

**MINUTES OF THE POLICY & RESOURCES COMMITTEE  
HELD ON THURSDAY 24 APRIL 2014  
AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD  
COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Campbell, in the Chair  
Councillors Mrs Brettell, Mrs Evans, James, Mrs Rigby

**In attendance**

Mrs M Danby, Town Clerk

**67. APOLOGIES FOR ABSENCE**

Councillors Isaacs and Taylor.

**68. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**69. MINUTES**

**RESOLVED** That the Minutes of a Meeting of the Policy & Resources Committee held on 07 January 2014 (Minute Nos. 53 – 61) be approved as a correct record.

**70. ANNUAL REVIEW OF THE FOLLOWING COUNCIL POLICIES (deferred from previous meeting – Minute No. 58(i) refers)**

**RESOLVED THAT:**

**a)** The following policies be amended and presented to the Full Council for approval:

CCTV Code of Practice  
CCTV Policy

**b)** The following policies do not currently require to be amended:

Complaints Procedure  
Member/Officer Relations Protocol

**71. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2014/15**

Members were reminded that this policy had been referred back to the Committee by the Full Council (BTC Minute No. 109(b)) refers:

*"The Members and Officers Subsistence/Mileage Policy be referred to the Policy & Resources Committee with the intention of removing the 65.0p per mile for vehicles exceeding 1200cc."*

**RESOLVED** That the 65.0p per mile for vehicles exceeding 1200cc be removed from the above policy and that the appropriate legislative consultation take place with staff regarding the change to their conditions of employment.

**72. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC):  
MAKING LOCALISM WORK – ONE DAY CONFERENCE**

Members were given details of the above conference which being held on three different dates at three different locations around England during 2014.

**RESOLVED** That the Town Council not send a representative to the above Conference has the agenda for the day is not of sufficient interest to the Council.

**73. NEIGHBOURHOOD PLANNING (GENERAL) REGULATIONS 2012**

Members were advised that Lichfield District Council had confirmed that the Parish of Burntwood was designated as the Burntwood Neighbourhood Area on 08 April 2014.

**RECOMMENDATION** That a small Committee comprising five elected Members plus the Town Clerk be established with delegated authority to take the Burntwood Neighbourhood Plan forward.

**74. APPOINTMENT OF INTERNAL AUDITOR (BTC Minute No. 112 refers)**

The Town Clerk reported that despite having contacted five people who are suitably qualified to undertake the role of Internal Auditor none had expressed an interest in being engaged for a two year contract by the Town Council covering the 2014/15 and 2015/16 financial years.

**RESOLVED THAT:**

- a) The Town Clerk approach local accountancy firms in the town to ascertain if they would be interested in acting as the Council's Internal Auditor and if in the affirmative what their charge would be for this service.
- b) The Town Clerk contact those she had originally approached to ascertain why they had not responded and whether they might be interested in acting as the Council's Internal Auditor and if in the affirmative what their charge would be for this service.

**75. TOWN COUNCIL OFFICE:  
REPLACEMENT SHOP FRONT WINDOW AND DOOR  
(BTC Minute No. 70© and P&R Cmtte Minute No. 41 refer)**

Members were reminded that the Policy & Resources Committee had resolved at its meeting on 31 October 2013 to accept a quotation in the sum of £4,450 plus VAT (plus electrical works) to see the existing shop front window and door replaced with clear glass 24mm units, clear toughened both sides, standard pad handle, low energy auto swing door.

The Full Council resolved at its meeting on 07 November 2013 that "*The landlord be requested to replace the existing shop front and door as they are not compliant under the Disability Discrimination Act 1995 (as amended).*"

The Town Clerk approached the Landlord via his agents and it was stated that the Landlord is not responsible for the above works – these are responsibility of the tenant who actually provides the service(s).

The Town Clerk sought additional advice and it was confirmed that the responsibility lies with the tenant, not the landlord, for the reason given above.

The Town Clerk also sought advice from the Council's insurers who confirmed that the Council is responsible for the existing shop front and door and the Council's Public Liability obligation is covered by its existing Policy (and has been since the Council took up occupation of the premises) – it would merely have to update that Policy to reflect the asset value of the replacement window and door.

The Town Council made a planning application to the Local Planning Authority for the installation of a new shop front and door and consent was given on 18 March 2014.

