

Our Ref: MD

12 May 2011

**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 **Meeting Room, Burntwood Library, Sankeys Corner** on **Thursday 19 May 2011** (immediately following the Annual Town Meeting) at which the business set out below will be transacted.

Yours sincerely

**Mary Danby (Mrs)**  
**Town Clerk**

## **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.

### **PRAYERS**

#### **1. APOLOGIES FOR ABSENCE**

#### **2. DECLARATIONS OF INTEREST**

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

#### **3. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**

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

**5. MINUTES**

To approve as a correct record the Minutes of the Meeting of the Town Council held on 16 March 2011 (Minute Nos. 138 – 158) (**WHITE ENCLOSURE**).

**6. TO APPOINT CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF THE COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS (LIGHT GOLD ENCLOSURE)**

**7. TO APPOINT REPRESENTATIVES TO SERVE ON OUTSIDE BODIES (GREEN ENCLOSURE)**

**8. CHAIRMAN'S ANNOUNCEMENTS**

**9. PLANNING APPLICATIONS COMMITTEE**

Chairman of the Planning Applications Committee to move that the proceedings of meetings held on 16 March 2011 (Minute Nos. 76 – 81), 07 April 2011 (Minute Nos. 82 – 88) and 28 April 2011 (Minute Nos. 89 - 94) be received and where necessary approved and adopted (**CREAM ENCLOSURES**).

**10. BURNTWOOD WAKES COMMITTEE**

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meeting held on 11 April 2011 (Minute Nos. 28 – 31) be received and where necessary approved and adopted (**LILAC ENCLOSURE**).

**11. MEMBERS QUESTIONS** under Standing Order.

**12. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC): COMMUNITIES IN ACTION – CONFERENCE AND EXHIBITION**

The NALC Conference and Exhibition will take the form of a one day event held at three locations, the first being held in Bristol on 15 June 2011 and repeated in Sheffield on 19 July 2011 and in London on 22 September 2011.

The Conference invitation preamble reads: "Do you want your local (parish or town) council to deliver effective services in response to local needs and aspirations? Do you want to improve how your community or local council influences and helps shape service delivery in your area? Do you want to find out what the new era of localism and Big Society means to very local government? By using existing and forthcoming new strengthened powers, communities and local councils can get in the driving seat to make places better. Find out more at the Communities in Action Conference."

As well as two plenary sessions, the Conference offers the following workshops:

**Session 1**

- Affordable Housing and new community right to build
- Participatory budgeting and the involvement of local people in spending decisions
- Continuing effective engagement and working with principal authorities
- Asset transfer and saving local facilities

**Session 2**

- Employment law and good practice for local councils
- Power of well being and the new general power of competence

- Neighbourhood Planning
- Working with civil society organisations

Delegate fee: £97.50 + VAT = £117.00 plus accommodation (to be sourced independently of NALC), travel and subsistence costs.

The Town Council is requested to indicate whether it wishes to be send a delegate(s) to the above Conference and, if in the affirmative, to confirm its nominee(s).

**13. SOCIETY OF LOCAL COUNCIL CLERKS (SLCC): NATIONAL CONFERENCE AND EXHIBITION**

The SLCC National Conference and Exhibition will take place at the De Vere Wokefield Park Hotel, Reading from Friday 14 – Sunday 16 October 2011.

The Conference theme is "Taking ACTION on the ACT" and it "will have a mix of plenary and workshop sessions involving Keynote speakers, skills sessions, advisory surgeries, the AGM, a motivational speaker and much more".

There is a "Super Early Bird" offer of £345 (excluding VAT) for the full conference (plus travel and subsistence costs) per delegate available until 01 June. The offer represents a reduction of £50 (plus VAT) off the full conference delegate fee.

The Town Clerk seeks permission to attend this year's event.

**14. 2011/12 MEETING SCHEDULE (PROPOSED)**

To approve the proposed 2011/12 Meeting Schedule (**WHITE ENCLOSURE**). The Town Clerk would advise Members that the Schedule has been drafted after taking account of the Lichfield District Council's published meeting calendar.

**15. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY: 2011/12 (DRAFT)**

To approve the draft Members and Officers Subsistence/Mileage Policy: 2011/12 (**SALMON ENCLOSURE**).

**16. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2011 (GREY ENCLOSURES)**

**16.1 Income and Expenditure Account for the Year Ended 31 March 2011**

Members are requested to formally resolve that the Income and Expenditure Account for the Year Ended 31 March 2011 is approved.

**16.2 Balance Sheet as at 31 March 2011**

Members are requested to formally resolve that the Balance Sheet as at 31 March 2011 is approved and that the Chairman and the Responsible Financial Officer be authorised to sign the document.

**16.3 Balances and Reserves as at 31 March 2011 and Forecast for 2011/12**

Members are requested to formally resolve that the Balances and Reserves as at 31 March 2011 and forecast for 2011/12 are approved.

**16.4 Annual Return: Section 1 - Accounting Statements for the year ended 31 March 2011**

Members are requested to resolve that the Annual Return: Section 1 – Accounting Statements for the end year ended 31 March 2011 are agreed and that the Chairman and Responsible Financial Officer be authorised to sign the Statement.

**16.5 Annual Return: Section 2 - Annual Governance Statement for the year ended 31 March 2011**

Members are requested to consider the nine individual statements that comprise the Annual Governance Statement for the year ended 31 March 2011, formally resolve that they agree the individual "Yes" responses on the Statement and that the Chairman and Responsible Financial Officer be authorised to sign the Statement.

**17. WILLIAM CADMAN CHARITY: ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011**

To receive and approve the William Cadman Charity Accounts for the Year Ended 31 March 2011 (**LAVENDER ENCLOSURE**).

**18. BURNTWOOD TOWN COUNCIL: FINANCIAL REGULATIONS**

The Auditor appointed by the Audit Commission has strongly recommended that the Town Council amend its Financial Regulations with immediate effect to include the Town Clerk as a signatory to enable the Council's bank accounts to be administered more closely on a day-to-day basis and to act as an emergency cheque signatory should insufficient Councillors be immediately available.

Members are requested to formally agree to the Audit Commission's recommendation.

**19. INTERNAL AUDITOR'S REPORT: 2010/11 FINANCIAL YEAR (GOLD ENCLOSURE)**

**20. INTERNAL AUDIT: 2011/12 AUDIT PROGRAMME**

To approve the Internal Auditor's proposed Programme of Work for the 2011/12 financial year (**BLUE ENCLOSURE**).

