

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 28 MARCH 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Mrs Bacon, Mrs Evans, Mrs Fisher and Mrs Woodward

In attendance

J G Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer
Councillor Ennis
One member of the public

In the absence of Councillor Pullen, Councillor Mrs Tranter was elected Chairman for the meeting.

GETTING ACTIVE IN THE COMMUNITY - CHASEWATER

Julia Kendrick the new Active Communities Manager for Freedom Leisure attended the meeting and explained that she was based at Burntwood and Friary Grange Leisure Centres. Working alongside the Active Lichfield team, her role will be focused on delivering and supporting and advertising projects across the District to get people active as well as giving opportunities for all to improve their physical and mental health.

With links to Chasewater Park, Ms Kendrick explained that the Active Communities team are encouraging young people across Burntwood and the surrounding areas to be more active through the programme Xplorer. Xplorer is a British Orienteering initiative to get people active and map reading in a fun way. Ms Kendrick was looking to offer Xplorer to the whole of the community throughout the year. Targeting young people and families in general, they are also looking to work with a care homes/ Sheltered housing organisations to offer a specifically designed course for older people to also get involved. Ms Kendrick was keen to offer this project for free for anyone to attend.

Councillor Mrs Tranter asked if any dates for the events were yet known and if there was any existing orienteering groups in Burntwood. Ms Kendrick explained that no dates had been agreed to date and she knew of no specific groups in Burntwood. Ms Kendrick was looking at holding 6/7 events throughout the year.

Councillor Mrs Woodward explained that some Members were currently part of the Leisure, Parks and Waste Management [Overview and Scrutiny] Committee, were members of the Friends of Chasewater Park and were County Councillors. Councillor Mrs Woodward explained the difficulties with access to Chasewater Park and car parking issues [Church Street car park and The Sportsway]. Mr Brown explained that he had been informed that Chasetown Football Club were going to open and shut the gates however he stated that he had tried to contact the Football Club several times to ascertain specific times etc but to no avail. With regard to The Sportsway, Mr Brown explained that the Town Council had agreed in principle to support this project, however, no further information had been received. It was agreed that Mr Brown would follow that up to ascertain what the current situation was regarding The Sportsway.

Councillor Mrs Fisher stated that it was important not to duplicate things and that the Town Council needed to be kept in the loop to avoid this happening.

Ms Kendrick explained that she would like to deliver the project free of charge and asked if the Town Council was willing to contribute £250 towards the mapping facilities etc.

It was **RECOMMENDED TO FULL COUNCIL** that

- a. Burntwood Town Council make a contribution of £250 towards the mapping facilities etc [Xplorer].
- b. Mr Brown made enquiries regarding the current situation in respect of The Sportsway.

50. APOLOGIES FOR ABSENCE

Councillors Pullen and Stokes.

51. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Woodward declared an interest as a County Councillor and member of the Friends of Chasewater.

Councillor Mrs Fisher declared an interest as a County Councillor and member of the Friends of Chasewater.

Members present indicated that they may have an interest in some of the grant aid applications and would declare them if a specific discussion took place on a particular application.

52. MINUTES

Councillor Mrs Evans made reference to Minute No. 40 - Review of Training Room and Mr Brown explained that all of the units, the suite and training room were being renewed [for a term of 5 years with a break clause after the first year].

Councillor Mrs Evans made reference to Minute No. 41 - Schedule of Payments and in particular her comment made that one invoice could be issued by G E Collis and Sons Limited every month and stated that this statement should have been recorded as part of the decision.

Councillor Mrs Evans made reference to Minute No. 43 - Photocopier and Members were reminded of the recommendation made at the Town Council Meeting held on 13 March 2019 [that whilst a recommendation was made to lease a photocopier, additional information has now come to light about the lease which means we will now revisit this decision, and as such this recommendation is not being put to Council today]. It was agreed that a progress report would be sought.

Councillor Mrs Woodward made reference to Minute No. 48 - Play Equipment in Burntwood Parks and advised Members that her meeting with Councillor Wilcox, Leader of Lichfield District

Council and Councillor Pritchard, Deputy Leader of Lichfield District Council regarding capital spend in Burntwood has not come to fruition.

Councillor Mrs Tranter made reference to S106 monies allocated to Burntwood Leisure Centre and stated that she was of the understanding that there may be some of the money left over however the amount was unknown. Councillor Mrs Woodward stated that the Town Council should have received some form of consultation on how the money was being spent.

Councillor Mrs Tranter made reference to Burntwood Park and stated that that the park had only received a lick of paint and two second hand pieces of equipment over recent years.