Members noted that it is not possible to replace only the door as the frame is integral to the whole shop front; the upgrade works undertaken by the Council may be beneficial when negotiating remediation works when the Council wishes to vacate the building and the works would fulfil the Council's DDA compliance obligation.

**RECOMMENDATION** Given the above information, the Town Council agree to install the replacement shop front and door at its office in the sum of £4,450 (plus VAT and associated electrical works).

**76. BURNTWOOD TOWN STRATEGY:  
WELCOME SIGNAGE**

Members were given a progress report on attempts to obtain quotations for signage which could be installed within a brick plinth at various entry points into Burntwood. Potential contractors require a detailed specification and drawings of the brick plinth before they are able to provide a quotation. It had also been confirmed that planning consent will be required for each identified site (together with County Council approval as appropriate).

The signage had been quoted as £560.00 each plus VAT – this would provide a 1.5m x 1m shaped top sign manufactured from powder coated aluminium with graphics applied to face and anti-graffiti for protection.

Quotations had also been obtained for the supply of a detailed specification and drawings (£290.00) and all the information necessary for the Town Council to make the planning application (£75.00).

Members noted that the preferred locations needed to be identified before the architect could produce the drawings, etc as not all the potential locations were of the same area in size.

**RESOLVED THAT:**

- a) The Chairman of the Committee and the Town Clerk be delegated to identify the preferred locations where welcome signage might be installed.
- b) The quotation to provide a detailed specification and drawings in the sum of £290.00 be accepted on the proviso that the architect liaise with the Local Planning Authority to seek planning opinion on design, etc prior to a formal application being made.
- c) The quotation for the supply of all the information necessary for the Town Council to submit the Planning Application be accepted provided the outcome of (b) above was satisfactory.
- d) A list of approved builders be drawn up and quotations sought for the construction of the brick plinths provided the outcome of (b) and (c) are satisfactory.
- e) The quotation for the manufacture of the sign be accepted in the sum of £560 plus VAT each subject to (b) – (d) being satisfactory.

**77. BURNTWOOD TOWN STRATEGY:  
TOWN COUNCIL OFFICE – ELECTRONIC NOTICEBOARD**

The Town Clerk reported that despite four companies being approached to provide quotations for the supply and installation of an electronic noticeboard to be hung from the ceiling inside the front window of the Town Council's office only one company has supplied information and pricing for two different options:

**Two lines**

Resolution:	16 x 240
Maximum characters:	40
Display area:	1829mm width x 122mm height
Case size:	1889mm width x 157mm height x 75mm depth
Standard multi-colour LEDs:	£559*
Standard red LEDs:	£489*
Standard yellow LEDs:	£518*

### **Four lines**

Resolution:	32 x 240
Maximum characters:	40
Display area:	1829mm width x 244mm height
Case size:	1889mm width x 279mm height x 75mm depth
Standard multi-colour LEDs:	£936*
Standard red LEDs:	£795*
Standard yellow LEDs:	£853*

\*The prices include:

- An IR keyboard, fixing brackets, software and PC cable
- 7.62mm Pixel Pitch
- Return to base warranty: 12 months parts and labour – 100,000 hours on LEDs life span
- Includes delivery
- Excludes VAT

### **Extras**

Installation cost to be confirmed – firm quotation will be provided once preferred option has been selected.

Network card fitted: £110

Members were advised that should the Council wish to proceed the installation of the electronic noticeboard should be delayed until after the replacement shop front window and door have been installed.

**RECOMMENDED** That the quotation to provide a 4-line electronic noticeboard be accepted at a maximum cost of £936 plus VAT and installation subject to the Council confirming the colours it wishes to use for the displays. Mock-up images are to be sought for consideration at the Annual Council meeting to enable Members to indicate its preferred colours.

## **78. DOG WASTE BINS**

The Town Clerk reported that she had been requested by the Leader of the Council to source quotations for the supply and installation of dog waste bins to be sited at various locations around the town. Care has been taken to ensure that the following options meet Lichfield District Council's (LDC) DSO criteria to enable them to be emptied without breaching the current Manual Handling Regulations and Health & Safety legislation.

Quotations had been obtained from two companies, both of which met the criteria sought by LDC's DSO.

