

Our Ref: MD

01 May 2013

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Town Council to be held in the **Adult Section, Burntwood Library, Sankeys Corner on Thursday 09 May 2013** (immediately following the Annual Town Meeting) at which the business set out below will be transacted.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

<p>PLEASE NOTE THAT PARKING IS NOT AVAILABLE AT THE LIBRARY ON THIS OCCASION.</p>
--

AGENDA

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 refer to the guidance notes on page 5 of the Agenda).

PRAYERS

- 1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

5. MINUTES

To approve as a correct record the Minutes of the meeting of the Town Council held on 07 March 2013 (Minutes Nos. 109 – 124) (**ENCLOSURE NO. 1**).

6. TO APPOINT CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF COMMITTEES, ETC (ENCLOSURE NO. 2 – TO BE TABLED AT THE MEETING)

7. TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES (ENCLOSURE NO. 3 – TO BE TABLED AT THE MEETING)

8. CHAIRMAN'S ANNOUNCEMENTS

9. BURNTWOOD IN BLOOM COMMITTEE

Chairman of the Burntwood in Bloom Committee to move that the proceedings of the meeting held on 06 March 2013 be received and where necessary approved and adopted. (**ENCLOSURE NO. 4**).

10. PLANNING COMMITTEE

Chairman of the Planning Committee to move that the proceedings of meetings held on 07 March 2013 (Minute Nos. 82 – 86), 28 March 2013 (Minute Nos. 87 – 91) and 18 April 2013 (Minute Nos. 92 – 96) be received and where necessary approved and adopted (**ENCLOSURE NOS. 5A, 5B and 5C**).

11. PERSONNEL COMMITTEE

Chairman of the Personnel Committee to move that the proceedings of the meetings held on 11 March 2013 (Minute nos. 31 – 36) and 22 April 2013 (Minute Nos. 37 – 41) be received and where necessary approved and adopted (**ENCLOSURE NOS. 6A and 6B**).

12. BURIAL GROUNDS COMMITTEE

Chairman of the Burial Grounds Committee to move that the proceedings of the meeting held on 14 March 2013 (Minute Nos. 17 – 20) be received and where necessary approved and adopted (**ENCLOSURE NO. 7**).

13. BURNTWOOD WAKES COMMITTEE

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meeting held on 18 April 2013 (Minute Nos. 32 – 35) be received and where necessary approved and adopted (**ENCLOSURE NO. 8**).

14. POLICY & RESOURCES COMMITTEE

Chairman of the Policy & Resources Committee to move that the proceedings of the meeting held on 22 April 2013 (Minute Nos. 27 – 40) be received and where necessary approved and adopted (**ENCLOSURE NO. 9**).

Specific attention is brought to the Committee's recommendations with regard to:

- **Burntwood Town Strategy: Action Area 2 – Proposed Logo** (Minute No. 33)
- **Civic Award** (Minute No. 34)
- **Grounds Maintenance – Proposed Service Agreement** (Minute No. 38)
- **Burntwood Town Strategy: Action Area 2 – Promotional Website** (Minute No. 39)
- **Digital Mapping Software** (Minute No. 40)

15. MEMBERS QUESTIONS under Standing Order 9

16. STAFFORDSHIRE COUNTY COUNCIL HOLLY GROVE PRIMARY SCHOOL: LOCAL AUTHORITY GOVERNOR

Members are advised that the term of office for a Local Authority Governor, Mrs Emily Goodfellow, at the above school is to end on 31 August 2013. The person currently in post may wish to be re-appointed for a further term.

Re-appointment is not an automatic entitlement and if it wishes, the Town Council may submit a nomination to be considered for appointment. Nomination forms must be submitted no later than 10 May 2013.

17. GENERAL POWER OF COMPETENCE

To resolve that the Town Council fulfils the eligibility criteria as set out in the Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012 and hereby re-adopts the General Power of Competence.

18. ANNUAL INVESTMENT POLICY (DRAFT) (ENCLOSURE NO. 10)

19. SANKEYS CORNER ARTS MINER PROJECT (SCAMP)

To receive a verbal update from Councillor Bradbury.

20. RISK ASSESSMENT: 2012/13

The Town Clerk has undertaken the annual risk assessment using the Local Council Risk system software package. The software provides a comprehensive assessment of all the Council's areas of business. The full Risk Assessment documentation will be available at the meeting for Members perusal. The Overall Summary of Assessment for 2012/13 is that:

- **There are no uncontrolled risks in any area of the Council's business.**

RECOMMENDATION That the Council note the above information.

21. 2013/14 MEETING SCHEDULE (PROPOSED)

To approve the proposed 2013/14 Meeting Schedule (**ENCLOSURE NO. 11**). The Town Clerk would advise Members that the Schedule has been compiled after taking account of Lichfield District Council's published meeting calendar.

22. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

22.1 Income and Expenditure Account

Members are requested to formally resolve that the Income and Expenditure Account for the Year Ended 31 March 2013 is approved (**ENCLOSURE NO. 12**).

22.2 Balance Sheet

Members are requested to formally resolve that the Balance Sheet as at 31 March 2013 is approved and that the Chairman and the Responsible Financial Officer are authorised to sign the document (**ENCLOSURE NO. 13**).

22.3 Forecast Balances & Reserves

Members are requested to formally resolve that the Forecast Balances & Reserves are approved (**ENCLOSURE NO. 14**).

22.4 Annual Return: Section 1 – Statement of Accounts

Members are requested to resolve that the Annual Return: Section 1 – Statement of Accounts for the Year Ended 31 March 2013 is agreed and that Chairman and the Responsible Financial Officer are authorised to sign the Statement (**ENCLOSURE NO. 15**).

22.5 Annual Return: Section 2 – Annual Governance Statement

Members are requested to consider the nine individual statements that comprise the Annual Governance Statement for the year ended 31 March 2013, formally resolve that they agree the individual "yes" response on the Statement and that the Chairman and the Responsible Financial officer are authorised to sign the Statement (**ENCLOSURE NO. 16**).

23. WILLIAM CADMAN CHARITY: ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

To receive the William Cadman Charity Accounts for the year ended 31 March 2013 (ENCLOSURE NO. 17).

