



BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

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Our Ref: JM

12 November 2018

To: **All Members of the Policy & Resources Committee**
[Councillors Pullen [Chairman], Mrs Bacon, Mrs Evans, Mrs Fisher, Stokes, Mrs Tranter and Mrs Woodward]

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet in the **Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Monday 19 November 2018 at 6:00 pm** to consider the following business.

Yours sincerely

Jayne Minor

Jayne Minor (Ms)
Senior Administration Officer

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
To consider any declarations of interests and consider requests for dispensations.
3. **MINUTES**
To approve as a correct record the Minutes of a meeting of the Policy and Resources Committee held on 10 September 2018 [Minute Nos. 15-25] [ENCLOSURE NO. 1].
4. **REVIEW OF FEES AND CHARGES [WITH EFFECT FROM 01 APRIL 201] [ENCLOSURE 2A AND 2B].**
5. **STAFFORDSHIRE COUNTRYSIDE EXPLORER – CHASEWATER [ENCLOSURE NO. 3].**

6. **SUPPORT STAFFORDSHIRE**
Burntwood Town Council are eligible to become a member of Support Staffordshire for a subscription fee of £25. Details of membership benefits are attached and it is recommended that the Town Council apply to become a member [ENCLOSURE NO. 4].
7. **SCHEDULE OF PAYMENTS**
To approve the Schedule of Payments [ENCLOSURE NO. 5].
8. **SPEED INDICATOR DEVICE [SID'S]**
To consider a report by the Direct Services Manager and determine what action should be taken [ENCLOSURE NO. 6]
9. **DRAFT 2019/20 BUDGET [ENCLOSURE NO. 7 - TO FOLLOW]**
10. **SWAN ISLAND ROUNDABOUT**
Lichfield District Council have confirmed that they are agreeable to Burntwood Town Council taking over responsibility for the maintenance of the Swan Island roundabout. The annual maintenance costs would be approximately £1,000 per annum and it is suggested that the Town Council become responsible for the island with effect from 03 December 2018.
11. **TOWN STRATEGY EXPENDITURE**
To discuss funding opportunities in support of the Town Strategy.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 10 SEPTEMBER 2018 COMMENCING AT 6.00 PM**

PRESENT

Councillor Pullen (in the Chair)
Councillors Mrs Bacon, Mrs Evans, Stokes and Mrs Tranter

In attendance

Ms J Minor, Senior Administration Officer

15. APOLOGIES FOR ABSENCE

Councillors Mrs Fisher and Mrs Woodward.

16. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

17. MINUTES

Councillor Mrs Evans made reference to Minute No. 6 - Review of Parks, and anti-social behaviour taking place in Chase Terrace Park during the night. Councillor Mrs Evans stated that she had been approached at the Play in the Parks Event held at Chase Terrace Park [22 August 2018] by a gentleman who backs onto the park regarding anti-social behaviour and an employee of Lichfield District Council who empties the bins said that he believed that a homeless person was sleeping in the park at night.

The Senior Administration Officer informed Members that the Interim Town Clerk would be meeting Gary Brownridge and Chris Cooke on 14 September 2018 following a request submitted to the District Council for details of the costs of maintaining the parks in the Parish of Burntwood in comparison to those in the City of Lichfield.

Councillor Mrs Evans made reference to Minute No. 5 - Grit Bins and asked if an email had been sent to Councillor Mrs Fisher [Cabinet Member for Highways and Transport]. The Senior Administration Officer confirmed that this had been actioned.

Councillor Mrs Evans made reference to Minute No. 8 - Schedule of Payments and in particular the payment made to BT [OMCC fax line rental] and asked if this had been cancelled as it appears on the current schedule of payments [21 July 2018]. The Senior Administration Officer stated that she believed that the Direct Services Manager had been instructed to cancel the fax line and it may be that a notice period was required.

Councillor Mrs Evans made reference to Minute No. 11 - Lease of Units and asked if the Interim Town Clerk had found out what the current tenants pay per square foot. The Senior

Administration Officer confirmed that the Interim Town Clerk is reviewing the leases/licences and will ensure that the correct charges are levied.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 16 July 2018 [Minute Nos. 1-14] be approved as a correct record.

18. SOX LIGHTING REPLACEMENT

Members were informed that the Town Council provide nine street lights in a small number of locations within the curtilage of the Town Council area [these are maintained by E.ON Energy Solutions Limited]. However, following information received from E.ON the Town Council have been informed that these lights will be phased out and become unmaintainable by the end of 2019. The street lights will be replaced by more efficient LED lighting.

Members were informed of two options [1] replace the units on a fail type basis or [2] replace on a global type basis at a cost of £2,020 plus VAT.

Councillor Pullen asked if the Town Council's Twitter and Facebook pages could highlight the fact that the Town Council do provide nine street lights and will be replacing them with more efficient LED lighting.

It was **RECOMMENDED** to Council:

That E.ON Energy Solutions Limited be instructed to replace all of the street lights at a cost of £2,020 plus VAT.

19. PHOTOCOPIER COSTINGS

Members made reference to the report produced by the Direct Services Manager which stated that the cost of a black copy on a laser printer was 0.3p compared to an inkjet printer at 8p. The cost of a colour copy on a laser printer was 3.2p compared to an inkjet printer at 11p. Members felt that it was more cost effective to use the laser printer.

