

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL**  
**HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER**  
**ON THURSDAY 09 MAY 2013 COMMENCING AT 7.27 P.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby, Town Clerk  
Ms J Minor, Administrative Assistant  
One member of the public

**PUBLIC FORUM**

No questions or comments were put by members of the public.

**PRAYERS**

Prayers were led by Councillor Mrs Evans.

**1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL**

**RESOLVED** That Councillor Ronald Bradbury be elected Chairman of the Town Council for the ensuing year.

Councillor Bradbury made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for his election.

**2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL**

**RESOLVED** That Councillor Mrs Sharon Banevicius be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Mrs Banevicius made and signed the Declaration of Acceptance of Office and thanked the Town Council for his appointment.

**3. APOLOGIES FOR ABSENCE**

Councillor Walker MBE.

**4. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

**5. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 07 March 2013 (Minute Nos. 109 - 124) be received and approved as a correct record.

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

**RESOLVED** That the Chairmen, Vice-Chairmen and Members of Committees, etc be as indicated at **Appendix A**.

**7. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES**

**RESOLVED** That the appointment of representatives to serve on Outside Bodies be as indicated as **Appendix B**.

**8. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Bradbury thanked the Town Council for his election and said that he hoped to attend at least as many engagements as had been attended during the previous year and thanked Councillor Campbell as retiring Chairman. Councillor Bradbury confirmed that he had already received a list of Chairman's engagements and that he would promote Burntwood at every opportunity.

Councillor Bradbury announced that his chosen charities were:

Burntwood Breast Care  
Teenage Cancer Trust (Stephen Sutton)

He said that he hoped to hold two charity fundraising events during his term of office.

**9. BURNTWOOD IN BLOOM COMMITTEE**

**RESOLVED** That the Notes of the Meeting of the Burntwood in Bloom Committee held on 06 March 2013 be received and where necessary approved and adopted.

**10. PLANNING COMMITTEE**

**RESOLVED** That the Minutes of Meetings of the Planning Committee held on 07 March 2013 (Minute Nos. 82 - 86), 28 March 2013 (Minute Nos. 86 - 91) and 18 April 2013 (Minute nos. 92 - 96) be received and where necessary approved and adopted.

**11. PERSONNEL COMMITTEE**

**RESOLVED** That the Minutes of the Meetings of the Personnel Committee held on 11 March 2013 (Minute Nos. 31 - 36) and 22 April 2013 (Minute Nos. 37 - 41) be received and where necessary approved and adopted.

**12. BURIAL GROUNDS COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burial Grounds Committee held on 14 March 2013 (Minute Nos. 17 - 20) be received and where necessary approved and adopted.

**13. BURNTWOOD WAKES COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 18 April 2013 (Minute Nos. 32 - 35) be received and where necessary approved and adopted.

**14. POLICY AND RESOURCES COMMITTEE**

**RESOLVED THAT:**

a) The Minutes of the Meeting of the Policy and Resources Committee held on 22 April 2013 (Minute Nos. 27 - 40) be received and where necessary approved and adopted.

b) The recommendations with regard to:

- **Burntwood Town Strategy: Action Area 2 – Proposed Logo** (P&R Minute No. 33);
- **Civic Award** (P&R Minute No. 34);
- **Grounds Maintenance – Proposed Service Agreement** (P&R Minute No. 38);
- **Burntwood Town Strategy: Action Area 2 – Promotional Website** (P&R Minute No. 39);
- **Digital Mapping Software** (P&R Minute No. 40)

be approved and implemented.

**15. MEMBERS QUESTIONS**

None raised.

**16. STAFFORDSHIRE COUNTY COUNCIL  
HOLLY GROVE PRIMARY SCHOOL: LOCAL AUTHORITY GOVERNOR**

**RESOLVED** That the Town Council undertake consultation to identify a nominee to fill the above vacancy.

**17. GENERAL POWER OF COMPETENCE**

Members were informed that the Town Council had originally adopted the General Power of Competence (GPC) in September 2012 when the Council was the first local council in /Staffordshire to adopt the Power.

The legislation requires the Council to resolve to re-adopt the GPC at each Annual Town Council meeting thereafter if it wishes to retain the ability to use the Power.

**RESOLVED** That, the Town Council formally resolved to re-adopt the General Power of Competence and that, in accordance with the Localism Act 2011, Section 8, as set out in Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Burntwood Town Council hereby considers itself an 'eligible council' having met the following criteria:

- At the time of the resolution two thirds of the members of the Council have stood for election;
- The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012.

