



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
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Our Ref: JM

07 March 2018

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH on Thursday 15 March 2018 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Jayne Minor

Jayne Minor (Ms)
Senior Administration Officer

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

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. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 18 January 2018 (Minute Nos. 80-93) (ENCLOSURE NO. 1).

4. CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY

5. EVENTS COMMITTEE MINUTES

Chairman of the Events Committee to move that the proceedings of the meetings held on 10 January 2018 (Minute Nos. 51-57) and 19 February 2018 (Minute Nos. 58-66) be received and where necessary approved and adopted (ENCLOSURE NO. 2A AND 2B).

6. BURIAL GROUND COMMITTEE

Chairman of the Burial Ground Committee to move that the proceedings of the meeting held on 11 January 2018 (Minute Nos. 6-12) be received and where necessary approved and adopted (ENCLOSURE NO. 3).

7. PLANNING COMMITTEE MINUTES

Chairman of the Planning Committee to move that the proceedings of the meetings held on 25 January 2018 (Minute Nos. 44-47) and 14 February 2018 (Minute Nos. 48-51) be received and where necessary approved and adopted (ENCLOSURE NOS. 4A AND 4B).

8. POLICY AND RESOURCES COMMITTEE

Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 01 March 2018 (Minute Nos. 56-62) be received and where necessary approved and adopted (ENCLOSURE NO. 5).

9. BURNTWOOD IN BLOOM COMMITTEE MINUTES

Chairman of the Burntwood in Bloom Committee to move that the proceedings of the meeting held on 05 March 2018 (Minute Nos. 23-28) be received and where necessary approved and adopted (ENCLOSURE NO. 6).

10. PERSONNEL COMMITTEE MINUTES

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 05 March 2018 (Minute Nos. 26-29) be received and where necessary approved and adopted (ENCLOSURE NO. 7).

11. BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE MINUTES

Chairman of the Burntwood Neighbourhood Plan Committee to move that the proceedings of the meeting held on 12 March 2018 (Minute Nos. 12-15) be received and where necessary approved and adopted (ENCLOSURE NO. 8 - TO FOLLOW).

12. MEMBERS QUESTIONS under Standing Order 9

13. BURNTWOOD TOWN DEAL

To receive a verbal update by a Member of the Council.

14. REVIEW OF RISK ASSESSMENT AND MANAGEMENT (FINANCIAL) 2017/18 (ENCLOSURE NO. 9).

15. 2018/19 CALENDAR OF MEETINGS (ENCLOSURE NO. 10)

16. SCHEDULE OF PAYMENTS MADE BETWEEN 15 JANUARY - 28 FEBRUARY 2018

To approve the Schedule of Payments made since the previous Town Council Meeting (ENCLOSURE NO. 11).

17. MOTION RECEIVED FROM THE BURNTWOOD LABOUR GROUP

We commend those local residents who have worked so hard over the recent period of severe weather to grit local roads on behalf of their neighbours from local grit bins, but are also disappointed that some residents have been observed taking grit from bins for their personal use rather than for public benefit. However, we are very concerned that the County Council has been unable to refill grit bins as residents request and we call upon Burntwood Town Council to:

- (a) review the provision of grit bins across the town;
- (b) enter discussions now with the County Council to ask for devolution of this responsibility and the appropriate funds to be given to BTC;
- (c) seek better and more sustainable gritting schemes to ensure that the town is able to react to bad weather more quickly and, to this end
- (d) seek again to set up a Burntwood Ice-Busters scheme to provide training and equipment for community-spirited volunteers.

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.*

MINUTES OF A MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 18 JANUARY 2018 COMMENCING AT 7:00 PM

PRESENT

Councillor Mrs Stokes (in the Chair)

Councillors Mrs Bacon, Bamborough, Mrs Banevicius, Birch, Ms Brettell, Mrs Constable, Drinkwater, Ennis, Mrs Evans, Mrs Fisher, Pullen, Stokes, Mrs Tranter and Mrs Woodward

In attendance

J Brown, Interim Town Clerk

Ms J Minor, Senior Administration Officer

Reverend M Wallace, St John's Community Church

3 members of the public

Miss S Hubbard, Stephen Sutton Bursary

Mr S Hubbard, Stephen Sutton Bursary

Mrs C Hubbard, Stephen Sutton Bursary

Mr N Harries, Stephen Sutton Bursary

Miss L Burley, Stephen Sutton Bursary

Mrs R Burley, Stephen Sutton Bursary

Mr T Chamberlin, Headteacher, Chase Terrace Technology College

STEPHEN SUTTON BURSARY AWARD

The Chairman welcomed everyone to the meeting and explained that a number of applications had been received for the bursary and she was amazed, but not surprised, at the breadth and quality of talent shown by local young people.

The Chairman explained that the judging panel were really impressed by the portfolios, hard work and commitment shown by local young people and explained that on this occasion, the bursary had been split between two young people, namely Sian Hubbard (Sport Category - pole vaulting) and Laura Burley (Art Category).

Councillor Mrs Evans, Chairman of Governors at Chase Terrace Technology College stated that she was extremely proud of the two young people and others in the Town who do not get the recognition they deserve. The Town has some incredible young people.

PUBLIC FORUM

Mr Chamberlain representing both Burntwood and Hammerwich Action Groups read out the following statement:

"I am sure that all Members will be aware that the amended Lichfield District Council Land Allocations consultation document was approved at the District Council Meeting at the end of December 2017. This amended document is now out for a six weeks consultation period which commenced on the 08 January 2018.

At the request of Lichfield District Council planners, Burntwood Action Group together with Hammerwich Action Group are meeting with them on the 29 January 2018 in order to understand and agree how we can best respond supporting the 4,500 residents that we currently represent.

Burntwood Action Group hopes that Burntwood Town Council will be also responding to this consultation and that Burntwood Action Group would welcome the opportunity to discuss and agree the best response with the Town Council that will ensure that Burntwood residents are fully represented and as a result they will benefit now and in the future."

PRAYERS

Prayers were led by Reverend Wallace from St John's Community Church.

80. APOLOGIES FOR ABSENCE

80.1 Councillors Mrs Conolly, Constable, Miss Fisher, Mrs Humphreys, Humphreys, Mosson and Mrs Rigby.

80.2 Members formally received and approved Councillor Constable's request that he be granted a Leave of Absence from attendance at meetings from 01 February 2018 until 01 May 2018 on compassionate grounds.

Councillor Mrs Constable gave a brief update on Councillor Constable's current health. Councillor Mrs Woodward stated that it was good to hear about Councillor Constable's improving health.

80.3 Members formally received and approved Councillor Humphreys' request that he be granted a Leave of Absence from attendance at meetings from 01 February 2018 until 01 May 2018 on compassionate grounds.

Councillor Mrs Evans asked if Members could be assured that Councillor Mrs Humphreys will be attending meetings in the absence of Councillor Humphreys.

81. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

82. COUNCIL MINUTES

Councillor Drinkwater made reference to Minute No. 79 (Schedule of Payments made between 07 September - 03 November 2017) and in particular two items on Page 28 namely a full copy of the civic function document and a breakdown of the banner costings as he said that he had not received these. The SAO confirmed that these had been sent however it was agreed that the SAO would investigate the matter and all Members would receive copies.

Councillor Birch made reference to Minute No. 72 (Personnel Committee Minutes) and in particular to Councillor Pullen's comments relating to the permanent Town Clerk advert.

Councillor Pullen stated that this matter would be discussed further on in the meeting and needed to be formally accepted by the Town Council before an advert could be placed.

Councillor Mrs Evans made reference to Minute No. 70 (Events Committee Minutes) and in particular Members going out and purchasing items when the Town Council had a paid (DSM) to undertake these tasks and felt that this had not been looked at.

RESOLVED That the Minutes of the Meeting of the Town Council held on 16 November 2017 (Minute Nos. 66-79) be received and where necessary approved and adopted.

83. CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that the run up to Christmas had been very busy, and that she had been all "carolled" out by Christmas Day. The Chairman said that she had attended some lovely Carol Services, notably the Live at Home Service, where the team had put on an enactment of the 12 days of Christmas. They were very funny, and everyone enjoyed it.

The Chairman thanked everyone who had attended her combined Carol and Civic Service. She especially thanked Town Council staff namely Jayne, Jo and Carol for their wonderful support on the day. The Chairman gave a special thank you to the Reverend Matt Wallace and his team, for a lively and upbeat service. She felt that everyone had enjoyed watching the clips of The Muppets Christmas Carol. A generous collection added £222.31 towards her charities.

The Chairman confirmed that her fundraising night was on February 17th at St Matthews Club, featuring 'The Beatless' and that tickets were available from the office. If anyone has something to donate for the raffle, please drop them off here at the office.

The Chairman confirmed that she had received sponsorship for the band, with more promised, by some very generous businesses, and friends.

The Chairman hoped that Councillors would be able to attend and support her charities.

84. POLICY AND RESOURCES COMMITTEE MINUTES

Councillor Mrs Woodward made reference to Minute No. 41 (Minutes) and in particular the change in meeting date. Councillor Mrs Woodward suggested that the reason for Councillors apologies needed to be clarified. Mr Brown confirmed that the Town Council currently had a house style however Members could submit their reason(s) for apologies and this could be recorded. Councillor Pullen stated that this could open up the floodgates and felt that he believed that Members did have real valid reasons for their apologies and did not want to go down the "personal" reason route. Councillor Mrs Woodward felt that it was the Town Council as a whole who should accept the apology. Councillor Mrs Evans stated that as a School Governor she had to state a reason for her apology. It was agreed that Councillor Pullen would give further thought to this.