RESOLVED That the report be noted.

20. MAINTENANCE OF ROUNDABOUTS

Reference was made to the Policy and Resources Committee held on 16 July 2018 where it was agreed that a report be submitted on the possibility of power washing the white bricks around the roundabouts. Investigations have established that this is the responsibility of Staffordshire County Council and confirmation has been received that that Authority have scheduled the works to be undertaken.

RESOLVED That the information be noted.

21. PLANNING PERMISSION FOR UNITS AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN

Councillor Pullen explained the reasons behind the planning permission [so that multiple uses can be offered for the units].

It was **RECOMMENDED** to Council:

That the Interim Town Clerk applies to Lichfield District Council for planning permission [to include A1, A2, B1 and D1] at a cost of £231.

22. SCHEDULE OF PAYMENTS

Councillor Mrs Evans made reference to the payment made to Lichfield District Council [Burntwood Cemetery: Fortnightly Bin Collection] and the Senior Administration Officer confirmed that this payment was for a year.

Councillor Mrs Evans made reference to the payment made to Lion FPG Limited and the Senior Administration Officer explained that this was the TownTrader.

Councillor Mrs Evans made reference to the payments made to D & P Rogers Catering and stated that timing of the interviews could be considered next time. Councillor Mrs Tranter explained that timing of the interviews was difficult as some candidates had pulled out at the last moment. It was agreed that if the situation arose again than less food would be ordered to avoid waste.

Councillor Mrs Evans made reference to the payment made to the Interim Town Clerk and felt that this was of a sensitive nature. Councillor Pullen stated that he felt that the Town Council needed to be open and transparent and did not feel that this was an issue.

Councillor Mrs Evans made reference to the payment made to Simons Window Cleaning [Midlands] Limited bearing in mind the current work being undertaken to the windows. Members were informed that the Direct Services Manager had agreed with the window cleaner to pay his usual invoice on the proviso that the windows are given a thorough clean once the scaffolding had been removed and the window refurbishment had finished.

RESOLVED That the schedule of payments made between 13 July 2018 and 31 August 2018 totalling £55,554.43 be received and noted.

23. WEBSITE

Councillor Pullen made reference to the Website Task and Finish Group meeting held on 14 February 2017 and felt that this was not an effective use of time.

Councillor Pullen stated that the Town Council needed to review the look and feel of the website and the content.

The Senior Administration Officer informed Members that the Finance Officer had approached both Lichfield District Council [Elizabeth Barton, Corporate Communications, Performance and Consultation Manager] and Lichfield City Council [Tony Briggs]. Mrs Barton had stated that the District Council could give a quick review of the site and give some pointers, but there was no guarantee these would be useful, would be something the Town Council could implement or would add any value. Mr Briggs had stated that he felt that the site is generally good content-wise, it had a lot of information accessed through the buttons along the top of the screen that serve a similar purpose to the eight main buttons on the front page of the City Council's website. However, there were two main issues - ease of navigation and the relative lack of colour and pictures that support the information provided.

It was **RECOMMENDED** to Council:

That

- a. The Interim Town Clerk obtains three quotations [including the current website provider and host e-Mango] asking that they replicate the information on the current website in a more navigation friendly way.
- b. In consultation with the Leader [Councillor Pullen agreed to chair the meeting], the Interim Town Clerk invites all Members of the Town Council [who have an interest/knowledge of websites] to an one off evening meeting to discuss the best way forward.
- c. The Interim Town Clerk establishes what can and cannot be put onto the "gov.uk" website.

24. **LCRS SOFTWARE PACKAGE**

Members were informed that in recent years the Town Council had used the LCRS software package to aid in assessing risk in all the Council's activities. Members were informed that the last version of the LCRS software package purchased by the Town Council was the XP version back in January 2009. Members were informed that the LCRS software needed to be updated to include GDPR questions at a cost of £99 plus VAT.

It was **RECOMMENDED** to Council:

That the Finance Officer purchases the updated LCRS software [to include GDPR questions] at a cost of £99 plus VAT.

25. **TRAINING ROOM**

Members were informed that following a request from Costcutters to occupy the Training Room a report had been produced by the Interim Town Clerk. Costcutters currently lease The Suite [upstairs accommodation] and they were looking to expand their office space.

The Senior Administration Officer informed Members that the 2017/18 income for the Training Room was in the region of £1,200 whereas the income for the Training Room [if occupied by Costcutters] would be £6,832.49.

The Senior Administration Officer informed Members that currently there were 10 clashes [up to December 2019] where both the Ron Bradbury Room and the Training Room were booked at the same time. Members were informed that the users would be offered different days of the week and therefore could be accommodated.

Councillor Pullen stated that when the Town Council took over the building it was the intention that the building would fund the Council plus a community hub. Councillor Mrs Tranter felt that the building was more office use than community use. However, as Costcutters are currently actively looking at other premises, Councillor Pullen felt that the current rent/service charge could be lost.

Councillor Mrs Tranter suggested a structure for use by different organisations could be provided in the garden.

The Senior Administration Officer informed Members that the current leases are up for renewal on 31 March 2019.

It was **RECOMMENDED** to Council:

- a. That the Interim Town Clerk informs Costcutters that they can lease the Training Room until 31 March 2019 [in line with all other units].
- b. That no new tables, new chairs and new carpet be purchased and this be deferred until 31 March 2019.