**18. ANNUAL INVESTMENT POLICY (DRAFT)**

**RESOLVED** That the Annual Investment Policy 2013/14 be approved and adopted.

**19. SANKEYS CORNER ARTS MINER PROJECT (SCAMP)**

Councillor Bradbury gave an update relating to SCAMP and confirmed that work to construct the plinth would begin in week commencing 13 May 2013. He confirmed that the official unveiling would take place on Saturday 08 June 2013 at 2.00 p.m. with a brass band, pig roast and light refreshments being provided.

Councillor Bradbury confirmed that the ownership of SCAMP formally passed to the Town Council on 01 May 2013.

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

**20. RISK ASSESSMENT: 2012/13**

**RESOLVED** That the Overall Summary of Assessment for 2012/13 be received and noted.

**21. 2013/14 MEETING SCHEDULE (PROPOSED)**

**RESOLVED** That the proposed 2013/14 Meeting Schedule be approved and implemented.

**22. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2013**

**22.1 Income and Expenditure Account for the Year Ended 31 March 2013**

**RESOLVED** That the Income and Expenditure Account for the year ended 31 March 2013 be approved.

**22.2 Balance Sheet as at 31 March 2013**

**RESOLVED** That the Balance Sheet for the year ended 31 March 2013 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

**22.3 Forecast Balances and Reserves as at 31 March 2013**

**RESOLVED THAT:**

- a) The Balances and Reserves as at 31 March 2013 be approved.
- b) The Policy and Resource Committee be tasked to consider the allocation of funds with a view to achieving synergy across the Council's commitments and long-term objectives.

**22.4 Annual Return: Section 1 – Accounting Statements for the Year Ended 31 March 2013**

**RESOLVED** That the Annual Return: Section 1 – Accounting Statements for the year ended 31 March 2013 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

**22.5 Annual Return: Section 2 – Annual Governance Statement for the Year Ended 31 March 2013**

**22.5.1**

**RESOLVED** That the Town Council had approved the accounting statements in accordance with the requirements of the Accounts and Audit Regulations and proper practice.

**22.5.2**

**RESOLVED** That the Town Council had maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

**22.5.3**

**RESOLVED** That the Town Council had taken all reasonable steps to assure itself that there were no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.

**22.5.4**

**RESOLVED** That the Town Council had provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

**22.5.5**

**RESOLVED** That the Town Council had carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover were required.

**22.5.6**

**RESOLVED** That the Town Council had maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

**22.5.7**

**RESOLVED** That the Town Council had taken appropriate action on all matters raised in reports from internal and external audit.

**22.5.8**

**RESOLVED** That the Town Council had considered whether any litigation, liabilities or commitments; events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

**22.5.9**

**RESOLVED** That the Town Council, in its capacity as the sole managing trustee of the William Cadman Charity, discharged its responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination of audit.

**23. WILLIAM CADMAN CHARITY: ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**RESOLVED** That the William Cadman Charity accounts for the year ended 31 March 2013 be received and approved.

**24. SCHEDULE OF PAYMENTS MADE BETWEEN 07 MARCH AND 29 APRIL 2013 INCLUSIVE**

**RESOLVED** That the Schedule of Payments totalling £41,722.67 made between 07 March 2013 and 29 April 2013 inclusive be received and noted.

(The Meeting closed at 8.12 p.m.)

Signed .....

Date .....

<b>BURNTWOOD TOWN COUNCIL APPOINTMENTS TO COUNCIL AND COMMITTEES 2013/14</b>		
	<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>
<b>Chairman of the Council</b>	Cllr R Bradbury	
<b>Vice-Chairman of the Council</b>	Cllr Mrs S Banevicius	
<b>BURIAL GROUNDS COMMITTEE = 5 MEMBERS</b>		
<b>Chairman</b>	Cllr S Norman	
<b>Other Members</b>	Cllr R Bradbury Cllr S Taylor	Cllr Mrs B Brettell Cllr Mrs B Rigby
<b>BURNTWOOD IN BLOOM COMMITTEE = 3 MEMBERS + 4 EXTERNAL</b>		
<b>BTC Members</b>	Cllr R Bradbury Cllr B Brown ( <b>Chairman</b> )	Cllr Mrs H Tranter
<b>External Members</b>	P Banevicius, Business Community Representative Peter Johnson, Burntwood Gardening Guild Representative Gary Chamberlain, LDC DSO Representative Alan Deakin, LDC DSO Representative	
<b>BURNTWOOD WAKES COMMITTEE = 7 MEMBERS</b>		
<b>Chairman</b>	Cllr S Taylor	
<b>Other Members</b>	Cllr Mrs S Banevicius Cllr R Campbell Cllr Mrs D Evans	Cllr D Constable Cllr R Mosson Cllr Mrs P Stokes
<b>BURNTWOOD WAKES REVIEW COMMITTEE = 6 MEMBERS</b>		
<b>Members</b>	Cllr D Isaacs Cllr S Norman Cllr J Walker MBE Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr Mrs B Rigby
<b>GRANT AID COMMITTEE = 22 MEMBERS</b>		

