

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL**  
**HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER**  
**ON THURSDAY 15 MARCH 2012 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Drinkwater (in the Chair)  
Councillors Mrs Banevicius, Brown, Campbell, Constable, Mrs Evans, 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

**PUBLIC FORUM**

None - no members of the public were present.

**PRAYERS**

Prayers were said by Councillor Taylor.

**114. APOLOGIES FOR ABSENCE**

Councillors Bradbury, Mrs Brettell, Mrs Fisher and Walker MBE.

**115. DECLARATIONS OF INTEREST**

None declared.

**116. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 26 January 2012 (Minute Nos. 92 - 113) be approved and noted.

**117. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Drinkwater said that the recent Charity Evening had been highly successful and over £600 had been raised for his charities. He thanked those who had donated prizes and those who had attended the event.

Councillor Drinkwater reminded everyone that the Civic Service was taking place on Sunday 18 March 2012.

**118. PLANNING APPLICATIONS COMMITTEE**

**RESOLVED** That the Minutes of Meetings of the Planning Applications Committee held on 02 February 2012 (Minute Nos. 64 - 69) and 23 February 2012 (Minute Nos. 70 - 74) be received and where necessary approved and adopted.

**119. BURNTWOOD WAKES COMMITTEE**

**RESOLVED** That the Minutes of Meetings of the Burntwood Wakes Committee held on 26 January 2012 (Minute Nos. 20 - 23) and 06 March 2012 (Minute Nos. 24 - 28) be received and where necessary approved and adopted.

**120. JUBILEE SUB-COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Jubilee Sub-Committee held on 08 February 2012 (Minute Nos. 1 - 3) be received and where necessary approved and adopted.

**121. MEMBERS QUESTIONS**

None raised.

**122. OLYMPIC TORCH RELAY**

**122.1** Members were advised that Lichfield District Council (LDC) officers had asked that the Town Council consider the funding of a free to use shuttle service to/from Lichfield on Saturday 30 June 2012.

A quotation had been obtained in the sum of £850 plus VAT which would see two 50 seat coaches running a hourly service from 8 am to 3 pm to Lichfield (coaches would return people to Burntwood up to 5 pm). Two routes would be run:

**Route A**

Sankeys Corner - Rugeley Road, Chase Terrace - Spinney Lane/Birch Terrace - Ogle Hay Road - Highfield Road - Rugeley Road, Burntwood - Church Road - Farewell Lane and then to Lichfield Bus Station and return.

**Route B**

Burntwood Leisure Centre (Park and Ride facility) - Old Mining College Centre, Queen Street - Chase Road - Swan Island - Lichfield Road and then to Lichfield Bus Station and return.

**RESOLVED THAT:**

- a) The above quotation be accepted (funded from the Community Projects Reserve).
- b) LDC be requested to co-ordinate the shuttle service and be responsible for all publicity relating to that service (appropriate references to be made to the Town Council's sponsorship in all such publicity material).

**122.2** LDC was requesting that all 26 Parish and Town Councils in the District each nominate a Volunteer Ambassador who would work with LDC staff in undertaking marshalling duties, handing out programmes and signposting people to the various events around the City. The nominee would be required to report for duty at 7.30 am on 30 June and remain on duty (with appropriate breaks) until around 5 pm. LDC had since said that the Town Council could nominate two people given the population base of the Town over smaller Parishes.

**RESOLVED THAT:**

- a) The Town Council seek to have four Volunteer Ambassadors working shorter shifts.
- b) Chase Terrace Technology College and the Erasmus Darwin Academy be requested to each nominate two volunteers to represent Burntwood on 30 June 2012.

**123. POLICE AND CRIME COMMISSIONERS (PCC)**

Members received information on the process for electing a PCC for Staffordshire on 15 November 2012.

Members expressed concern at the process and the election date which they felt would see a low turn-out. They also felt that the loss of organisational memory would be detrimental and looked forward with trepidation to better policing in the future.