Mr Brown explained that he had received an email undertaking from Councillor Latham [Cabinet Member for Operational Services, Leisure and Waste at Lichfield District Council] giving an undertaking that the Town Council would be fully consulted on the spend.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 17 January 2019 [Minute Nos. 37-49] be approved as a correct record subject to the comment of Councillor Mrs Evans.

53. SCHEDULE OF PAYMENTS

Councillor Mrs Woodward made reference to the grant aid scheme and in particular Spark and Members were informed that it was a team effort in resolving the issues.

Councillor Mrs Evans made reference to the payments made to Angel Springs Limited and asked if an account could be set up so that one invoice is issued.

Councillor Mrs Woodward made reference to the payments made to Ansons in respect of professional charges in connection with renewal of leases and stated that she was not made aware of the costs which would be involved [more transparent to have known the costs involved]. Mr Brown explained that the leases were for 5 years [$£540 \div 5 \text{ years} = £108$] with a break clause after the first year.

Councillor Mrs Woodward made reference to the payment made to Lion FPG Limited [town trader advert] and was informed that this was the January 2019 edition [double middle page spread].

Councillor Mrs Evans made reference to the payment made to Free Spirit Horse Memorial and raised concerns regarding the price of the tickets.

RESOLVED That the schedule of payments made between 25 January 2019 and 15 March 2019 totalling £78,649.73 be received and noted.

54. BURNTWOOD TOWN STRATEGY EXPENDITURE

54a Parish Council News

Members were informed that following the last Policy and Resources Committee [Minute No. 49 refers] enquiries have been made about the production of a magazine dedicated to the

Parish of Burntwood however information had been received that such a magazine would not be viable. However, as an alternative it had been suggested that a newsletter could be produced. The company involved would provide three newsletters per annum and they would design, edit, print and distribute to 3,000 homes in the Parish of Burntwood. It would be for the Town Council to provide stories and updates to fill the pages. The cost would be £6,000 per annum.

Councillor Mrs Tranter raised concerns that every household would not receive a copy and Councillor Mrs Fisher stated that she would not support this item as she felt that people were moving away from print and were moving more towards digital.

Councillor Mrs Woodward gave an example of Nottingham City Council where members of the public who were surveyed had indicated that they preferred a printed copy.

Mr Brown suggested that the organisation to whom the Town Council gave grant aid to could write an article for the newsletter in order to fill the space.

Councillor Mrs Evans suggested that Councillors contact details could be provided in the newsletter.

It was **RECOMMENDED TO FULL COUNCIL** that the Town Council support the newsletter in principle however that the Town Clerk in consultation with the new Council looks into the practicalities of providing a newsletter to every household in the Parish of Burntwood.

55. EARMARKED ADDITIONAL EXPENDITURE 2018/19

55a Play Equipment in Burntwood Parks

Members were informed that at the last meeting of the Policy and Resources Committee it was agreed to defer the matter so that it can be considered in the light of information obtained at the Lichfield District Council presentation to Members on open spaces which was held on 23 January 2019.

Councillor Mrs Tranter informed Members that she had, and was still having, conversations with Councillor Wilcox, Leader of Lichfield District Council.

Councillor Mrs Woodward stated that the Town Council needed to be realistic on what could be purchased.

It was **RECOMMENDED TO FULL COUNCIL** that the Town Council earmark £10,000 towards play equipment in Burntwood Parks.

55b Summer House/Conservatory

Councillor Mrs Woodward made reference to the report produced by the Direct Services Manager and felt that there was insufficient information provided to make a decision and stated that there was still no Business Plan for the Old Mining College Centre.

Councillor Mrs Evans made reference that the Family History Group had been omitted from the report [current usage].

It was **RECOMMENDED TO FULL COUNCIL** that this item be left to the new Council and that the Town Clerk prepare a Business Plan for the Old Mining College Centre.

55c Provision of Items for those deemed to be in need in the Parish of Burntwood

Councillor Mrs Tranter informed Members that Support Staffordshire was going to be taking on the lease of Open House in Burntwood from 01 April 2019. It was the intention of Support Staffordshire that Open House be a real community hub. They would like as many different services to be operated from the building. The success and sustainability of the building will rely heavily on the support of the community. It is their intention to keep the costs of the rental as low as possible but of course they will have to ensure that they cover all associated costs.

Councillor Mrs Tranter informed Members that Support Staffordshire were taking over Open House in its current condition and will have to give it back in its current condition or better and referred to the café area. Councillor Mrs Tranter stated that a quotation had been obtained for carpet and vinyl.