**21. SCHEDULE OF PAYMENTS MADE BETWEEN 28 MARCH AND 12 MAY 2011 INCLUSIVE (YELLOW ENCLOSURE)**

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

The Chairman will move:

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

**23. BURNTWOOD TOWN COUNCIL OFFICES, UNIT 1, LAMBOURNE HOUSE: LEASE RENEWAL (PINK ENCLOSURE)**

**24. BURNTWOOD TOWN COUNCIL: INSURANCE RENEWAL QUOTATIONS (PINK ENCLOSURE)**

Our Ref: MD

12 May 2011

**To: All Members of the Town Council**

Dear Councillor

Please find below additional items for consideration at the Annual Town Council Meeting on 19 May 2011.

Yours sincerely

**Mary Danby (Mrs)  
Town Clerk**

### **SUPPLEMENTARY AGENDA**

#### **A. STAFFORDSHIRE COUNTY COUNCIL (SCC) LOCAL EDUCATION AUTHORITY GOVERNOR VACANCIES**

The Town Council has been advised that vacancies exist for a Local Education Authority Governor at the following schools:

**Chase Terrace Primary School                      1 vacancy**

**Springhill Primary School                      1 vacancy\***

\*The term of office for a Local Authority Governor, Mrs Kirsty Lewis, at the above school is to end on 31 August 2011. The person currently in post may wish to be re-appointed for a further term.

In accordance with agreed procedures the Town Council may wish to submit nominations to be considered for appointment – completed nomination forms must be received by SCC no later than 07 June 2011.

Does the Town Council wish to submit nominations for the LEA Governor vacancies at above schools?

#### **B. NEW COUNCILLOR TRAINING**

The Staffordshire Parish Councils Association (of which the Town Council is a member) is offering the following four "Welcome New Councillor" training courses:

- **Roles and Responsibilities** (Wednesday 01 June 2011)
- **Powers, Duties and Precepts** (Wednesday 08 June 2011)
- **Management and Meetings** (Wednesday 15 June 2011)
- **The Council and the Community** (Wednesday 22 June 2011)

**Time** (for all courses): 7.00 – 9.00pm

**Venue** (for all courses): Room 9/10 Peel Building, St Chads Place, Stafford ST16 2LR

**Cost** (per delegate for each course):

£20.00 for the first delegate; £15.00 for the second delegate from the same council and £10.00 for subsequent delegates.

Members are requested to inform the Town Clerk **no later than Wednesday 25 May 2011** if they wish to be booked onto any (or all) of the above courses.

### **C. TOWN COUNCILLOR'S REQUEST FOR PAYMENT OF TRAVEL EXPENSES TO ATTEND MEETINGS**

Councillor J T Walker MBE has formally requested that the Town Council consider paying his travel expenses (taxi fares) to enable him to attend meetings of the Town Council, Committees and other properly called meetings.

It is envisaged that the cost to the Town Council would be in the region of £750 per annum.

The Town Clerk can confirm that although the Town Council has chosen not to pay Member allowances, it can still pay travelling expenses for attendance at meetings. (The authority to pay is provided under the Local Government Act, 1972, as amended by the Local Authorities (Members Allowances) Regulations, 1991, 1993 and 1995.)

Members are requested to consider the above.

**MINUTES OF A MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 16 MARCH 2011 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Constable (in the Chair)

Councillors Bamborough, Brown, Bradbury, Campbell, Mrs Constable, Mrs Evans, Everall, Mrs Fisher, Dr Hassell, Heath, Mrs Holt, Humphreys, Mrs Humphreys, Isaacs, Norman, Mrs Rigby, Mrs Tranter, Tranter and Walker MBE.

**In attendance**

Mrs M Danby, Town Clerk  
Dr Rick Ball, Localecon Associates  
Three members of the public

**PUBLIC FORUM**

No members of the public were present at the meeting.

**PRAYERS**

Prayers were said by Councillor Walker MBE.

**138. APOLOGIES FOR ABSENCE**

Councillor Emery.

**139. DECLARATIONS OF INTEREST**

Councillor Isaacs declared a personal interest in Minute No. 152 as he lived in the vicinity of the Chase Road bus shelter.

Councillor Bradbury declared a personal interest in Minute No. 152 as he had been involved in some of the Morph4us projects.

**140. COUNCILLOR P D ATKINS: VACANCY OF OFFICE BY FAILING TO ATTEND MEETINGS**

Members were advised that a Casual Vacancy had been declared due to Councillor Atkins not having attended a meeting of the Council or its Committees since 23 August 2010.

In answer to a query raised by a Member, the Town Clerk confirmed that Councillor Atkins had been advised of his attendance record in late 2010.

**RESOLVED** That the Town Council would not seek to fill the casual vacancy on this occasion as there was less than six months before the next ordinary elections in May 2011 (as provided under the Local Government Act 1972, Section 89(3) and the Council's Standing Order 7(c).

**141. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 27 January 2011 (Minute Nos. 116 - 137) be approved and noted.

#### **142. CHAIRMAN'S ANNOUNCEMENTS**

- a) Councillor Constable announced that his Charity Evening on 18 February 2011 had raised £495 for his charities.
- b) Councillors were made aware that the Burntwood bench at the National Memorial Arboretum (NMA) had been assessed as "not being fit for purpose" and would need to be removed from the site by the end of April 2011. The NMA had provided a quotation for a replacement hardwood bench at a cost of £575 (including installation).

**RESOLVED** That the quotation of £575 for a replacement bench, including installation, be accepted and that this be funded from General Reserves within the 2010/11 fiscal year.

- c) Councillors were made aware of the Burntwood Community Development Worker's latest Progress Report.
- d) Councillor Humphreys reported that Burntwood Rotary Club's "Tree of Light 2010" had raised £1,130 and a cheque had recently been presented to Macmillan Nurses (one of the Chairman's charities).

#### **143. PLANNING APPLICATIONS COMMITTEE**

**RESOLVED** That the Minutes of Meetings of the Planning Applications Committee held on 02 February 2011 (Minute Nos. 62 - 66) and 24 February 2011 (Minute Nos. 67 - 75) be received and where necessary approved and adopted.

#### **144. BEST VALUE COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Best Value Committee held on 24 February 2011 (Minute Nos. 17 - 20) be received and where necessary approved and adopted.

#### **145. PERSONNEL COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 03 March 2011 (Minute Nos. 13 -19) be received and where necessary approved and adopted.

#### **146. BUS SHELTERS WORKING GROUP**

The Bus Shelters Working Group had recommended six potential sites where new bus shelters might be installed.

Members also noted that Town Council owned bus shelters already in situ should be the subject of a rolling programme of refurbishment/replacement.