Councillor Drinkwater made reference to Minute No. 43 (Old Mining College Centre: List of Proposed Works) and in particular Councillor Mrs Woodward's suggestion giving delegated authority to Councillors Mrs Fisher, Pullen and Mrs Tranter in order that quotations could be obtained. Councillor Drinkwater sought confirmation that the delegation would include

Officers and he was told it would. Councillor Pullen stated that the works in question were a long time coming to fruition and that Councillors and Officers were working in conjunction so that the works could commence sooner rather than later.

Councillor Mrs Evans made reference to Minute No. 41 (Minutes) and in particular if there had been any progress on the signage (A5 which signposted Chasetown and not Burntwood). Councillor Pullen indicated that no progress had been made to date, however, he would investigate this matter.

Councillor Ennis made reference to Minute No. 43 (Old Mining College Centre: List of Proposed Works) and in particular the list of items proposed for Year 1: 2017/18 which had not been undertaken. Councillor Ennis stated that the OMCC was the face of the Town Council and more emphasis was needed. Councillor Ennis suggested that the P&R Committee needed to review the timescale i.e. monthly not yearly for completion of the works. Councillor Pullen stated that he did not disagree, however, the Town Council must be mindful not to rush ahead without having a firm business plan behind it.

Councillor Mrs Evans made reference to Minute No. 49 (Minutes) and asked for clarification regarding how minutes should be recorded and read. Mr Brown said that if there are changes to minutes then Members should read the record of the following meeting.

Councillor Drinkwater made reference to Minute No. 44 (Old Mining College Centre: Open Day Responses) and in particular resolution (b) an email be sent to all Members asking if anyone knew of an architect. Mr Brown said that resolution (c) overtook resolution (b).

Councillor Mrs Banevicius made reference to Minute No. 44 (Old Mining College Centre: Open Day Responses) and in particular the rooms being advertised on social media, banner on the railings and What's on Watson (TownTrader). Councillor Mrs Tranter stated that she had asked Mr Brown to investigate the possibility to relocating the staff from Units 1 and 3 into the Small Meeting Room. Councillor Mrs Tranter stated that this could potentially release 1 or 2 units. Councillor Pullen stated that the Town Council would be reviewing the starter units and confirmed that Bromford had made a block booking for the IT suite. Councillor Mrs Woodward stated that she had recently booked a room at the OMCC and that it had not been a user friendly process.

Councillor Birch made reference to Minute No. 51 (Dementia Friendly Town Council) and suggested that the Town Council should lead on this.

(Councillor Drinkwater declared an interest in this item as he is a full time carer for his wife who has dementia).

Councillor Mrs Woodward made reference to Minute No. 49 (Minutes) and thanked the SAO for the work she had undertaken regarding the provision of a foodbank collection at the OMCC.

Councillor Mrs Evans made reference to Minute No. 49 (Minutes) and in particular Councillor Mrs Bacon's suggestion of a Task and Finish Group to discuss certain items.

Councillor Mrs Woodward made reference to Minute No. 50 (Grant Aid Scheme Aid) and thought that the celebration evening to celebrate the organisations achievements had been a recommendation. Mr Brown undertook to look into the implications of this. Councillor Mrs

Banevicius raised concerns relating to revenue balances/capital fund and feared that the organisations might not give a true figure.

Councillor Mrs Evans made reference to Minute No. 52 (Sankey's Corner: Planters) and asked that the wording "back in the 80's" be changed to mid 1990's.

Councillor Mrs Banevicius made reference to Minute No. 51 (Dementia Friendly Town Council) and stated that her business was displaying a sticker in the window saying that dementia people can use their toilets.

Councillor Drinkwater made reference to Minute No. 55 (Draft 2018/19 Budget) and in particular the Neighbourhood Plan and the important of CIL payments. Councillor Pullen that the Neighbourhood Plan had taken too long. Councillor Drinkwater stated that Councillor Mosson had said that the former CEO had informed him that she had obtained further grant monies towards the additional costs and asked if Mr Brown had investigated this matter. Mr Brown stated that he could not identify any specifics however he was trying to establish the facts.

RESOLVED That the Minutes of the Meetings of the Policy and Resources Committee held on 09 November 2017 (Minute Nos. 39-46) and 08 January 2018 (Minute Nos. 47-55) be received and where necessary approved and adopted.

85. EVENTS COMMITTEE MINUTES

Councillor Drinkwater made reference to food hygiene regulations and any requirement for an alcohol licence. Councillor Mrs Tranter stated that she would investigate this matter.

Councillor Mrs Banevicius asked if the fairy lights at Sankey's Corner could be removed however Councillor Mrs Tranter confirmed that the fairy lights were not owned by the Town Council.

Councillor Mrs Evans made reference to Minute No. 43 (Forthcoming meeting with Burntwood Leisure Centre) and felt that the wording "riding on our shirt tails" was not good English.

Councillor Mrs Woodward made reference to Minute No. 50.2 (Boney Hay Event) that stated that she believed that Mrs Davis was not the Neighbourhood Coach for Boney Hay. Councillor Mrs Tranter stated that Bromford had themselves requested that Mrs Davis attend the event.

Councillor Ennis made reference to Minute No. 50.3 (Sankey's Corner Event) and stated that it was a Committee decision and not just one Member relating to Ms Booth's question.

Councillor Mrs Banevicius asked if the events could be moved around the Town and felt that there was ways and means to include all areas. Councillor Mrs Tranter made reference to the implications regarding road closures, policing and costings etc. Councillor Pullen felt that members of the public struggled with a 'sense of place' and felt that we needed a main central annual event to reflect a sense of place.

RESOLVED That the Minutes of the Meetings of the Events Committee held on 13 November 2017 (Minute Nos. 36-43) and 04 December 2017 (Minute Nos. 44-50) be received and where necessary approved and adopted.

86. PLANNING COMMITTEE MINUTES

Councillor Mrs Evans made reference to attendance at the meetings and said that she felt that this reflected poorly on the Town Council. Councillor Drinkwater stated that the Planning Committee was non-political and that the Town Council were a main consultee.

Councillor Ennis that he was frustrated with planning officers at LDC and felt that as a main consultee the Town Council needed to know all of the facts before a decision could be made and he had found in the past that not all correspondence relating to planning applications i.e. neighbours comments were available on the planning portal.

RESOLVED THAT

- a) the Minutes of the Meetings of the Planning Committee held on 23 November 2017 (Minute Nos. 31-35), 14 December 2017 (Minute Nos. 36-39) and 03 January 2018 (Minute Nos. 40-43) be received and where necessary approved and adopted.
- b) a letter be sent to the Local Planning Authority requesting that all comments from neighbours relating to a specific planning application should be available on the planning portal.

87. BURNTWOOD IN BLOOM COMMITTEE MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood in Bloom Committee held on 08 January 2018 (Minute Nos. 11-22) be received and where necessary approved and adopted.

88. PERSONNEL COMMITTEE MINUTES

Councillor Mrs Woodward made reference to Minute No. 25 (Staffing Matters) and asked if 25.2 was a recommendation as this was not clear. Councillor Mrs Woodward raised concerns regarding the proposed hours of 25 to be worked flexibly over five days for the Town Clerk. Councillor Mrs Woodward stated that the Town Council needed to know what the Council is for (future vision).

Councillor Mrs Banevicius made reference to Minute No. 25 (Staffing Matters) and in particular 25.1 and asked that this matter be looked into i.e. pink paper.

Councillor Pullen suggested a way forward was to include the wording "full time with a minimum of 25 hours". It was also agreed that a 37 hour post should be looked at.

Councillor Mrs Woodward stated that when the Town Council was undertaking the restructuring, a new job description/specification was written up relating to the Town Clerk.

RESOLVED THAT

- a) the Minutes of the Meeting of the Personnel Committee held on 04 January 2018 (Minute Nos. 21-25) be received and where necessary approved and adopted.

- b) the Town Clerk post be advertised as full time with a minimum of 25 hours or 37 hours per week.

89. MEMBERS QUESTIONS under Standing Order 9

Councillor Mrs Evans raised the following question:

In your Christmas message as Chairman of the Town Council, you stated that "the Council are working hard to get health care provision in place and are passionate about protecting our green belt." Can you please provide us with evidence to show what lobbying you have personally undertaken to ensure that these issues have been addressed and can you tell us who you have lobbied?

Councillor Mrs Stokes replied as follows:

The statement you are referring to was made on behalf of Burntwood Town Council and not from me personally. However, in addition the Burntwood Town Deal which meets every six weeks or so has "health facilities" as one of the priorities of the Group. Regular updates are received from Staffordshire County Council at the meetings and representations are made so that they can be fed back to the decision makers. Burntwood Town Council supports the protection of the Green Belt and I have attended every meeting of the Burntwood Action Group to support that.

90. BURNTWOOD TOWN DEAL

Councillor Pullen stated that work will commence on the former Olaf Johnson site in approximately two weeks thus being a 15 million retail offering. Councillor Pullen made reference to an "environmental improvements" meeting at Sankey's Corner which was due to take place next week. Councillor Pullen stated that currently there was no update on the health centre provision.

Councillor Mrs Woodward made reference to parking provision in particular at Salters Meadow and said that she had held meetings with stakeholders.

Councillor Mrs Evans stated that this was long awaited and Mr Burgess had moved things on.

(Councillor Drinkwater left the meeting at 8.25 pm)

91. SCHEDULE OF PAYMENTS MADE BETWEEN 13 NOVEMBER - 21 DECEMBER 2017

Councillor Mrs Banevicius made reference to cost centre 4361/301 and asked in particular what were the presents which were purchased for the Order of Service competition winners. Councillor Mrs Stokes confirmed that they were artist sets.