[The Meeting closed at 7.02 pm]

Signed

Date

THE OLD MINING COLLEGE CENTRE
 QUEEN STREET, CHASETOWN, BURNTWOOD, WS7 4QH

PRICES ARE PER SESSION

9 am - 1 pm
 1 pm - 5 pm
 6.30 pm - 9.30 pm

01 April 2019 - 31 March 2020

	2016/17	2017/18	2018/19	2019/20	2019/20	2019/20
	£	£	£	2%	2.5%	3%
				£	£	£
The Ron Bradbury Room - Community/Voluntary Organisations	21.00	21.50	22.00	22.44	22.55	22.66
Training Room - Community/Voluntary Organisations	21.00	21.50	22.00	22.44**	22.55**	22.66**
Small Meeting Room - Community/Voluntary Organisations	16.00	16.50	17.00	-	-	-
IT Suite - Community/Voluntary Organisations	31.00*	32.00*	33.00*	33.66*	33.83	33.99
The Ron Bradbury Room - Statutory Organisations	44.00	55.00	56.00	57.12		
The Training Room - Statutory Organisations	44.00	55.00	56.00	57.12**	57.40**	57.68**
Small Meeting Room - Statutory Organisations	22.00	29.00	30.00	-	-	-
IT Suite - Statutory Organisations	51.50*	61.00*	63.00*	64.26	64.58	64.89

*Plus VAT

**The Training Room is currently rented out [£6,832.49]

BURNTWOOD TOWN COUNCIL CEMETERY FEES
01 April 2019 - 31 March 2020

	2015/16	2016/17	2017/18	2018/19	2019/20	2019/20	2019/20
	£	£	£	£	2%	2.5%	3%
Exclusive Right of Burial							
Adult Grave & Memorial Licence - 30 Year Licence	945	945	965	994	1013.88	1018.95	1023.82
Adult Grave - Additional 10 Years	265	265	270	278	283.56	284.95	286.34
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50	50	50	50	50	50	50
Child Grave & Memorial Licence - 5 Years of age and under - Single Only - 30 Year Licence	630	630	640	660	673.20	676.50	679.80
Child Grave - Additional 10 Years	160	160	165	170	173.40	174.25	175.10
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50	50	50	50	50	50	50
Cremated Remains Plot (Max 4) & Memorial Licence - 30 Year Licence	630	630	640	660	673.20	676.50	679.80
Cremated Remains Plot (Max 4) - Additional 10 Years	160	160	165	170	173.40	174.25	175.10
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)	50	50	50	50	50	50	50
Cremated Remains Plot (Max 2) and Memorial Licence - 30 Year Licence				330	336.60	338.25	339.90
Cremated Remains Plot (Max 2) - Additional 10 Years				88	89.76	90.20	90.64
Memorial Licence - Additional 10 Years (to run concurrently with Exclusive Right of Burial)				50	50	50	50
First Interment Fee							
Adult Grave - Single Standard Coffin Size (Max 6' 6" x 26")	390	390	400	412	420.24	422.30	424.36
Adult Grave - Double Standard Coffin Size (Max 6' 6" x 26")	465	465	475	490	499.80	502.25	504.70
Adult Grave - Triple Standard Coffin Size (Max 6' 6" x 26")	570	570	580	598	609.96	612.95	615.94
Child Grave - Child aged 5 or under - Single Grave Only	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Cremated Remains Plot - Single Cremated Remains Casket	240	240	245	252	257.04	258.30	259.56
Cremated Remains Plot - Two Cremated Remains Caskets - (Same Day) Interment	295	295	300	309	315.18	316.73	318.27
Cremated Remains Plot - Interment for a Child aged 5 or under	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Re-Opening Burial or Cremated Remains Plot - Interment Fees							
Adult Grave - Double - Second Interment	390	390	400	412	420.24	422.30	424.36
Adult Grave - Triple - Second Interment	465	465	475	490	499.80	502.25	504.70
Adult Grave - Triple - Third Interment	390	390	400	412	420.24	422.30	424.36
Cremated Remains Plot - Single Casket - Second, Third or Fourth Interment	240	240	245	252	257.04	258.30	259.56
Cremated Remains Plot - Two Caskets - Second and Third or Third and Fourth Interments	295	295	300	309	315.18	316.73	318.27
Cremated Remains Plot - Second, Third or Fourth Interment for a Child aged 5 or under	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Other							
Oversized Grave - Additional Fee (Standard Coffin Size is 6'6" x 26")	55	55	55	55	55	55	55
Interments							
Late or Early Arrival at the Cemetery per Quarter Hour	30	30	30	30	30	30	30
Out of Parish Area Charge (Interment Fees Only)							
	4x	4x	4x	4x	4x	4x	4x
Exhumations							
Graves & Cremated Remains Plots - ALL at Actual Cost							
Memorials							
Additional Inscription Licence Fee	50	50	50	50	50	50	50
Late or Early Arrival at the Cemetery per Quarter Hour	10	10	10	10	10	10	10

Staffordshire County Council (SCC) is applying to Community Infrastructure Levy (CIL) for a 'Staffordshire Countryside Explorer' project to make country park improvements to recreational facilities, the natural environment and public access, and integrate an improved visitor offer across four country park sites, including Chasewater Country Park.