<b>Chairman</b>	Cllr J James	
<b>Vice-Chairman</b>	Cllr Mrs S Banevicius	
<b>GRANT AID SUB-COMMITTEE = 6 MEMBERS</b>		
<b>Chairman</b>	Cllr J James	
<b>Other Members</b>	Cllr Mrs S Banevicius Cllr E Drinkwater Cllr Mrs S Woodward	Cllr Mrs P Stokes Cllr Mrs H Tranter
	<b>LABOUR GROUP</b>	<b>CONSERVATIVE GROUP</b>
<b>PERSONNEL COMMITTEE = 5 MEMBERS</b>		
<b>Chairman</b>	Chairman of the Council	
<b>Other Members</b>	Leader of the Council Cllr D Isaacs	Cllr D Constable Cllr Mrs H Fisher
<b>PLANNING COMMITTEE = 22 MEMBERS</b>		
<b>Chairman</b>	Cllr E Drinkwater	
<b>Vice-Chairman</b>	Cllr K Willis-Croft	
<b>POLICY AND RESOURCES COMMITTEE = 7 MEMBERS</b>		
<b>Chairman</b>	Cllr R Campbell	
<b>Vice-Chairman</b>	Cllr D Isaacs	
<b>Other Members</b>	Cllr Mrs D Evans Cllr J James Cllr S Taylor	Cllr Mrs B Brettell Cllr Mrs B Rigby
<b>SCRUTINY COMMITTEE = 7 MEMBERS</b>		
<b>Chairman</b>		Cllr D Constable
<b>Vice Chairman</b>	Cllr Mrs D Evans	
<b>Other Members</b>	Cllr R Campbell Cllr E Drinkwater Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr K Humphreys
<b>STAFF APPEALS COMMITTEE = 3 MEMBERS</b>		



<b>Members</b>	Cllr R Heath Cllr S Norman	Cllr R Mosson
<b>STAFF DISCIPLINARY AND GRIEVANCE COMMITTEE = 3 MEMBERS</b>		
<b>Members</b>	Cllr Mrs D Evans Cllr Mrs S Woodward	Cllr Mrs B Rigby

**BURNTWOOD TOWN COUNCIL**  
**REPRESENTATION ON OUTSIDE BODIES 2013/14**

	<b>Organisation</b>	<b>Representative(s)</b>
(1)	1 <sup>ST</sup> BURNTWOOD SCOUT GROUP	Cllr E Drinkwater
(2)	BALL & BIRCH REYNARDSON EDUCATIONAL FOUNDATION	Chairman of the Council Vice-Chairman of the Council
(3)	BURNTWOOD LIVE AT HOME SCHEME	Cllr Mrs S Banevicius
(4)	BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION	Cllr E Drinkwater
(5)	BURNTWOOD RFC SPORTS ASSOCIATION COMMITTEE	Cllr E Drinkwater
(6)	CAMPAIGN TO PROTECT RURAL ENGLAND	VACANCY x 1
(7)	CHASETOWN CHAMBER OF TRADE AND COMMERCE	Cllr R Campbell
(8)	FORWARD ACTION BURNTWOOD: COMMUNITY GROUP	Cllr Taylor
(9)	LICHFIELD AND DISTRICT COUNCIL OF VOLUNTARY SERVICE	Cllr S Taylor
(10)	LICHFIELD DISTRICT COMMUNITY TRANSPORT ADVISORY GROUP	Cllr R Bradbury Cllr E Drinkwater
(11)	LICHFIELD DISTRICT CRIME PREVENTION PANEL	Cllr Mrs S Banevicius
(12)	LICHFIELD DISTRICT DISABILITY PARTNERSHIP PANEL	Cllr D Isaacs
(13)	LICHFIELD DISTRICT PARISH FORUM	Cllr B Brown Cllr K Willis-Croft
(14)	SAMUEL JOHNSON HOSPITAL LEAGUE OF FRIENDS	Cllr K Willis-Croft
(15)	SOUTH EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU	Cllr Mrs D Evans

	<b>Organisation</b>	<b>Representative(s)</b>
(16)	STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION – EXECUTIVE COMMITTEE	Cllr Mrs S Woodward
(17)	SUSTAINABLE STAFFORDSHIRE	Cllr R Heath
(18)	WILLIAM CADMAN CHARITY	Cllr D Constable Cllr D Isaacs Cllr J James
(19)	YOUTH CENTRE MANAGEMENT COMMITTEE	Cllr E Drinkwater