

29 August 2012

**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 Wednesday 05 September 2012 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).

## **QUALITY PARISH COUNCIL SCHEME – REACCREDITATION: PRESENTATION OF REACCREDITATION CERTIFICATE**

Debbie Wakefield, Chief Executive of the Staffordshire Parish Council's Association will present the Quality Parish Council Reaccreditation Certificate to Councillor Campbell, Chairman of the Town Council.

## **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 12 July 2012 (Minute Nos. 23 - 45) (**ENCLOSURE NO. 1**).

### **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 18 July 2012 (Minute Nos. 19 – 23) and 09 August 2012 (Minute Nos. 24 – 29) be received and where necessary approved and adopted (**ENCLOSURE NOS. 2A AND 2B**).

### **6. BURNTWOOD WAKES COMMITTEE**

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meeting held on 11 July 2012 (Minute Nos. 6 – 10) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

### **7. POLICY AND RESOURCE COMMITTEE**

Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 18 July 2012 (Minutes 1 – 8) be received and where necessary approved and adopted (**ENCLOSURE NO. 4**).

### **8. PERSONNEL COMMITTEE**

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 20 August 2012 (Minute Nos. 9 - 14) be received and where necessary approved and adopted (**ENCLOSURE NO. 5**).

### **9. BURNTWOOD WAKES REVIEW COMMITTEE**

Chairman of the Burntwood Wakes Review Committee to move that the proceedings of the meeting held on 28 August 2012 (Minute Nos. 1 - 6) be received and where necessary approved and adopted (**ENCLOSURE NO. 6 – TO FOLLOW**).

### **10. STAFFORDSHIRE POLICE: LICHFIELD & DISTRICT LPT COMMANDER**

Inspector Darren Oakey will address Members in his capacity as the Lichfield & District LPT Commander.

**11. STAFFORDSHIRE POLICE: BURNTWOOD POLICE ZONES (Minute No. 34 refers)**

Inspector Oakey will speak in detail on this subject and he will outline the Police Authorities thoughts around it with a view to identifying some agreeable common ground with the Town Council.

**12. LICHFIELD DISTRICT COUNCIL:  
LOCAL PLAN STRATEGY: PROPOSED SUBMISSION CONSULTATION**

A copy of the above consultation document has previously been circulated to all Members for their perusal.

The six week consultation period closes on Monday 10 September 2012.

The consultation is an opportunity to comment only on the 'soundness' of the Local plan Strategy. This is defined as meaning that the plan must be justified, effective and consistent with national policy. It must also satisfy the legal procedural requirements for its production and conform to the 'Duty to Co-operate' requirements.

Following the six week consultation period, the District Council will consider the representations received to identify whether the Plan can still be considered to be 'sound'. If it is deemed to be 'sound', the Plan will be submitted to the Planning Inspectorate for an independent public examination. It is expected that the examination will take place during early 2013. Subject to the outcome of the examination, the Local Plan Strategy is programmed to be adopted in Spring 2013.

Members may answer "Yes" or "No" to the following questions, those responding are requested to specify the reasons for each of their answers:

1. Do you consider that the Local Plan Strategy complies with The Duty to Co-operate?
2. Do you consider that the Local Plan Strategy meets the legal and procedural requirements?
3. Do you consider that the Local Plan Strategy is positively prepared?
4. Do you consider that the Local Plan Strategy is justified?
5. Do you consider that the Local Plan Strategy is effective?
6. Do you consider that the Local Plan Strategy is consistent with the National Planning Policy Framework?

Does the Town Council wish to respond to the above consultation document questions?

**13. LICHFIELD DISTRICT COUNCIL:  
GAMBLING ACT 2005 – CONSULTATION ON DRAFT STATEMENT OF PRINCIPLES  
2013-16 (ENCLOSURE NO. 7)**

The Gambling Act 2005 introduced a new system for the regulation of all forms of gambling in the United Kingdom. A new national gambling regulator was established known as the Gambling Commission, which has the responsibility for licensing gambling operators and certain categories of personnel working in the industry.

Lichfield District Council (the Licensing Authority) has responsibilities for issues premises licences for casinos, betting offices, race tracks, bingo clubs, adult gaming centres and family entertainment centres, Temporary and Occasional Use Notices and register small society lotteries.

Under the Gambling Act 2005 the Licensing Authority has to produce a statement of the principles that they propose to apply in exercising their functions under the Act during the three year period to which the policy applies. The policy will provide clarity for licensing applicants and residents.

The Draft Statement (**ENCLOSURE NO. 7**) has been prepared in accordance with guidance issued by the Gambling Commission and will be adopted by the District Council only after consideration of the responses to the above consultation.

The consultation period will close on Friday 14 September 2012.

Does the Town Council wish to make any comments on the above consultation document?

**14. GENERAL POWER OF COMPETENCE**

Local councils in England were given a "general power of competence (GPC)" in the Localism Act 2011 ("the Act"), Sections 1-8. A briefing paper is attached (**ENCLOSURE NO. 8**), but to summarise:

- The GPC means that councils no longer need to ask whether they have a specific power to act. S1(1) of the Act gives local authorities "*the power to do anything that individuals generally may do*" as long as they do not break other laws.
- It is a power of first resort. This means that when searching for a power to act, the first question is whether you can use the GPC.
- There are restrictions, for instance if a council wishes to trade it must establish a company or co-operative society and it must comply with existing procedural and financial duties as well as employment, equality, health and safety, etc.
- The criteria for GPS are:
  - Elected Councillors (minimum of two-thirds of vacancies on the council were filled at the latest ordinary elections.
  - Qualified Clerk – The Clerk must hold:
    - Certificate of Local Council Administration (CiLCA), or

- Certificate of Higher Education in Local Policy, or
- Certificate of Higher Education of Local Council Administration, or
- Level Four (Degree) from the University of Gloucestershire including Section 7 of CiLCA 2012

### **Recommendation**

That, as the Council meets the criteria for GPC, the Town Council pass a resolution to become eligible to use the power of general competence.

### **15. SANKEYS CORNER ARTS MINER PROJECT**

The Burntwood Chase Heritage Group has requested that the Town Council support the Sankeys Corner Arts Miner Project (SCAMP) by applying for, and funding, the planning application to see the sculpture installed on the footway near the junction of Cannock Road/High Street, Sankeys Corner during 2013. The planning application fee is £335, though it is possible that the Town Council could claim a 50% discount as a local authority.

If Members are minded to grant the request the planning application fee would be met from the Contingency Fund and it would be treated as S.137 (Free Resource) (grant aid) expenditure for accounting purposes.

Does the Town Council wish to agree to the above request?

### **16. 2012/13 BUDGET: ACTUAL TO 24 AUGUST 2012 (ENCLOSURE NOS. 9A AND 9B)**

### **17. SCHEDULE OF PAYMENTS MADE BETWEEN 06 JULY AND 28 AUGUST 2012 INCLUSIVE (ENCLOSURE NO. 10)**

### **18. EXCLUSION OF THE PRESS AND PUBLIC**

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the following for the following items of business on the grounds that they involve the likely disclosure of exempt information.

### **19. STATEMENT OF POLICY ON THE LOCAL GOVERNMENT PENSION SCHEME (LGPS) 2008: EMPLOYING AUTHORITY DISCRETIONS (DRAFT) (ENCLOSURE NO. 11 (PINK))**

### **20. POTENTIAL COMMUNITY FACILITY ((ENCLOSURE NO. 12 (PINK))**

## **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 12 JULY 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)

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

**In attendance**

Mrs M Danby, Town Clerk

Four members of the public

**PUBLIC FORUM**

Thomas Bolton, a 17 year old Burntwood resident, told the Members of his "wonderful and brilliant experience" in being honoured to take part in the Lichfield leg of the Olympic Torch Relay. Thomas, who has Quadriplegic Cerebral Palsy, was nominated because he does a lot of fundraising, and has done so since the age of 6.

Colin Waldron made a personal request for Members to sign an ePetition he had started on the Staffordshire County Council website. The ePetition was requesting a footpath to be provided from Broad Lane, Pipe Hill on left hand side towards Farewell Lane, Burntwood.

**PRAYERS**

Prayers were said by Councillor Walker MBE.

**23. APOLOGIES FOR ABSENCE**

Councillor Fisher.

**24. DECLARATIONS OF INTEREST**

None declared.

**25. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 10 May 2012 (Minute Nos. 1 - 22) be received and approved as a correct record.

## **26. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced the dates for the Civic Sunday (Sunday 23 September 2012); Carol Service (Monday 10 December 2012) and the 'Black Country Night' Charity Evening (Saturday 09 March 2013) - full details would be circulated in due course.

The Chairman said it had been a busy two months since the previous meeting and the events he had attended included the Burntwood Jubilee Tea Dance, Jubilee events and Olympic Torch Relay events in Lichfield.

## **27. PLANNING APPLICATIONS COMMITTEE**

**RESOLVED** That the Minutes of Meetings of the Planning Applications Committee held on 17 May 2012 (Minute Nos. 1 - 5), 07 June 2012 (Minute Nos. 6 - 11) and 28 June 2012 (Minute Nos. 12 - 18) be received and where necessary approved and adopted.