The proposed improvements at Chasewater include:

Gateway improvements to site entrance, including planting

Bespoke play area redesign and replacement (to reflect site heritage)

Bespoke outdoor gym

All-weather shelter

Improved site interpretation

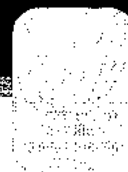
The wider project (covering four country parks) has received approval at Expression of Interest stage for £700,000 of RDPE Growth Programme (EU) 'Tourism Infrastructure' funds and is now progressing towards completing a Full Application. SCC is seeking CIL money as match towards some Chasewater elements of the project.

Additionally (but outside of the Countryside Explorer project), SCC are also seeking CIL money for footpath improvements to well-used routes, watercourse improvements (including reservoir pollution mitigation), and enhancements to shrub planting.

The project will be a huge asset to the local area as the improvements will make Chasewater much more attractive to local residents.

There is currently a survey available at Chasewater designed to find out what sort of need there is for this type of project, this data will be provided in the final CIL bid that will be submitted by the end of November 2018.

Staffordshire County Council have sought the views of Burntwood Town Council on the proposals and therefore the views of Members are requested.



MEMBERSHIP BENEFITS

Membership is FREE for
eligible organisations

HOW TO APPLY

Applying for membership is simple. You will need to complete a short membership application form which you can find on our website (under Become a Member). Alternatively you can contact us using the contact details below and we will arrange for one to be sent to you. We will also need a copy of your organisations constitution (sometimes called a governing document). Don't worry if you don't have one as we can help you put one in place.

CONTACT US

Cannock Chase	01785 413160
East Staffordshire	01283 543414
Lichfield & District	01543 303030
Newcastle under Lyme	01538 381356
South Staffordshire	01902 851675
Stafford & District	01785 413160
Staffordshire Moorlands	01538 381356
Tamworth	01827 214138

Local office opening hours vary and are subject to change. If you need to speak to someone urgently please call 0300 777 1207.



GET IN TOUCH NOW, WE'RE HERE TO HELP!

t: 0300 777 1207 e: membership@supportstaffordshire.org.uk
www.supportstaffordshire.org.uk @SupportStaffs

ABOUT US

"Support Staffordshire empowers communities to be the best they can be. It supports communities, individuals and organisations to work in collaboration to bring about positive change in their communities by actively encouraging Social Action."

We act in three main ways:

1. Advancing individual social action and volunteering for all
2. Supporting communities and organisational development
3. Bringing together organisations and collaborating with a strong collective voice

Our growing network of almost 700 members offers a range of networking opportunities. The easiest way to get involved is to join us at your quarterly locality forum. There are now eight forums open to all Voluntary, Community and Social Enterprise (VCSE) organisations who are active in that locality. Please contact us to find out when the next one is due to take place in your area.

VOLUNTEER CENTRE SERVICE

Our volunteer centre brokerage service will find the right volunteers for you. Dealing with more than 1500 applications a year our volunteer advisors can help you get the right people with the right skills to help your organisation.



WHO CAN BECOME A MEMBER

Most registered charities working for the benefit of Staffordshire will be eligible for Support Staffordshire membership. If you are not a registered charity you must be able to clearly demonstrate in your governing document:

- Your charitable purpose or good cause and the public benefit of your organisation
- That you are not-for-profit or for social enterprises, that you reinvest a majority, at least 50%, of profits into good causes
- An asset-lock clause that protects the assets (cash and property) of your organisation in the event of your organisation winding up
- An appropriate governing body, usually a minimum of 3 independent people, or another appropriate means of involving your community beneficiaries

MEMBERSHIP BENEFITS

- FREE Urgent Advice Service - i.e. Loss of funding, legal issue
- Early intervention and Start Up Advice - up to 3 hours FREE
- One to one support and Consultancy - (preferential rates)
- FREE factsheets, templates and assessment tools
- Workshops, Training and Peer Support Networks (some FREE others at preferential rates)
- Direct Services and Room Hire (preferential rates)

GET IN TOUCH NOW, WE'RE HERE TO HELP!

t: 0300 777 1207 e: membership@supportstaffordshire.org.uk
www.supportstaffordshire.org.uk @SupportStaffs