Councillor Mrs Evans made reference to Members purchasing items and she felt that this was not good practice. Councillor Mrs Stokes explained that she had volunteered to get the items

as she was going to the shop in question anyway. Councillor Pullen suggested that this be looked at at P&R so that we could get some clarity (policy document).

Councillor Mrs Evans made reference to cost centre 4261/203 (Chase Terrace Methodist Church) and stated that the sum payment was £55 and not £100 as stated in the schedule. Councillor Mrs Woodward confirmed that the SAO had already clarified this.

Councillor Mrs Banevicius made reference to cost centre 4261/203 (Daubney Agency Limited) and Councillor Mrs Tranter confirmed that this was the cost of the Festive Train.

Councillor Mrs Woodward made reference to cost centre 4250/202 (Shelutions) and Councillor Mrs Tranter confirmed that this cost related to the replacement of the bus shelter by Aldi.

Councillor Mrs Woodward made reference to cost centre 4180/104 (Ansons) and Mr Brown confirmed that these were the legal fees relating to Unit 5.

Councillor Ennis made reference to cost centre 4250/202 (Repair to bus shelter).

RESOLVED That the Schedule of Payments totalling £72,036.68 made in the period 13 November - 21 December 2017 inclusive be received and noted.

(Councillors Mrs Evans and Mrs Woodward declared interests as members of Chase Terrace Methodist Church).

92. 2018/19 BUDGET

Councillor Pullen thanked Mrs James for the work she had undertaken in preparing the budget and that there will be a council tax freeze.

Councillor Mrs Woodward made reference to cost centre 101 (Employee Expenses) and raised concerns that this figure was half of the Town Council budget. Councillor Pullen stated that this figure included the salary and pension implications of the former CEO.

Councillor Ennis made reference to cost centre 4023/104 (OMCC – Water Rates) and queried the 2016/17 budget figure. Councillor Pullen stated that he thought that several cost centres had been put together following the advice of the former CEO.

Councillor Mrs Banevicius made reference to cost centres 1070/104 (OMCC – Unit Rents) and 1071/104 (OMCC – Unit Service Charges) and queried the projected and actual figures to date. Councillor Pullen stated that he thought all monies received had not been inputted into the accounts system as yet.

Councillor Mrs Banevicius made reference to cost centre 4365/301 (Civic Expenses – Hospitality: General). Councillor Pullen said that he thought that this was a redundant cost centre.

Councillor Mrs Evans made reference to cost centre 4367/301 (Civic Expenses – Other Expenses) and felt that this cost centre was difficult to understand.

Councillor Mrs Banevicius made reference to page 20 and said that the figure for 2016/17 did not add up. Councillor Pullen confirmed that the £23,103 was an underspend.

Councillor Pullen stated that all of the events had been put into one budget and that the BIB competition had been frozen.

93. 2018/19 PRECEPT

RESOLVED That a Precept of £313,645 be declared on Lichfield District Council for the 2018/19 financial year.

(The Meeting closed at 8.55 pm)

Signed

Date

MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON WEDNESDAY 10 JANUARY 2018 COMMENCING AT 6:00 PM

PRESENT

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

In attendance

Ms J Minor, Senior Administration Officer (SAO)
N Caine, Direct Services Manager (DSM)
One member of the public

51. APOLOGIES FOR ABSENCE

Councillors Mrs Conolly and Ennis.

52. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non-pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

53. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 04 December 2017 (Minute Nos. 44-50) be received and where necessary approved and adopted.

54. EVENTS 2017: BUDGET BREAKDOWN

The SAO stated that £150 for the Glow Party activity needed to be deducted from the overall costings. The DSM stated that approximately £400 for racking for the shed, plastic boxes and gazebo spares (which had previously been agreed but not yet spent) will need to be deducted from the overall costings.

Councillor Mrs Tranter stated that at the Burntwood in Bloom meeting held on 08 January 2018 she had recommended taking into account Lichfield District Council's proposed changes to Parish Council Local Council Tax Support Grant from 2018/19, and the fact that Burntwood Town Council would be losing in excess of £19,000, that the £4,000 budgeted for Burntwood in Bloom should be deleted from the budget as she felt that this was not cost effective. This would be confirmed (or otherwise) at Full Council on 18 January 2018.

Councillor Mrs Tranter stated that at the Burntwood in Bloom meeting the Committee had discussed a project to erect three tier troughs and mounted planters to be placed on main

thoroughfares around the Town and the cost of this could come from the 2017/18 Events Committee budget as the monies would go back into the pot if not spent before April 2018. Councillor Stokes mentioned the planters at Sankey's Corner and Councillor Mrs Tranter confirmed that this matter had been discussed at the Policy and Resources Committee meeting held on 08 January 2018 where it was resolved to defer this matter until such time as the "environmental improvements" meeting at Sankey's Corner with officers from Lichfield District Council and Councillors had taken place as the Town Council did not want to undertake the work if the funding could come from Staffordshire County Council. Councillor Mrs Tranter stated that the cost of the planters will not come out of the Events budget (they will come from a different budget/cost centre).

Councillor Stokes stated that the Town Council had done well in obtaining the level of sponsorship in 2017/18.

Councillor Mrs Evans stated that the Town Council needed to still aim for more sponsorship and volunteers in the future taking into account the loss of the Local Council Tax Support Grant from Lichfield District Council.

Councillor Mrs Tranter clarified that she had always asked for the said budget because the sponsorship was not guaranteed.

The DSM mentioned first aid cover at the Play in the Parks events and the fact that the Town Council may need to employ St John's Ambulance as he could not be expected to undertake first aid as well as erecting gazebos etc. Councillor Mrs Tranter did not agree with this and felt that the DSM could undertake the first aid cover, in light of the fact that he had been trained to do so, the number of incidents reported in previous years and the number of volunteers at each venue to undertake the other tasks.

RECOMMENDED TO FULL COUNCIL That the Burntwood in Bloom aspect comes under the Events Committee budget.

55. WAKES FESTIVAL 2018

55.1 Burntwood Leisure Centre

Councillor Mrs Tranter stated that the Town Council had received the following comments from Mr Hoddinott, Leisure Operations Manager, Burntwood Leisure Centre:

"Yes we have met with Freedom regarding the capital works at BLC.

From our meeting they have indicated that construction work will be in full swing during the summer, final plans and timescales are still to be decided. The meeting on the 4th was an initial board meeting to talk through draft plans and proposals. Further meetings have been planned for the New Year to finalise and agree the works.

They have indicated that regardless of works, disruption to our usual day to day business will be minimised, albeit this is inevitable.

It is likely that there will be construction vehicles, cabins and compounds on site throughout the development.

The works may or may not affect your event, it's too early to say. One thing you need to be aware of is we won't be able to offer you the designated car parking areas for the wakes, i.e the 32 spaces next to the basketball court. Until we get a definite plan of construction we may need every car parking space we have for our own customers whilst the works are going on.

You may also have cabins and construction contractors located at the rear of the building next to the wakes arena due to the proposed alterations on the first floor. These plans haven't been circulated or agreed as yet, so until it is confirmed we can't say that it will or won't affect the wakes event. I just need to make you aware

As there are extensive alterations to both the first and second floor at the centre we can't commit as yet our contribution towards the wakes day. Having spoken to Freedom they are very keen to use the day to get out there and showcase the centre and to gain interest from the capital works that are due to take place. The only areas that we know will be 100% available on that day will be the pool and sports hall.

Whilst I am happy for you to still host your event at BLC, I need to make you aware that the site will be in the middle of structural capital works on both the first and second floors and may have an effect on parking, construction cabins, compounds and contractors.

If you wish to discuss further then please let me know."

Councillor Mrs Stokes felt the reply from Mr Hoddinott was non-committal. Councillor Stokes raised concerns regarding the loss of the 32 parking spaces next to the basketball court. Councillor Mrs Tranter stated that the Town Council can only do their best to minimize the problems when they occur.

55.2 Pat Collins Fun Fairs

Councillor Mrs Tranter made reference to a meeting which had been held with Anthony Harris on 06 November 2017 where it was agreed that Mr Harris would report back on the following two options:

- a) Pat Collins Fun Fairs to provide the fun fair rides for free in exchange for control of the food outlets;
- b) Pat Collins Fun Fairs to provide a cost for three under 10's rides, the scream ride and a family ride.

Members were informed that Mr Harris had confirmed that option (a) was not viable. It was **PROPOSED** that Mr Harris would be informed of the date of the Wakes Festival 2018 and that a further meeting to discuss option (b) would be arranged.

55.3 Stalls

Councillor Stokes reminded Members that at previous meetings a "food quarter" had been discussed so that a diversity of food stalls could be available for members of the public.

It was **PROPOSED** that the stalls would be priced as follows:

Catering Stalls - £50 per stall
Craft Stalls - £8 per stall
Charity Stalls - £0 per stall

It was **PROPOSED** that previous stallholders would be approached again.

55.4 Entertainment

It was **PROPOSED** that the SAO would chase up organisations who had not yet responded i.e. security, lost children etc.

It was **PROPOSED** that a quotation would be obtained from the Chase Play Bus and face painter.

It was **PROPOSED** that an email be sent to Chasetown Football Club in the first instance to ascertain if they were in a better position this year to man a stall at the Wakes.

Councillor Mrs Stokes confirmed that Travelwood were on board for this year and it was **PROPOSED** that Councillor Ennis would deal with this aspect of the Wakes Festival.

It was **PROPOSED** that a meeting would be arranged with Gary Williams from Seventeen 43 Management.

56. PLAY IN THE PARKS EVENTS 2018

It was **PROPOSED** by Members that the Play in the Parks events would commence week commencing 30 July 2018 and that Councillor Mrs Tranter would approach the various venues and report back in due course.