**RESOLVED** That:

- a) The Council receive and note the Working Group's recommended sites where new bus shelters might be installed (subject to formal assessment/approval by Staffordshire County Council.
- b) Following the May 2011 Parish Elections, the Council was recommended to take a whole town view and prioritise the recommended sites and agree an installation programme.
- c) Following the May 2011 Parish Elections, the Council was recommended to implement a rolling programme for Town Council owned bus shelters to be refurbished/ replaced as appropriate.

#### **147. MEMBERS QUESTIONS**

None raised.

#### **148. BURNTWOOD TOWN STRATEGY**

**RESOLVED** That Standing Orders be suspended to permit Dr Rick Ball, Localecon Associates, to address the Council.

Dr Rick Ball presented the final draft of the Burntwood Town Strategy for Members consideration and adoption.

Councillor Isaacs requested that the Localecon Associates logo be incorporated, but not on the front cover, to demonstrate that the document is an outside view based on wide community consultation.

Councillor Hassell asked for a record of the numbers of people who attended the various events to be left at the Town Council's offices.

Councillor Norman said that the Strategy was excellently written and readable with actions on the Council and the community which need to be progressed.

**RESOLVED** That Standing Orders be reinstated.

**RESOLVED** That:

- a) The Town Council adopt the Burntwood Town Strategy.
- b) The Town Council will need to move the Strategy forward and work with partners and the community to make things happen.
- c) The Strategy should be reviewed annually by the Best Value Committee.
- d) A copy of the Strategy should be provided to the District Council as soon as possible to inform the Local Development Framework.

#### **149. BURNTWOOD WAKES FESTIVAL 2011**

Councillor Mrs Fisher, Burntwood Wakes Committee Chairman gave a brief update on preparations to date for the 2011 Wakes Festival. She added that this was the third year that the Council had allocated a budget of £35,000 for the Festival and that current indications were that an overspend of £5,000 was likely due to increased costs across the Festival.

Councillor Mrs Fisher requested authority:

- For the Committee to be authorised to overspend by £5,000, stressing that efforts would continue to be made to obtain sponsorship to offset any overspend
- That the Committee be permitted to continue its work in the lead up to the May 2011 Parish Elections.

**RESOLVED** That

- a) The Burntwood Wakes Committee be authorised to overspend to an upper limit of £5,000, such funding to be taken from the Council's General Reserves, subject to continued efforts being made to secure additional sponsorship to offset the cost of the 2011 Burntwood Wakes Festival.
- b) The Burntwood Wakes Committee be permitted to continue its work on the 2011 Festival in the lead up to the May 2011 Parish Elections.

**150. LICHFIELD DISTRICT COUNCIL:  
REDWOOD PARK SECURITY MEASURES (Minute Nos. 104 and 127 refers)**

This item had been deferred from the previous meeting of the Council. Councillor Mrs Tranter confirmed that a meeting had taken place between Lichfield District Council and the Staffordshire Environmental Fund officers but no decision will be made on funding until 31 March 2011.

**RESOLVED** That as the funding has not been secured the Town Council now draws a line under this matters, and the District Council be informed that the Town Council will not be putting any contribution to the scheme at this time.

**151. LICHFIELD DISTRICT COUNCIL:  
JACKS WOOD, CHASETOWN - BURNTWOOD S106 MONIES (Minute Nos. 80 and 101 refer)**

Members were advised that Chasetown Ward Members had considered options put by the LDC Leisure Projects Officer and they had agreed that they **RECOMMENDED** that the S106 monies utilised as follows:

- Hard surfacing of the entrance pathway from Church Street to the end of the garages, leaving a natural path into the wooded area.
- Thinning out and re-landscaping of the area along the side of the path to provide something that reduces long-term maintenance. (Local schools or groups to be encouraged to plant this area so they take some form of ownership and help with looking after it).

**RESOLVED** That the above recommendations be put to the District Council with the Town Council's support.

**152. MORPH4US: PROJECT 4**

Members were informed that the Town Council had been approached for permission to use two of the Council's bus shelters on an artwork project for the 4<sup>th</sup> Morph4us Project. The bus shelters in question are situated at (a) High Street, Chase Terrace (adjacent to St John's Community Church) and (b) Chase Road, Burntwood (lay-by close to 194 Chase Road).

Councillor Mrs Fisher explained that the artwork would be on boards which are then attached to the bus shelters. She suggested that the young people could be invited to show their ideas to the Council for agreement before taking them forward.

**RESOLVED** That the Morph4us Project be given permission to use the two identified bus shelters subject to the young people presenting their ideas to a meeting of the Council prior to final commissioning onto boards ready for installation.

**153. APPOINTMENT OF INTERNAL AUDITOR FOR THE 2011/12 FISCAL YEAR**

Members were requested to consider two quotations from suitably qualified independent people to provide an Internal Audit service for the coming financial year:

**Quotation A** (based on two visits)  
£250 (plus VAT) including travel and out of pocket expenses

**Quotation B** (Based on one visit)  
£400 including travel and out of pocket expenses (VAT not applicable)

**RESOLVED** That Quotation A in the sum of £250 plus VAT be accepted.

**154. RISK ASSESSMENT: 2010/11**

The Town Clerk advised Members that the annual risk assessment using the Local Council Risk System software package had been undertaken and the Overall Assessment for the 2010/11 financial year was that there were currently no uncontrolled risks in any area of the Council's business.

**RESOLVED** That the information be received and noted.

**155. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2010/11**

**RESOLVED** That the Council considers the system of internal control to be sufficiently effective.

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

**RESOLVED** That the Council considers the controls currently in place are effective.

**157. 2010/11 BUDGET: ACTUAL TO END FEBRUARY 2011 AND FORECAST**

**RESOLVED** That the report be received and noted.

**158. SCHEDULE OF PAYMENTS MADE BETWEEN 01 JANUARY - 09 MARCH 2011**

**RESOLVED** That the schedule of payments totalling £31,790.71 for the period 01 January - 09 March 2011 be received and noted.

(The Meeting closed at 8.02 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON WEDNESDAY 16 MARCH 2011 COMMENCING AT 8.11 P.M.**

**PRESENT**

Councillor Tranter (in the Chair)

Councillors Bamborough, Bradbury, Brown, Campbell, Constable, Mrs Constable, Mrs Evans, Overall, Mrs Fisher, Dr Hassell, Heath, Mrs Holt, Humphreys, Mrs Humphreys, Isaacs, Norman, Mrs Rigby, Mrs Tranter and Walker MBE

**In attendance**

Mrs M Danby, Town Clerk

3 Members of the public

**76. APOLOGIES FOR ABSENCE**

Councillor Emery

**77. 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.

**78. MINUTES**

**RESOLVED** That the Minutes of the Planning Applications Committee Meeting held on 24 February 2011 (Minute Nos. 67 - 75) be approved and adopted.