It was noted that LDC's DSO would charge £2.50 per bin per week to empty the bins.

It was also noted that funding for the bins, should they be purchased, would be met from the Community Projects budget (£4,000 in total available for the 2014/15 financial year).

**RESOLVED THAT:**

- a) 5 No. bins be purchased at a cost of £198.00 each plus VAT, delivery and installation on the proviso that (b) below is satisfactorily concluded prior to an order been placed.
- b) Potential locations for the bins be identified and letters sent to all affected residents to gauge whether they would accept a bin being installed to ensure that they will not be adversely impact by the presence the bin.

## 79. ELECTRONIC BANKING

Members were advised that following the making of the Legislative Reform Order by Parliament on 12 March 2014 the statutory requirement for two elected Members to sign cheques and other orders as set out in s.150(5) of the Local Government Act 1972 had been repealed.

Appendix 11 of the Governance and Accountability for Local Councils' – A Practitioners' Guide (England) sets out proper practice guidance on making payments (see Minute No. 80 below).

NALC had advised local councils that:

- *"Every council that wishes to take advantage of it must formally put in place effective systems and arrangements compliant with the proper practices before it seeks to abandon the two signature rule. This effectively means adopting new Financial Regulations and internal procedures compliant with the guidance.*
- *Attention is drawn particularly to Paragraph 1 of the Overview in Appendix 11 to the effect that "it is a general principal that more than one person should be involved in any payment, whether that is before, at or after the point at which payment is (actually) made".*
- *The guidance states particularly that the **two signature rule must not be abandoned** until a council has put in place safe and efficient arrangements in accordance with the guidance. It is essential that councils "maintain robust controls on payments as an integrated part of their overall financial control system". For larger councils this is likely to be relatively straightforward. For smaller councils this may be more difficult. It may well be that an essential element of the control systems in place is the retention of a council's own control decisions (e.g. its financial regulations and procedures in relation to the revision of its bank mandates) rather than because, under s.150(5) of the Local Government Act 1972, it was a statutory requirement."*
- New Model Financial Regulations which, together with the Council's Standing Orders, contain the procedures appropriate to comply with the requirements of Appendix 11 have been published by NALC (see Minute No. 81 below).

Members agreed that it would be beneficial for the Town Council to consider moving to electronic banking.

**RESOLVED** That the Town Clerk is authorised to investigate the options available to the Council and that a report be presented to the next meeting of the Committee.

**80. GOVERNANCE AND ACCOUNTABILITY FOR LOCAL COUNCILS' – A PRACTITIONERS' GUIDE (ENGLAND) 2010 APPENDIX 11: SAFEGUARDING PUBLIC MONEY**

Members were advised that the above document sets out proper practice guidance on making payments and must be adhered to by the Town Council and the RFO (see also Minute 79 above).

**RESOLVED** That the above document be received and noted.

**81. MODEL FINANCIAL REGULATIONS (DRAFT)**

Members were advised that NALC had published Model Financial Regulations which take into account procedures which need to be put into place to enable local councils to embark on electronic banking (see also Minute 79 above). The Town Clerk tabled draft Financial Regulations for the Committee's consideration.

**RECOMMENDED** That the draft Financial Regulations be put to the Annual Council meeting for approval and implementation.

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

**RESOLVED** That under the Public Bodies (Admissions to Meeting) 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.

**83. CONFIDENTIAL MINUTES**

**RESOLVED** That the Confidential Minutes of a Meeting of the Policy & Resources Committee held on 04 February 2014 be approved as a correct record.

**84. CONFIDENTIAL MINUTES**

**RESOLVED** That the Confidential Minutes of a Joint Meeting of the Policy & Resources Committee and the Personnel Committee held on 03 March 2014 (Minute No. 66) be approved as a correct record.

**85. PROPOSED INTERNAL MODIFICATIONS TO THE TOWN COUNCIL'S OFFICES**

Members received a report following a recent Risk Assessment undertaken on the Town Council's offices.

**86. BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION**

Members received correspondence from the Burntwood Memorial Community Association.

**87. INDEPENDENT STAFFING REVIEW: ACTION PLAN**

Member agreed to commence work on an Action Plan following the recent Staffing Review.

(The Meeting closed at 8.50 p.m.)

Signed .....

Date .....