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	SUB TOTAL		VAT		TOTAL	
				£		£		£	
14 09 18	Lichfield District Council	NINDR 2018-19 Traffic Island - Cannock Road - Month 7	BACS	17.00		0.00		17.00	
14 09 18	Lichfield District Council	NINDR 2018-19 Traffic Island - Attwood Road - Month 7	BACS	17.00		0.00		17.00	
14 09 18	Lichfield District Council	NINDR 2018-19 Traffic Island - Miners Way - Month 7	BACS	17.00		0.00		17.00	
14 09 18	Lichfield District Council	NINDR 2018-19 Traffic Island - Cannel Road - Month 7	BACS	17.00		0.00		17.00	
14 09 18	Lichfield District Council	NINDR 2018-19 Traffic Island - High Street - Month 7	BACS	17.00		0.00		17.00	
14 09 18	Lichfield District Council	NINDR 2018-19 Traffic Island - Bridge Cross Road - Month 7	BACS	17.00		0.00		17.00	
14 09 18	Lichfield District Council	NINDR 2018-19 Burntwood Cemetery - Month 7	BACS	126.00		0.00		126.00	
14 09 18	Lichfield District Council	NINDR 2018-19 OMCC - Month 7	BACS	732.00		0.00		732.00	
14 09 18	Keelys Solicitors	Employment Healthcheck Plan [September 18]	BACS	85.00		17.00		102.00	
14 09 18	Rhea Baskerville	Play in the Parks : Facepainter	BACS	450.00		0.00		450.00	
14 09 18	Mrs Tranter	Play in the Parks : Mileage	BACS	26.10		0.00		26.10	
14 09 18	BNP Paribas Leasing Solutions	OMCC Franking Machine [cover period 15/09/18 - 14/12/18]	BACS	154.40		30.88		185.28	
14 09 18		Interim Town Clerk	BACS	1,100.00		0.00		1,100.00	
14 09 18	The Best Fun Limited	Play in the Parks : Inflatables	BACS	1,500.00		300.00		1,800.00	
14 09 18	TechCare Limited	IT Monthly Support Services and September 18 Microsoft Office	BACS	226.00		45.20		271.20	
14 09 18	G E Collis and Sons Limited	Traffic Islands - Ratchet Spanner Set	BACS	18.52		3.70		22.22	
14 09 18	G E Collis and Sons Limited	Play in the Parks : Nuts and Bolts, Spray Paint. [repair gazebos]	BACS	18.84		3.75		22.59	
14 09 18	Cartridge Save Limited	Ink Cartridges	BACS	26.32		5.26		31.58	
14 09 18	Pat Collins Fun Fairs	Play in the Parks : Fun Fair Rides	BACS	600.00		0.00		600.00	
14 09 18	D T Homer	Burntwood Cemetery - grave digger	BACS	650.00		0.00		650.00	
14 09 18		Employee Costs Month 6	BACS	6,918.56		0.00		6,918.56	
14 09 18	HMRC	NIP/PAYE Month 6	BACS	1,827.73		0.00		1,827.73	
14 09 18	Staffordshire County Pension Fund	LGPS Month 6	BACS	2,218.68		0.00		2,218.68	
14 09 18	G E Collis and Sons Limited	Drill bits	BACS	4.61		0.92		5.53	
14 09 18	G E Collis and Sons Limited	Black Bucket, Door Stops etc	BACS	9.38		1.87		11.25	
21 09 18	BT	OMCC Fax Line	DD	24.23		4.85		29.08	
27 09 18	BT	Line Rental OMCC Landline	DD	17.40		3.48		20.88	
28 09 18	Angel Springs Limited	OMCC Water	BACS	20.34		4.07		24.41	
28 09 18	Creative Solutions	External Lockable Noticeboard	BACS	701.28		140.26		841.54	
28 09 18	Npower	OMCC Electricity [01 August-31 August 18]	BACS	367.68		73.54		441.22	
28 09 18	CPC	Recycling Sacks	BACS	14.70		2.94		17.64	
28 09 18	Viking	2019 Year Planners, 2019 Diaries, Sellotape	BACS	36.24		7.25		43.49	
28 09 18	NIP Cleaning Contracts Limited	OMCC Cleaning carried out September 2018	BACS	421.00		84.20		505.20	
28 09 18	NIP Cleaning Contracts Limited	OMCC Locking and Unlocking	BACS	119.00		23.80		142.80	
28 09 18	KP Events	Worlds Shortest Fun Run	BACS	2,307.96		0.00		2,307.96	
28 09 18	Viking	A4 Paper and Hand Towel Dispenser	BACS	65.34		13.07		78.41	
28 09 18	G E Collis and Sons Limited	Bags of Compost, Nuts and Bolts	BACS	29.81		5.85		35.66	
28 09 18	G E Collis and Sons Limited	Masonry Paint and Sheepskin Roller	BACS	20.24		4.04		24.28	
28 09 18	G E Collis and Sons Limited	Head Nails, Decking Screws, Mouldings	BACS	17.86		3.58		21.44	