**79. PLANNING APPLICATIONS**

**RESOLVED** That the following comments be passed to the Local Planning Authority:

|     |              |            |                                                   |                                                                                    |
|-----|--------------|------------|---------------------------------------------------|------------------------------------------------------------------------------------|
| (a) | 11/00159/FUL | All Saints | Mr I Holdsworth<br>1 Wedgewood Close<br>Burntwood | Two storey rear extension and alterations to form kitchen, utility, wc and bedroom |
|-----|--------------|------------|---------------------------------------------------|------------------------------------------------------------------------------------|

No comment.

|     |              |           |                                               |                                                                                                      |
|-----|--------------|-----------|-----------------------------------------------|------------------------------------------------------------------------------------------------------|
| (b) | 11/00181/FUL | Chasetown | Mrs A Wilson<br>18 Poplar Avenue<br>Burntwood | Two storey side extension to form porch, utility and bedroom (includes extension to existing dormer) |
|-----|--------------|-----------|-----------------------------------------------|------------------------------------------------------------------------------------------------------|

Objection: The proposed development is considered to be too large and would adversely affect the streetscene.

**80. TOWN AND COUNTRY PLANNING ACT, 1990 (as amended)**  
**Land At: Corner Cottage, 2 Springle Styche Lane, Burntwood**  
**Proposed Development: Certificate of Lawfulness – (Proposed) Conservatory to rear**  
**Inspectorate Appeal Ref. No. APP/K3415/X/11/2146976**  
**Appeal Starting Date: 22 February 2011**

Members were informed that Lichfield District Council had advised that an appeal has been made to the Planning Inspectorate following refusal of planning permission. The appeal would be decided on the basis of an exchange of written statements by the parties and a site visit by an Inspector.

**RESOLVED** That the information be received and noted.

**81. ENFORCEMENT ISSUES**

**81.1 Land Adjacent to 236 Chase Road, Burntwood (Planning Minute No. 75.1 refers)**

Members were informed that a LDC Planning Enforcement Officer had advised "that there have been two planning applications submitted in relation to the land, namely:

09/00901/OUT (for the erection of a dwelling house) - Outline permission granted on 15.10.09.

11/00071/OUT (for the erection of 3 dwellings and associated works) - Application still under consideration.

The land is not designated as a Tree Protection Area, nor are there any Protected Trees within it. There are, therefore, no restrictions at present preventing the felling of trees; it is classed as gardening works.

Numerous conditions were attached to the 2009 application, including landscaping, so it is highly likely that similar conditions will be attached to the 2011 application if approved."

Councillor Isaacs expressed his disappointment in the LDC Officer's views, stressing that the landscaping had originally been planted as a buffer between the property and the industrial units to the rear of the property.

Councillor Norman suggested, and it was **AGREED**, that clarification should be sought on the legal status of the conditional planting that had been required on granting of the original planning permission and that a further request be made for the buffer landscaping to be reinstated.

**81.2 Enforcement Issues Raised by Members**

**81.2.1 145 Woodhouses Road, Burntwood**

Councillor Humphreys reported that people were known to be living in a residential caravan at 144 Woodhouses Lane (located to the side of the garage) and that this had been the case for around six years. There had been complaints from neighbours relating to loud music and noise emanating from the caravan late at night. **AGREED** that this matter be referred to LDC's Planning Enforcement Team for investigation.

**81.2.2 230 High Street, Chasetown**

Councillor Norman reported that the resident at 230 High Street, Chasetown had complained that a tree outside the property was blocking light. Councillor Norman said that he believed that this was a County Council matter. **AGREED** that this matter be referred to the appropriate County Ward Member with a request that the complaint be investigated/resolved.

(The Meeting closed at 8.25 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 07 APRIL 2011 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Tranter (in the Chair)

Councillors Bamborough, Bradbury, Brown, Campbell, Mrs Evans, Everall, Dr Hassell, Isaacs, Norman, Mrs Tranter and Walker MBE

**In attendance**

Mrs M Danby, Town Clerk

**82. APOLOGIES FOR ABSENCE**

Councillors Mrs Fisher, Heath, Humphreys, Mrs Humphreys and Mrs Rigby.

**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 Applications Committee Meeting held on 16 March 2011 (Minute Nos. 76 - 81) be approved and adopted subject to the last paragraph of Minute No. 81.1 being amended from "Councillor Norman suggested..." to read "Councillor Isaacs suggested...".

**85. PLANNING APPLICATIONS**

**RESOLVED** That the following comments be passed to the Local Planning Authority:

- |     |              |           |                                                    |                                                                                                                |
|-----|--------------|-----------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| (a) | 11/00274/FUL | Highfield | Mr and Mrs J Nolan<br>15 Hunslet Road<br>Burntwood | Loft conversion and<br>installation of dormer<br>windows to front and rear to<br>form bedrooms and<br>bathroom |
|-----|--------------|-----------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

The Local Planning Authority should satisfy itself that there is no loss of amenity to adjoining neighbours.

- |     |              |            |                                        |                                                                                                                  |
|-----|--------------|------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------|
| (b) | 11/00291/FUL | All Saints | Mr K Payne<br>13 New Road<br>Burntwood | Single storey front and rear<br>extensions to form porch,<br>lounge, music room, dining<br>room and conservatory |
|-----|--------------|------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------|

The Local Planning Authority officers are requested to seek improvements to the design from the street. Materials and quality of the design should seek to enhance the area.

- |     |              |               |            |                              |
|-----|--------------|---------------|------------|------------------------------|
| (c) | 11/00296/FUL | Chase Terrace | Mr Jackson | Single storey rear extension |
|-----|--------------|---------------|------------|------------------------------|

22 School Walk  
Burntwood

to form porch, sitting room  
and bedroom with en-suite

No objections.

## **86. ENFORCEMENT ISSUES – UPDATE**

### **86.1 Land Adjacent to 236 Chase Road, Burntwood (Planning Minute Nos. 75.1 and 81.1 refer)**

The Town Clerk advised Members that no further comments had been received from the District Council's Planning Enforcement Officer in this matter.

**AGREED** That the previous comments noted in Minute No. 81.1 be resent to the District Council Planning Enforcement Officer with a request that a response be given.

### **86.2 145 Woodhouses Road, Burntwood (Planning Minute No. 81.2.1 refers)**

Members were advised that District Council officers had confirmed that "the rules changed a few years ago. If the caravan is within the boundary of the property, it does not need planning permission for sleeping in by members of the same family that live in the house, in other words, you cannot let it."