## **28. BURNTWOOD WAKES COMMITTEE**

**RESOLVED** That the Minutes of Meeting of the Burntwood Wakes Committee held on 24 May 2012 (Minute Nos. 1 - 5) be received and where necessary approved and adopted.

Members were advised that the Burntwood Jubilee Festival had had to be cancelled as the Burntwood Rugby Club had withdrawn permission for the event to be held at the Club due to the ground being waterlogged as a result of the heavy rainfall over the last few months.

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

## **29. PERSONNEL COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 11 June 2012 (Minute Nos. 1 - 8) be received and where necessary approved and adopted.

## **30. BURIAL GROUNDS COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 14 June 2012 (Minute Nos. 1 - 6) be received and where necessary approved and adopted.

## **31. BEST VALUE COMMITTEE**

**RESOLVED THAT:**

- a) The Minutes of the Meeting of the Best Value Committee held on 28 June 2012 (Minute Nos. 1 - 4) be received and where necessary approved and adopted.
- b) The recommendations made by the Best Value Committee at its meeting on 28 June 2012 (Minute No. 4) be agreed.



### **32. QUEEN'S AWARD FOR VOLUNTARY SERVICE 2013**

Members were advised that the Lord Lieutenant of Staffordshire, Mr Ian Dudson had asked for people across the county to nominate outstanding volunteer groups in their area for the 2013 Queen's Award for Voluntary Service, before this year's 28 September deadline.

**RESOLVED** That the information be advertised on the Town Council's website, newsletter and notice board.

### **33. STAFFORDSHIRE COUNTRY COUNCIL: STREET LIGHTING - ENERGY CONSERVATION INITIATIVE**

Members were advised that following a complete review of the County Council's (SCC) long term Street Lighting PFI contract, SCC had approved operational changes to modernise the way its street lighting service is delivered on the highway network. Incorporated within these changes is an objective to introduce dimmable street lights on a County wide basis. If appropriate, street lights will be dimmed to a lower output level from late evening to early morning with the intention of conserving energy. A selection process will be applied for the introduction of dimming facilities to ensure that Staffordshire's communities remain safe.

During the review the option to introduce 'Part Night' street lights was also considered (e.g. switch off street lights from midnight until early morning), however, SCC decided not to propose this option as it was deemed inappropriate for the majority of Staffordshire's communities. However, SCC was aware that some Parish Council's had a high level of environmental awareness and may wish to support a return to a more natural night time environment. Taking this view into consideration SCC will support this option and recommended that such a decision resides with Parish Councils in the true spirit of the Government's Localism agenda. SCC would therefore expect that participating Parish Councils' would obtain the support of their community prior to any alterations taking place. Again a selection process would apply.

In support of this environmental improvement, the cost to modify existing street lights to enable part night operation would be funded by SCC. However, upon completion should the need arise to revert back to all night lighting, other than a proven link to crime or road safety concerns, the Parish Council would take responsibility for any reversions that may be required along with the associated costs.

SCC anticipated that the alterations to the street lighting PFI contract would be approved by its Legal Department during the summer after which time there would be a short period whilst delivery mechanisms were established to accord with the contractual changes.

Members were requested to accept this information as SCC's initial notification to provide the option of part night street lights within Burntwood and to also confirm that the introduction of this facility will be a Parish decision supported by the local community.

#### **RESOLVED THAT:**

- a)** The information be received and noted.
- b)** The County Council be requested to roll out the use of LED street lighting across Burntwood (these are already in place in the Highfield Ward).

- c) Concerns be expressed with regard to the fact that dimmed (or switched off) street lighting makes the use of footpaths more dangerous.

#### **34. STAFFORDSHIRE POLICE: BURNTWOOD POLICE ZONES**

Members had mentioned difficulties and confusion experienced locally because the police "zones" within the Burntwood boundaries do not match the District Council's administrative boundaries. This means that the content and circulation of community newsletters produced by the Police do not align with others and the Police area names cause confusion for residents. These issues had been raised with the Police but the situation still remained to be resolved.

**RESOLVED** That the issue be formally raised with Staffordshire Police with a view to requesting that the Police areas be aligned with the Electoral Wards and for those Police areas to be renamed so that they are more readily identifiable to residents.

#### **35. MEMBERS' CODE OF CONDUCT AND DISCLOSURE OF INTERESTS**

Members were advised that the Localism Act 2011 contains provisions which replace the standards framework establishment under the Local Government Act 2000. With effect from 01 July 2012 the Council's Code of Conduct established by the 2000 Act and any undertaking by a Member to comply with such Code, had ceased to have effect.

The Town Clerk had liaised with the District Council's Monitoring Officer who had advised that all Parish Councils in Lichfield District should adopt the National Association of Local Councils' (NALC) template Code.

The Town Clerk had also provided a Register of Members Interests form to the Monitoring Officer for approval as the District Council had not drafted its own form. The form was approved and was also being used by the District Council for its own Members. There was now a requirement under the Localism Act 2011 for Members to declare their spouse/partners disclosable pecuniary interests.

**RESOLVED THAT:**

- a) The report be received and noted.
- b) The new Code of Conduct be adopted with reservations with regard to the need to declare spouse/partner disclosable pecuniary interests.

#### **36. INSURANCE POLICY RENEWAL: 2012/13**

Members were advised that the Insurance Policy renewal documentation had been reviewed by the Town Clerk during May 2012. The review revealed that the seats installed in Burntwood Cemetery were not included on the policy and this had now been remedied. The revision had increased the overall premium by £10 for the current year.

Members will recall that the Council had entered into a five year Long Term agreement with Zurich Municipal from June 2011 which attracted a discount which results in the

annual premium rising only by the Government published inflation % each year (plus or minus any additions or deletions to those items on cover).

The agreed 2012 insurance premium was £1,379.89 (the 2011 premium had been £1,350.94).

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

**37. QUOTATIONS: DESKTOP COMPUTERS AND STAND ALONE PRINTERS**

**RESOLVED** That this item be deferred to the Best Value Committee for consideration and decision subject to Staffordshire County Council's IT Department being requested to assess the Council's IT needs and confirmation that the Council is able to use the County Council's procurement system to access potentially lower prices.

**38. QUOTATIONS: PROJECTOR AND SCREEN**

**RESOLVED** That this item be deferred to the Best Value Committee for consideration and decision subject to a needs statement being provided and confirmation that the Council is able to use the County Council's procurement system to access potentially lower prices.

**39. 2012/2013 BUDGET: ACTUAL TO 29 JUNE 2012**

**RESOLVED THAT:**

- a) The report be received and noted.
- b) A review of envelope numbers and postage costs be undertaken with a view to justifying the retention of the current franking machine contract.

**40. SCHEDULE OF PAYMENTS MADE BETWEEN 08 MAY AND 05 JULY 2012 INCLUSIVE**

**RESOLVED** That the Schedule of Payments totalling £38,711.90 made between 08 May and 05 July 2012 inclusive be received and noted.

**41. INTERNAL AUDITOR'S REPORT ON THE 2011/12 FINANCIAL YEAR**

**RESOLVED** That the following responses to the Internal Auditor's four recommendations be agreed and implemented where appropriate:-

**Recommendation No. 1**

**The Council should refresh the earmarked Election Reserve from the 2012/13 – 2014/15 Precept receipts**

**Comment**

The Council agreed to move £6,000 from the General Reserves to the Election Reserve during 2012/13. The Internal Auditor's recommendation are to be included in the 2013/14 and 2014/15 Precepts.

**Recommendation No. 2**

**It is recommended that the Risk Assessment should be reviewed for completeness during 2012/13.**

**Comment**

The Policy and Resources Committee are tasked to review the Risk Assessment and the Risk Assessment and Management (Financial) Policy during 2012/13 and annually thereafter.

**Recommendation No. 3**

**The Clerk should take the opportunity to remind relevant parties that wherever possible invoices should be made on the name of the council or endorsed "on behalf of Burntwood Town Council" to maximise VAT reclaim.**

**Comment**

The Internal Auditor's recommendation will be made known to applicants at the appropriate time.

**Recommendation No. 4**

**The Council should formally recognise the present arrangements for reviewing and approving the insurance arrangement and countermand or modify the decision ratified on 11 March 2010.**

**Comment**

The 11 March 2010 resolution (Minute No. 152(b) be amended to read:

**Asset Control:** The adequacy of insurance of the Council's assets is to be reviewed annually by the Town Clerk and Leader of the Council and the renewal fee agreed and a report on those actions should be provided to the Council at the earliest opportunity.

**42. EXTERNAL AUDIT: 2011/12**

Members were advised that the Audit Commission had returned the 2011/12 Annual Return with no matters of concern raised whatsoever.

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

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

**RESOLVED** That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**44. COULTER LANE BURIAL GROUND  
QUOTATION TO CREATE A WILDFLOWER MEADOW**

**RESOLVED THAT:**

- a) The quotation provided by Staffordshire Ecological Services Limited to create a wildflower meadow at the Coulter Lane Burial Ground in the sum of £1,981.91 plus VAT (£2,378.29 including VAT) be accepted.
- b) The Council accepts one quotation on this occasion as the sum involved does not exceed £20,000 (Financial Regulations Para 11.0 (b) refers).

**45. BURNTWOOD COMMUNITY DEVELOPMENT WORKER**

Discussion took place regarding the future funding of the above post and it was agreed that the Town Council's comments should be communicated to Lichfield District Council.