57. CHRISTMAS FESTIVAL 2018

Members mentioned planning application 17/01586/COU (conversion of building to form 3 no. units within the footprint of the existing building, comprising of 1 no. 24 hour gym (D2) and 2 no. retail units (A1), including 4 no. new disabled parking spaces and bin store with associated landscaping) relating to the former Tesco Express store and the effect this could have on the Christmas festival.

It was **PROPOSED** that Saturday 01 December 2018 would be the date for the Sankey's Corner Christmas Festival with the week before for the switching on of the lights for Boney Hay and High Street, Chasetown (dates yet to be determined).

It was **PROPOSED** that an email be sent to Chris Pugh asking if he would be willing to do the PA again this year.

57.1 Entertainment

It was **PROPOSED** that a quotation would be obtained from the Chase Play Bus, face painter, festival train (yellow George with the one longer carriage with lockable doors) and mini zoo.

It was **PROPOSED** that an email would be sent to the 1st Chase Terrace Scout Band enquiring about their availability for a donation of £50.

57.2 Stalls

It was **PROPOSED** that the stalls would be priced as follows (the same as the Wakes Festival):

Catering Stalls - £50 per stall

Craft Stalls - £8 per stall

Charity Stalls - £0 per stall

57.3 Santa

Members felt that the Santa (as a whole) worked well in the Library however Members felt that he needed to speed up and the tickets system did not work. It was **PROPOSED** that a meeting would be arranged with the Library to discuss this year's Christmas Festival.

(The Meeting closed at 7.20 pm)

Signed

Date

19 FEBRUARY 2018

MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEENSTREET, BURNTWOOD WS4 7QH
MONDAY 19TH FEBRUARY 2018 COMMENCING 6:00 PM

Present

Councillor Mrs Tranter (Chair), Cllr Mrs Stokes, Cllr Mrs Conolly, Cllr Mrs Evans.

Councillors Stokes, Bamborough, Ennis.

In Attendance

N Caine. Direct Service Manager (DSM)

Apologies for Absence

None

Declarations of Interest and Dispensations

Councillor Mrs Tranter declared a disclosable non-pecuniary interest, as one of the volunteers who is involved in Play in the Parks, and Christmas Festival, is known to her.

Minutes: The items 51-57 were received and adopted, except a minute from the Wakes Committee held on 29th January 2018, sub- paragraph, Play in the Parks 2018 event wording (Summer School Holidays) be removed and replaced with different wording (Holidays).

Proposed; Cllr Mrs Tranter, Seconded; Cllr Mrs Stokes.

58. Meeting with 1743 Management.

Members asked various questions about the Wakes Festival from the previous meeting, and it was agreed that the SAO would contact 1743 Management for Final Details and answers.

Marking out for the Wakes Event would be commenced within the week before the fixed date.

59 Wakes Event

Cllr Mrs Stokes has made contact with the RSPCA on 3 occasions and has left messages for her calls to be returned.

War games re-enactment is still a possibility, and questions were asked as to what would be included in that Event. Tai Kwando organisation had returned calls about what would be included in that schedule, with the possible inclusion of Music. Cllr Mrs Evans queried as to what area that any Disabled visitors would be able to park. Cllr Stokes then answered that for Disabled and BTCnl Cllr etc, this would be possible at Abacus, however permission would be required.

Steve K was once more asked to provide the PA System for the arena in which he has agreed to do, with once again to the Wakes Event for No Charge to the Wakes Event. Cllr Mrs Stokes advised that 1743 Management to supply the Wakes Event with alternative Food Suppliers.

Members requested an updated list of Participants at all Events, SAO to email this.

60. Play in the Parks

Dates agreed for Venues;

Mon 30 th July	Venue (to be decided)	Fun Club
Wed 1 st Aug	Venue (TBD)	Fun Club
Mon 6 th Aug	Chase Terrace Park	St Johns Church
Wed 8 th Aug	Redwood Park	Beacon Church Cage Football
Mon 13 th Aug	Venue (TBD)	
Wed 15 th Aug	Redwood Park	Beacon Church and Cage Football
Mon 20 th Aug	Venue (TBD)	
Wed 22 nd Aug	Chase Terrace Park	Fun Club and Cage Football

Members were advised that when the Cage Football was to be used, a clear access channel was required at all times, as the Cage Football was to be set up after the event had commenced.

Contact was to be made with the Cage Football Team to ask what amount of area was required for set up.

A general discussion was held amongst Members to consider using 'Open House' as a venue. Cllr Stokes asked that the SAO approach 'Open House' for dates and accessibility for this venue, regarding any concerns that should be apparent. Cllr Ennis would be approaching Oakdene Community for venue availability. Members also discussed the availability of the Football Club, this was considered, however Members considered this and was too great a distance from the Burntwood Centres.

61. Christmas Festival

The original dates for the Festival, had been arranged for;

Venue 1; Monday 26th November 2018 Boney Hay.

Venue 2; Wednesday 28th November 2018 Chasetown.

Venue 3; Saturday 1st December Sankey's Corner.

Members held a long discussion about the suitability of the dates chosen for Venue 1 and 2, and due to prior Commitments of Dual Hatted Members, the conclusion was that the SAO would be informed of Members prior Commitments by email, to the SAO, and check the alternative dates of;

Tuesday 27th November 2018 Boney Hay.

Thursday 29th November 2018 Chasetown.

Members discussed the Time Allotments for Venues 1 and 2, the time slot of 2 hours was considered to be quite substantial, and this discussion agreed the following times;

Venue 1 and 2, Start; 6.00pm and Finish; 7.30pm. Venue 3, Start; 4.00 pm and Finish; 7.00pm.

61.1 Bells Lane

Bromford Housing Association (BHA) own the Land where Burntwood Town Council (BTCnl) would like to plant a Christmas Tree. Permission has been given by BHA to allow BTCnl to do this, with the ownership remaining with BTCnl along with any required maintenance. The cost of this Tree in which it has been agreed to purchase and plant will be paid for by the Events Committee.

Christmas Tree supply only £500.00

Christmas Tree plant only £165.00

The combined total was £665.00, however as the Supply Company have received previous work from BTCnl, the DSM requested a Serial Discount, which was given at 10%, this reduces the overall cost to £589.00.

61.2 Licence

Members held a discussion, from information supplied to the meeting, from Cllr Drinkwater, about legal concerns regarding the Mulled Wine. Information given to Members from Lichfield District Council (LDCnl) was discussed, and established that in the manner of receipt, of the Mulled Wine, to the Recipient, that no Licence was required.

66.3 Scouts

Members discussed the invitation of the Scouts, to participate in the Boney Hay and Chasetown events. The SAO was to follow this through.

66.4 Gazebo and Racking

As mentioned in previous minutes these requirements have been purchased.

66.5 Commonwealth Day

The Fun Club are to organise a Commonwealth Fun Day. This will be on Sunday 3rd June 2018 between 2pm and 4pm. The possible Venue for this will be 'open House'. The BTCnl involvement with this would be a requirement for Gazebos and ancillary equipment. This day would be a 'Bring your own Food and Drink Day'. During the meeting the DSM advised that we are unable to fly a Commonwealth Flag from the BTCnl Flagpole, as Saturday June 2nd 2018 is 'Coronation Day' this means that the Flag will be flown from Friday 1st June until Monday 4th June 2018, as BTCnl Officers now perform this duty.

The meeting finished at 6.50pm

MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 11 JANUARY 2018 COMMENCING AT 6.00 PM

PRESENT

Councillor Ms Brettell (in the Chair)
Councillors Birch, Drinkwater, Miss Fisher (from 6.03 pm), Mrs Stokes and Mrs Rigby

In attendance

Ms J Minor, Senior Administration Officer
N Caine, Direct Services Manager
Two members of the public

6. APOLOGIES FOR ABSENCE

Councillor Humphreys.

7. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Drinkwater declared a disclosable non-pecuniary interest as he is the owner of one of the plot in Burntwood cemetery.

8. MINUTES

Councillor Drinkwater made reference to Minute No. 5 (Cremated Remains Plots) and in particular the implications to plot owners who have previously purchased plots. The SAO confirmed that there are no implications for existing plot holders.

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 15 June 2017 (Minute Nos. 1-5) be approved and adopted.

9. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Direct Services Manager's (DSM) report.

9.1 Burntwood Cemetery

Interments

It was noted that since the first interment in Burntwood Cemetery in 2007 there had been a total of 165 new adult grave plots purchased. There had also been 129 cremated remains plots and 7 child grave plots purchased.

Maintenance

Members were informed that as the cemetery does not carry out burials or cremated remain interments on Mondays, whenever possible and practical, maintenance is preferred to be carried out on this day. Members were informed that the cemetery continues to be maintained to a very high standard of workmanship by the appointed contractors namely Lichfield District Council's DSO (open spaces) and Grasslands (burial areas).

As part of the continuous maintenance programme, the horse chestnut trees in the spring season will require the lower branches to be cut, this will allow easier access for LDC's DSO to maintain this area of the cemetery. As all of these trees are protected (TPO) then the requisite permission will be required before commencement and Members will be advised when permission has been granted and the start date for such work to commence.

Burial Plots

Members were informed that burial plots are allowed to find their natural state and when this has been achieved, these plots are levelled to the surrounding area height, adjacent to the area and then turfed. Additional minor landscaping is included.

Memorial Stone Tests (Topple Testing)

Members were informed that topple testing commenced in autumn 2016 and tests were ongoing. All of these tests are carried out to ICCM guidelines. None of the results have proven negative.

Rules and Regulations

Members were informed that there have been no additions to the Rules and Regulations.