**AGREED** That the District Council's Planning Enforcement Officer be requested to provide details of the relevant legislation covering this situation and that an assessment had been made confirming that the caravan was only being used for sleeping in, i.e. that it is not being lived in on a permanent basis.

## **87. ENFORCEMENT ISSUES RAISED BY MEMBERS**

### **87.1 A1 Taxis, Rugeley Road, Chase Terrace**

Members were concerned that up to 10 taxis at any one time can be seen parked on Rugeley Road making it difficult for road users to travel safely along the road. Taxis are also often parked on the corner at the junction of Rugeley Road/Spencer Drive, making access/egress difficult for residents.

**AGREED** That the Highways Authority be requested to assess whether a section of Rugeley Road needs to have yellow lines implemented in the interests of highway safety.

*(COUNCILLOR BAMBOROUGH DECLARED A PERSONAL INTEREST AS HE KNOWS THE OWNER OF THE ABOVE COMPANY. COUNCILLORS MRS TRANTER AND TRANTER DECLARED A PREJUDICIAL INTEREST AS THEY OWN A TAXI BUSINESS. ALL THREE COUNCILLORS LEFT THE ROOM WHILST THIS MATTER WAS UNDER CONSIDERATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)*

## **88. PUBLIC HEALTH ACT 1925 – STREET NAMING UNNAMED ROAD LEADING TO PAGET 12, BURNTWOOD BUSINESS PARK ZONE 3, OFF CINDER ROAD, BURNTWOOD**

Members were informed that it had been brought to the District Council's attention that the new industrial unit 'Paget 12' had an unnamed road leading to it; therefore there was a requirement to name the road off Cinder Road, Burntwood. The Landlord who owns Paget 12 had suggested 'Paget Way'.

**RESOLVED** That the following comments be submitted to the District Council:

Paget Drive already exists and the proposed 'Paget Way' may cause problems for the Royal Mail. Members were also of the opinion that a business should not benefit from a road being named after it.

Members queried whether there was a need to name the road as it is only a service road off Cinder Road. However, if it is considered necessary the District Council was requested to consult with the Chasetown Ward Members for their suggestion(s).

(The Meeting closed at 7.27 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 28 APRIL 2011 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Tranter (in the Chair)  
Councillors Bradbury, Campbell, Mrs Evans, Everall, Mrs Fisher, Humphreys, Mrs Humphreys, Isaacs, Norman, Mrs Tranter and Walker MBE

**In attendance**

Mrs M Danby, Town Clerk  
Seven members of the public

**89. APOLOGIES FOR ABSENCE**

Councillors Brown, Dr Hassell, Heath, and Mrs Rigby.

**90. 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.

**91. MINUTES**

**RESOLVED** That the Minutes of the Planning Applications Committee Meeting held on 07 April 2011 (Minute Nos. 82 - 88) be approved and adopted.

**92. PLANNING APPLICATIONS**

**RESOLVED** That the following comments be passed to the Local Planning Authority:

|     |              |         |                                             |                                                                         |
|-----|--------------|---------|---------------------------------------------|-------------------------------------------------------------------------|
| (a) | 11/00156/FUL | Central | D Hemmings<br>28 Linden Avenue<br>Burntwood | First floor extension over existing garage to form bedroom and bathroom |
|-----|--------------|---------|---------------------------------------------|-------------------------------------------------------------------------|

No objections.

|     |              |  |                                                                                          |                                        |
|-----|--------------|--|------------------------------------------------------------------------------------------|----------------------------------------|
| (b) | 11/00231/COU |  | LCP Properties Limited<br>Zone 3<br>Burntwood Business<br>Park<br>Ring Road<br>Burntwood | Change of Use from B2 to B1, B2 and B8 |
|-----|--------------|--|------------------------------------------------------------------------------------------|----------------------------------------|

No objections.

|     |              |            |                                        |                                                                            |
|-----|--------------|------------|----------------------------------------|----------------------------------------------------------------------------|
| (c) | 11/00270/FUL | All Saints | C Masters<br>5 Lime Grove<br>Burntwood | Two storey side extension to form kitchen, study and bedroom with en suite |
|-----|--------------|------------|----------------------------------------|----------------------------------------------------------------------------|

No objections.

|     |              |         |         |                           |
|-----|--------------|---------|---------|---------------------------|
| (d) | 11/00331/FUL | Central | P Allen | Erection of three bedroom |
|-----|--------------|---------|---------|---------------------------|

41 Ashmead Road  
Burntwood  
detached dwelling (extension  
of time for application  
08/00145/FUL)

No objections on planning grounds but concern expressed on the aesthetics of the proposed design and whether this is in keeping with the area.

- (e) 11/00347/FUL Central R Evans  
15 Galway Road  
Burntwood Replace existing flat roof with  
new pitched tiled roof

No objections.

- (f) 11/00351/COU Central Mrs D Zaman  
7c Bridge Cross Road  
Burntwood Change of Use from shop to  
taxi office and private hire and  
the erection of a radio mast

Comments: Conditions sought to see the aesthetics of the building improved and controls put in place re the number of cars operating from the premises and parking. No parking to be permitted in front of the premises. The Local Planning Authority should satisfy itself that the aerial suits the area it is in.

*(COUNCILLORS TRANTER AND MRS TRANTER DECLARED A PREJUDICIAL INTEREST AS THEY OWN A TAXI BUSINESS. THEY LEFT THE ROOM WHILST THIS MATTER WAS UNDER CONSIDERATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)*

- (g) 11/00367/FUL Highfield A Edwards  
Maple Lodge  
Abnalls Lane  
Burntwood Installation of a free standing  
ground mounted 12 panel  
photo voltaic solar array

No objections.

- (h) 11/00369/FUL Highfield Mr & Mrs D Geobey  
(as amended) 69 Rugeley Road  
Burntwood Single and two storey  
extensions and alterations to  
form garage, lounge, dining  
room, kitchen, bathroom and  
bedroom with en suite

Comment: The Local Planning Authority is requested to look at the space between dwellings and whether the proposal is over intensive for the plot and to ensure that neighbours amenities are not adversely affected.

- (i) 11/00386/FUL Summerfield P Drury  
107 Cannock Road  
Burntwood Single storey side extension to  
form porch

No objections.

- (j) 11/00388/FUL Highfield Friel Homes  
58 Church Road  
Burntwood Demolition of existing  
garage/study and erection of  
two storey side extension to  
form double garage, kitchen,  
utility and bedroom with en  
suite

Objection: Over intensive use of plot and adverse effect on street scene.