24. SCHEDULE OF PAYMENTS MADE BETWEEN 07 MARCH AND 29 APRIL 2013 INCLUSIVE (ENCLOSURE NO. 18)

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood have an opportunity to speak at each Town Council meeting:

- 1. The Public Forum session will usually be held immediately prior to the formal opening of the Town Council meeting.*
- 2. The Public Forum will last up to a maximum of 15 minutes and members of the public can ask the Council a question or make a statement.*
- 3. Your question or statement 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 a maximum of 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.*

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 THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 07 MARCH 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Campbell (in the Chair)

Councillors Bradbury, Mrs Brettell, Brown, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Isaacs, James, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward.

In attendance

Mrs M Danby, Town Clerk

Ms J Minor, Administrative Assistant

One member of the public

PUBLIC FORUM

No questions or comments were raised.

PRAYERS

Prayers were led by Councillor Mrs Evans.

109. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Humphreys, Mosson and Walker MBE.

110. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

111. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 10 January 2013 (Minute Nos. 86 - 99), Special Town Council held on 31 January 2013 (Minute Nos. 100 - 108) and the Notes of an Informal Meeting of the Town Council held on 13 February 2013 be received and approved as a correct record subject to the Informal Meeting of the Town Council being recorded as "Notes of a Presentation to Burntwood Town Council".

112. CHAIRMAN'S ANNOUNCEMENTS

Councillor Campbell welcomed back Mrs Danby to her role as Town Clerk after her accident whilst attending a three day conference in Bristol. Councillor Campbell had accompanied the Town Clerk at the conference which was focussed on neighbourhood planning.

Councillor Campbell informed Members that the Town Council had been approached by Kirkwells (town planning and sustainable development consultants) to provide free training on neighbouring planning and it was agreed that this information be circulated to all Members of the Town Council with a view to a training session being organised.

Councillor Campbell thanked those who had contributed towards his Charity Evening by way of buying tickets or donation of raffle prizes.

Councillor Campbell said it had been a busy and enjoyable time since the last meeting. Engagements attended had included:

- Rotary Club of Burntwood
- Pancake Race and Shrovetide Fair, Lichfield

Councillor Campbell thanked Councillor Bradbury as Vice-Chairman for his continued support.

113. PLANNING COMMITTEE

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 03 January 2013 (Minute Nos. 66 - 70), 24 January 2013 (Minute Nos. 71 - 76) and 13 February 2013 (Minute Nos. 77 - 81) be received and where necessary approved and adopted.

114. BURNTWOOD WAKES COMMITTEE

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 24 January 2013 (Minute Nos. 28 - 31) be received and where necessary approved and adopted.

115. POLICY AND RESOURCES COMMITTEE

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 24 January 2013 (Minute Nos. 19 - 26) be received and where necessary approved and adopted.

116. MEMBERS QUESTIONS

Councillor Norman put the following question to the Leader of Council:

The County Council published a glossy brochure three years ago called, "Staffordshire Highways the way we work local communities – a guide for community leaders".

In the section entitled, "Recognising Local Priorities" it states:

"The approach is putting democratically elected community representatives at the heart of the planning process - ensuring that the local highways action programme is democratically accountable.

The development of each Divisional Highway Programme is led by the Local County Councillor and focused on their Division. Working with the Community Highway Manager, they liaise closely with Parish Council and other local bodies, to ensure local concerns are identified and actions prioritised. This transfers power and responsibility closer to the community.

The agreed priorities are included in a clear, transparent and carefully co-ordinated work programme. Everyone knows what to expect."

Can she list for me the number of road works or improvements that have been carried out under this scheme in the last three years that the Town Council has been consulted upon?

Response by Councillor Mrs Evans:

The Town Council has not been consulted on any road works or improvements apart from the closure of Pool Road across the Chasewater Dam - though it should be noted that this had not been a formal consultation, the Council were merely informed the road was to be closed.

117. CIVIC AWARDS

Members were asked to consider the Civic Award Scheme 2013 (Draft).

RESOLVED THAT:

- a) That the Civic Awards be agreed in principle.
- b) That the Civic Award Scheme 2013 (Draft) be referred to the Policy and Resources Committee for criteria clarification with a view to a final draft being reported to the May 2013 Town Council Meeting.

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

Members were informed that a meeting of the Burntwood in Bloom Committee had taken place on 06 March 2013 and that the In Bloom Competition would be formally launched on 02 April, advertising had been agreed and progress was being made with regard to both competitions.

RESOLVED That the information be received and noted.

119. APPOINTMENT OF INTERNAL AUDITOR FOR THE 2013/14 FINANCIAL YEAR

RESOLVED That Alan Toplis, Toplis Associates Limited be re-appointed as Internal Auditor for the 2013/14 financial year at a fee of £250 (plus VAT) including travel and out of pocket expenses.

120. INTERNAL AUDIT: 2013/14 AUDIT PROGRAMME

RESOLVED That the proposed Programme of Work for the 2013/14 financial year be approved.

121. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2012/13

RESOLVED THAT:

- a) The report be received and noted.
- b) Audit training be included in the audit cycle on a 4 yearly basis.

122. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

RESOLVED That the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be received and noted.

123. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY: 2013/14 (DRAFT)

RESOLVED That the Members and Officers Subsistence/Mileage Policy: 2013/14 be approved and adopted subject to the word 'approved' being added to "attending training courses" under the approved duties for an officer.

124. SCHEDULE OF PAYMENTS MADE BETWEEN 04 JANUARY AND 15 FEBRUARY 2013

RESOLVED THAT:

- a) That the Schedule of Payments totalling £37,677.13 made between 04 January and 15 February 2013 be received and noted.
- b) That the Schedule of Payments be referred to the Policy and Resources Committee (in closed session) as it was felt inappropriate to discuss payments to individuals in public.

(The Meeting closed at 7.43 p.m.)