(The Meeting closed at 9.10 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 18 JULY 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Walker MBE (in the Chair)

Councillors Bradbury, Mrs Brettell, Campbell, Constable, Mrs Evans, Isaacs, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward.

**In attendance**

Ms J Minor, Administration Assistant  
26 Members of the Public

**PUBLIC PARTICIPATION (STANDING ORDER 1(E))**

Mr I Brett of Access Bookings Limited advised Members on the present position regarding Access Bookings Limited. He stated that mistakes had been made in the past in not obtaining the relevant planning permission but this was being rectified.

**19. APOLOGIES FOR ABSENCE**

Councillors Mrs Banevicius, Brown, Drinkwater, Mrs Fisher and Mosson.

**20. 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.

**21. MINUTES**

**RESOLVED** That the Minutes of the Planning Committee Meeting held on 28 June 2012 (Minute Nos. 12 - 18) be approved and adopted.

**22. PLANNING APPLICATIONS**

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

(a)	12/00302/FUL	Chase Terrace	Mr V Clarke 20 Thorpe Avenue Burntwood	Single storey rear extension to form kitchen and bedroom
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No objection.

(b)	12/00567/COU	All Saints	Mr M Starkey 3 Rugeley Road Burntwood	Change of use from shop to a two bedroom flat
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Comment: Concern was expressed that should the Local Planning Authority be mindful to

grant consent that adequate parking should be provided along with space for bins/refuge and the associated access/egress.

Members were disappointed to see the loss of another shop.

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| (c) | 12/00594/FUL | Chasetown | Mr A Everall<br>Land rear of<br>161-167 High Street<br>Chasetown | Conversion of existing<br>shop to 1 bedroom flat<br>and erection of 6<br>dwellings with associated<br>works |
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Recommend REFUSAL on the following grounds:-

- The proposed development by virtue of its scale would represent over intensive use of the site (number of dwellings to be erected at the rear).
- Inadequate parking.
- Inadequate turning space within the site.
- No bin/refuge storage.
- Highway issues including access/egress (crossing the footpath to gain access).
- Pedestrian safety on an already very busy road (bearing in mind the very close proximity of the Leisure Centre/Health Centre).

(MEMBERS DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO THEM. COUNCILLOR BRADBURY DECLARED A PREJUDICIAL INTEREST IN THIS APPLICATION AND LEFT THE ROOM DURING CONSIDERATION THEREOF).

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| (d) | 12/00602/FUL | Highfield | Mr and Mrs G E Martin<br>19 Hunslet Road<br>Burntwood | Erection of a retaining<br>wall to front |
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Comment: The Local Planning Authority to ensure that the design and type of the wall is not detrimental to the open aspect of the area/estate.

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| (e) | 12/00617/FUL | Highfield | Mrs B Stevenson<br>67 Hunslet Road<br>Burntwood | Single and two storey side<br>and rear extensions to<br>form dining room,<br>kitchen, study, bedroom<br>and en-suite |
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No objection.

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| (f) | 12/00626/ADV | Chasetown | Mr M S Dhillon<br>Post Office<br>57 High Street<br>Chasetown | Installation 2 projecting<br>signs and an illuminated<br>fascia sign |
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No objections provided the proposal adheres to the Local Planning Authority's strict criteria on projecting and illuminated fascia signs.

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| (g) | 12/00627/COU | Chasetown | Mr G Singh<br>Lambourne House<br>Bridge Cross Road<br>Burntwood | Conversion of first floor<br>from snooker hall to 4 two<br>bedroom apartments |
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No objections in principle provided that, as there are public buildings attached to this application site, an adequate fire escape is provided in respect of Unit 1, Lambourne House

and that adequate parking be provided to the rear for both occupiers of the apartments and for other users of the units.

(BURNTWOOD TOWN COUNCIL DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THEIR PREMISES ARE ATTACHED TO THE APPLICATION SITE).

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| (h) | 12/00640/COU | Chase Terrace | Access Bookings Limited<br>78 Princess Street<br>Burntwood | Change of use to offices and the erection of a two storey rear extension |
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STRONG OBJECTIONS on the following grounds:

- a. Loss of amenity.
- b. Traffic and highway safety (Princess Street is a very narrow road).
- c. Loss of residential accommodation in a residential area (not an appropriate location for a business – the applicant should be encouraged to look for appropriate alternative office space within the Town not in a residential area).
- d. The applicant's website states that its registered office is in Lichfield, not Burntwood.
- e. The applicant's website states that its business hours are 365 days, 24/7 not 8 a.m. - 8 p.m. as stated in the planning application.

Members also asked that:

- a. The Highways Authority be challenged on the safety of road users/pedestrians at the exit from the site.
- b. More investigation be undertaken on the impact of on-street parking on the area.

If the Local Planning Authority is minded to approve the application Members ask that the following conditions be set:

- a. That the gate remain open at all times.
- b. That the hours of business be restricted to 9 a.m. - 5 p.m. Monday - Friday.
- c. That the chalet type building on the site be removed before planning permission for the current application is confirmed.

(COUNCILLORS MRS EVANS, WALKER AND MRS WOODWARD DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THEY ARE MEMBERS OF CHASE TERRACE METHODIST CHURCH).

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| (i) | 12/00650/FUL | Highfield | Maple Hayes Hall School<br>Abnalls Lane<br>Lichfield | Demolition of existing conservatory and erection of a powder coated conservatory to rear |
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No objection.

(COUNCILLOR CONSTABLE DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO HIM).

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| (j) | 12/00651/LBC | Highfield | Maple Hayes Hall School<br>Abnalls Lane<br>Lichfield | Works to listed building to enable the demolition of existing conservatory and erection of a powder coated conservatory to rear |
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Comment: The Local Planning Authority to ensure that the proposal 'fits in' the location and adheres/fulfils the strict criteria on Listed Building consent.

(COUNCILLOR CONSTABLE DECLARED A PERSONAL INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO HIM).

- |     |              |  |   |   |
|-----|--------------|--|---|---|
| (k) | 12/00665/COU |  | MLW Tan Limited<br>Unit 18B<br>Burntwood Business Park<br>Zone 1<br>Cobbett Road<br>Burntwood | Change of use of industrial unit into a tanning salon |
|-----|--------------|--|---|---|

No objection.

- |     |              |           |   |                        |
|-----|--------------|-----------|---|------------------------|
| (l) | 12/00680/ADV | Chasetown | Aldi Stores Limited<br>Bridge Cross Working Mens Club<br>Bridge Cross Road<br>Burntwood | Illuminated Aldi signs |
|-----|--------------|-----------|---|------------------------|

No objections in principle provided the proposal adheres to the Local Planning Authority's strict criteria on illuminated fascia signs and that the design of the illuminated signs should be appropriate/sympathetic for what is a prominent site to ensure that the signs fit into the setting.

- |     |              |           |   |                                       |
|-----|--------------|-----------|---|---------------------------------------|
| (m) | 12/00684/FUL | Chasetown | Mr B Cherrington<br>Burntwood Building Management<br>Services Ltd<br>8 High Street<br>Chasetown | Alterations to provide new shop front |
|-----|--------------|-----------|---|---------------------------------------|

No objection.

- |     |              |           |  |  |
|-----|--------------|-----------|--|--|
| (n) | 12/00685/FUL | Boney Hay | Mr B Bayley<br>140 Ogley Hay Road<br>Burntwood | Variation of condition no. 2 of application 09/00781/FUL to see reduction length of gardens for the 2 semi detached dormer bungalows |
|-----|--------------|-----------|--|--|

Comment: Concern was expressed as to why there needs to be a reduction in the length of the gardens as no explanation had been given.

## **23. ENFORCEMENT ISSUES**

### **23.1 Ironstone Road, Chase Terrace (Minute No. 11.1 refers)**

Members were informed that the skip had been removed but had been replaced with an unsightly 'sand bag'.

**RESOLVED** That this matter be reported to Staffordshire Highways.

### **23.2 23 Poplar Avenue, Burntwood**

Members were informed that there did not appear to be any breach onto LDC owned land and that Chasetown Ward Members had visited Mr Waldron to discuss the matter further.

**23.3 Aldi Stores Limited, A5190 Milestone Way, Burntwood**

Concern was expressed by Members that the Local Planning Authority should 'keep a close eye' on the development of Aldi, as this is a prominent site to ensure that ALL CONDITIONS are strictly being adhered to.

**RESOLVED** That the Local Planning Authority 'keep a close eye' on the development to ensure that all conditions are strictly being adhered to.

(The Meeting closed at 7.35 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 09 AUGUST 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Walker MBE (in the Chair)

Councillors Mrs Banevicius, Bradbury, Campbell, Mrs Evans, Heath, Humphreys, Isaacs, James, Norman, Mrs Stokes, Willis-Croft and Mrs Woodward.

**In attendance**

Mrs M Danby, Town Clerk

Two members of the public

**24. APOLOGIES FOR ABSENCE**

Councillors Mrs Brettell, Brown, Constable, Drinkwater, Mrs Fisher, Mosson, Mrs Rigby, Taylor and Mrs Tranter

**25. 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.

**26. MINUTES**

**RESOLVED** That the Minutes of the Planning Committee Meeting held on 18 July 2012 (Minute Nos. 19 - 23) be approved and adopted.