- |     |              |           |                                            |                                                                                   |
|-----|--------------|-----------|--------------------------------------------|-----------------------------------------------------------------------------------|
| (k) | 11/00389/FUL | Highfield | Friel Homes<br>58 Church Road<br>Burntwood | Demolition of existing garage and erection of new three bedroom detached dwelling |
|-----|--------------|-----------|--------------------------------------------|-----------------------------------------------------------------------------------|

Objection: Over intensive use of plot, adverse effect on street scene, terracing effect and loss of amenity to neighbouring dwellings.

- |     |                              |            |                                            |                                                          |
|-----|------------------------------|------------|--------------------------------------------|----------------------------------------------------------|
| (l) | 11/00418/FUL<br>(as amended) | All Saints | Mr Tweddle<br>47 Rugeley Road<br>Burntwood | Single storey side extension to form kitchen/living room |
|-----|------------------------------|------------|--------------------------------------------|----------------------------------------------------------|

Comment: Members note that this is the oldest building in Burntwood and ask that the Local Planning Authority ensure that it is protected.

- |     |                              |            |                                            |                                                                                                              |
|-----|------------------------------|------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| (m) | 11/00419/LBC<br>(as amended) | All Saints | Mr Tweddle<br>47 Rugeley Road<br>Burntwood | Works to listed building to enable to erection of a single storey side extension to form kitchen/living room |
|-----|------------------------------|------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------|

Comment: Members note that this is the oldest building in Burntwood and ask that the Local Planning Authority ensure that it is protected.

**93. PUBLIC HEALTH ACT 1925 – STREET NAMING  
UNNAMED ROAD LEADING TO PAGET 12, BURNTWOOD BUSINESS PARK ZONE 3,  
OFF CINDER ROAD, BURNTWOOD (Minute No. 88 refers)**

The District Council had advised that Officers had relooked at the naming of the above road and the Council had come to the decision that they were not going to give the road a new name. They are going to use the road name "Cinder Road" which is the main access road to the Paget 12 building.

**RESOLVED** That the information be received and noted.

**94. ENFORCEMENT ISSUES – UPDATE**

**94.1 Land Adjacent to 236 Chase Road, Burntwood (Planning Minute Nos. 75.1, 81.1 and 86.1 refer)**

The following comments had been received from the District Council's Principal Planning Officer (Enforcement):

"We have had another look at 236 Chase Road. The trees have been removed the garden. Planning permission (09/00901/OUT) was granted for a house. There would be nothing to prevent trees being removed from a garden as they aren't TPO'd and there was no condition on the planning permission requiring them to be retained.

The industrial units at the back were granted planning permission from 1953 to the early 1960's. We will have a look at the planning history but because they are so old I'm not sure what documents we will have available. Only planning permissions from 1974 have to be declared on searches as a Land Charge. If any conditions do exist we would need to take legal advice on whether we could pursue enforcement action. If councillors have any further information which might help I would appreciate it if they could pass it on.

My colleague will make a site visit to ascertain if any trees appear to have gone within the industrial curtilage and we'll get back to you as soon as we can."

Confirmation has also been received that the District Council does not own any land which has been planted up as a buffer strip.

Members were aware that a revised planning application had been (or was to be) submitted for the site but this had not been put to the Town Council for comment.

**AGREED** That the District Council be requested to:

- a) Send the revised planning application for comment as soon as possible, and
- b) Confirm whether the site visit had taken place.

**94.2 A1 Taxis, Rugeley Road, Chase Terrace (Minute No. 87.1 refers)**

Members were requested to consider some proposals put together by Staffordshire Highways which needed to be approved by the Lichfield Parking Board before they could be progressed. The details of the proposals were:

**Double Yellow Lines:**

**Spencer Drive** – Both sides from its junction with Rugeley Road in a westerly direction for a distance of approximately 20 metres.

**Rugeley Road** – On the western side, from a point approximately 22 metres south of the centre line of the Spencer Drive junction in a northerly direction for a distance of approximately 40 metres.

**AGREED** That the Town Council support the above proposals subject to the inclusion of dropped kerbs within the scheme.

*(COUNCILLOR MRS HUMPHREYS DECLARED A PERSONAL INTEREST AS SHE KNOWS THE OWNER OF THE ABOVE COMPANY. COUNCILLORS MRS TRANTER AND TRANTER DECLARED A PREJUDICIAL INTEREST AS THEY OWN A TAXI BUSINESS. ALL THREE COUNCILLORS LEFT THE ROOM WHILST THIS MATTER WAS UNDER CONSIDERATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)*

(The Meeting closed at 7.35 p.m.)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE HELD AT  
LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD ON MONDAY 11 APRIL 2011  
COMMENCING AT 6.00 P.M.**

**Present**

Councillor Mrs Fisher in the Chair  
Councillors Mrs Evans and Mrs Rigby

**In attendance**

Mrs Mary Danby, Town Clerk

**28. APOLOGIES**

Councillors Bamborough, Bradbury, Campbell and Tranter.

**29. DECLARATIONS OF INTEREST**

None declared.

**30. MINUTES**

**RESOLVED** That the Minutes of the meeting of the Burntwood Wakes Committee held on 20 January 2011 (Minute Nos. 21 - 27) be received and approved as a correct record.

**31. BURNTWOOD WAKES FESTIVAL 2011**

**31.1 Family Fun Day: Saturday 23 July 2011**

- a) The Town Clerk informed Members that the ATC Marching Band had offered to pay two sets at the Family Fun Day. They had offered their services free of charge on the proviso that they could have collection buckets out during their performances.

**AGREED** That the ATC's offer be accepted and that they may use collection buckets during their performances.

- b) Members were advised that the 1<sup>st</sup> Burntwood Scouts were unable to guarantee that they would be able to bring a team games attraction to the event as they were short on volunteer helpers.

**AGREED** That the 1<sup>st</sup> Burntwood Scouts be given until the end of April 2011 to confirm whether or not they could participate in this year's event. The Town Clerk was requested to source an alternative group to offer a similar attraction should this prove necessary.

- c) Members were advised that several groups and organisations were unhappy with being told that they must have Public Liability (PL) insurance in place if they wish to participate in the event. The Town Clerk had spoken to two insurers who had confirmed that the Town Council could not provide 3<sup>rd</sup> party insurance to cover external groups/organisations/entertainers, etc and one insurer offered to provide a quotation which would see a maximum of five groups/organisations combining under one PL policy and thus spreading the cost, this arrangement could be replicated for additional combined groups if necessary.

**AGREED** That the need for 3<sup>rd</sup> party PL insurance cover be enforced (as set out by the Town Council at its September 2010 meeting) and information from the insurer on group policies be forwarded when this is received.