**RESOLVED** That the above comments be sent to the Staffordshire Police Authority Chief Executive.

**124. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC):  
PEOPLE IN ACTION - CONNECTING LOCAL COUNCILS TO COMMUNITIES**

Members were advised of the above one-day conference which was being held at three different cities during 2012.

**RESOLVED** That no action be taken with regard to the above conference invitation.

**125. NALC LARGER COUNCILS' CONFERENCE 2012  
PEOPLE SHAPING THEIR PLACES**

Members were advised of the above conference which was being held in London on 28 November 2012 at a cost of £162 plus VAT per delegate (if booked before 31 July 2012).

**RESOLVED** That the Leader of the Council and the Town Clerk attend the above conference at a cost of £162 plus VAT per delegate (plus accommodation, travel and subsistence, etc as appropriate).

**126. BURNTWOOD IN BLOOM COMPETITION/HEART OF ENGLAND IN BLOOM  
(HEIB) COMPETITION**

Members received the Town Clerk's report giving details of the local Burntwood in Bloom Competition and arrangements for entering the town into the HEIB Competition.

**RESOLVED THAT:**

- a) The Burntwood in Bloom Working Group be renamed "Burntwood in Bloom Committee" and its membership be increased to include a Burntwood Gardening Guild representative, a representative from the local business community and two representatives from LDC's DSO.
- b) Paul Banevicius be invited to represent the local business community on the Committee.
- c) The local In Bloom Competition should be judged by the three Town Councillors on the Committee, accompanied by the Town Clerk (as in previous years).
- d) The report be received and noted.

**127. APPOINTMENT OF INTERNAL AUDITOR FOR THE 2012/13 FINANCIAL YEAR**

**RESOLVED** That Alan Toplis, Toplis Associates Limited be re-appointed as Internal Auditor for the 2012/13 financial year at a fee of £250 (plus VAT) including travel and out of pocket expenses.

**128. INTERNAL AUDIT: 2012/13 AUDIT PROGRAMME**

**RESOLVED** That the proposed Programme of Work for the 2012/13 financial year be approved.

**129. RISK ASSESSMENT: 2011/12**

**RESOLVED** That the Overall Summary of Assessment for 2011/12 be received and noted.

**130. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2011/12**

**RESOLVED THAT:**

- a) The report be received and noted.
- b) The report be referred to the Best Value Committee with delegated powers for consideration and approval for implementation as appropriate.

**131. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL**

**RESOLVED THAT:**

- a) The report be received and noted.
- b) The report be referred to the Best Value Committee with delegated powers for consideration and approval for implementation as appropriate.

**132. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY: 2012/13 (DRAFT)**

**RESOLVED THAT:**

- a) The report be received and noted.
- b) The report be referred to the Best Value Committee with delegated powers for consideration and approval for implementation as appropriate.

**133. 2011/12 BUDGET: ACTUAL TO END FEBRUARY 2012 AND FORECAST**

**RESOLVED THAT:**

- a) The report be received and noted.
- b) The report be referred to the Best Value Committee with delegated powers for consideration and approval for implementation as appropriate.

**134. SCHEDULE OF PAYMENTS MADE BETWEEN 26 JANUARY AND 30 MARCH 2012 INCLUSIVE**

**RESOLVED** That the Schedule of Payments totalling £42,166.13 made during the period 26 January - 30 March 2012 inclusive be received and noted.

**135. 2012/13 MEETING SCHEDULE (PROPOSED)**

**RESOLVED** That the proposed 2012/13 Meeting Schedule be approved and implemented.

**136. 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.

***(SUMMARY OF BUSINESS CONDUCTED IN THE CONFIDENTIAL SESSION)***

**137. LICHFIELD DISTRICT COUNCIL (LDC): BURNTWOOD DEPOSIT ACCOUNT**

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 8.14 p.m.)

Signed .....

Date .....