28	09	18	Ricoh UK Limited	Photocopying charges [01 June-31 August 18]	BACS	293.93	58.79	352.72
28	09	18	RB Carpet Fitting Services	OMCC Refurbishment	BACS	45.00	0.00	45.00
28	09	18	TechCare	OMCC Refurbishment [Move of PC's for Decoration]	BACS	180.00	36.00	216.00
28	09	18	G E Collis and Sons Limited	Brush and decking oil	BACS	26.66	5.33	31.99
28	09	18	BT	Line Rental/Broadband Service x 2 [BTC and IT Suite]	DD	386.25	77.25	463.50
30	09	18	BT	Business Bill	DD	522.74	104.54	627.28
15	10	18	The Mayor and Sheriff's Charity Account	Chairman's Expenses	300500	20.00	0.00	20.00
15	10	18	Lichfield District Council	NNDR 2018-19 Traffic Island - Cannock Road - Month 8	BACS	17.00	0.00	17.00
15	10	18	Lichfield District Council	NNDR 2018-19 Traffic Island - Altwood Road - Month 8	BACS	17.00	0.00	17.00
15	10	18	Lichfield District Council	NNDR 2018-19 Traffic Island - Miners Way - Month 8	BACS	17.00	0.00	17.00
15	10	18	Lichfield District Council	NNDR 2018-19 Traffic Island - Cannel Road - Month 8	BACS	17.00	0.00	17.00
15	10	18	Lichfield District Council	NNDR 2018-19 Traffic Island - High Street - Month 8	BACS	17.00	0.00	17.00
15	10	18	Lichfield District Council	NNDR 2018-19 Traffic Island - Bridge Cross Road - Month 8	BACS	17.00	0.00	17.00
15	10	18	Lichfield District Council	NNDR 2018-19 Burtwood Cemetery - Month 8	BACS	126.00	0.00	126.00
15	10	18	Lichfield District Council	NNDR 2018-19 OMCC - Month 8	BACS	732.00	0.00	732.00
15	10	18	Keelys Solicitors	Employment Healthcheck Plan [October 18]	BACS	85.00	17.00	102.00
15	10	18	TechCare Limited	AVG Internet Security Business Edition Renewal [three years]	BACS	695.99	139.20	835.19
15	10	18	Staffordshire Signs	Traffic Island Signage [Haywood Blinds]	BACS	249.60	49.92	299.52
15	10	18	Staffordshire Signs	Traffic Island Signage [High Street Dental]	BACS	249.60	49.92	299.52
15	10	18	Staffordshire Signs	Traffic Island Signage [Acme Self Storage]	BACS	249.60	49.92	299.52
15	10	18	Staffordshire Signs	Traffic Island Signage [InLife]	BACS	93.60	18.72	112.32
15	10	18	Staffordshire Signs	OMCC Refurbishment - New Sign	BACS	226.00	45.20	271.20
15	10	18		Interim Town Clerk	BACS	1,031.25	0.00	1,031.25
15	10	18		Employee Costs Month 7	BACS	6,786.25	0.00	6,786.25
15	10	18	HMRC	NI/PAYE Month 7	BACS	1,852.92	0.00	1,852.92
15	10	18	Staffordshire County Pension Fund	LGPS Month 7	BACS	2,184.34	0.00	2,184.34
15	10	18	Mrs P Stokes	Play in the Parks : Craft Items	BACS	70.19	0.00	70.19
15	10	18	Rialtas Business Solutions Limited	Planning Software Annual Support	BACS	119.00	23.80	142.80
15	10	18	G E Collis and Sons Limited	Fence guard, hook, decorative stone	BACS	37.58	7.50	45.08
15	10	18	G E Collis and Sons Limited	HG glass spray, water spray bottle, multi purpose cloth	BACS	5.58	1.11	6.69
15	10	18	Stannah Lift Services Limited	Service period from 28/9/18 to 28/12/18	BACS	67.09	13.42	80.51
15	10	18	D Homer	Burtwood Cemetery - grave digger	BACS	410.00	0.00	410.00
15	10	18	Lion FPG Limited	TownTrader	BACS	360.00	72.00	432.00
15	10	18	Uttoxeter Morris Men	Wakes 18 Entertainment	BACS	125.00	0.00	125.00
15	10	18	TechCare Limited	IT Monthly Support Services and October 2018 Microsoft Office	BACS	226.00	45.20	271.20
31	10	18	DMH Solutions Limited	LCRS software update	BACS	99.00	19.80	118.80
31	10	18	NIP Cleaning Contracts Limited	OMCC Unlocking/locking [September 2018]	BACS	136.00	27.20	163.20
31	10	18	NIP Cleaning Contracts Limited	OMCC Cleaning [October 2018]	BACS	421.00	84.20	505.20
31	10	18	Fire Services Central Limited	Fire Panel	BACS	95.00	19.00	114.00
31	10	18	Mallcoms	Franking Machine	BACS	95.00	19.00	114.00
31	10	18	Society of Local Council Clerks	Town Clerk job advertisement	BACS	330.00	66.00	396.00
31	10	18	Viking	Hand towel holder, A4 folders	BACS	42.93	8.59	51.52
31	10	18	Npower	OMCC Electricity [01 September-30 September 18]	BACS	397.61	79.52	477.13
31	10	18	Viking	Selotape, magnets, two A4 books	BACS	28.85	5.77	34.62
31	10	18	Corona Energy	OMCC Gas [September-October 18]	BACS	420.29	84.06	504.35
31	10	18	Fire Services Central Limited	Fire Extinguisher Service and six fire action signs	BACS	121.53	24.31	145.84
28	10	18	BT	Line Rental OMCC Landline	DD	18.60	3.72	22.32