### **31.2 Burntwood Wakes Festival Proms: Saturday 23 July 2011**

Members received confirmation of the concert programme (which is a mix of Classic FM favourites and familiar TV and Film music) to be performed by the Staffordshire Festival Orchestra and timings for the evening.

**Concert programme** (list not given in playing order):

Nimrod – from the Enigma Variations – Elgar  
Rule Britannia  
Jerusalem – Parry  
Pomp and Circumstance March No. 1 – Elgar  
In the Hall of the Mountain King – Grieg  
Pirates of the Caribbean  
Pavane – Faure  
Waltz from Masquerade – Khatchaturian  
Overture to the Pirates of Penzance – Sullivan  
Palladio – Karl Jenkins  
Themes from 007  
Wedding March – Mendelssohn  
The Pink Panther  
Thunderbirds March  
Let's Face the Music and Dance  
Trumpeter's Lullaby – Leroy Anderson  
Habanera from Carmen – Bizet  
Two songs from the Shows

The soprano soloist is Rachel Bagott (Head of Music at Chase Terrace Technology College) and the soloist in the Trumpeter's Lullaby will be Dominic Field, who was at school in Burntwood – he went to music college in London and is currently a successful freelance trumpet player in London.

#### **Timings:**

|             |                                                               |
|-------------|---------------------------------------------------------------|
| 7.15pm      | Dandy will entertain the audience and introduce the Orchestra |
| 7.30pm      | Orchestra's first set                                         |
| 8.30pm      | Dandy will entertain the audience during the interval         |
| 8.50pm      | Orchestra's 2 <sup>nd</sup> set                               |
| 9.45/9.50pm | 15 min. Firework Display will commence                        |

**AGREED** That the above information be received and noted.

(The Meeting closed at 6.30 p.m.)

Signed .....

Date .....



## BURNTWOOD TOWN COUNCIL

### MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2011/12 (DRAFT)

#### 1. Recommended Subsistence/Mileage Rates (as at 01 April 2011):

|                                                                             |                        |
|-----------------------------------------------------------------------------|------------------------|
| <b>Motor Mileage Rates</b>                                                  |                        |
| Not exceeding 451cc                                                         | 20.0p per mile         |
| 451 – 999cc                                                                 | 46.9p per mile         |
| 1000 – 1199cc                                                               | 52.2p per mile         |
| Exceeding 1200cc                                                            | 65.0p per mile         |
| <b>Subsistence Rates*</b>                                                   |                        |
| <b>Allowance Period</b>                                                     | <b>Maximum Payable</b> |
| Breakfast (before 11 a.m.)                                                  | £ 5.00                 |
| Lunch (between 12 noon and 2 p.m.)                                          | £ 7.50                 |
| Tea (between 3 p.m. and 6 p.m.)                                             | £ 3.50                 |
| Evening Meal (after 7 p.m.)                                                 | £15.00                 |
| Conference Allowance (to cover out of pocket expenses (per 24 hour period)) | £25.00                 |

\*The subsistence rates quoted are for periods of four (4) hours or more away from home and cannot be claimed where a meal has been provided free of charge by another authority or body. Receipts MUST be produced in respect of all claims.

#### 2. Approved Duties

##### Members

- Attending conferences, e.g. NALC, SAPC.
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council.
- Representing the Council at other events/meetings outside the parish boundary as approved by the Town Council from time to time.

##### Officers

- Mileage will be paid for all duties undertaken within the parish boundary.
- Attendance at conferences, e.g. NALC, SLCC, SAPC.
- Attending training courses.
- Attending meetings at Lichfield District Council and Staffordshire County Council.
- Representing the Council at other events/meetings outside the parish boundary as appropriate to fulfilment of duties and/or as approved by the Town Council from time to time.

# **Burntwood Town Council 2010/11**

## **Internal Audit Report**

### **1. Introduction**

This report has been prepared to provide an opinion on the adequacy of the system of internal control operating in respect of the systems of financial administration within Burntwood Town Council throughout the 2010/11 financial year.

### **2. Scope**

The review focussed on the 11 key control areas, as outlined in the annual return for 2010/11, namely:

- Proper Bookkeeping;
- Standing Orders and Financial Regulations;
- Risk Management activities;
- Budgetary Controls;
- Income Controls;
- Petty Cash procedures;
- Payroll Controls;
- Assets Controls;
- Bank Reconciliation;
- Year – end procedures; and
- Trust Funds.

### **3. Results**

#### **3.1 Proper Bookkeeping**

It was confirmed through a review of accounting records maintained in respect of the 2010/11 Financial Year that the books of account have been properly maintained throughout the year.

The records examined included an income and expenditure account, balance sheet, bank and VAT reconciliations, insurance schedule, asset register and inventory and all relevant supporting documentation.

The William Cadman Charity Accounts were also examined.

#### **3.2 Standing Orders and Financial Regulations**

From a review of Council minutes, and related supporting documentation, it was established that:

- The Council had in place formerly adopted standing orders (revised 27 January 2011) and financial regulations (revised 14 January 2010) throughout the 2010/11 financial year;

- The Town Clerk is also the Responsible Financial Officer and has been since her appointment in April 2007. The Finance Officer resigned his post in mid July 2010 from which point the day-to-day accounting role was absorbed by the Town Clerk;
- Payments identified in the cash book are supported by invoices, as verified through testing conducted on a sample of 50 recent invoices, with the authorisation being at the point of cheque signature. (Cheque authorisation procedures require that all cheques are signed by three members of the Council, as required under Financial Regulation 5.3) It was also noted that, at a meeting of the Council on 11 March 2010, it was agreed that all original invoices are to be provided to Councillors signing cheques, minute reference 152; and
- VAT payments have been identified in relevant cases, adequately recorded and reclaimed.

### 3.3 Risk Management

The arrangements for assessing and managing risk were reviewed.

Council minutes were examined for the 2009/10 financial year, i.e. meetings held on 13 May 2010, 16 June 2010, 29 July 2010, 8 September 2010, 10 November 2010, 27 January 2011 and 16 March 2011. No unusual financial activity was identified.

A risk assessment and management (financial) policy 2008/09 was reviewed and adopted by the Council on 18 September 2008, minute reference 45.

At its meeting of 16 March 2011, the Council was advised that that the 2010/11 Risk Assessment had been completed and there were currently no uncontrolled risks in any area of the Council's business, minute reference 154. A review of the risk assessment proved satisfactory.