Signed

Date

**NOTES OF A MEETING OF THE BURNTWOOD IN BLOOM COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON WEDNESDAY 06 MARCH 2013 COMMENCING AT 10.30 A.M.**

PRESENT

Councillor Mrs Tranter (in the Chair)

Councillors Bradbury and Brown, Gary Chamberlain (LDC DSO) and Peter Johnson (Burntwood Gardening Guild representative)

In attendance

Mrs Mary Danby, Town Clerk

Councillor Mrs Tranter welcomed everyone to the meeting.

The Town Clerk advised that the HEIB judges had noted the following on the 2012 judging day:

- Weeds along the side of the Town Council office
- Litter on the former garage site on Cannock Road, Chase Terrace

The judges hoped that these issues would be addressed in time for the 2013 competition, though they noted it was difficult where a Local Authority was not the landowner for some sites in the town.

Councillors Bradbury and Brown pointed out that Miners Way needs to be tidied up – LDC DSO will look at this area and take the appropriate action.

Councillor Brown reported that the green on Oakdene Road needs to have wooden bollards installed to stop vehicles being driven over it and/or parked there. (This matter would be raised at the forthcoming Planning Committee meeting under Enforcement Issues.)

Councillor Mrs Tranter reported that the tree stump by Burntwood Library should be removed in the near future and that it should be possible for the Committee to plant the area (subject to permission from the Library).

The Town Clerk said that The Plant Plot, Lichfield had donated 10 packets of Sunflower seeds (approx. 75 seeds per packet) to be distributed to local primary schools. It was agreed that the seed packets would be distributed as follows:

Councillor Mrs Tranter	Boney Hay Primary School Highfields Primary School
Councillor Bradbury	Holly Grove Primary School
Councillor Brown	Chase Terrace Primary School St Joseph & St Theresa's RC Primary School Fulfen Primary School Springhill Primary School Ridgeway Primary School Chasetown Community School

Publicity for the 2013 BiB and HEIB Competitions

It was agreed that publicity would be sought via:

- Posters
- Banners
- Press Releases
- BTC Newsletter
- Table in the Library
- Table at the SCAMP launch
- Possibility of taking a table at local events in the lead up to the closing date.

2013 BiB Competition

The Town Clerk reported that the Entry Form would be published as a four-page wrap in the April edition of "TownTrader".

02 April	Formal launch of the competition
01 July	Closing date for entries
09 July	Judging: Schools/Colleges
10 July	Judging: General Competition
11 July	Judging: General Competition
06 September	Presentation Evening

2013 HEIB Competition

The Town Clerk confirmed that the town would be judged on 17 July.

The Committee agreed to undertake a "dry run" of the judging route in late June.

Other Business

Mr Johnson reported that the Gardening Guild were organising a Hanging Basket demonstration for its members in the hope that more people would be encouraged to enter this category in the BiB competition.

Next Meeting

15 May 2013 at 10.15 a.m. (agenda to include plotting the HEIB route)

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 07 MARCH 2013 COMMENCING AT 7.50 P.M.**

PRESENT

Councillor Willis-Croft (in the Chair)

Councillors Bradbury, Mrs Brettell, Brown, Campbell, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Isaacs, James, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter and Mrs Woodward.

In attendance

Ms J Minor, Admin Assistant

One member of the public

82. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Humphreys, Mosson and Walker MBE.

83. GENERAL DECLARATIONS OF INTEREST

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.

84. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 13 February 2013 (Minute Nos. 77 - 81) be approved and adopted.

85. PLANNING APPLICATIONS

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

12/00859/FUL (Amendment)	Highfield	J M Homes Limited 13 Rake Hill Burntwood	Erection of 3 dwellings with detached garages and associates works AMENDMENT (1) Amended layout to improve amenity space and relationship to trees, amended access/junction arrangements (2) Amendments to site access and Rake Hill/Meg Lane junction
-----------------------------	-----------	--	--

(including swept path analysis and sections)

No objection.

13/00030/FUL	All Saints	Mrs R Bynt 36 Hudson Drive Burntwood	Replace bow window with a bay window
--------------	------------	--	--------------------------------------

No objection.

13/00085/FUL	All Saints	Mr P Booth 24 Boney Hay Road Burntwood	Single storey rear extension to form bedroom and bathroom
--------------	------------	--	---

No objection.

13/00105/COU		LCP Properties Limited Unit 3A, Zone 4 Burntwood Business Park Milestone Way Burntwood	Change of use from B2 to B2 and B8
--------------	--	--	------------------------------------

No objection.

13/00106/COU		LCP Properties Limited Unit 4, Zone 4 Burntwood Business Park Milestone Way Burntwood	Change of use from B2 to B2 and B8
--------------	--	---	------------------------------------

No objection.

13/00107/FUL	Summerfield	Mrs J Wilson 43 Grange Road Burntwood	Demolition of existing garage and erection of a two storey side extension to form games room, bedroom, bathroom and en-suite
--------------	-------------	---	--

No objection.

13/00126/FUL	Chasetown	Mr G Baldwin 1 New Street Chasetown	Two storey extension to form kitchen and bedroom
--------------	-----------	---	--

No objection.

13/00136/FUL	Chasetown	Cameron Homes Limited Former St Joseph's Presbytery New Street Chasetown	Erection of new office block and associated works
--------------	-----------	---	---

OBJECTION on the following grounds:

- Inadequate/very little parking.
- Out of keeping with the existing street scene (conflict between residential and business).
- Highway issues including access/egress.
- The proposed development by virtue of its scale would represent over intensive use of the site (very small piece of land).

Members felt that there is plenty of office space/accommodation within Burntwood whilst the town is 'crying out' for new starter homes.

(COUNCILLOR BRADBURY DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE PROCEEDINGS THEREON).

13/00142/FUL	Chasetown	Mr and Mrs I Perkins 84 Baker Street Burntwood	Single storey side and rear extensions to form dining room
--------------	-----------	--	--

No objection.

13/00145/FUL	Chasetown	Wakelake Limited Chasewater Country Park Pool Lane Burntwood	Installation and operation of a straight line cable tow wakeboarding facility and associated works
--------------	-----------	---	--

Concern was expressed by Members that the application is 'not as simple as it looks'. Members asked whether the proposal is environmentally fitting to Chasewater, damaging to wildlife and that the Local Planning Authority should be mindful of any noise to wildlife, residents etc. Should any of the concerns prove valid then the 'concern' would turn into an objection. Members felt that they did not know at this stage if the proposal would adversely affect Chasewater in the future.

