

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 10 SEPTEMBER 2018 COMMENCING AT 6.00 PM**

PRESENT

Councillor Pullen (in the Chair)
Councillors Mrs Bacon, Mrs Evans, Stokes and Mrs Tranter

In attendance

Ms J Minor, Senior Administration Officer

15. APOLOGIES FOR ABSENCE

Councillors Mrs Fisher and Mrs Woodward.

16. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

17. MINUTES

Councillor Mrs Evans made reference to Minute No. 6 - Review of Parks, and anti-social behaviour taking place in Chase Terrace Park during the night. Councillor Mrs Evans stated that she had been approached at the Play in the Parks Event held at Chase Terrace Park [22 August 2018] by a gentleman who backs onto the park regarding anti-social behaviour and an employee of Lichfield District Council who empties the bins said that he believed that a homeless person was sleeping in the park at night.

The Senior Administration Officer informed Members that the Interim Town Clerk would be meeting Gary Brownridge and Chris Cooke on 14 September 2018 following a request submitted to the District Council for details of the costs of maintaining the parks in the Parish of Burntwood in comparison to those in the City of Lichfield.

Councillor Mrs Evans made reference to Minute No. 5 - Grit Bins and asked if an email had been sent to Councillor Mrs Fisher [Cabinet Member for Highways and Transport]. The Senior Administration Officer confirmed that this had been actioned.

Councillor Mrs Evans made reference to Minute No. 8 - Schedule of Payments and in particular the payment made to BT [OMCC fax line rental] and asked if this had been cancelled as it appears on the current schedule of payments [21 July 2018]. The Senior Administration Officer stated that she believed that the Direct Services Manager had been instructed to cancel the fax line and it may be that a notice period was required.

Councillor Mrs Evans made reference to Minute No. 11 - Lease of Units and asked if the Interim Town Clerk had found out what the current tenants pay per square foot. The Senior

Administration Officer confirmed that the Interim Town Clerk is reviewing the leases/licences and will ensure that the correct charges are levied.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 16 July 2018 [Minute Nos. 1-14] be approved as a correct record.

18. SOX LIGHTING REPLACEMENT

Members were informed that the Town Council provide nine street lights in a small number of locations within the curtilage of the Town Council area [these are maintained by E.ON Energy Solutions Limited]. However, following information received from E.ON the Town Council have been informed that these lights will be phased out and become unmaintainable by the end of 2019. The street lights will be replaced by more efficient LED lighting.

Members were informed of two options [1] replace the units on a fail type basis or [2] replace on a global type basis at a cost of £2,020 plus VAT.

Councillor Pullen asked if the Town Council's Twitter and Facebook pages could highlight the fact that the Town Council do provide nine street lights and will be replacing them with more efficient LED lighting.

It was **RECOMMENDED** to Council:

That E.ON Energy Solutions Limited be instructed to replace all of the street lights at a cost of £2,020 plus VAT.

19. PHOTOCOPIER COSTINGS

Members made reference to the report produced by the Direct Services Manager which stated that the cost of a black copy on a laser printer was 0.3p compared to an inkjet printer at 8p. The cost of a colour copy on a laser printer was 3.2p compared to an inkjet printer at 11p. Members felt that it was more cost effective to use the laser printer.

RESOLVED That the report be noted.

20. MAINTENANCE OF ROUNDABOUTS

Reference was made to the Policy and Resources Committee held on 16 July 2018 were it was agreed that a report be submitted on the possibility of power washing the white bricks around the roundabouts. Investigations have established that this is the responsibility of Staffordshire County Council and confirmation has been received that that Authority have scheduled the works to be undertaken.

RESOLVED That the information be noted.

21. PLANNING PERMISSION FOR UNITS AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN

Councillor Pullen explained the reasons behind the planning permission [so that multiple uses can be offered for the units].

It was **RECOMMENDED** to Council:

That the Interim Town Clerk applies to Lichfield District Council for planning permission [to include A1, A2, B1 and D1] at a cost of £231.

22. SCHEDULE OF PAYMENTS

Councillor Mrs Evans made reference to the payment made to Lichfield District Council [Burntwood Cemetery: Fortnightly Bin Collection] and the Senior Administration Officer confirmed that this payment was for a year.

Councillor Mrs Evans made reference to the payment made to Lion FPG Limited and the Senior Administration Officer explained that this was the TownTrader.