**27. PLANNING APPLICATIONS**

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

(a)	12/00662/FUL	Chasetown	Mr H Northwood 162 High Street Chasetown	Erection of a temporary portacabin for use as a pharmacy
-----	--------------	-----------	--	--

- Concern expressed as to whether this is an appropriate use of the site given the presence of the Abacus Nursery
- Environmental Health Officer's opinion sought as to the appropriateness of the proposed site and the security of drugs being stored in a portacabin
- Access/egress issues with the proposed location
- Disabled access/parking to be provided
- Adequacy of on-site parking

(b) 12/00710/FUL Highfield Imtech/South Staffs Water Plc  
Maplebrook Waterworks  
Rugeley Road  
Burntwood Construction of 2 no. borehole buildings and grasscrete service road

No objection.

(Councillor Mrs Woodward declared a personal interest and took no part in the discussion or decision thereof.)

(c) 12/00715/FUL Highfield Mr J Evans  
6 The Hollies  
Coulter Lane  
Burntwood Installation of two velux conservation roof lights and mezzanine floor

No objection.

(d) 12/00748/FUL Chasetown LCP Properties Limited  
Land off Milestone Way  
Burntwood Retention of fencing (renewal of 10/00961/FUL)

No objection.

(e) 12/00752/FUL Highfield Firstpost Homes Limited  
15 Rake Hill  
Burntwood Erection of 3 no. dwellings with detached garages and associated works

Recommend refusal for the reasons previously stated by the Local Planning Authority (Application No. 10/00670/FUL refers) and the views outlined by the Planning Inspectorate in the Appeal dismissal with regard to that application (APP/K3415/A/10/2140296 refers).

(f) 12/00754/FUL Highfield Mr and Mrs J Shaw  
56A Church Road  
Burntwood Conservatory to rear

No objection.

(g) 12/00767/FUL Central Mr T Hitchman  
1 Slade Avenue  
Burntwood Installation of two dormer windows to front elevation

No objection.

(h)	12/00780/FUL Highfield	Mr B Jackson 3 Severn Drive Burntwood	Single and two storey extensions to form garage, workshop, utility, conservatory and bedroom with en-suite
-----	------------------------	---	--

- Concern expressed with regard to the size and massing of the proposed development and impact on neighbours.
- If permitted, use of workshop to be strictly conditioned to (a) personal use only (i.e. not to be used for business purposes) and (b) with regard to hours of use (so as not to be a noise nuisance for neighbours).

**28. PROPOSED EXTINGUISHMENT OF PUBLIC FOOTPATH NO. 15 - BURNTWOOD PARISH**

Members were requested to consider further correspondence with regard to the above proposal.

**RESOLVED** That the Town Council objects to the extinguishment of Public Footpath No. 15 in its totality and asks that the section of footpath between the A5190 and the rear of Elunda Grove be retained and that this section is maintained and managed to a sufficient level so as to enable people to use it.

**29. IDENTIFYING ENFORCEMENT PRIORITIES FOR A LOCAL ENFORCEMENT PLAN**

Members were advised that the above consultation document had been published by Lichfield District Council and that an extended deadline of 30 September 2012 had been set to enable responses to be made by all the parishes in Lichfield District.

A proforma had been sent with the consultation document listing issues which may be local priorities for the town and Members were requested to identify and prioritise local priorities to feed into the Enforcement Plan.

**RESOLVED THAT:**

- a) The information be received and noted.
- b) All Members complete the proforma identifying local issues and that these should be returned to the Town Clerk by 22 August 2012 to enable a collated priority list to be compiled for consideration at the next meeting of the Committee.

(The Meeting closed at 7.26 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE  
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD**

**ON WEDNESDAY 11 JULY 2012 COMMENCING AT 10.10 A.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby, Town Clerk  
B Cooper, Senior Administrative Assistant

**6. APOLOGIES**

Councillor Mosson

**7. DECLARATIONS OF INTEREST**

Councillor Mrs Evans declared a personal interest with regard to Minute No. 10 – Schools Jubilee Art Competition.

**8. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 24 May 2012 (Minute Nos. 1 - 5) be approved as a correct record.

**9. BURNTWOOD JUBILEE FESTIVAL 2012 – UPDATE**

Members were advised that the 2012 Festival had had to be cancelled as the Burntwood Rugby Club had withdrawn permission for their venue to be used as the ground was waterlogged due to the rainfall over the last two/three months. Independent advice had been sought by the Club which confirmed that the ground was unusable.

Members were advised that the Chairman of the Council, Leader of the Council and Committee Chairman had been kept informed of the situation and a Press Release had been issued on 09 July advising the public of the cancellation.

Officers had liaised with suppliers and artists and every effort was being made to keep the cancellation costs to a minimum. The Council had taken out event cancellation insurance which, it was hoped, would cover most of these costs.

Members noted that the Burntwood Wakes Review Committee will meet during August 2012 and it will review the actions taken in cancelling the 2012 Festival and make recommendations to the Council with regard to the 2013 Festival.

Mr Cooper sought permission to purchase 2 no. gazebos for use at the 2013 Festival.

**RESOLVED THAT:**

- a) The actions taken in cancelling the 2012 Festival be noted and approved.
- b) The Town Clerk and her staff be thanked for their actions to mitigate the resultant costs which will result from cancelling the Festival.
- c) Permission be granted for the purchase of 2 no. gazebos for use at future Burntwood Wakes Festivals.

**10. SCHOOLS JUBILEE ART COMPETITION**

Members were requested to judge entries from three local schools.

(Councillor Mrs Evans declared a personal interest as she is a Governor at Chase Terrace Primary School and she took no part in judging the competition.)

**RESOLVED THAT:**

- a) Councillor Taylor present the prizes (Hobby Craft Vouchers) to the winners at their respective school assemblies during week commencing 23 July 2012.
- b) The winning entries were as follows:
  - Year 1 Aaliyah, KS1A Chase Terrace Primary School
  - Year 2 Amy Mottershead, KS1M Chase Terrace Primary School
  - Year 3 Hollie Banks, 3M Springhill Primary School
  - Year 5 Ellie Browne, Chase Terrace Primary School
  - Year 5 Sion Pearce and Georgia Patterson, Ridgeway Primary School
  - Year 6 Brandon Lloyd and Adam Wycherley, Ridgeway Primary School

(The Meeting closed at 11.10 a.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 18 JULY 2012 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)  
Councillors Mrs Brettell, Isaacs (from 6.30 p.m.), Mrs Rigby and Taylor

**In attendance**

Mrs M Danby, Town Clerk

**1. APOLOGIES**

Councillor Mrs Evans

**2. DECLARATIONS OF INTEREST**

None declared.

**3. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

The Committee had been tasked to consider whether a deeper Internal Audit was necessary in the future and the Town Clerk had been requested to bring forward different styles or degrees of audit for the Committee's consideration.

An internet search had been undertaken by the Town Clerk in an attempt to source different styles or degrees of audit but the search revealed that parish/town councils all use the same documentation (with local variations) as used by the Council. The content of the Review format is set out in "Governance and Accountability for Local Councils: A Practitioners' Guide (England) 2010", published by the Joint Practitioners' Advisory Group (JPAG).

The Town Clerk suggested that the Committee could include the Asset Register, Inventory and Internal Audit Programme in the Review and that such Review be undertaken annually at the January meeting of the Committee.

**RESOLVED THAT:**

- a)** The Review of Effectiveness of Internal Audit be amended to include:
- Asset Register
  - Inventory
  - Internal Audit Programme
- b)** The Review be undertaken annually by the Committee at its scheduled January meeting.



- c) The Internal Auditor be requested to include his qualification(s) in his report to the Council.

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

The Committee had been tasked to consider whether a deeper Review was necessary in the future and the Town Clerk had been requested to bring forward different styles or degrees of review for the Committee's consideration.

An internet search had been undertaken by the Town Clerk in an attempt to source different styles or degrees of audit but the search reveals that parish/town councils all use the same documentation (with local variations) as used by the Council. The content of the Review format is set out in "Governance and Accountability for Local Councils: A Practitioners' Guide (England) 2010", published by the Joint Practitioners' Advisory Group (JPAG).

##### **RESOLVED THAT:**

- a) The Review be amended to include:
  - Burntwood Wakes Festival
  - Investments
- b) The Review be undertaken annually by the Committee at its scheduled January meeting.

#### **5. RISK ASSESSMENT**

The Internal Auditor had recommended "that the Risk Assessment should be reviewed for completeness during 2012/13" (as reported in the Town Council Agenda for the 12 July 2012 meeting.)

It was unclear whether the Internal Auditor was referring to the Risk Assessment and Management (Financial) Policy or the content of the Risk Assessment.

A copy of the Risk Assessment and Management (Financial) Policy 2011/12 was provided for Members consideration/review.

A print-out from the Local Council Risk System (LCRS) software which lists all the areas which can be selected for risk scoring was also provided for Members consideration/review.

##### **RESOLVED THAT:**

- a) The Risk Assessment and Management (Financial) Policy be revised as set out in **Appendix A.**
- b) The LCRS system be amended to include: Investments.

#### **6. 2012/13 BUDGET (ACTUAL TO 29 JUNE 2012)**

The Committee had been tasked to consider the budget at regular intervals (circulated with the Town Council agenda for the 12 July 2012 meeting).