Councillor Mrs Woodward stated that she was happy to support this as the building had been empty for several months.

Members were informed that following the last meeting of the Policy and Resources Committee [Minute No. 46c refers] an email had been sent to local housing associations, CASES, Pathway and Burntwood Lions asking for their views on the proposal. Positive responses have been received from CASES, Pathway and Burntwood Lions all of which were willing to be involved in principle.

It was **RECOMMENDED TO FULL COUNCIL** that

- a. The Town Council make a contribution of £1,000 towards the refurbishment of the Open House building.
- b. A meeting be held with the three organisations regarding the practicalities of achieving a scheme for providing items for those in need in the Parish of Burntwood.

55d Princes Park, Burntwood

Members were advised that Burntwood Action Group have advised that they have had discussions on the future maintenance and improvements of Princes Park at Burntwood Green. In connection with that the Group would like to introduce three or four concrete/stone planters together with the installation of decorative lights in the trees.

STANDING ORDERS WERE SUSPENDED TO ALLOW MR CHAMBERLAIN, CHAIRMAN OF THE BURNTWOOD ACTION GROUP TO SPEAK

Mr Chamberlain informed Members that agreement had been agreed to work in partnership with Lichfield District Council however the District Council would still own the park. Mr Chamberlain stated that the majority of the maintenance would be undertaken by the Action Group. Mr Chamberlain stated that Burntwood should be proud of the park however it had been terribly neglected in the past. Mr Chamberlain informed Members that Lichfield District Council had already refurbished the gate and made the access safer.

Mr Chamberlain stated that the Town Council fund Christmas trees around the Parish however the Action Group was looking at installing permanent lights in the trees [one off expenditure].

Councillor Mrs Woodward stated that she felt that permanent lighting was a good ideas and could be considered within the context of the Christmas trees/lighting [cost centre/budget].

It was **RECOMMENDED TO FULL COUNCIL** that the funding of permanent lighting at Princes Park be deferred to the new Council to consider.

56. BRIGHTIDEAS365

Members were informed that Brightideas365 was an online magazine with features, discounts on goods and services [with smaller local companies as well as big national chains], competitions, puzzles and brain teasers, what's ons [with direct booking], classic e-books, podcasts from across the world, and much more.

It was **RECOMMENDED TO FULL COUNCIL** that the Town Council supports Brightideas365 in principle and that the details be forwarded to all Town Council tenants.

57. GAS BOILERS

Councillor Mrs Woodward made reference to the report produced by the Direct Services Manager and felt that there was insufficient information provided to make a decision [no rolling programme, sinking fund etc].

STANDING ORDERS WERE SUSPENDED TO ALLOW COUNCILLOR ENNIS TO SPEAK

Councillor Ennis explained that the gas boilers had been discussed at the Task and Finish Group Meetings and stated that the quotations did not appear to be like for like [price ranging from £27,840 - £113,616].

Councillor Mrs Woodward made reference to the tendering process as no quotation had been received from British Gas.

It was **RECOMMENDED TO FULL COUNCIL** that the gas boilers be deferred to the new Council and in the meantime that procurement advice be obtained from Staffordshire County Council.

58. SEPARATE BANK ACCOUNT FOR CHAIRMAN'S CHARITY FUNDRAISING

Councillor Mrs Fisher stated that this item had been discussed previously whilst under the Chairmanship of Councillor Miss Fisher. Councillor Mrs Tranter informed Members that ticket sales totalled £1,143 of which £190.50 was VAT.

Councillor Mrs Woodward stated that she felt that with having a separate bank account civic expenditure etc could be looked at more closely.

It was **RECOMMENDED TO FULL COUNCIL** that the Finance Officer investigate the implications of setting up a separate bank account taking into account the comments/decisions previously made.

59. PUBLIC FORUM SESSION AT PLANNING COMMITTEE MEETINGS

Members were informed that following the request at the Town Council Meeting held on 13 March 2019 the guidance for the public forum session at Planning Committee Meetings had been amended and it was submitted for approval.

RESOLVED That the public forum session at Planning Committee Meetings be amended as submitted.

60. CHASETOWN FOOTBALL CLUB - WALL OF SUPPORT

Members were informed that Chasetown Football Club had asked if the Town Council would wish to participate in their Wall of Support. The 100 x 300mm granite plaques are priced at £50 each.

It was **RECOMMENDED TO FULL COUNCIL** that the Town Council purchases a plaque in the sum of £50 and that the logo and the wording "Burntwood Town Council" appears on the plaque.

[The Meeting closed at 7:40 pm]

Signed

Date