Members requested that this application be heard at Committee and not dealt with under delegated authority by an officer.

13/00160/FUL	All Saints	Mr and Mrs M Bourne 17 Hudson Drive Burntwood	Single storey rear extension to form dining room and installation of bay window to front and side canopy
--------------	------------	---	--

No objection.

13/00181/FUL	Highfield	Mr and Mrs R Archer Nelson Inn Padbury Lane Burntwood	Erection of smoking shelter
--------------	-----------	--	-----------------------------

No objection, however, should the Local Planning Authority be mindful to grant planning permission, the Town Council would like to see a condition in the planning agreement relating to adequate cigarette bins being provided.

13/00197/COU		LCP Properties Limited Unit 17, Zone 3	Change of use from B2 to B2 and
--------------	--	---	---------------------------------

No objection.

86. ENFORCEMENT ISSUES

86.1 Baron Close/Viscount Road, Burntwood

Members were informed that vehicles were driving over the open space/green ruining an amenity space.

RESOLVED THAT:

- a) Councillor Mrs Brettell obtains registration numbers and photographs of the offending vehicles.
- b) The Community Support Officers be asked to frequent the area.
- c) An email be sent to Mr John Smith, Greens and Open Spaces Strategy Manager, LDC asking that bollards be erected around the site.

86.2 124 Bridge Cross Road, Burntwood

Members were informed that the owner of 124 Bridge Cross Road had removed a fence and replaced it in a different location along the boundary (a photograph was passed around the meeting).

RESOLVED That this matter be reported to the Enforcement Officer at Lichfield District Council.

86.3 Abattoir, Eastgate Street, Burntwood (Minute Nos. 76.2 and 81.2 refers)

Members were informed that email responses had been received from Christine Hibbs, Principal Planning Officer (Enforcement), LDC and PCSO T Hughes (circulated at the meeting).

RESOLVED That the information be received and noted.

86.4 Parking on the Green, Oakdene Road, Burntwood (Minute No. 81.4 refers)

Members were informed that a letter had been received from Julie Walker, Head of Neighbourhoods, Bromford Living stating that the area had been visited and the green where the cars are parking has been identified as between nos. 82 and 94 Oakdene Road. These residents do not have access ways and are driving across the green to get to their driveways.

Although none of these residents are Bromford tenants, Bromford Living will be delivering a newsletter to the residents between 82-94 Oakdene Road asking them to refrain from parking on and driving across the grass and reminding them that all cars should be parked on the road side.

RESOLVED That the information be received and noted.

(The Meeting closed at 8.25 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 28 MARCH 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Willis-Croft (in the Chair)

Councillors Mrs Banevicius, Bradbury, Brown, Campbell, Drinkwater, Mrs Evans, Humphreys, James, Norman, Taylor, Mrs Tranter and Mrs Woodward

In attendance

Ms J Minor, Administrative Assistant

One member of the public

87. APOLOGIES FOR ABSENCE

Councillors Mrs Brettell, Isaacs, Mrs Stokes and Walker MBE

88. GENERAL DECLARATIONS OF INTEREST

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.

89. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 07 March 2013 (Minute Nos. 82 - 86) be approved and adopted.

90. PLANNING APPLICATIONS

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

13/00161/FUL	Summerfield	Mr G May 213 Queen Street Burntwood	Installation of dropped kerb
--------------	-------------	---	---------------------------------

Comment: If the application results in another car being removed from parking on the road, then the Town Council has no objection.

13/00242/FUL		LCP Properties Limited Unit 17, Zone 3 Burntwood Business Park Cinder Road Burntwood	Replacement of factory roof and installation of over cladding to existing building
--------------	--	--	---

No objection.

13/00246/FUL	All Saints	Mr B Fisher	Two storey side
--------------	------------	-------------	-----------------

12 Fairford Gardens
Burntwood

extension and loft
conversion with dormer
to form kitchen, utility,
shower room, en-suite
and bedrooms

No objection.

13/00250/FULM Chasetown

Freemans Holding Limited
Former Acorn Garage
82 Queen Street
Burntwood

Erection of 14 no.
residential units
(comprising 6 no. 2
bedroom and 8 no. 3
bedroom units) with
associated works

Comment: Notwithstanding the comments/thoughts of the Local Planning Authority, the Town Council feels that this developer should be encouraged and 'not put off' as there is a huge need/demand for two bedroomed affordable properties. The Local Planning Authority should encourage/resolve any problems/issues they may have regarding this application.

13/00257/FUL

Chase Terrace

Mr and Mrs Blackshaw
72 Fair Lady Drive
Burntwood

Single storey front
extension to form
garage and porch

Slight concern was expressed by Members as this is a front extension and the impact it would have on the street scene should it exceed the 'building line'.

13/00286/COU

Highfield

MacGregor Developments
Land adjacent
163 Woodhouses Road
Burntwood

Conversion of existing
barn to form a 2
bedroom dwelling

No objection.

91. ENFORCEMENT ISSUES

91.1 Baron Close/Viscount Road, Burntwood (Minute No. 86.1 refers)

Members were informed that Councillor Drinkwater had met with John Smith, Greens and Open Spaces Strategic Manager, LDC on 27 March 2013 and that Mr Smith was now 'on the case'. Mr Smith was now looking at ways (that fit in with the environment) to resolve the matter, e.g. tree planting.

RESOLVED That the information be received and noted.

91.2 Melford Rise, Burntwood

Members were informed that a van was parked in Melford Rise causing an obstruction.

RESOLVED THAT:

a) Councillor Willis-Croft obtain the registration number of the offending vehicle.

b) An email be sent to the Police reinforcing the obligations of the Police in enforcing the Highway Code.

91.3 LCP Properties Limited, Burntwood Business Park - Statement of Intent

Members were informed that a Statement of Intent (circulated at the meeting) had been received from G H Design Limited, agents acting for LCP Properties Limited, stating that the intent of the planning applications recently submitted was purely to help market the vacant units in an attempt to bring the estate back to its vibrant commercial use creating new businesses and jobs within the area.