The Town Clerk reported that an error made by the RBS Consultant in the year end accruals with regard to the 2011/12 Civic Expenses would be corrected by RBS Software and that steps were being taken to assess costs/usage of the franking machine.

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

**7. 2012/13 CEMETERY BUDGET (ACTUAL TO 29 JUNE 2012)**

The Committee had been tasked to consider the budget at regular intervals (circulated with the Town Council agenda for the 12 July 2012 meeting).

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

**8. REDECORATION OF THE TOWN COUNCIL'S OFFICE**

Members were advised that the Lease for the Town Council's office contains a clause which requires that the Council redecorate the premises every five years. The following quotations had been obtained:

<b>Company A</b>	£3,700
<b>Company B</b>	£2,795
<b>Company C</b>	£1,556

Members were of the opinion that the office was currently in a good state of repair and that redecoration was unnecessary during 2012/13. The Town Clerk was requested to ascertain whether the landlord would be agreeable to the work being delayed until 2013/14.

**RESOLVED THAT:**

- a)** The landlord's permission be sought to delay redecorating the office to the 2013/14 financial year.
- b)** If (a) be agreed the budgeted figure (£1,500) be earmarked in the General Reserves until required.
- c)** If (a) be declined Company C's quotation be accepted.

(The Meeting closed at 6.45 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE**

**ON MONDAY 20 AUGUST 2012 COMMENCING AT 9.30 A.M.**

**Present**

Councillor Campbell (in the Chair)  
Councillors Constable, Drinkwater, Mrs Fisher and Isaacs

**In attendance**

Mrs M Danby, Town Clerk

**9. APOLOGIES FOR ABSENCE**

None, all Members present.

**10. DECLARATIONS OF INTEREST**

None declared.

**11. MINUTES**

**RESOLVED** That the Minutes of a Meeting of the Personnel Committee held on 11 June 2012 (Minute Nos. 1 – 8) be approved as a correct record.

**12. AUTHORISED LEAVE POLICY AND PROCEDURE (DRAFT)**

Members considered the draft Authorised Leave Policy and Procedure and requested that further amendments be made.

**RESOLVED** That the requested amendments be made to the above draft Policy and the document be circulated to the Committee via email for their consideration prior to the Policy being put to the Town Council for consideration with a view to it being adopted and implemented.

**13. STATEMENT OF POLICY ON THE LOCAL GOVERNMENT PENSIONS SCHEME (LGPS) 2008 (DRAFT) (MINUTE NOS. 27 (2011/12) AND NO. 5 (2012/13 REFER)**

**RESOLVED** That the draft Statement of Policy be put to the Town Council for adoption and implementation.

**14. SUPERVISION POLICY (DRAFT)**

Members were advised that all staff had been consulted on the above document, as requested by the Town Council at its meeting on 10 May 2012 (Minute No. 11.2 refers).

**RESOLVED** That the Supervision Policy be adopted and implemented with effect from 01 September 2012.

(The Meeting closed at 10.50 a.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES REVIEW COMMITTEE HELD AT  
BURNTWOOD TOWN COUNCIL'S OFFICES  
ON TUESDAY 28 AUGUST 2012 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillors Isaacs, Norman, Mrs Rigby, Walker MBE and Mrs Woodward

**In attendance**

Councillor Mrs Evans  
Mrs M Danby, Town Clerk  
B Cooper, Senior Administrative Assistant

**1. APOLOGIES FOR ABSENCE**

Councillor Mrs Fisher

**2. ELECTION OF COMMITTEE CHAIRMAN**

**RESOLVED** That Councillor Norman be elected Chairman of the Burntwood Wakes Review Committee for the remainder of the 2012/13 Municipal year.

**3. DECLARATIONS OF INTEREST**

None declared.

**4. COMMITTEE REMIT**

**RESOLVED** That the Committee's remit as set by the Town Council be received and noted.

**5. BURNTWOOD WAKES FESTIVAL 2012**

Members noted the actions taken with regard to the cancellation of the 2012 Festival.

**AGREED** That the actions taken had been appropriate and timely.

It was noted that many of the suppliers/artists had agreed to hold their 2012 prices for the 2013 Festival (provided their diary is free for the relevant date(s)) and that many of them had either waived their cancellation fees or reduced those fees wherever possible. It was further noted that the Event Insurance policy would cover the cancellation costs, subject to a £500 excess.

**AGREED** That the information be noted.

**6. 2013 and beyond**

**RECOMMENDATIONS That:**

- a) Arrangements have already been made for the 2013 Festival to take place at Burntwood Rugby Club from Friday 19 July – Sunday 21 July. **IT IS RECOMMENDED** that the Festival programme should, as far as possible, be as arranged for the 2012 Festival.
- b) The Town Council continues to offer the Burntwood Wakes Festival as arranged for 2012 and 2013 though Members commented that the Town Council may wish to consider a smaller event in 2014 given the possible financial strains arising from projects emerging from the Burntwood Town Strategy Working Groups.
- c) The Best Value Committee and Burntwood Wakes Committee be tasked to consider and advise the Town Council on what the Town Council's aspirations are for the 2014 Burntwood Wakes Festival and whether the Festival continues to offer value for money.
- d) The Town Council undertake a survey, possibly as a pull-out questionnaire in a local free publication to ascertain, among other issues, how residents feel about the Wakes Festival, whether the Festival offers value for money and whether there are alternative forms of activities/events which could be delivered which would involve and engage with the community. The results of the questionnaire will guide the Town Council in its deliberations with regard to the 2014 Festival and the questionnaire results should be available for the Review Committee to consider at its August 2013 meeting.
- e) Opportunities for partnership working to deliver the Festival and potential alternative venues should be explored for 2014 and beyond.
- f) The 2014 Burntwood Wakes Festival to take place from Friday 18 – Sunday 20 July **SUBJECT TO** (a) the Town Council agreeing that the Festival should remain as a three day event and (b) venue to be confirmed.
- g) A maximum budget of £40,000 (plus any sponsorship that can be attracted) should be allocated for the 2013 Festival.

(The Meeting closed at 6.45 p.m.)

**THE GENERAL POWER OF COMPETENCE  
BRIEFING PAPER ISSUED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS  
(NALC)**

**1. LEGISLATIVE BACKGROUND TO THE POWER**

Parish and Town councils are corporate bodies their powers have accumulated through legislation since 1894. Their powers being constrained to specific and appropriate legislation until 2008 when they could, if eligible, exercise the Power of Well-being 2008 Order made under Sec 1(2) of Local Government Act 2000 for the benefit of their community.

The Localism Act 2011, Chapter 1 of Part 1, Sections 1-8 has provided local authorities with a general power of competence, a radical new power with wide ranging possibilities. The broader general power of competence replaces the power of well-being.

The general power of competence was brought into force by SI 961, The Localism Act 2011 (Consequential Amendments) Order 2012 on 28 March 2012.

**2. WHAT DOES THE POWER ALLOW COUNCILS TO DO?**

The power is a central part of this Governments move towards the decentralisation of powers down to the lowest practical level of local government. The Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 no. 965 says that:

*"The Government's intention in providing eligible parish councils with the general power of competence is to better enable them to take on their enhanced role and allow them to do the things they have previously been unable to do under their existing powers"*

The Government hopes that this new power will give local councils confidence in the legal capacity to act for their communities. The idea being that councils will use this power to work with others to provide cost-effective services and facilities in new ways to meet the needs of local communities.

The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, *"the power to do anything that individuals generally may do"* as long as they do not break other laws. It is intended to be a power of first, not last, resort.

The council has to ask itself if an individual is allowed to do it, if the answer is yes then a council is normally permitted to act in the same way.

A council could:

- lend or invest money
- it could set up a company or co-operative society to trade and engage in commercial activity
- it could run a community shop or post office
- the power is not restricted to use within the parish - it can be used anywhere.

### **3. RISKS AND RESTRICTIONS LIMITING THE GENERAL POWER OF COMPETENCE**

The general power of competence is a power; it cannot be used to raise the precept. The council can seek other sources of funding such as Community Infrastructure Levy (CIL), sponsorship, commercial activity and agreements with other authorities. Councils can receive income as a consequence of using the power, they could lend money to support a local activity and earn interest on the loan, they could purchase shares in a struggling local enterprise.

However, to use this power the council must have the support of the local community. While councils are being encouraged to be innovative they should be aware of the risk of:

- being challenged
- their trading activities damaging other competing local enterprises
- damage to the council's reputation and public money if a project goes wrong.

Existing duties remain in place, such as having regard to the likely effect on crime and disorder, biodiversity and the duty to provide allotments.

Existing financial and procedural duties remain in place for regulating governance for example - no delegation to a single councillor.

Councils must continue to comply with relevant existing legislation - employment law, Health and Safety legislation, equality legislation and duties related to data protection and freedom of information.

If a council wishes to trade it must set up a company or co-operative society and abide by company law. The council can charge for services provided under the power.<sup>1,2</sup>

If the council wishes to invest in a local business which it hopes will support the local economy it should follow Government advice<sup>3</sup>. If it wishes to support a community enterprise, an economic development grant might be a sensible option.