Brambles

Members were informed that concern was expressed by regular users of the cemetery to the DSM as to the close proximity of brambles at the exit and water supply areas. Costs were obtained and Members were advised and sanctioned the removal of the brambles. This work has now been completed which consisted of laying of turf and all spoils removed from site. This cost was £625.

RESOLVED That retrospective approval be given for the removal of the brambles at a cost of £625.

Gates and Fences

Members were informed that the gates and fences were in need of a clean. The metalwork has attracted tree sap which has adhered to the surface and is in need of removal. There are areas of the laurel hedge that require replacement due to non-growth or decay. This is in the area of the compound.

RESOLVED That three quotations be obtained for the cleaning of the gates and fences.

RESOLVED That three quotations be obtained for the replacement of the laurel hedge due to non-growth or decay in the area of the compound.

Gulley Pots

Members were informed that the gulley pots had been emptied and cleaned of silt and associated debris by Burntwood Sweepers. The costs incurred were £38.50 per hour (minimum 3 hours) and an environmental tipping charge (disposal) of £70.

RESOLVED That retrospective approval be given for the removal of silt and associated debris from the gulley pots at a cost of £185.50.

Graffiti

Members were informed that during the month of November, a tree was attacked with graffiti in the cemetery. This consisted of a name and war decals. LDC DSO was approached to remedy the situation which was successful at a cost of £25 plus VAT. It was removed using a hand held brush so as to minimise damage to the outside of the tree.

RESOLVED That retrospective approval be given for the removal of the graffiti at a cost of £25 plus VAT.

9.2 Coulter Lane Cemetery

Maintenance

Members were informed that two organisations operate within the Coulter Lane Cemetery namely Lichfield District Council DSO who continue grass cutting after the wild flower season has finished and the Commonwealth War Graves Commission who take responsibility to maintain a limited amount of war graves.

Boundary Wall

Members were informed that the contractor who was awarded the repointing of the boundary wall has now completed this task with the minimum amount of disruption. The DSM stated that members of the public had expressed their gratitude that this had been undertaken and the repair would enhance the area for some considerable time.

Councillor Birch made reference to Minute No. 79 – Town Council Meeting held on 16 November 2017 (Schedule of Payments made between 07 September – 03 November 2017) and in particular cost centre 4999/209 (Re-pointing Coulter Lane Burial Ground wall) and had asked if the work had been inspected and asked for clarity. At the Town Council Meeting Councillor Humphreys stated that he had been informed by the DSM that the wall was dangerous and as part of our heritage, the work needed to be undertaken. Councillor Drinkwater asked if an officer had observed the work and was the work undertaken according to the schedule of works. Councillor Pullen stated that he assumed that the processes used were correct (i.e. obtaining three quotations) and that the best value quotation had been accepted however the full facts of the case would be obtained and checked out.

Councillor Birch still felt that the schedule of works had not been completed satisfactory.

The DSM stated that the investigation was still work in progress and confirmed that a site meeting had been held with a representative from the said company together with himself and the Interim Town Clerk on Wednesday 10 January 2018. The DSM confirmed that he was awaiting a reply from the said company.

RESOLVED That the DSM provides Councillor Birch with a copy of the inspection report.

Memorial Wreath

Members were informed that a memorial wreath had been attached to the entrance gate on Monday 30 October 2017 and removed week commencing 01 January 2018.

Trees

Members were informed that the trees are monitored on a weekly basis for fallen timber and a more thorough in depth inspection is undertaken on a monthly basis. During these inspections the DSM had monitored a particular tree, a horse chestnut which had died. The DSM contacted LDC's Arboricultural Officer, Mr Hare, who upon examination recommended that the tree be felled and removed from the site. A replacement tree will be replaced within the area of the removed tree. The Arboricultural Officer recommended a sweet chestnut tree.

Horse Chestnut: Removal

Members were informed that as per standing orders three quotations were obtained for the felling and removal of the horse chestnut. Members were informed that the lowest tender had carried out the required work.

RESOLVED That retrospective approval be given for the felling and removal of the horse chestnut at a cost of £250 plus VAT.

Sweet Chestnut: Replacement

Members were informed that as per Standing Orders three quotations are required, however, six quotations were obtained for the tree replacement.

The DSM informed Members that the supply and planting of the tree will cost £141 (tree £36 and planting £105). The DSM reminded Members that they were all emailed details of this and the Chairman had confirmed to proceed with placing the order.

RESOLVED That retrospective approval be given for the replacement tree at a cost of £141.

10. 2018/19 FINANCIAL YEAR

10.1 Proposed 2018/19 Fees and Charges for Burntwood Cemetery

The SAO informed Members that at the Policy and Resources Committee meeting held on 08 January 2018 Members had decided to recommend to Full Council an increase of 3%.

RESOLVED That the information be received and noted.

10.2 2018/19 Draft Budget

RESOLVED That the information be received and noted.

11. BURNTWOOD CEMETERY: PROVISION OF BENCHES (Minute No. 4.1 - 15 June 2017)

The DSM made reference to Minute No. 4-1 (15 June 2017) and informed Members that three quotations had been obtained for the installation of three benches (this was to include the plinth and minor landscaping work). The remit was to match existing benches within the cemetery however the quotes challenged that for commercial reasons, the original design may not be available due to original suppliers availability to supply.

Councillor Mrs Rigby stated that she would like to see a picture of the benches and know what quality they are before installation. Councillor Drinkwater queried the vast difference in prices quoted.

RESOLVED That the provision of benches be deferred until such time as a proper specification and picture of the benches is available.

12. BURNTWOOD CEMETERY: SCATTERED ASHES MEMORIAL WALL (Minute No. 4.1 - 15 June 2017 refers)

The DSM made reference to Minute No. 4.1 (15 June 2017) and informed Members that he had held meetings with the winning contractor to discuss work patterns, associated items and a start date. It is the company's intention to start the memorial wall construction in January 2018 (subject to weather conditions).

The DSM reminded Members that at the Burial Grounds Committee meeting held on 15 June 2017, the contract was awarded for the construction of an angled wall and that Members had asked that the same company be approached for a cost of a five sided angled wall. The DSM reminded Members that the Chairman and Members had agreed to the additional cost.

Councillor Mrs Stokes asked if the contractor appointment was different to the contractor who had carried out the work at Coulter Lane. The DSM confirmed that they were.

RESOLVED That retrospective approval be given for a five sided angled wall design at a cost of £12,490 plus VAT.

(The Meeting closed at 6.25 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 25 JANUARY 2018 COMMENCING AT 7:00 PM**

PRESENT

Councillor Bamborough (in the Chair)
Councillors Birch, Ms Brettell, Drinkwater, Ennis, Miss Fisher (from 7:03 pm) and Mrs Fisher (from 7:03 pm).

In attendance

Ms J Minor, Senior Administration Officer

PUBLIC FORUM

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

44. APOLOGIES FOR ABSENCE

Councillors Mrs Constable, Constable, Miss Fisher, Mrs Fisher and Mosson.

45. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

46. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 03 January 2018 (Minute Nos. 40-43) be approved as a correct record.

47. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

(a)	17/01774/FUL	Boney Hay and Central	Oakwood Homes Land adjacent 4 North Street Burntwood	Erection of a three bedroom dwelling and associated works
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OBJECTION on the following grounds:

- a. The proposed dwelling, by virtue of its design, siting, scale and massing would have an unacceptable impact upon the character and appearance of the site and wider

streetscene.

- b. Concerns were raised about parking in the area (in particular opposite to the proposed development).

(b)	17/01785/FUL	Gorstey Ley	Mr and Mrs Moore 81 Lichfield Road Burntwood	Demolition of garage and erection of a single and two storey rear extension to form entrance hall, wet room, utility, study, bedroom and bathroom
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No objection.

(c)	18/00018/FUL	Boney Hay and Central	Mr G Cooke 5 Carlton Crescent Burntwood	Single storey extension to front including conversion of garage to form 1 no. bedroom and extend kitchen
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No objection.

(The Meeting closed at 7:05 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
WEDNESDAY 14 FEBRUARY 2018 COMMENCING AT 7:00 PM**

PRESENT

Councillor Bamborough (in the Chair)
Councillors Drinkwater, Ennis and Mrs Fisher

In attendance

Ms J Minor, Senior Administration Officer
One member of the public

PUBLIC FORUM

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

48. APOLOGIES FOR ABSENCE

Councillors Birch, Ms Brettell, Mrs Constable, Constable, Miss Fisher and Mosson.

49. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

50. MINUTES

The SAO made reference to Minute No. 44 (Apologies for Absence) and stated that Cllr Mrs Fisher and Miss Fisher were present.

RESOLVED That the Minutes of the Planning Committee Meeting held on 25 January 2018 (Minute Nos. 44-47) be approved as a correct record.

51. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|--------------|---------------|--|---|
| (a) | 18/00049/FUL | Chase Terrace | Mr A Tranter
2 Mowbray Croft
Burntwood | Two storey extension to rear to extend kitchen/diner at ground floor and extend existing bedroom at first floor |
|-----|--------------|---------------|--|---|

and extension to rear
of existing garage to
form storage area

OBJECTION on the following grounds:

This property has already had a significant side extension in the past so Members felt that this additional extension would increase the size of the building far in excess of the original build. The finished house would have a detrimental impact on the streetscene due to its size and the fact it faces right onto the road.

Members felt that the extension to the detached garage would be better as a separate application as it relates to a separate and detached building and has no bearing on the residential part of the building.

(b)	18/00031/FUL	Gorstey Ley	Mr P James 40 Rugeley Road Burntwood	Single storey extension to side to form dining room
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No objection.