RESOLVED That the Statement of Intent should be welcomed.

91.4 Donation of Blood - Burntwood Institute, Rugeley Road, Burntwood

Members were informed that 'National Blood Transfusion - Giving of Blood' signage was being displayed on lamp posts around the Town.

RESOLVED That this matter be reported to the Enforcement Officer at LDC.

91.5 124 Bridge Cross Road, Burntwood (Minute No. 86.2 refers)

Members were informed that an email response had been received from Christine Hibbs, Principal Planning Officer (Enforcement), LDC (circulated at the meeting).

In respect of:

"ii. The amount of land enclosed is only 46 sq. metres in area" - Members were of the opinion that any area regardless of size was still 'land grabbing'.

RESOLVED That the Enforcement Officer be informed of the Town Council's comments.

(The Meeting closed at 7.20 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 18 APRIL 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Walker MBE (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Constable, Drinkwater, Mrs Evans, Heath, Isaacs, James, Norman, Mrs Rigby, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward

In attendance

Ms J Minor, Administrative Assistant
One member of the public

92. APOLOGIES FOR ABSENCE

Councillors Mrs Fisher, Humphreys, Mosson and Mrs Stokes

93. GENERAL DECLARATIONS OF INTEREST

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.

94. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 28 March 2013 (Minute Nos. 87 - 91) be approved and adopted subject to the following amendment:

That Councillor Mrs Fisher be included in the Apologies for Absence.

95. PLANNING APPLICATIONS

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

13/00249/FUL	Central	Mr R Tracey 14 Rochester Avenue Burntwood	Single storey front extension to form lounge
--------------	---------	---	--

No comment.

(COUNCILLOR MRS BANEVICIUS DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE PROCEEDINGS THEREON).

13/00285/FUL	Chasetown	Mr C Pike 18 Church Street Burntwood	Single storey rear extension to form kitchen
--------------	-----------	--	--

No comment.

13/00325/FUL	All Saints	Mr P Cooksey 10 Swanfields Burntwood	Two storey rear extension to form lounge, kitchen, dining room and two bedrooms
--------------	------------	--	---

Comment: That the Local Planning Authority be mindful of overlooking.

13/00341/FUL	Chase Terrace	Mr R Fenn 60 Biddulph Park Ironstone Road Burntwood	Retention of conservatory to rear
--------------	---------------	---	-----------------------------------

Comment: That the Local Planning Authority be mindful of the impact of the conservatory on properties to the rear.

96. ENFORCEMENT ISSUES

96.1 Aldi Stores Limited - Planning Application 12/01207/FULM (Minute No. 81.6 refers)

Members were informed that the gap in the railings had been filled.

RESOLVED That the information be received and noted.

96.2 A-Boards outside Chasetown Methodist Church

Members were informed that A-boards advertising Collis’s Wood Yard were in situ on the corner of Queen Street/Lawnswood Avenue.

RESOLVED That this matter be reported to the Enforcement Officer at LDC.

96.3 180 High Street, Chasetown

Members were informed that a sign advertising an osteopath business was being displayed on the lamp post.

RESOLVED That this matter be reported to the Enforcement Officer at LDC.

96.4 High Street, Chasetown

Members were informed that Boot and Son’s For Sale Board was attached to a telegraph pole situated on the left hand side before the Leisure Centre entrance on High Street.

RESOLVED That this matter be reported to the Enforcement Officer at LDC.

(The Meeting closed at 7.07 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 22 APRIL 2013 COMMENCING AT 9.30 A.M.**

PRESENT

Councillor Campbell (in the Chair)
Councillors Mrs Evans, Mrs Fisher and Isaacs

In attendance

Mrs M Danby, Town Clerk

37. APOLOGIES

Councillor Constable

38. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

39. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 11 March 2013 (Minute Nos. 31 - 36) be received and approved as a correct record.

40. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expanded by Section 100 of the Local Government Act 1972), the press and public be excluded from the following for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information.

41. STAFFING MATTERS

41.1 Supervision/Annual Appraisal Meetings

The Town Clerk advised Members that Supervision/Annual Appraisal Meetings had been held with all the administrative staff.

RESOLVED That the information be received and noted.

41.2 Staff Feedback re proposal for longer office opening hours

Members received the positive feedback on the above proposal and indicative additional staffing costs.

RESOLVED That staff be thanked for their feedback; that a log be kept for three months of all callers to the office and telephone calls and the reason for those visits/calls - the Personnel Committee will receive this data and consider whether a three month trial of longer opening hours is a viable proposition.

41.3 **Society of Local Council Clerks (SLCC) National Executive Committee (NEC): Staffordshire Representative**

The Town Clerk sought permission to attend quarterly meetings of the SLCC NEC following her recent appointment as the Staffordshire representative.

RESOLVED That permission be granted on the proviso that the SLCC reimburse mileage and subsistence expenses.

(The Meeting closed at 10.30 a.m.)

Signature

Date

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 14 MARCH 2013 COMMENCING AT 6.10 P.M.**

PRESENT

Councillor Taylor (in the Chair)
Councillors Bradbury, Mrs Brettell, Heath and Mrs Rigby

In attendance

Mrs M Danby, Town Clerk
B Cooper, Senior Administrative Assistant

17. APOLOGIES

None, all Members present.

18. DECLARATIONS OF INTEREST

None declared.

19. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 03 December 2012 (Minute Nos. 12 - 16) be received and approved as a correct record.

20. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Senior Administrative Assistant's report.

RESOLVED THAT:

- a) The report be received and noted.
- b) Quotations be brought to the next meeting of the Committee with regard to:
 - Purchase of a storage container (to be located in the secure compound at Burntwood Cemetery)
 - Purchase of a portable petrol generator (to operate the jet wash)
 - Embossed metal plinth markers (covered in replaceable plastic)
 - Temporary markers for cremated remains plots
 - Repairs to pathways at Burntwood Cemetery
- c) Letters be sent to deed holders reminding them of the Burntwood Cemetery Rules and Regulations and giving them 14 days to remove flower vases, wind chimes, etc.