If another authority has a statutory duty to provide a service (e.g. education) it remains their duty to provide it but your council may assist. The council needs to ask itself whether an individual, private company or community trust could help, if the answer is yes then the council can assist. An appropriate delivery body may need to be set up.

If the action the council wishes to take is also covered by a specific power then any restrictions that apply to the overlapping power remain in place. So if existing legislation requires the council to ask permission before acting, then it must do so. For example, the council asks permission of the Highways Authority before doing work on roadside verges.

### **4. HOW DOES THE GENERAL POWER OF COMPETENCE RELATE TO S.137 EXPENDITURE?**

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<sup>1</sup> <http://www.communities.gov.uk/documents/localgovernment/pdf/133628.pdf>

<sup>2</sup> <http://www.communities.gov.uk/documents/localgovernment/pdf/323153.pdf>

<sup>3</sup> <http://www.communities.gov.uk/documents/localgovernment/pdf/1501971.pdf>



Monies that can be spent under S.137, Local Government Act 1972 are limited and have to be budgeted for separately, they are restricted in that they cannot be used to give money to individuals and expenditure must be commensurate with the benefit. S.137 is a power of last resort. A council that is eligible to use the general power of competence can no longer use S.137 as a power for taking action for the benefit of the area or its community except S.137(3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

The general power of competence is a very broad ranging power, far wider than any power that has previously been available to town and parish councils, wider than S.137 and the power of well-being.

## **5. HOW TO BECOME ELIGIBLE TO USE THE POWER OF GENERAL COMPETENCE**

The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012<sup>4</sup>. They are:

### **1. Resolution**

The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council but a further resolution must be passed at every subsequent "relevant annual meeting" for the council to be able to continue to exercise the power. A "relevant annual meeting" is the annual meeting that takes place in a year of ordinary elections, once every four years.

### **2. Electoral Mandate**

At the time the resolution is passed, at least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed. If two thirds is not a whole number then it must be rounded up. For example, if the total number of councillors is 8, then two thirds is approx 5.3, then the number of councillors that must be elected is 6.

### **3. Qualified clerk**

At the time the resolution is passed the clerk must hold the certificate in local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise.

If the council loses its qualified clerk or has insufficient elected councillors then it must record its ineligibility at the next 'relevant' annual meeting of the council (after the ordinary election). If it has already started an activity it can finish that but not start anything new.

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<sup>4</sup> <http://www.legislation.gov.uk/ukdsi/2012/9780111519868/body>

**References/web links:**

**Localism Act 2011**

<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

**Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012**

<http://www.legislation.gov.uk/ukdsi/2012/9780111519868/body>

**Localism Act 2011: Explanatory Notes**

<http://www.legislation.gov.uk/ukpga/2011/20/notes/division/5/1/1>

**Charging guidance**

<http://www.communities.gov.uk/documents/localgovernment/pdf/151291.pdf>



**BURNTWOOD TOWN COUNCIL BUDGET 2012/13**  
(as at 24 August 2012)

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual
		£	£	£	£	£
<b>100</b>	<b>Corporate</b>					
1176	Precept	251,380	251,380	256,142	256,142	256,142
1190	Interest: Community Direct Plus	1,200	3	3	1	3
1191	Interest: Reserve Account	0	484	450	320	450
1192	Interest: Instant Access A/C	0	22	45	13	45
1193	Interest: LDC	0	810	0	0	0
	<b>Total Income</b>	252,580	252,700	256,640	256,476	256,640
	<b>Net Expenditure</b>	-252,580	-252,700	-256,640	-256,476	-256,640
<b>101</b>	<b>Employee Expenses</b>					
4000	Holding Account	100,000	0	102,000	0	102,000
4001	Salaries	0	55,357	0	25,617	0
4006	NI: Employer's Contributions	0	5,557	0	1,888	0
4007	PAYE: Employees' Contributions	0	11,558	0	3,879	0
4011	LGPS: Employer's Contributions	0	11,807	0	4,164	0
4012	Telephone/Broadband Allowance	0	616	0	280	0
4013	Eyesight: Tests/Spectacles	0	70	0	0	0

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual
4014	NI: Employees' Contributions	0	4,949	0	1,653	0
4015	LGPS: Employees' Contributions	0	5,011	0	1,665	0
4411	Handyperson Service	1,200	0	0	0	0
		101,200	94,924	102,000	39,146	102,000
		101,200	94,924	102,000	39,146	102,000
<b>102</b>	<b>Premises: Lambourne House</b>					
4020	Office: Rent	11,000	15,308	13,000	3,250	13,000
4021	Office: Service Charges	900	1,126	900	225	900
4022	NNDR: Office	4,225	4,027	4,430	2,087	4,182
4023	Office: Water Rates	330	224	250	61	250
4024	Office: Electricity	4,000	1,654	2,000	798	1,800
4025	Office: Cleaning Materials	200	45	100	57	100
4026	Office: Trade Refuse	75	90	120	0	90
4027	Office: Window Cleaning	120	43	120	45	95
4028	Office: Security Alarm (R&M)	180	182	190	0	190
4029	Office: CCTV (R&M)	250	243	250	253	253
4030	Office: Fire Extinguishers	65	20	50	0	50
4031	Office: PAT Testing	80	79	100	0	100
4032	Office: Air Conditioners (R&M)	360	0	360	0	360
4033	Office: General Maintenance	500	25	2,000	0	500
4037	Meeting Room: Rental Charges	750	1,320	1,400	360	1,400
4038	Office furniture	0	256	0	0	0

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Annual
		£	£	£	£	
		23,035	24,642	25,270	7,135	23,270
		0	0	0	0	0
		23,035	24,642	25,270	7,135	23,270
<b>105</b>	<b>Transport</b>					
4060	Car Mileage: Employees	2,000	2,392	2,200	950	2,200
4061	Car Mileage: Members	150	43	150	7	50
4062	Car Parking Fees	10	2	10	0	5
		2,160	2,436	2,360	956	2,255
		2,160	2,436	2,360	956	2,255

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Annual
		£	£	£	£	£
<b>107</b>	<b>Supplies &amp; Services</b>					
4100	Photocopier: Copy Charges	1,000	1,095	1,000	301	1,000
4110	Telephone: Rental	550	584	600	149	600
4111	Telephone: Calls	750	767	700	208	700
4112	Telephone: Payment Charges	63	72	63	18	63
4113	Broadband: Line rental	395	402	400	104	400
4120	Postage	1,500	1,021	1,000	520	1,020
4121	Franking Machine: Rental/Lease	640	666	696	318	696
4122	Franking Machine: Maintenance	300	298	298	328	328
4123	Franking Machine: Stationery	90	113	90	0	90
4130	Computers: Peripherals	0	493	200	0	0
4131	Computers: Hardware	0	3,160	2,500	0	2,500
4132	Computers: Software Licences	350	694	470	0	470
4133	Computers: Support	750	1,448	900	290	900
4135	Computers: Email accounts	50	475	50	50	50
4136	Network: Remote Back-up	0	352	600	176	600
4140	Website	400	458	425	625	625
4160	Stationery	1,700	1,744	1,800	797	1,800
4161	Publications	300	148	300	5	150
4162	Newspapers	150	128	150	108	150
4163	General Office Expenses	200	216	200	100	200
4164	Office Equipment	300	288	650	0	650

		2011/12		2012/13		
		Budget £	Actual £	Agreed Budget £	Actual YTD £	Projected Actual £
<b>107</b>	<b>Supplies &amp; Services (Cont'd)</b>					
4165	Advertising	370	597	600	175	600
4170	Subscriptions to other bodies	1,828	1,826	1,850	1,777	1,805
4175	Furniture	0	0	250	0	250
4180	Professional Fees	350	966	350	0	500
4190	Data Protection Fee	35	35	35	0	35
4200	Courses/Training: Fees	1,300	360	1,300	155	1,300
4201	Courses/Training: Expenses	200	4	200	0	200
4202	Conferences/Seminars: Fees	500	398	400	199	400
4203	Conferences/Seminars: Expenses	500	646	700	0	700
4208	Alarm: Annual Maintenance Fee	0	0	0	187	187
4220	Bank Charges	150	120	150	72	150
4221	Insurance: Premiums	2,100	1,351	1,351	1,380	1,380
4222	Insurance: Landlord	500	485	500	0	500
4230	External Audit	1,150	1,050	1,150	1,050	1,050
4231	Internal Audit	400	400	200	400	400
4232	Audit Preparation	0	480	0	87	87
4235	Memorial Bench	35	0	35	0	35
4411	Handyperson Service	0	64	100	0	0
4999	Contingency Expenses	10,000	321	1,000	0	1,000
		28,906	23,723	23,263	6,677	23,571
1200	Refunds	0	453	0	0	0
		28,906	23,270	23,263	6,677	23,571



		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual
		£	£	£	£	£
<b>201</b>	<b>Street Lighting</b>					
4240	Electricity	800	343	400	0	400
4241	Maintenance	0	390	400	0	400
		800	733	800	0	800
		800	733	800	0	800
<b>202</b>	<b>Bus Shelters</b>					
4250	Maintenance	400	0	400	0	400
4255	Provision new bus shelter(s)	2,240	0	2,500	0	0
4411	Handyperson Service	0	322	320	36	36
		2,640	322	3,220	36	436
		0	0	0	0	0
		2,640	322	3,220	36	436
<b>203</b>	<b>Christmas Lights</b>					
4260	General Expenses	4,000	2,712	5,100	0	5,100
4261	Churches	500	844	1,200	0	1,200
		4,500	3,557	6,300	0	6,300