Councillor Mrs Evans made reference to the payments made to D & P Rogers Catering and stated that timing of the interviews could be considered next time. Councillor Mrs Tranter explained that timing of the interviews was difficult as some candidates had pulled out at the last moment. It was agreed that if the situation arose again than less food would be ordered to avoid waste.

Councillor Mrs Evans made reference to the payment made to the Interim Town Clerk and felt that this was of a sensitive nature. Councillor Pullen stated that he felt that the Town Council needed to be open and transparent and did not feel that this was an issue.

Councillor Mrs Evans made reference to the payment made to Simons Window Cleaning [Midlands] Limited bearing in mind the current work being undertaken to the windows. Members were informed that the Direct Services Manager had agreed with the window cleaner to pay his usual invoice on the proviso that the windows are given a thorough clean once the scaffolding had been removed and the window refurbishment had finished.

RESOLVED That the schedule of payments made between 13 July 2018 and 31 August 2018 totalling £55,554.43 be received and noted.

23. WEBSITE

Councillor Pullen made reference to the Website Task and Finish Group meeting held on 14 February 2017 and felt that this was not an effective use of time.

Councillor Pullen stated that the Town Council needed to review the look and feel of the website and the content.

The Senior Administration Officer informed Members that the Finance Officer had approached both Lichfield District Council [Elizabeth Barton, Corporate Communications, Performance and Consultation Manager] and Lichfield City Council [Tony Briggs]. Mrs Barton had stated that the District Council could give a quick review of the site and give some pointers, but there was no guarantee these would be useful, would be something the Town Council could implement or would add any value. Mr Briggs had stated that he felt that the site is generally good content-wise, it had a lot of information accessed through the buttons along the top of the screen that serve a similar purpose to the eight main buttons on the front page of the City Council's website. However, there were two main issues - ease of navigation and the relative lack of colour and pictures that support the information provided.

It was **RECOMMENDED** to Council:

That

- a. The Interim Town Clerk obtains three quotations [including the current website provider and host e-Mango] asking that they replicate the information on the current website in a more navigation friendly way.
- b. In consultation with the Leader [Councillor Pullen agreed to chair the meeting], the Interim Town Clerk invites all Members of the Town Council [who have an interest/knowledge of websites] to an one off evening meeting to discuss the best way forward.
- c. The Interim Town Clerk establishes what can and cannot be put onto the "gov.uk" website.

24. LCRS SOFTWARE PACKAGE

Members were informed that in recent years the Town Council had used the LCRS software package to aid in assessing risk in all the Council's activities. Members were informed that the last version of the LCRS software package purchased by the Town Council was the XP version back in January 2009. Members were informed that the LCRS software needed to be updated to include GDPR questions at a cost of £99 plus VAT.

It was **RECOMMENDED** to Council:

That the Finance Officer purchases the updated LCRS software [to include GDPR questions] at a cost of £99 plus VAT.

25. TRAINING ROOM

Members were informed that following a request from Costcutters to occupy the Training Room a report had been produced by the Interim Town Clerk. Costcutters currently lease The Suite [upstairs accommodation] and they were looking to expand their office space.

The Senior Administration Officer informed Members that the 2017/18 income for the Training Room was in the region of £1,200 whereas the income for the Training Room [if occupied by Costcutters] would be £6,832.49.

The Senior Administration Officer informed Members that currently there were 10 clashes [up to December 2019] where both the Ron Bradbury Room and the Training Room were booked at the same time. Members were informed that the users would be offered different days of the week and therefore could be accommodated.

Councillor Pullen stated that when the Town Council took over the building it was the intention that the building would fund the Council plus a community hub. Councillor Mrs Tranter felt that the building was more office use than community use. However, as Costcutters are currently actively looking at other premises, Councillor Pullen felt that the current rent/service charge could be lost.

Councillor Mrs Tranter suggested a structure for use by different organisations could be provided in the garden.

The Senior Administration Officer informed Members that the current leases are up for renewal on 31 March 2019.

It was **RECOMMENDED** to Council:

- a. That the Interim Town Clerk informs Costcutters that they can lease the Training Room until 31 March 2019 [in line with all other units].
- b. That no new tables, new chairs and new carpet be purchased and this be deferred until 31 March 2019.

[The Meeting closed at 7.02 pm]

Signed

Date