(c)	18/00071/FUL	Chase Terrace	Mr Trahearn 30 Ironstone Road Burntwood	Single storey side and first floor rear extension to form utility, bathroom, study, bedrooms and en-suite
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COMMENT: That the Local Planning Authority be asked to satisfy themselves as to adequate parking provision as the proposal includes additional bedrooms and the plans are unclear as to where the additional parking spaces will be provided.

(The Meeting closed at 7:06 pm)

Signed

Date

**NOTES OF AN INFORMAL MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD BY CONFERENCE CALL ON THURSDAY 01 MARCH 2018 COMMENCING AT 4:15 PM**

PRESENT

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

In attendance

Mr J Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer

56. APOLOGIES FOR ABSENCE

Councillors Mrs Fisher and Mosson.

57. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

58. MINUTES

It was suggested by Councillor Pullen that should any Members have any comments to make on the Minutes dated 08 January 2018 then these should be emailed to the SAO.

The following comments have been received:

Councillor Mrs Woodward made reference to Minute No. 52 – Sankey’s Corner: Planters and in particular the SRB in the 80s however Councillor Mrs Woodward has established via Mr Turner that it was early 2000s.

Councillor Mrs Woodward made reference to Minute No. 55 – Draft 2018/19 Budget and in particular the last paragraph where Councillor Mrs Woodward suggested a slight increase. In the interests of completeness, Councillor Mrs Woodward supported the zero increase as Councillor Pullen said that pockets of as-yet unspent funds had been found within the budget.

It was **RECOMMENDED** to Council:

That the Minutes be signed as a correct record subject to be comments being noted.

59. POLICY FOR PURCHASING BY MEMBERS OF THE TOWN COUNCIL

Councillor Mrs Tranter explained how a practice had evolved whereby Members of the Town Council in particular herself had purchased small items so that advantage could be taken of

availability and discounts (the sort of item involved was often associated with Christmas and other events put on by the Town Council).

Councillor Mrs Woodward queried proper accountability/audit trail.

It was **RECOMMENDED** to Council:

1. That a pragmatic approach should be adopted with the Chairman of the Council or Chairman of any relevant Events Committee being authorised to purchase goods up to a maximum of £100.00 on each occasion with reimbursement being made upon receipt of valid receipts.
2. That 1 above be subject to the items to be purchased being preauthorised and therefore the Events Committee determine what items will be needed for forthcoming events.

60. GRANT AID FORM

It was suggested by Councillor Pullen that should any Members have any questions on the grant aid form etc then these should be emailed to the SAO. Councillor Mrs Evans made reference to the new General Data Protection Regulation (GDPR) and stated that this needed to be included.

Mr Brown made reference to the presentation evening and how this could be dealt with differently in future (the evening could be in the form of a "show and tell" session whereby organisations can be asked to say a few words or bring some items in.

It was suggested by Councillor Mrs Tranter that the Grant Aid Presentation Evening could be held on 25 January 2019.

The following comments have been received:

Councillor Mrs Evans made reference to Page 2, Point 17, Enclosure 3 – Guidance Notes and asked that the word "gant" be amended to "Grant".

Councillor Mrs Evans made reference to Page 5, Point 2e, Enclosure 3 – Application Form and in particular that the new General Data Protection Regulation comes into operation on 25 May 2018 and therefore this needs amending.

Councillor Mrs Evans stated that the Town Council need to be aware of the implications of the new General Data Protection Regulation as it may well make a difference to Grant Aid forms and in particular how and what data etc is retained by the Town Council. Councillor Mrs Evans stated that this was not strictly anything to do with this agenda, but it was an opportunity to highlight it and for the Councillor Pullen, as Leader of the Town Council and officers to look at what needs to happen, as time is running out.

It was **RECOMMENDED** to Council:

1. That the Grant Aid Forms as submitted be approved subject to the comments made by Councillor Mrs Evans being incorporated.

2. That a presentation evening be arranged for Friday 25 January 2019 when those receiving verified grants can take part in a "slow and tell" session.

61. REFURBISHMENT OF OMCC: WINDOWS

Councillor Mrs Tranter informed Members that the first Task and Finish Group meeting to deal with the proposed works (including the refurbishment of windows) at the OMCC had been arranged to take place at 9:00 am on Friday 02 March 2018. The Group would include Councillors Pullen, Mrs Tranter and Ennis.

Councillor Mrs Evans stated that the Minority Group's representative was in fact Councillor Mrs Woodward with Councillor Ennis as substitute. Councillor Mrs Woodward stated that she was unable to attend the meeting scheduled for 02 March 2018.

Councillor Mrs Woodward stated that she still felt that the Town Council still needed to bottom out the question "on how to promote it, how it is to be used, what is the OMCC for/to be in the short term, medium term and long term".

Mr Brown stated that terms of reference could be set at the first meeting as ongoing repairs was only one aspect of the OMCC.

Councillor Pullen stated that he felt that no conclusive/firm business case for the refurbishment of the OMCC windows had been put forward.

Councillor Mrs Woodward **RECOMMENDED** that delegated authority be given to Councillor Pullen as Chairman of the Policy and Resources Committee and Leader of the Town Council.

Councillor Mrs Evans made reference to a timeline in respect of the refurbishment works etc. Councillor Pullen stated that he felt that it was difficult to access as long term however would not want to come to "end of term" without undertaking some of the works.

Councillor Mrs Evans stated that she would have made comments on the window replacement programme, but in view of the fact the Task and Finish Group is due to meet tomorrow, she did not think it was appropriate to do so now.

It was **RECOMMENDED** to Council:

That the Task and Finish Group meet on a regular basis with a standing item being put on the Policy and Resources Committee Agenda.

62. DEMENTIA FRIENDLY

Mr Brown stated that he had undertaken some website research and that the SAO would be meeting with Jessica Knight, Dementia Friendly Communities Officer for the West Midlands on Friday 09 March 2018 to ascertain:

- What can the Town Council do at the OMCC?
- What can/should the Town Council do with external organisations/businesses?
- Is there any funding and/or resources available to support the Town Council?

- Should the Town Council start with one area of Burntwood i.e. Sankey's Corner and then expand or should it deal with the Burntwood area as a whole?

Councillor Mrs Tranter stated that she had received an email relating to Tamworth becoming a dementia friendly town and it was suggested that Councillor Mrs Tranter forward this email to Mr Brown in the hope that the Town Council could link in somehow.

Councillor Mrs Evans made reference to Councillor Mrs Woodward's previous suggestion that the Town Council could be working in partnership with the BBC (Shop Burntwood) group and asked if any contact had yet been made or are the Town Council waiting until we are further forward.

It was **RECOMMENDED** to Council:

That a verbal report be made to Council after the meeting on 09 March 2018.

(The Informal Meeting closed at 4:50 pm)

Signed

Date

MINUTES OF A MEETING OF THE BURNTWOOD IN BLOOM COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 05 MARCH 2018 COMMENCING AT 10:30 AM

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Mrs Bacon, Ms Brettell and Mrs Evans

In attendance

Ms J Minor, Senior Admin Officer
G Chamberlain, Street Scene Supervisor Grounds Maintenance, LDC
P Johnson, Burntwood Gardening Guild representative

23. APOLOGIES FOR ABSENCE

None - all Members present.

24. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

25. MINUTES

Councillor Mrs Evans made reference to Minute No. 21 - Christmas Trees and asked for clarification regarding "areas specified". Councillor Mrs Tranter stated that the areas specified were Bells Lane, Boney Hay and High Street, Chasetown. Councillor Mrs Tranter informed Members that a permanent rooted Christmas tree would be planted in Bells Lane shortly. Councillor Mrs Tranter confirmed that the cost of this Christmas tree would be coming out of the Events Committee budget for 2017/18. Councillor Mrs Tranter stated that she believed that Councillor Ennis would be speaking to the owners of the land in High Street, Chasetown and it was **AGREED** that the SAO would email Councillor Ennis for an update. Mr Chamberlain stated that the Town Council needed to chase this matter as big savings could be saved in the long term.

RESOLVED That the Minutes of a meeting of the Burntwood in Bloom Committee held on 08 January 2018 (Minute Nos. 11-22) be approved as a correct record.

26. BACKPACK SPRAYER AND PLANTERS

Councillor Mrs Tranter stated that she, together with other Members, had hoped to have identified suitable areas for planters however this had not been the case. Councillor Mrs Evans asked who the report deliverer was. It was confirmed that the DSM had produced the report.

Mr Chamberlain suggested a planter at Sankey's Corner to replace the rotten one which had been removed, however, Councillor Mrs Evans stated that this may be funded from another source.

Councillor Ms Brettell suggested a planter outside of Chasetown Civil Engineering. It was **AGREED** that Councillor Mrs Tranter would look into the possibility.

RESOLVED That in view that no locations had been identified at this moment in time it was concluded that a backpack sprayer was not required.

27. BiB PREVIOUS ENTRIES

Members were informed that previous entries had been informed that the BiB competition had been suspended due to the economic climate. Mr Johnson stated that a few members of the public had approached him and were disappointed that the competition had ceased.

28. DATE OF NEXT MEETING

Councillor Mrs Tranter stated that as the BiB Competition had been suspended due to the economic climate and as BiB had been incorporated into the Events budget, she felt that, together with other Members, it was not necessary to have regular meetings.

(The Meeting closed at 11:00 am)

Signed

Date

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 05 MARCH 2018 COMMENCING AT 6:00 PM

PRESENT

Councillor Mrs Constable (in the Chair)
Councillors Mrs Bacon, Birch (Substitute) and Mrs Tranter (Substitute)

In attendance

Ms J Minor, Senior Admin Officer
Councillor Mrs Evans

26. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Humphreys and Humphreys.

27. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

28. MINUTES

RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 04 January 2018 (Minute Nos. 21-25) be approved as a correct record.