31	10	18	South Staffs [Land & Engineering] Surveys Ltd	Garden Shed [Events]	BACS	125.00	25.00	150.00
15	11	18	Lichfield District Council	NMNR 2018-19 Traffic Island - Cannock Road - Month 9	BACS	17.00	0.00	17.00
15	11	18	Lichfield District Council	NMNR 2018-19 Traffic Island - Attwood Road - Month 9	BACS	17.00	0.00	17.00
15	11	18	Lichfield District Council	NMNR 2018-19 Traffic Island - Miners Way - Month 9	BACS	17.00	0.00	17.00
15	11	18	Lichfield District Council	NMNR 2018-19 Traffic Island - Cannel Road - Month 9	BACS	17.00	0.00	17.00
15	11	18	Lichfield District Council	NMNR 2018-19 Traffic Island - High Street - Month 9	BACS	17.00	0.00	17.00
15	11	18	Lichfield District Council	NMNR 2018-19 Traffic Island - Bridge Cross Road - Month 9	BACS	17.00	0.00	17.00
15	11	18	Lichfield District Council	NMNR 2018-19 Burntwood Cemetery - Month 9	BACS	126.00	0.00	126.00
15	11	18	Lichfield District Council	NMNR 2018-19 OMCC - Month 9	BACS	732.00	0.00	732.00
15	11	18	Keelys Solicitors	Employment Healthcheck Plan [November]	BACS	85.00	17.00	102.00
15	11	18	Chase Playbus	Christmas Festival Entertainment	BACS	210.00	0.00	210.00
15	11	18	Simons Window Cleaning [Midlands] Limited	OMCC Gutter cleared of leaves	BACS	55.00	11.00	66.00
15	11	18	Cartridge Save	OMCC Ink Cartridges	BACS	36.62	7.32	43.94
15	11	18	Cartridge Save	OMCC Ink Cartridges	BACS	49.47	9.89	59.36
15	11	18	TechCare	WiFi and Firewall Services Renewal	BACS	880.39	176.08	1,056.47
15	11	18	G E Collis and Sons Limited	Roller tape, Yale Keys	BACS	12.03	2.41	14.44
15	11	18	G E Collis and Sons Limited	Water pump pliers, spanner	BACS	8.20	1.65	9.85
15	11	18	WEL Medical	Defib Cabinets	BACS	1,485.00	297.00	1,782.00
15	11	18	Viking	A4 paper	BACS	40.35	8.07	48.42
15	11	18		Interim Town Clerk	BACS	1,725.00	0.00	1,725.00
15	11	18		Employee Costs Month 8	BACS	6,886.99	0.00	6,886.99
15	11	18	HMRC	NI/PAYE Month 8	BACS	1,857.09	0.00	1,857.09
15	11	18	Staffordshire County Pension Fund	LGPS Month 8	BACS	2,131.35	0.00	2,131.35
15	11	18	Royal British Legion Poppy Appeal	Wreaths	BACS	140.00	0.00	140.00
15	11	18	Mrs P Stokes	Civic Expenses	BACS	60.00	0.00	60.00
15	11	18	Burntwood & District Community First Responders	Defibs x 3	BACS	2,555.00	0.00	2,555.00
15	11	18	Staffordshire Pest Control Limited	OMCC Pest Control [29.10.18-28.01.19]	BACS	50.00	10.00	60.00
15	11	18	TechCare	IT Monthly Support Services and November 2018 Microsoft Office 365	BACS	226.00	45.20	271.20
15	11	18	D Homer	Burntwood Cemetery - Grave Digging	BACS	540.00	0.00	540.00
15	11	18	G E Collis and Sons Limited	OMCC Garden - trap and grill	BACS	14.29	2.86	17.15
15	11	18	G E Collis and Sons Limited	OMCC Front Kitchen - fused socket outlet	BACS	4.69	0.94	5.63
15	11	18	G E Collis and Sons Limited	OMCC Front Kitchen - fused spur	BACS	9.75	1.94	11.69
15	11	18	G E Collis and Sons Limited	OMCC Garden - gully square, hammer in fixings, drill bit	BACS	7.00	1.40	8.40
15	11	18	Cartridge Save	Ink Cartridges	BACS	104.28	20.87	125.15
15	11	18	Whitehouse Catering	Civic/Carol Service	BACS	112.00	0.00	112.00
						61,092.70	2,674.13	63,766.83

Burntwood Town Council WS7 9DR

Speed Indicator Device (SID's)

A bid from BTCnl to the *Staffordshire Safer Roads Partnership* for the above has been successful.

The amount awarded is; £5000.00

This award must be used by 14th April 2019.

SID's?

These Devices are temporary vehicle activated signs which detect and display real time speeds. These devices are moveable, and a manner in which to change Drivers Speed Behaviour in different driving environments and locations.

The County currently operate in 4 locations on Highways within Burntwood or arterial roads. The enclosed Map shows the County roads where SID's are located (in green), and where BTCnl Members have indicated their choice for alternative locations (in blue). These actual locations, will be determined at meetings with the County Highways Liaison Manager (CHLM).

The preferred choice of Contractor, for the Base Area Location for the SID's, for the County would be Amey, as at a recent meeting it was explained by CHLM that, alternative Contractors would incur extra expenditure to BTCnl, as alternative Contractors would require, Traffic Management Plans, Permits to Dig, and Section 50 Permits, whereas applicable to Amey, these permissions are in place.

Choice

SID's are available in 3 types of unit choice.

Type 1. 240v Fixed units

Type 2. Solar Powered units

Type 3. Battery Powered units

As the units are designed for portability, then;

Type 1 unit is disallowed, as each location would require an electrical supply and would clash with County Policy, this is due to the replacement of Street Lighting Programme.

Type 2 unit would require bushes and hedges from the located areas to be removed or cut down, and a south facing location is required to recharge internal batteries, for maximum usage.

Type 3 is the preferred County choice, for portability.

Costings

Each Base Location Area is a cost to the Council of £500.00 per Site.

Each SID start at £2500.00 plus ancillary costs (Extended Warranty)

Additional Batteries.

Fixing Pole.

Therefore should BTCnl purchase x2 SID's, then this will exceed the allocated amount of money as mentioned.

In telephone conversation with various Suppliers, it appears that additional resources are needed to complete BTCnl requirements, this is due to costs.

Adoption

PR Committee 06.07.2017 Paragraph 18; Initial enquiry about SID's

PR Committee 07.09.2017 Paragraph 25; CHLM invited to speak and discuss Members Interests in SID's. PR Committee recommendation to purchase 2 signs.