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual
		£	£	£	£	£
<b>205</b>	<b>Traffic Islands</b>					
4300	Shrub Beds: Maintenance	3,399	3,399	3,399	0	3,399
4301	Grass Cutting	618	536	618	0	618
4302	Litter Picking	124	124	124	0	124
4303	Weed Killer Spraying	165	165	165	0	165
4304	Signage	329	176	329	0	329
4305	Signage Installation	0	71	100	0	100
4306	NNDR: Traffic Islands	666	1,559	1,715	810	1,715
		5,301	6,029	6,450	810	6,450
1030	Traffic Islands: Sponsorship	3,500	3,500	3,500	0	3,500
		3,500	3,500	3,500	0	3,500
		1,801	2,529	2,950	810	2,950
<b>206</b>	<b>Hanging Baskets &amp; Planters</b>					
4350	Planters: Maintenance	309	258	309	0	309
4351	Planters: Bedding Plants	453	453	453	0	453
4352	Hanging Baskets: Supply/Maint.	620	620	620	0	620
		1,382	1,331	1,382	0	1,382
		1,382	1,331	1,382	0	1,382

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual
		£	£	£	£	£
<b>207</b>	<b>Flagpole</b>					
4355	Flagpole	230	230	230	0	230
		230	230	230	0	230
		230	230	230	0	230
<b>208</b>	<b>Burntwood in Bloom</b>					
4380	Advertising	1,400	530	1,000	932	932
4381	Prizes	1,100	1,050	1,300	0	1,350
4382	Presentation Evening	500	484	500	0	500
4383	Annual Calendar (production)	0	363	250	208	208
4384	HEIB Regional Competition	0	0	0	150	150
		3,000	2,427	3,050	1,290	3,140
1050	BiB: Sponsorship	50	0	0	165	165
1051	BiB: Photograph Sales	0	18	0	0	0
1052	BiB: Calendar Sales	0	188	0	0	0
		50	207	0	165	165
		2,950	2,221	3,050	1,125	2,975

		2011/12	2012/13
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		<b>Budget</b>	<b>Actual</b>	<b>Agreed Budget</b>	<b>Actual YTD</b>	<b>Projected Actual</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>209</b>	<b>Coulter Lane Remb. Garden</b>					
4411	Handyperson Service	0	142	150	0	150
4500	Coulter Lane Remb. Garden	0	3,842	0	0	1,999
4501	Grounds Maintenance	0	1,115	1,100	0	1,100
		0	5,098	1,250	0	3,249
		0	5,098	1,250	0	3,249
<b>210</b>	<b>Burntwood Wakes Festival</b>					
4411	Handyperson Service	0	758	800	0	0
4600	BWF: Stage / Sound Hire	35,000	6,850	40,000	5500	5500
4601	BWF: Unsigned - Neon Studios	0	1,870	0	0	0
4602	Family Fun Day Entertainment	0	7,790	0	2,475	2,475
4603	Marquees & Furniture	0	4,763	0	4,936	4,936
4604	First Aid Cover	0	670	0	0	0
4605	Fire Cover	0	100	0	0	0
4607	Security	0	4,450	0	0	0
4608	Rubbish Skips	0	280	0	0	0
4609	Traffic Management	0	425	0	0	0
4610	Mobile Toilets	0	1,500	0	0	0
4611	Publicity	0	2,421	0	800	800
4612	Insurance	0	1,666	0	1,580	2,080
4613	Ground Crew	0	3,250	0	0	0
4614	Coach	0	560	0	25	25
4615	Pathway: Clearance	0	40	0	0	0
4616	Pathway: Lighting	0	300	0	0	0

4619	Hospitality: Mobile Toilets		0	700		0	550	550
4620	Miscellaneous		0	2,520		0	105	105
4621	BWF: Saturday evening		0	4,570		0	1,425	1,425
4623	BWF: Generators/Fuel		0	1,233		0	0	0
<b>210</b>	<b>Burntwood Wakes Festival (Cont'd)</b>							
4624	BWF: Policing		0	1,038		0	0	0
4625	BWF: Lighting Crew		0	3,400		0	0	0
4626	BWF: Friday Evening		0	0		0	850	1,000
4627	Refunds: Hospitality		0	0		0	17	17
4628	Refunds: Sponsorship		0	0		0	800	800
4629	Refunds: Craft Pitch Fee		0	0		0	238	238
4630	Refunds: Grants		0	0		0	3,550	4,970
			35,000	51,155		40,800	23,951	25,121
1025	Sundry Income		0	8		0	0	0
1090	BWF: Craft Marquee Pitch Fees		0	300		0	213	213
1091	BWF: Sponsorship		0	10,750		0	11,170	11,170
1095	BWF: Hospitality - Food		0	200		0	20	20
1096	BWF: Hire of equipment, etc		0	4,570		0	0	0
	Insurance Claim		0	0		0	0	25,121
			0	15,828		0	11,403	36,524
			35,000	35,327		40,800	6,748	-11,403
<b>211</b>	<b>Town Plan</b>							
4750	Town Plan		2,500	8,321		250	0	250
			2,500	8,321		250	0	250

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual
		£	£	£	£	£
<b>212</b>	<b>Quality Council</b>					
4210	Quality Council	0	0	0	240	240
		0	0	0	240	240
		0	0	0	240	240
<b>214</b>	<b>Community Projects</b>					
4755	Jubilee Tea Dance	0	0	0	543	543
4757	Jubilee Artwork Comp.	0	0	0	200	200
4758	Jubilee: General Expenses	0	0	0	4,018	6,000
		0	0	0	4,761	6,743
		0	0	0	4,761	6,743

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual
		£	£	£	£	£
<b>301</b>	<b>Civic Expenses</b>					
4360	Chairman's Expenses	4,500	500	4,500	*370	4,500
4361	General Expenses	0	8	0	0	0
4363	Civic Carol Service	0	34	0	0	0
4364	Civic Service & Reception	0	820	0	96	96
4365	Hospitality: General	0	31	0	0	0
4366	Hospitality: BWF	0	1,409	0	0	0
4368	Fundraising	0	3,410	0	0	0
4369	Fundraising - Distribution	0	2,214	0	**1810	1,810
4999	Contingency Expenses	0	0	0	***200	200
		4,500	8,426	4,500	96	6,606
1062	Fundraising	0	2,348	0	152	152
		0	2,348	0	152	152
		4,500	6,078	4,500	-56	6,454

\*= £370 Expenditure - March 2012 Civic Service and Reception accrued from 2011/12

\*\* = Distribution of 2011/12 Chairman's Charity Cheques accrued from 2011/12

\*\*\* Contribution to Hednesford Miners Project accrued from 2011/12

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual
		£	£	£	£	£
<b>302</b>	<b>Grant Aid</b>					
4400	Local Voluntary Organisations	8,000	8,000	8,000	0	8,000
4401	Play Schemes	3,055	3,055	3,100	0	3,100
4402	Community Transport	3,000	6,000	3,000	0	3,000
4403	Community Development Worker	15,600	13,750	17,167	4,193	4,193
4405	SESCAB	3,500	3,500	3,500	3,500	3,500
4408	Remembrance Wreaths	0	74	100	0	100
		33,155	34,379	34,867	7,693	21,893
1200	Refunds	0	3,000	0	0	0
		0	3,000	0	0	0
		33,155	31,379	34,867	7,693	21,893
<b>310</b>	<b>Election Expenses</b>					
4701	Election Expenses	4,500	15,368	0	0	0
		4,500	15,368	0	0	0
		4,500	15,368	0	0	0
	<b>Total Budget Expenditure</b>	252,809	283,100	255,992	95,171	234,836
	<b>Total Income</b>	256,130	278,036	260,140	268,195	297,881
	<b>Net Expenditure</b>	-3,321	5,065	-4,148	-173,024	-63,045



**BURNTWOOD CEMETERY BUDGET 2012/13**  
(as at 24 August 2012)

		2011/12		2012/13		
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual
		£	£	£	£	£
<b>401</b>	<b>Burntwood Cemetery: Revenue</b>					
4001	Salaries	0	6,000	6,000	0	6,000
4411	Handyperson Service	0	0	0	0	0
4800	Grounds Maint: LDC	5,500	2,114	5,500	0	3,000
4801	Grounds Maint: Other	2,100	2,125	2,100	491	2,100
4802	Grounds Maint: Sister Dora Ave	0	201	0	0	200
4803	Grounds Maint: Front Verge	0	201	0	0	200
4807	Turf	0	166	200	0	200
4809	Weed Killing (selective)	0	82	100	0	100
4810	Grave Digging: Main Contractor	5,000	2,325	2,500	1,180	2,500
4811	Grave Digging: Others	0	1,475	2,500	0	2,000
4812	Cemetery Gatekeeper	1,040	1,040	1,040	260	1,040
4813	Trade Refuse	300	180	300	105	225
4814	Skips	300	120	120	0	120
4815	ICCM Membership	95	90	100	90	90
4816	ICCM Training	595	0	0	0	0
4817	Survey	60	125	0	0	0
4818	Computer Software Support	750	750	0	0	0
4819	Water Rates	0	37	40	15	40
4820	NNDR: Burntwood Cemetery	315	352	352	197	390
4821	Trees: Maintenance, etc	0	250	0	0	0
4856	General Maintenance, etc	0	172	200	15	100
4858	Gritting Paths/Road	0	720	500	0	500