29. STAFFING MATTERS

29.1 Town Clerk's Job Description/Person Specification and Adverts

Councillor Birch made reference to No. 11 - Specific Responsibilities and stated that the new General Data Protection Regulation (GDPR) needed to be included.

Councillor Birch made reference to No. 4 - General and stated that the new General Data Protection Regulation (GDPR) needed to be included.

Councillor Birch made reference to the General Section and stated that there should be a No. 6 - Leading on diversity issues. To valuing differences in staff members and respecting diversity.

Councillor Birch made reference to the General Section and stated that there should be a No. 7 - Management of Council resources.

Councillor Mrs Tranter made reference to the General Section and felt that under the circumstances that there should be a No. 8 – Works under the direction of the Council.

Councillor Mrs Tranter made reference to the Person Specification and asked that the words "as agreed with the Leader and Chairman" be added to the end of "Provide or arrange training and/or one-to-one support to develop and train elected Members".

It was **RECOMMENDED** to Full Council:

1. That taking into account the comments made by Members at the meeting, the Job Description and Person Specification be changed accordingly.
2. That the Town Council seek to recruit a new Town Clerk on a permanent part-time basis (25 hours per week) to be worked flexibly over five days including any evening meetings or events required on salary range spinal column 43-47 (pro rata).

29.2 Financial Officer Duties and Advert

Councillor Mrs Tranter made reference to the General Section and felt that under the circumstances that there should be a No. 2 - Works under the direction of the Town Clerk.

Councillor Mrs Tranter made reference to the Person Specification and asked that the words "as agreed with the Leader and Chairman" be added to the end of "Provide or arrange training and/or one-to-one support to develop and train elected Members".

Councillor Mrs Tranter informed Members that following a Leadership meeting with Councillors Pullen and Mrs Fisher, it was felt that the salary range spinal column 26-28 (pro rata) was not sufficient taking into account the responsibilities that the RFO would have.

It was **RECOMMENDED** to Full Council:

1. That taking into account the comments made by Members at the meeting, the Job Description and Person Specification be changed accordingly.
2. That the Town Council seek to recruit a Responsible Financial Officer on a permanent basis (one day or two half days a week) to include evening meetings when required on salary range spinal column 35 (pro rata).

29.3 Caretaker's Job Description/Person Specification and Advert

Councillor Birch made reference to the salary on the job description and asked that this include SCP 15-17 (pro rata) to match the advert.

It was **RECOMMENDED** to Full Council:

1. That taking into account the comments made by Members at the meeting, the Job Description be changed accordingly.
2. That the Town Council seek to recruit a Caretaker on a permanent basis (17.5 per week) on salary range spinal column 15-17 (pro rata).

29.4 Timescales

Councillor Mrs Tranter informed Members that the job descriptions, person specifications etc for all three vacancies would be forwarded to the Council's solicitors Ellis Witham for comment.

Members made reference to timescales and the SAO stated that after a discussion with the Interim Job Clerk that Ellis Witham would need three weeks to respond and that the timescale thereafter primarily depended on whether or not there were any internal candidates for the jobs. The SAO confirmed that if the vacancies did go externally they would be advertised on WM Jobs.

29.5 Interview Panel

Councillor Mrs Constable as Chairman of the Personnel Committee stated that she would speak to the Leader of the Town Council, Councillor Pullen, to ascertain the names of the Members who would be on the interview panel ensuring a political balance.

It was **RECOMMENDED** to Full Council:

1. That three Members plus the Interim Town Clerk would sit on the two sessions (i.e. pre-session to look at the applications and an interview panel). It was suggested that the three Members would be the same on both sessions.

(The Meeting closed at 6:45 pm)

Signed

Date

BURNWOOD TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT (FINANCIAL)
2017/18

Topic	Risk Identified	H/M/L	Management of Risk	Internal Audit Frequency (Months)
Precept	Not submitted	L	Town Council Minute - RFO follow-up	12
	Not paid by District Council	L	Check and report to Town Council	12
	Adequacy of precept	M	Monthly review of budget to actual	6
Charges - Cemetery	Grave allocation	M	Burial Register update weekly	6
	Invoices to undertakers	M	Check by Cemetery Admin Officer	6
	Memorial fees	M	Check by Cemetery Admin Officer	6
	Cash handling	L	Issue receipt	6
	Cash banking	L	Bank reconciliation	6
Grants - County	Claims procedure	L	Clerk/RFO check annually	12
	Receipt of grant when due	L	Check and report to Town Council	12
Grants - District	Claims procedure	M	Clerk/RFO check annually	12
	Receipt of grant when due	M	Check and report to Town Council	12
	Correct charge	L	Check by Admin Officer	12
	Collection within Credit Terms	L	Clerk/RFO check monthly	12
Investment Income	Receipt when due	L	Clerk/RFO check quarterly	6
	Wrong salary paid	M	Check to Minutes and RFO monitor	12
	Wrong hours paid	M	Check to timesheet/contract	12
	Wrong rate pay	M	Check to contract	12
	False employee	L	Check to PAYE records and lists	12
	Wrong deductions - NI	L	Check to NI calculations	12
Salaries	Wrong deductions - PAYE	L	Check to PAYE calculations	12
	Goods not supplied to Town Council	M	Purchase Order records	12
	Invoice incorrectly calculated	L	Check arithmetic	12
	Cheques/BACS payable is excessive	L	Signatories to check payment against invoices	6
	Cheque/BACS payable to wrong party	L	Signatories to check payment against invoices	6
Direct Costs and Overhead Expenses	Not applicable			
	Power to pay	L	Minutes	12
Grants and Support	Agreement of Town Council to pay	L	Minutes	12
	Conditions agreed	L	Use reasonable conditions	12
	Payment	L	Signatories to check payment against Minutes	12
	Follow-up verification	L	RFO check and consider budget	12
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	When elections have been held
	VAT Analysis	L	All items in accounts lists and reconciled	3
VAT Recoverable	Charged on sales where applicable	L	Consider annually	12
	Charged on purchases	L	Consider all items per Cash Book lists	12
	Partial Exemption Return	L	Not currently applicable	
Reserves - General Fund	Claimed within time limits	L	Check Returns submitted quarterly	3
	Adequacy	L	Consider at Budget setting	12
Reserves - Earmarked	Adequacy	L	Consider at Budget setting	12
	Earmarked or Contingent liability	L	Review Minutes	12

Topic	Risk Identified	H/M/L	Management of Risk	IA Frequency (Months)
Assets	Loss, damage, etc	M	Annual inspection, update insurance and asset registers	12
	Risk or damaged to third party property or individuals	M	Review adequacy of Public Liability Insurance	12
Staff	Loss of key personnel	H	Hours, health, stress, training, management	12
	Long-term sickness, early departure, early retirement	M	RFO monitor	6
	Fraud by staff	L	Fidelity Guarantee value and insurance company conditions and RFO and Internal Auditor monitor	12
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of insurance cover	12
Cash	Loss through theft or dishonesty	L	Ensure adequacy of Fidelity Guarantee insurance	12
Maintenance	Poor performance of assets or amenities, loss of income or performance	M	Annual maintenance inspection	12
Borrowing/Lending	Adequacy of finances to be able to repay loans	L	Monthly financial review and cash flow forecasting	12
Legal Powers	Illegal activity or payment	L	Educate the Council as to its legal powers	12
Best Value	Overspend on services	M	Ensure correct tendering for services	12
Financial Records	Inadequate records	L	Clerk/RFO quarterly check and regular Internal Audit	6
Minutes	Accurate and legal	L	Review at following meeting	12
Members Interests	Conflict of interest	M	Update Declarations of Interests	12

**BURNTWOOD TOWN COUNCIL
2018/19 CALENDAR OF MEETINGS**

	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE 4	CYCLE 5	CYCLE 6
COUNCIL	17 May 2018	26 July 2018	20 September 2018	29 November 2018	09 January 2019	13 March 2019
						15 May 2019
PLANNING CMTTE	28 June 2018	19 July 2018	11 September 2018	13 November 2018	08 January 2019	13 March 2019
		16 August 2018	10 October 2018	12 December 2018	13 February 2019	10 April 2019
						09 May 2019
BURIAL GROUNDS CMTTE	14 June 2018				24 January 2019	
EVENTS CMTTE	21 May 2018	18 July 2018	17 September 2018	12 November 2018	07 January 2019	18 March 2019
	25 June 2018		15 October 2018	03 December 2018	04 February 2019	15 April 2019
PERSONNEL CMTTE	11 June 2018		08 October 2018			12 March 2019
POLICY & RESOURCES CMTTE		11 July 2018	10 September 2018	12 November 2018	17 January 2019	28 March 2019
BURNTWOOD WAKES FESTIVAL		30 June 2018				
GRANT AID PRESENTATION EVENING					25 January 2019	
CHRISTMAS FESTIVAL					26 November 2018	
CHRISTMAS FESTIVAL					28 November 2018	
CHRISTMAS FESTIVAL					01 December 2018	

Legend:



- = Meeting Room, rear of Burntwood Library
- = Burntwood Memorial Institute
- = Sankey's Corner
- = Burntwood Leisure Centre
- = Bells Lane
- = High Street, Chasetown

All unmarked meeting dates will be held at the Old Mining College Centre and will commence at 6pm unless otherwise stated on the agenda