- d) The list of BTC approved masons should be sent to deed holders.
- e) Scattering of ashes in a grave which has its full complement of interments will be permitted for one scattering only and that the fee for a single burial will be levied.
- f) The proposal for memorial plaque flower vases be formally considered by the Committee at a future meeting. It was further AGREED that should be proposal be agreed all costs would have to be met by the family.
- g) A request for a different type of memorial on an adult grave be declined as it infringes the Rules and Regulations.
- h) A letter be sent to a mason who had ignored installation rules advising him that he will be removed from the approved masons list if this situation occurs again.
- i) A proposal for the creation of a scattering of ashes area centred on the Jubilee Oak be progressed and quotations be brought to a future meeting of the Committee. The formal proposal, if accepted, would then be referred to the Policy and Resources Committee before being put to the Town Council for ratification and implementation.
- j) Local contacts be approached to ascertain whether they would be willing to cover the Handyperson's duties in the Cemetery and Coulter Lane Burial Ground during any periods of absence.
- k) Following receipt of legal advice the definition of "permanent resident" remain as written in the revised Burntwood Cemetery Rules and Regulations.

(The Meeting closed at 7.25 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 18 APRIL 2013 COMMENCING AT 6.15 P.M.**

PRESENT

Councillor Taylor (in the Chair)
Councillors Mrs Banevicius, Campbell, Constable (from 6.40 p.m.) and Mrs Evans

In attendance

Mrs M Danby, Town Clerk
B Cooper, Senior Admin Assistant

32. APOLOGIES

Councillors Mosson and Mrs Stokes.

33. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

34. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 24 January 2013 (Minute Nos. 28 - 31) be received and approved as a correct record.

35. BURNTWOOD WAKES FESTIVAL 2013 - UPDATE

Members were advised that:

35.1 Stephen Sutton

An approach had been made on Stephen Sutton's behalf that he be given an opportunity to play the drums at a large public event (one of Stephen's "bucket list" wishes). "The Beatless" had confirmed that they were happy for Stephen to play as part of their set on the Friday evening, subject only to him being well enough to play. **AGREED** That Members were happy to afford Stephen the opportunity to fulfil one of his wishes.

35.2 Craft Fayre and Public Information Marquees

The Town Clerk reported that bookings for both marquees was currently very low. A Press Release had been issued encouraging "crafters" to come forward and local organisations were to be chased/contacted for spaces within the Public Information marquee.

A suggestion was put forward that the Public Information marquee and the Sponsors' area could be combined within one large marquee rather than separately. **AGREED** That comparative quotations be brought to the next meeting for decision.

35.3 **Infrastructure, etc**

Mr Cooper reported that many suppliers had held their prices at those quoted for the 2012 Festival, though he noted that First Aid cover would be more expensive this year as bookings have to be made via Regional Offices, not local contacts. Security fencing will be slightly more expensive this year and a quotation for policing was awaited.

35.4 Mr Cooper reported that a local company, was prepared to dig out an area and create a solid area rather than the temporary road used in previous years. The cost to the Council would be £1,500 - the same amount as budgeted for the temporary road. **AGREED** That the £1,500 be used towards the cost of providing a solid area on the proviso that the Burntwood Rugby Club give an undertaking that the Council can use the site for the Wakes Festival until at least 2016.

35.5 The Town Clerk confirmed that County Councillors and LCP would be contacted for sponsorship and that an application will be made to the SCC Community Arts Fund.

35.6 Councillor Taylor said that he would be approaching local businesses for sponsorship - Councillors Campbell and Mrs Evans said they would assist wherever possible.

35.7 Councillors Campbell and Mrs Evans said that if sponsorship levels are not attained it will create a budget problem which would need to be addressed.

(The Meeting closed at 6.52 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 22 APRIL 2013 COMMENCING AT 7.30 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

27. APOLOGIES

Councillors Isaacs and Taylor.

28. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

29. MINUTES

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 24 January 2013 (Minute Nos. 19 - 26) be received and approved as a correct record.

30. HANDYPERSON'S DUTIES (P&R Committee Minute No. 23 refers)

Members received a spreadsheet detailing the tasks currently undertaken by the contracted Handyman and the associated costs.

RESOLVED That:

- a) The information be noted.
- b) Alternative quotations be sought to ensure that Best Value is achieved for the service.

31. NOTICE OF AUDIT FOR THE YEAR ENDED 31 MARCH 2013

The Town Clerk reported that the external auditors had appointed 24 June 2013 as the date on or after which interested persons may exercise their rights under the Audit Commission Act 1998 and the Accounts and Audit (England) Regulations 2011. Members were advised of the timetable to be worked to by the Town Clerk.

RESOLVED That the information be received and noted.

32. 2012/13 ACCOUNTS

Members received copies of Section 1 of the Annual Return (The Statement of Accounts, Cash and Investment Reconciliation, Balance Sheet and Income and Expenditure Account).

RESOLVED That the information be received and noted.

33. BURNTWOOD TOWN STRATEGY ACTION AREA 2: COMMUNICATION AND IMAGE OF BURNTWOOD AS A PLACE - PROPOSED LOGO

Members considered four options for a new logo to be used by the Council and promotional material/signage generally in the town.

RECOMMENDATION That the Council adopt the proposed logo (**see Appendix 1**) to be used on all Council communications/publicity material and its use be encouraged by organisations, etc across the town.

34. CIVIC AWARD SCHEME (DRAFT) (Town Council Minute No. 117(b) refers)

RECOMMENDATION That the Council adopt the revised Civic Award Scheme (**Appendix 2**).

