	PC Network Remote Back-Up/Support	100908	139.80

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	AMOUNT
				£
24 01 13	B J Cooper	Reimbursement re Cemetery (£56.12) and BWF (£108.06)	100909	164.18
24 01 13	HMRC	PAYE/NI: Month 10	100910	1,624.22
24 01 13	Staffordshire Pension Fund	LGPS Contributions: Month 10	100911	1,457.24
24 01 13	D T Homer	Cemetery: Grave Digging	100912	880.00
31 01 13	Mailcoms Ltd	Stationery	100913	116.28
31 01 13	Lichfield District Council	Office: Refuse Collection	100914	45.00
31 01 13	Green Compliance Fire Protection Ltd	Office - Fire Extinguishers: Annual Maintenance/Service	100915	217.20
31 01 13	Viking	Stationery	100916	45.54
31 01 13	E.ON	Office: Electricity Charges 03/10/12 - 10/01/13 inclusive	100917	1,020.61
12 02 13	BNP Paribas Leasing Solutions	Franking Machine: Quarterly Rental	Direct Debit	190.80
12 02 13	Neopost Limited	Franking Machine Re-credit	Direct Debit	180.00
15 02 13	ScottishPower Energy Retail Ltd	Office: Electricity Supply (Monthly Payment Plan)	Direct Debit	147.00
15 02 13		Employee Costs: Month 11	BACS	4,980.29
15 02 13	Society of Local Council Clerks	Practitioner Conference	100918	342.00
15 02 13	D T Homer	Cemetery: Grave Digging	100919	500.00
15 02 13	Chasetown Methodist Church	Contribution: Christmas Tree/Lights	100920	180.00
15 02 13	Viking	Stationery	100921	158.38
15 02 13	BT Payment Services Limited	Internet Service	100922	145.08

**37,677.13**