

Burntwood
TOWN COUNCIL

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Our Ref: MD/jm

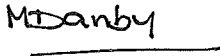
13 April 2015

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, Burntwood Library, Sankeys Corner on Wednesday 22 April 2015 commencing at 6.30 p.m. at which the business set out below will be transacted.

Yours sincerely



Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE START TIME FOR THE MEETING.

PUBLIC FORUM

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

PRAYERS

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTERESTS AND DISPENSATIONS**
3. **EXCLUSION OF THE PRESS AND PUBLIC**

The Chairman will move:

Town Clerk: Mrs Mary Danby BA (Hons) FILCM



That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (and as expended by Local Government Act 1972, Section 100), 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.

4. BURNTWOOD PARKS AND OPEN SPACES (ENCLOSURE NO. 1)

5. CONFIDENTIAL MINUTES: JOINT MEETING OF THE PERSONNEL AND POLICY & RESOURCES COMMITTEES

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 08 April 2015 (Minute Nos. 36 – 39) be received and where necessary approved and adopted (**ENCLOSURE NO. 2**).

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.***