35. STAFFORDSHIRE HOARD SCULPTURE

- The concept for a statue relating to the Staffordshire Hoard shortly after the discovery. The idea being that there is an intrinsic link between the Hoard and the town and that the development of an iconic artwork relating to the Hoard - as a gateway marker in the town will be a significant feature for the town nationally.
- The concept is to work with the community in the widest sense to develop artistic responses to the Hoard - this will be through a number of different media and art forms, working with schools and groups and generating individual and group responses.
- The statue itself would be a large scale sculptural work which ideally represents the Hoard and its reference to the town. It would be placed in a location which brings the upmost interest and exposure and would act as a permanent symbol for the Hoard and the town.
- The lead artist is Peter Walker, and the project is being developed with the assistance of a small working group led by Robert Carr (local businessman and interest in tourism) and Celia Houghton, LDC Arts Officer.
- Peter Walker is a Burntwood born artist and sculptor who works internationally.
- The idea was presented to the Town Council in November 2012 in order to discuss the desire to add the artwork to the forward plan for the town.

- The sculpture will follow on from the development of a monument to the miners of Burntwood developed for a central location, in the town.
- It is aimed that the sculpture which is initially planned at a 12ft artwork will be produced and installed so that people can access and touch it and that it is one of the key focal points in Burntwood.

The ideal relationship for the artwork is to generate support through association with the Town Council. This opens up options for many different avenues of funding which are otherwise not available to private initiatives. It allows Burntwood Town Council to have a focus within the development and to work with the team to utilise the artwork as key in the forward planning for the town. Many applications which could help fund the artwork could not be accessed unless through such an organisation. A truly successful project will see the experience and professional approach of the project team working in partnership with Burntwood Town Council so that the artwork is truly developed for the people of the town and has a long lasting legacy.

Members were requested to authorise the Town Clerk to make grant aid applications on behalf of the Staffordshire Hoard Sculpture Task Group.

RESOLVED That the Town Clerk be authorised to make grant aid applications on behalf of the Staffordshire Hoard Sculpture Task Group on the proviso that the Task Groups communicates its ideas/proposals to others contemplating marking the Hoard's importance (e.g. Hammerwich Parish Council, Brownhills, Staffordshire County Council, etc).

36. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the following for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information.

37. GROUNDS MAINTENANCE - QUOTATIONS (P&R Committee Minute No. 26 refers)

Members considered quotations from two local businesses which were assessed against the current contractor's costs.

RESOLVED That the Council remain with the current contractor.

38. GROUNDS MAINTENANCE - PROPOSED SERVICE AGREEMENT (P&R Committee Minute No. 26 refers)

Members considered a proposal that it enter into an ongoing contract for the routine maintenance of the Council's portfolio (i.e. Burntwood Cemetery, Coulter Lane Burial Ground, traffic islands, hanging baskets and planters, seasonal Christmas trees).

RECOMMENDATION That the Council enter into an ongoing contract as described above and that a draft Agreement be put to the Council (via the Policy and Resources Committee) for approval.

39. BURNTWOOD TOWN STRATEGY

ACTION AREA 2: COMMUNICATION AND IMAGE OF BURNTWOOD AS A PLACE

Members considered quotations to provide a standalone promotional website together with the possibility of a promotional video or interactive map.

RECOMMENDATIONS

- a) That the Council opt for a "Promotional CIC" (Community Interest Company) which would be jointly owned by the Council and a local business as a public-private partnership. The business partner will manage the site, the Council will fund the initial build and the CIC would be incorporated to hold the assets of the project. The costs are:

- Initial build £5,440
- Hosting fee £ 655 annually thereafter

- b) That the council decline the option of a video or DVD with interactive map (neither of which would be favoured by the business partner).

40. DIGITAL MAPPING SOFTWARE

Members considered a proposal that digital mapping software be purchased to enable the Planning Committee to better understand the context of planning applications and the effect these might have in the vicinity of the application sites. The software had been quoted at a total cost of £1,300 plus annual support contract priced at £200 pa - the £1,300 could be split over a period of five years (interest free) if the Council wished. The supplier had offered to demonstrate the software to all Members.

RECOMMENDATION That a demonstration be provided at a Planning Committee meeting and that a recommendation be made to the Full Council on whether the product should be purchased.

(The Meeting closed at 8.40 p.m.)

Signed

Date

BURNTWOOD TOWN COUNCIL CIVIC AWARD SCHEME ~~20xx~~ (DRAFT)

BURNTWOOD CIVIC AWARD

- i. The Burntwood Civic Award should be awarded in recognition of work done for the benefit of the community of Burntwood.
- ii. Two awards will be presented annually: Citizen of the Year Award (over 18 years of age) and Young Citizen of the Year Award (up to age 19).
- iii. Recognition takes the form of a badge and a framed A4 certificate on high quality paper and include the words "in recognition of outstanding service to the people of Burntwood on whose behalf the Town Council records its appreciated".
- iv. Presentation of the award will take place on ??? at the Annual Town Meeting.

Nomination and Award Procedures for 20xx

Nominations may be put forward in one of two ways:

Either by

Members of Burntwood Town Council submitting nominations on the form provided to the Town Council office by ??? at midday.

Or by

Members of the general public submitting nominations on the form provided *countersigned* by a Burntwood Town Councillor to the Town Council office by ??? at midday.

Contact details for Councillors may be found on Burntwood Town Council website www.burntwood-tc.gov.uk.

Nomination Form

Section A

- Name, postal address, email address and telephone number of the person nominated.
- Name, postal address, email address and telephone number of the person submitting the nomination.
- Declaration of any financial/prejudicial interest by the person submitting the nomination.
- Connection with nominee of the person submitting the nomination.

Section B

- To be completed by a Burntwood Town Councillor where the nomination is submitted by a member of the public.

Section C

To be completed in all cases

- Reasons for nomination to be given by the person proposing the nomination (250 words maximum).

a. Nominations shall be completed on the merit of the work commenced or achieved between March 20xx and February 20xx

Nominations shall be considered on the merit of the benefit of the work to the community and not on the basis of any benefit to the proposed recipient.

Guidelines for submitting a nomination for many years' service

The Civic Award Scheme is primarily aimed at those who have given significant service for the community over the past municipal year. It is acknowledged, however, that there are many people in Burntwood who have done wonderful service over very many years.