**BURNWOOD TOWN COUNCIL
15 MARCH 2018**

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	NOM. CODE/ COST CENTRE	CHQ NO.	SUB TOTAL £	VAT £	TOTAL £
15 01 18	Stannah Lift Services Limited	OMCC Lift Service/Maintenance 28/12/17-28/3/18	4047/104	BACS	64.82	12.96	77.78
15 01 18	Mrs P Stokes	Civic Service and Reception	4364/301	BACS	4.90	0.00	4.90
15 01 18	Mrs P Stokes	Civic Service and Reception	4364/301	BACS	2.40	0.48	2.88
15 01 18	Mrs P Stokes	Civic Allowance	4360/301	BACS	60.00	0.00	60.00
15 01 18	Mrs P Stokes	Civic Allowance - Mileage Claim	4360/301	BACS	41.85	0.00	41.85
15 01 18	Mrs P Stokes	Civic Allowance - Mileage Claim	4360/301	BACS	11.25	0.00	11.25
15 01 18	CPC	Stationery: Batteries, brown and clear tape	4160/104	BACS	27.78	5.56	33.34
15 01 18	Lichfield District Council	Burnwood Wakes 2018 - Lichfield Visitor Guide	4165/213	BACS	180.00	36.00	216.00
15 01 18	Ricoh	Photocopier charges	4100/107	BACS	411.84	82.37	494.21
15 01 18	G Shaw	Christmas Festival : Entertainment	4262/213	BACS	50.00	0.00	50.00
15 01 18	NIP Cleaning Contracts Limited	OMCC Unlocking/locking	4041/104	BACS	102.00	20.40	122.40
15 01 18	NIP Cleaning Contracts Limited	OMCC Cleaning	4040/104	BACS	421.00	84.20	505.20
15 01 18	Viking	Stationery: Cartridges, A5 envelopes	4160/104	BACS	53.96	10.79	64.75
15 01 18	TechCare	IT Monthly Support Services	4133/107	BACS	220.00	44.00	264.00
15 01 18		Interim Town Clerk	4017/101	BACS	886.25	0.00	886.25
15 01 18	Grasslands Turf and Landscapes	Coulter Lane Burial Ground : Replacement Tree	4821/209	BACS	141.00	0.00	141.00
15 01 18	Grasslands Turf and Landscapes	Burial Ground : General Maintenance	4801/401	BACS	400.00	0.00	400.00
15 01 18	Grasslands Turf and Landscapes	Burial Ground : General Maintenance	4801/401	BACS	225.00	0.00	225.00
15 01 18		Employee Costs Month 10	4001/101	BACS	6,490.65	0.00	6,490.65
15 01 18	HMRC	NI/PAYE Month 10	4001/101	BACS	2,056.51	0.00	2,056.51
15 01 18	Staffordshire County Pension Fund	LGPS Month 10	4011/101	BACS	2,091.05	0.00	2,091.05
15 01 18	NIP Cleaning Contracts Limited	OMCC Cleaning	4040/104	BACS	421.00	84.20	505.20
15 01 18	NIP Cleaning Contracts Limited	OMCC Unlocking/locking	4041/104	BACS	59.50	11.90	71.40
15 01 18	TownTrader Magazine	BTC January 18 Newsletter	4166/107	BACS	360.00	72.00	432.00
15 01 18		Interim Finance Officer	4003/101	BACS	792.12	0.00	792.12
24 01 18	Mayor and Sheriffs Charity Account	Chairman's Expenses	4361/301	300487	60.00	0.00	60.00
31 01 18	Corona Energy	OMCC Gas Supply Dec 2017 - January 2018	4043/104	BACS	840.30	168.06	1,008.36
31 01 18	St John Ambulance	Xmas Festival First Aid Cover	4262/213	BACS	73.60	14.72	88.32
31 01 18	D Homer	Burial Cemetery : Grave Digging	4810/401	BACS	325.00	0.00	325.00
31 01 18	Darwin Electrical Services	Installation and removal of three Xmas trees	4260/203	BACS	655.00	131.00	786.00
31 01 18	Lichfield District Council			BACS	14,973.93	2,994.78	17,968.71
	Lichfield District Council	Burnwood Cemetery grass cutting Sister Dora Open Space £265.45	4802/401				
	Lichfield District Council	Burnwood Cemetery cutting of St Matthews Avenue front verge £265.45	4803/401				
	Lichfield District Council	Burnwood Cemetery cutting of public open spaces £2,319.49	4800/401				
	Lichfield District Council	Traffic Islands cutting of grass £707.87	4301/205				
	Lichfield District Council	Traffic Islands monthly maintenance of shrub beds £3,649.97	4300/205				
	Lichfield District Council	Traffic Islands monthly litter picking £132.73	4302/205				
	Lichfield District Council	Traffic Islands weedkilling pavilions surrounds £176.97	4303/205				

	Lichfield District Council	Supply and plant seasonal bedding (Bridge Cross Road) x 2 £1,073.84	4307/205						
	Lichfield District Council	Planters (Sankey's Corner) monthly maintenance £276.51	4350/206						
	Lichfield District Council	Supply and plant summer bedding £243.33	4351/206						
	Lichfield District Council	Supply and plant winter bedding £243.33	4351/206						
	Lichfield District Council	Planter outside Library £40.56	4351/206						
	Lichfield District Council	Hanging baskets supply, hang and water x 6 OMCC £665.78	4352/206						
	Lichfield District Council	Coulter Lane cut whole site monthly x 4 £632.72	4501/209						
	Lichfield District Council	Burnwood Cemetery weed spray footpath at rear x 2 £88.48	4809/401						
	Lichfield District Council	Burnwood Cemetery road sweeping £64.43	4860/401						
	Lichfield District Council	Burnwood Cemetery maintenance of shrub beds £570.08	4800/401						
	Lichfield District Council	Burnwood Cemetery selective weed control of grass area £244.48	4809/401						
	Lichfield District Council	Christmas Trees supply and install x 4 £2,089.20	4260/203						
	Lichfield District Council	Burnwood Cemetery treat and remove moss on footpaths £225.50	4800/401						
	Lichfield District Council	Supply and plant 4x planters to welcome signage £120	4386/208						
	Lichfield District Council	Collect and install 12 hanging baskets £112.76	4384/208						
	Lichfield District Council	Clean, wash down and re-stain 2x bus shelters £640.00	4250/202						
	Lichfield District Council	Remove damaged planter from Sankey's Corner £100	4350/206						
	Lichfield District Council	Burnwood Cemetery remove graffiti from tree £25	4856/401						
31	01	M Tennant	Chairman's Charity Evening : Entertainment	4368/301	BACS	650.00	0.00	650.00	
31	01	18	Chase PlayBus	Wakes Festival 2018 : Entertainment (Deposit)	4602/213	BACS	50.00	0.00	50.00
31	01	18	Chase PlayBus	Xmas Festival 2018 : Entertainment (Deposit)	4262/213	BACS	50.00	0.00	50.00
31	01	18	Npower	OMCC Electricity Supply 01 December 17 - 31 December 17	4024/104	BACS	332.88	66.58	399.46
31	01	18	Armitage Services Limited	OMCC Yearly boiler maintenance	4045/104	BACS	395.00	79.00	474.00
31	01	18	Viking	Cleaning products, stationery	4025/104&4160/107	BACS	33.51	6.70	40.21
31	01	18	BT Plc	OMCC Alarm Line Rental	4110/104	DD	19.40	3.88	23.28
31	01	18	BT Plc	OMCC Fax Line Rental	4110/107	DD	24.10	4.82	28.92
31	01	18	Mrs P Stokes	Chain of Office - engraved for 2017-2018	4360/301	BACS	20.00	0.00	20.00
31	01	18	Performing Rights Society Ltd	BWF18: General music use permit	4602/213	BACS	417.46	83.49	500.95
31	01	18	Performing Rights Society Ltd	Xmas Festival 18 : General music use permit	4262/213	BACS	417.46	83.49	500.95
15	02	18	Graham Sykes Insurance	Wakes 18 : Insurance	4612/213	BACS	1,000.53	0.00	1,000.53
15	02	18	PPL	Xmas Festival 18 : General music use permit	4262/213	BACS	80.10	16.02	96.12
15	02	18	Lichfield District Council	Burnwood Cemetery : Emptying of bins	4813/401	BACS	45.00	0.00	45.00
15	02	18	CPC	Mouse, USB flash drive, alkaline batteries	4160/104	BACS	25.98	5.20	31.18
15	02	18	TechCare	IT Support monthly - £190	4133/107	BACS	220.00	44.00	264.00
15	02	18	CHS Window Cleaners	Office 365 licence monthly - £30	4132/107				
15	02	18		OMCC : Window Cleaning	4027/104	BACS	320.00	0.00	320.00
15	02	18		Interim Town Clerk	4017/101	BACS	1,475.00	0.00	1,475.00
15	02	18		Employee Costs month 11	4001/101	BACS	5,959.68	0.00	5,959.68
15	02	18	HMRC	NI/PAYE month 11	4001/101	BACS	1,692.98	0.00	1,692.98
15	02	18	Staffordshire County Pension Fund	LGPS month 11	4011/101	BACS	1,856.57	0.00	1,856.57
15	02	18		Interim Finance Officer	4003/101	BACS	490.36	0.00	490.36
15	02	18	Lichfield District Council	Burnwood Cemetery : Emptying of bins	4813/401	BACS	45.00	0.00	45.00
15	02	18	Staffordshire Pest Control Limited	OMCC: Pest control service (gtrly) 29/01/18-28/04/18	4044/104	BACS	55.00	0.00	55.00
15	02	18	Cathedral Leasing Limited	OMCC : Hygiene Services	4042/104	BACS	64.98	13.00	77.98
15	02	18	BT	OMCC Fax Line Rental	4110/107	DD	24.10	4.82	28.92
15	02	18	Viking	Stationery A4 white paper	4160/104	BACS	74.70	14.94	89.64
15	02	18	Viking	OMCC Cleaning products	4025/104	BACS	30.93	6.19	37.12