4859	Cemetery Software Package		0	0		1,250	0	1,250
			16,055	18,525		21,552	2,354	20,055
1000	Burial Fees/Licences		25,000	28,385		25,000	8,725	25,000
			-8,945	-9,860		-3,448	-6,371	-4,945
<b>402</b>	<b>Burntwood Cemetery: Capital</b>							
4851	Contract Payments		0	20,392		0	0	0
			0	20,392		0	0	0
	<b>Total Budget Expenditure</b>		16,055	38,917		21,552	2,354	20,055
	<b>Total Income</b>		25,000	28,385		25,000	8,725	25,000
	<b>Net Expenditure</b>		-8,945	10,532		-3,448	-6,371	-4,945

**BURNTWOOD TOWN COUNCIL  
05 SEPTEMBER 2012**

**SCHEDULE OF PAYMENTS**

<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION OF SERVICE</b>	<b>CHQ NO.</b>	<b>AMOUNT</b>
				<b>£</b>
11 07 12	Lichfield District Council	NNDR (4/10): Traffic Islands £162; Office £419, Cemetery: £39	100703	620.00
11 07 12	M Thornhill	Cemetery: Gate Keeper (Qtrly payment)	100704	260.00
11 07 12	Staffordshire County Council	Meeting Room Hire (Burntwood Library)	100705	360.00
11 07 12	Wicksons Travel	Olympic Torch Relay: Shuttle Service Burntwood/Lichfield	100706	850.00
11 07 12	Millennium Bearings & Transmissions Ltd	BJF: Miscellaneous (Cable Ties)	100707	102.94
11 07 12		Voided Cheque	100708	
11 07 12	Swede Dreamz Ltd	BJF: Tribute Band - Cancellation Fee	100709	850.00
13 07 12		Employee Costs: Month 4	BACS	5,331.03
26 07 12	SESCAB	2012/13 Grant Aid	100710	3,500.00
26 07 12	Viking	Stationery	100711	42.54
26 07 12	Focus Security & Surveillance Ltd	Office Security System: Annual Maintenance Contract	100712	224.96
26 07 12	Datacenta Hosting	Website: Domain Name Renewal Fee	100713	150.00
26 07 12	Staffordshire IT Services	Network Support / Remote Back Up Service: 4/12	100714	139.80
26 07 12	Lichfield District Council	Cemetery: Refuse Collection	100715	72.00
26 07 12	Staffordshire Pension Fund	LGPS Contributions: Month 4	100716	1,457.24
26 07 12	HMRC	PAYE/NI: Month 4	100717	1,749.93
26 07 12	South Staffs Water Plc	Cemetery: Qtrly Water Services	100718	5.49
26 07 12	E.ON	Office: Qtrly Electricity Charges	100719	292.89
26 07 12	Lichfield District Council	BJF: Refund - Proms Hospitality	100720	20.00
26 07 12	Wicksons Travel	BJF: Shuttle Bus Service - Cancellation Charge	100721	25.00
26 07 12	Staffordshire County Council	BJF: Staffordshire Festival Orchestra - Cancellation Charge	100722	1,425.00
26 07 12	Country Quest	BJF: Gamegoer Country Displays - Cancellation Charge	100723	650.00

	<b>PAYEE</b>	<b>DESCRIPTION OF SERVICE</b>	<b>CHQ NO.</b>	<b>AMOUNT</b>
				<b>£</b>
26 07 12	Staffordshire County Council	BJF: Refund - Community Arts Fund Grant	100724	800.00
26 07 12	Staffordshire County Council	BJF: Refund - Staffordshire Local Community Fund Grants	100725	2,750.00
26 07 12	Crown Cutting Services Ltd	BJF: Refund - Sponsorship	100726	500.00
26 07 12	N T Evans	BJF: Refund - Craft Fayre Pitch Fee	100727	15.00
26 07 12	M Walters	BJF: Refund - Craft Fayre Pitch Fee	100728	15.00
26 07 12	Rawlins Tyres	BJF: Refund - Sponsorship	100729	100.00
26 07 12	Eileen Mason Photography Ltd	BJF: Refund - Craft Fayre Pitch Fee	100730	30.00
26 07 12	Ms S Bird	BJF: Refund - Craft Fayre Pitch Fee	100731	15.00
26 07 12	J Wadood	BJF: Refund - Craft Fayre Pitch Fee	100732	15.00
26 07 12	N Ennis	BJF: Refund - Craft Fayre Pitch Fee	100733	15.00
26 07 12	Peter Fraser	BJF: Refund - Craft Fayre Pitch Fee	100734	15.00
26 07 12	S Ennis	BJF: Refund - Craft Fayre Pitch Fee	100735	15.00
26 07 12	W Jones	BJF: Refund - Craft Fayre Pitch Fee	100736	15.00
26 07 12	Alliance Optical T/A Colin Lee	BJF: Refund - Sponsorship	100737	50.00
26 07 12	Mark Price & Co	BJF: Refund - Sponsorship	100738	100.00
26 07 12	Chasewater Cycles Ltd	BJF: Refund - Craft Fayre Pitch Fee	100739	15.00
26 07 12	C Roberts	BJF: Refund - Craft Fayre Pitch Fee	100740	15.00
26 07 12	S R & P A Kerr	BJF: Refund - Craft Fayre Pitch Fee	100741	15.00
- - -	-	Voided Cheque	100742	
26 07 12	Mr & Mrs R Haden	BJF: Refund - Craft Fayre Pitch Fee	100743	15.00
26 07 12	Sparkey Designs	BJF: Refund - Craft Fayre Pitch Fee	100744	15.00
26 07 12	Ms E D Woods	BJF: Refund - Craft Fayre Pitch Fee	100745	15.00
26 07 12	Mrs A Moylan	BJF: Refund - Craft Fayre Pitch Fee	100746	15.00
09 08 12	P D Wyatt	BJF: Refund - Craft Fayre Pitch Fee	100747	15.00
09 08 12	Jacksons Marquee Hire Ltd	BJF: Marquees and Furniture - Cancellation Fee	100748	5,923.20
09 08 12	Excloosive Ltd	BJF: Hospitality Toilets - Cancellation Fee	100749	660.00
09 08 12	TJM & D (Burntwood) Ltd	BJF: Refund - Sponsorship	100750	50.00
09 08 12	Viking	Stationery	100751	137.53

	<b>PAYEE</b>	<b>DESCRIPTION OF SERVICE</b>	<b>CHQ NO.</b>	<b>AMOUNT</b>
				<b>£</b>
09 08 12	Datacenta Hosting	Email Accounts: Annual Renewal	100752	60.00
09 08 12	D T Homer	Cemetery: Grave Digging	100753	370.00
09 08 12	Lichfield District Council	NNDR 5/10: Office £419; Cemetery £39; Traffic Islands £162	100754	620.00
09 08 12	Nicola Roberts	Chairman's Civic Service, March 2012: Table Posies	100755	30.00
09 08 12	Whitehall Printing Co (Avon) Ltd	BiB: 2013 Calendar (Production Costs)	100756	249.24
09 08 12	Viking	Stationery	100757	37.19
09 08 12	Lichfield District Council	Cemetery: Refuse Collection	100758	54.00
09 08 12	Mr & Mrs M Corrigan	BJF: Refund - Craft Fayre Pitch Fee	100759	15.00
12 08 12	BNP Paribas Lease Group (Rentals)	Franking Machine: Qtrly Lease Payment	Direct Debit	190.80
15 08 12		Petty Cash Top-Up	BACS	131.85
15 08 12		Employee Costs: Month 5	BACS	5,220.28
24 08 12		Employee Mileage Claim	BACS	12.15
28 08 12	Robannas	BJF: PA Sound System - Cancellation Charge	100760	2,400.00
28 08 12	Robannas	BJF: Stage and Canopy - Cancellation Charge	100761	4,200.00
28 08 12	G R Wilson	Handyperson Service & Cemetery Maintenance: May-July 2012 incl.	100762	384.30
28 08 12	Sage (UK) Ltd	Sage Payroll Software: Annual Support Contract Renewal Fee	100763	180.00
28 08 12	BT Payment Services Ltd	Internet Services: Qtrly Charges	100764	140.86
28 08 12	Neopost Ltd	Franking Machine: Top-Up	Direct Debit	500.00
28 08 12	Vaults Fire and Security Ltd	Office: Replace Faulty Power Supply	100765	102.00
28 08 12	Staffordshire IT Services	Network Support / Remote Back Up Service: 5/12	100766	139.80
28 08 12	M Tennant	BJF: The Beatless - Cancellation Charge	100767	150.00
28 08 12	The Plant Plot Ltd	BiB: Competition Prizes (National Garden Centre Vouchers)	100768	980.00
28 08 12	Staffordshire Pension Fund	LGPS Contributions: Month 5	100769	1,457.24
28 08 12	HMRC	NI/PAYE Contributions: month 5	100770	1,750.85
				<b>48,845.11</b>