As a guideline, therefore, in order that nominations can be spaced out in a reasonable way, nominations for retrospective service should only be submitted whether *either* some significant anniversary or other event happens to occur in that municipal year. For example, exactly 20 years community service, or retirement after many years of significant community service, etc *or* some other item of service has occurred for which retrospective years of service can legitimately be taken into consideration. For example, many years' service with particular input into a significant project that successfully completed in that municipal year. The significant anniversary or other event or item should be stated in the nomination form.

b. Funding

The scheme will be funded by the Civic Fund.

c. Consideration of Nominations

Nominations will be considered by the Chairman of the Council in consultation with ~~a minimum of two other senior Members of Burntwood Town Council. The responsibility as to who will receive an award will ultimately rest with the Chairman of the Council. the Leaders of the Majority and Minority Groups and the Town Clerk and a recommendation(s) will be put to the Full Council for approval/decision.~~

d. Possible Recipients

After consideration of the nominations by the ~~Chairman of the Full Council in consultation with a minimum of two other senior Members of Burntwood Town Council~~ the chosen recipients will be contacted to see whether they are prepared to accept the award. If they are not prepared to accept the award, the selection procedure may be revisited in order to offer another person or persons the award in their place.

These rules are subject to annual review.

1. INTRODUCTION

This Strategy complies with Guidance issued by the Secretary of State under the Local Government Act 2003, Section 15(1)(a).

Burntwood Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus fund held on behalf of the community.

2. INVESTMENT OBJECTIVES

- 2.1 The general policy objective for the Council is the prudent investment of its balances. The Council's investment priorities are:
- the security of its reserves
and
 - the liquidity of its investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 2.3 All investments will be made in sterling.
- 2.4 The Department for Communities and Local Government (DCLG) maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.
- 2.5 Where external investment managers are used, they will be contractually required to comply with the Strategy.

3. SPECIFIED INVESTMENTS

- 3.1 Specified Investments are those offering high security and high liquidity, made in sterling for no more than 12 months. Such short term investments made within the UK Government or a local authority or parish/town council will automatically be Specified Investments.
- 3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:
- Deposits with banks, building societies, local authorities or other public authorities
 - The debt management agency of HM Government
- 3.3 Current investments are in The Co-operative Bank PLC Guaranteed Investment Accounts.

4. NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainties surround such investments the Council will not use this type of investment.

5. LIQUIDITY OF INVESTMENTS

The Town Clerk (as the Responsible Financial Officer) in consultation with the Leader of the Council, will determine the maximum period for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

6. LONG TERM INVESTMENTS

6.1 Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long term investments.

No long term investments are envisaged during the 2013/14 financial year.

7. END OF YEAR INVESTMENT REPORT

Investment forecasts for the coming financial year should be accounted for when the budget is prepared. The Town Clerk will report at regular intervals on investment activity to the Policy and Resources Committee.

8. REVIEW AND AMENDMENT OF REGULATIONS

8.1 The Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Town Clerk and presented for approval at the Annual Town Council meeting.

8.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

9. FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.burntwood-tc.gov.uk.

Mrs M Danby
Town Clerk & Responsible Financial Officer
Burntwood Town Council
Unit 1, Lambourne House
Bridge Cross Road
BURNTWOOD WS7 2BX

Tel: 01543 677166
Fax: 01543 673474
Email: townclerk@burntwood-tc.gov.uk

BURNTWOOD TOWN COUNCIL - 2013/14 CALENDAR OF MEETINGS

Legend: ¹ = Monday; ² = Tuesday ³ = Wednesday, ⁴ = Thursday and ⁵ = Friday

	CYCLE	CYCLE	CYCLE	CYCLE	CYCLE	CYCLE
	1	2	3	4	5	6
COUNCIL	09 May 2013 ⁴	11 July 2013 ⁴	05 September 2013 ⁴	07 November 2013 ⁴	15 January 2014 ³	13 March 2014 ⁴
						08 May 2014 ⁴
PLANNING CMTTE	09 May 2013 ⁴	11 July 2013 ⁴	12 September 2013 ⁴	14 November 2013 ⁴	06 January 2014 ¹	06 March 2014 ⁴
	30 May 2013 ⁴	01 August 2013 ⁴	07 October 2013 ¹	02 December 2013 ¹	23 January 2014 ⁴	27 March 2014 ⁴
	19 June 2013 ³	22 August 2013 ⁴	24 October 2013 ⁴		13 February 2014 ³	17 April 2014 ³
						08 May 2014 ⁴
BEST VALUE CMTTE	27 June 2013 ⁴		18 September 2013 ³	12 December 2013 ⁴		06 March 2014 ⁴
BURIAL GROUNDS CMTTE	27 June 2013 ⁴		18 September 2013 ³	12 December 2013 ⁴		06 March 2014 ⁴
BURNTWOOD IN BLOOM CMTTE	* 27 June 2013 ⁴ (Daytime)		*24 October 2013 ⁴ (Daytime)			
BURNTWOOD WAKES CMTTE	* 23 May 2013 ⁴	10 July 2013 ⁴	18 September 2013 ³	14 November 2013 ⁴	06 January 2014 ¹	* 09 April 2014 ³
					* 10 February 2014 ¹	* 15 May 2014 ⁴
BURNTWOOD WAKES REVIEW CMTTE		* 28 August 2013 ²				
GRANT AID SUB-CMTTE			* 16 October 2013 ³			
GRANT AID CMTTE			24 October 2013 ⁴			
PERSONNEL CMTTE	* 03 June 2013 ¹ (Daytime)	* 20 August 2013 ¹ (Daytime)	* 02 September 2013 ¹ (Daytime)	* 02 December 2013 ¹ (Daytime)		*03 March 2014 ¹ (Daytime)

	CYCLE	CYCLE	CYCLE	CYCLE	CYCLE	CYCLE
	1	2	3	4	5	6
POLICY & RESOURCES CMTTE		10 July 2013 ³	* 31 October 2013 ⁴		* 08 January 2014 ³	* 24 April 2014 ⁴
		* 29 August 2013 ⁴				
BURNTWOOD IN BLOOM PRESENTATION EVENING			#06 September 2013 ⁵			
GRANT AID PRESENTATION EVENING				# 29 November 2013 ⁵		

All meetings will be held at Burntwood Library, except those marked with an * which will take place at the Town Council's office and those marked with a # which will take place at Burntwood Memorial Institute.