Town Council 21.09.2017 Paragraph 58; Recommendation that the Minutes of the PR Committee be approved and adopted.

This allows BTCnl to purchase 2 Units, however with all ancillary accessories required a further amount of money is requested.

Recommendation

BTCnl to purchase x2 SID's, and the required ancillary equipment to have working units, and 4 location sites within the BTCnl area.

Consideration, by Members for future SID increases.

Members will have the final choice of equipment, and number of locations, however the awarded amount must be spent otherwise returned to source.

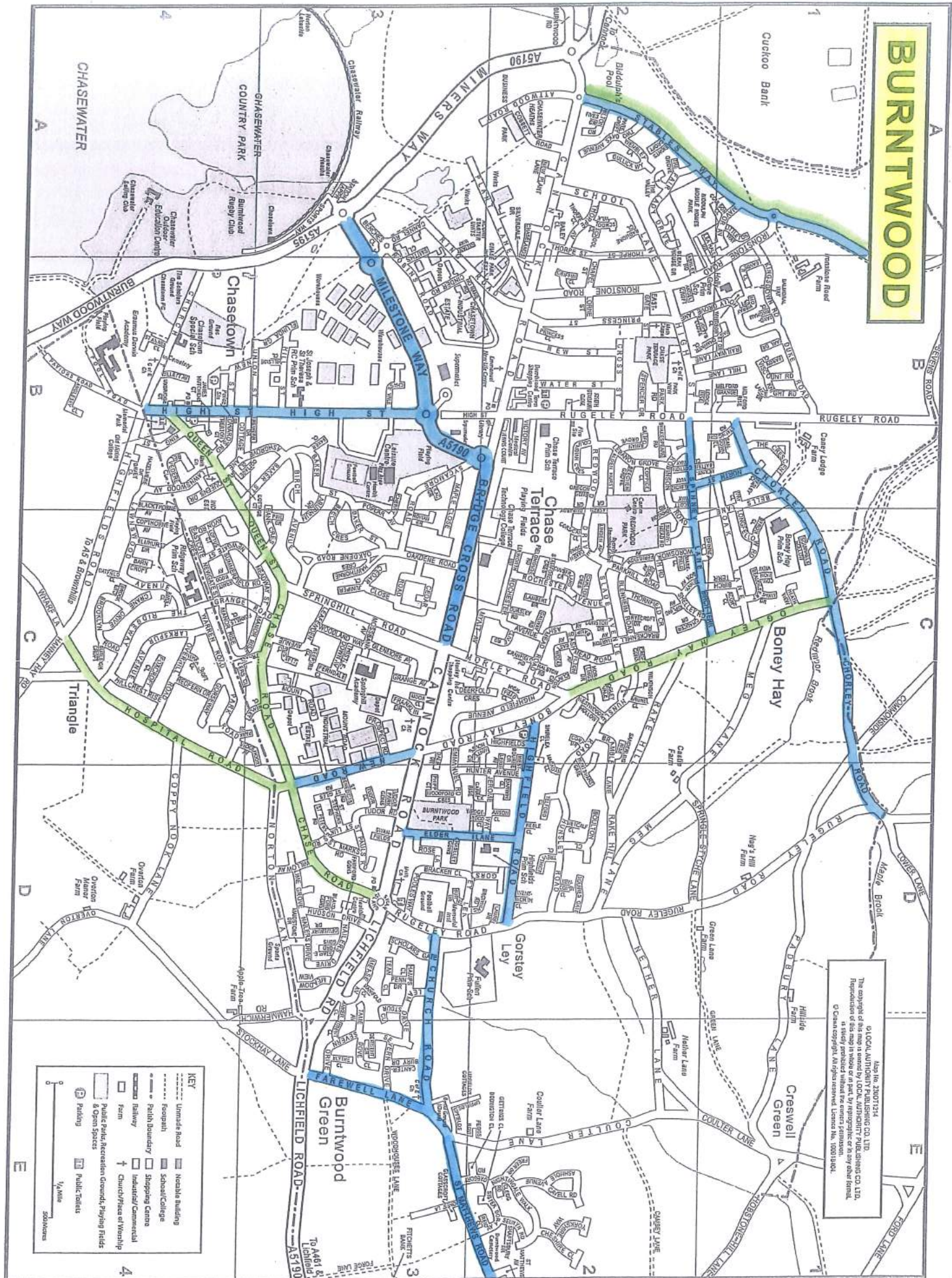
The scheduled meetings for PR Committee are 19th Nov / 17th Jan / 28th March

The scheduled meetings for the Town Cnl are 29th Nov / 9th Jan / 13th March

I have emailed the CLHM and asked if BTCnl are able to use existing site locations, which would increase our quantity and area coverage.

At the time of constructing this email, I am waiting for Quotes for the SID's and Ancillary parts.

A breakdown matrix will be available for the next scheduled PR meeting (19th Nov) and required paperwork.



Although our mapping data is sourced from Ordnance Survey's latest data sets, current accuracy cannot be guaranteed at time of press. Should you notice an inaccuracy or omission, please email burntwood@localauthoritypublishing.co.uk so that next edition's map is as up to date as possible.

EXISTING COUNTY LOCATION AREAS

MEMBERS SUGGESTED LOCATION AREAS

ENCLOSURE NO. 6