Insurance documentation was examined and found to have been in place throughout the period under review. The policy (YLL 122019-5063 dated 9 June 2010), a local council policy, was held with Zurich Municipal. It was however noted that the insurance cover for Civic Regalia of £2,550 is below the recent asset valuation stated in the Council's Asset Register as at 31 March 2011 of £4,350, (see 3.8 below).

It was noted that at its meeting of 11 March 2010, the Council resolved that adequacy of insurance of the Council's assets is to be formally considered annually by the Council in advance of the insurance renewal, minute reference 152. A review of Council Minutes for 13 May 2010 and 16 June 2010 did not indicate that this control was being complied with (the insurance renewal date was 9 June 2010).

### 3.4 Budgetary Control

It was confirmed that the Council approved its 2010/11 estimates and set the precept at £251,380 at its meeting of 14 January 2010, minute references 129 and 130.

The periodic reporting of actual expenditure against budget to Council has occurred on a regular basis since this regime was agreed at a meeting of the Council on 17

May 2007, minute reference 14(2). This was evidenced to be operating as intended through a review of Council minutes, with reports being submitted for review, as follows:

- 13 May 2010 – Budget actual to date and forecast, minute reference 19.
- 16 June 2010 – Budget actual to date and forecast, minute reference 41.
- 29 July 2010 – Budget actual to date and forecast, minute reference 60.
- 8 September 2010 – Budget actual to date and forecast, minute reference 86;
- 10 November 2010 – Budget actual to date and forecast, minute reference 108;
- 27 January 2011 – 2010/11 Year End Forecast – minute reference 132;
- 16 March 2011 – 2010/11 Year End Forecast – minute reference 157;

No significant variances were identified in the review of the 2010/11 accounts.

In addition, schedules of actual expenditure are reported to Council throughout the financial year, as follows:

- 13 May 2010 – Payments made 1 March 2010 to 30 April 2010, minute reference 20;
- 16 June 2010 – Payments made 1 May 2010 to 31 May 2010, minute reference 42;
- 29 July 2010 – Payments made 1 June 2010 and 30 June 2010, minute reference 61;
- 8 September 2010 – Payments made 1 July 2010 and 31 August 2010, minute reference 87;
- 10 November 2010 – Payments made 1 September 2010 and 31 October 2010, minute reference 109;
- 27 January 2011 – Payments made 1 November 2010 and 31 December 2010, minute reference 134;
- 16 March 2011 – Payments made 1 January 2011 and 09 March 2011, minute reference 158;

The current arrangements are considered adequate given the nature and level of expenditure involved.

### 3.5 Income Controls

Income records were examined and found to have been correctly maintained.

The 2010/11 precept, £251,380, was also agreed and had been correctly accounted for.

### 3.6 Petty Cash

The current petty cash imprest is £200, as approved at a meeting of the Council on 14 January 2010, minute reference 127.

The petty cash float is maintained for minor items of expenditure. Invoices for reimbursement are raised as required are reviewed as per all other invoices, when cheques are signed. No payments are made from Petty Cash without a receipt.

### 3.7 Payroll

All payroll records were reviewed and confirmed as being correct.

No payments were deemed unreasonable and PAYE, NIC and superannuation records had been properly maintained.

### 3.8 Assets

The Asset Register was examined and found to be up to date, as at 31 March 2011.

With the exception of Civic Regalia, (see 3.3 above) insurance cover for items stated on the Council's Asset Register was found to be adequate throughout the 2010/11 financial year.

### 3.9 Bank Reconciliation

It was confirmed that the Council has three bank accounts:

- Current a/c no 089008 6102099300
- Instant access a/c no 089008 6102099350
- Reserve a/c no 089008 6102422900

A bank reconciliation is performed for each account on a monthly basis, with a year end reconciliation being included with the final accounts for 2010/11. This was reviewed and found to be correct, including the reconciliation of unrepresented cheques.

There were no unexplained differences.

### 3.10 Year – end procedures

The year end accounts for 2010/11 were examined and found to have been prepared on the correct accounting basis, showing income and expenditure, including cash book records. There is a clear audit trail for transactions and where appropriate, debtors and creditors have been properly recorded and accounted for.

### 3.11 Trust Funds

Accounts relating to the William Cadman Charity for 2010/11 were examined in conjunction with bank statements (account no 089008 6102098000) and found to have been correctly maintained.

## **4. Conclusion**

The overall conclusion is that the systems and procedures currently in operation are operating satisfactorily and provide an adequate level of internal control.

Two recommendations have been made to improve the overall control environment, as stated below.

## **5. Recommendations**

5.1 The Council should consider increasing insurance cover for Civic Regalia to a more acceptable level, given its stated value in the Asset Register of £4,350.

5.2 The Council should ensure that it reviews the adequacy of insurance cover for its assets on an annual basis in advance of the insurance policy renewal date.

**Robert Goodall CFIIA**  
**Internal Auditor to Burntwood Town Council**  
**4 May 2011**

**BURNTWOOD TOWN COUNCIL  
2011/12 AUDIT PROGRAMME (REVISED)**

|                                                                                                                                                                          | Satisfactory? |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|
|                                                                                                                                                                          | Yes           | No |
| <b>1) Appropriate books of account have been properly kept throughout the year?</b>                                                                                      |               |    |
| ▪ Is the cashbook maintained and up to date?                                                                                                                             |               |    |
| ▪ Is the cashbook arithmetic correct?                                                                                                                                    |               |    |
| ▪ Is the cashbook regularly balanced?                                                                                                                                    |               |    |
| <b>2) The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.</b>      |               |    |
| ▪ Has the Council formally adopted standing orders and financial regulations?                                                                                            |               |    |
| ▪ Has a Responsible Financial Officer been appointed with specified duties?                                                                                              |               |    |
| ▪ Are payments in the cashbook supported by invoices, authorised and minuted?                                                                                            |               |    |
| ▪ Has VAT on payments been identified, recorded and reclaimed?                                                                                                           |               |    |
| ▪ Is S137 expenditure separately recorded and within statutory limits?                                                                                                   |               |    |
| <b>3) The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b>                              |               |    |
| ▪ Does a scan of the minutes identify any unusual financial activity?                                                                                                    |               |    |
| ▪ Do the minutes record the council carrying out an annual risk assessment?                                                                                              |               |    |
| ▪ Is insurance cover appropriate and adequate?                                                                                                                           |               |    |
| ▪ Are internal financial controls documented and regularly reviewed?                                                                                                     |               |    |
| <b>4) The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate.</b> |               |    |
| ▪ Has the council prepared an annual budget in support of its precept?                                                                                                   |               |    |
| ▪ Is actual expenditure against budget regularly reported to the Council?                                                                                                |               |    |
| ▪ Are there any significant unexplained variances from budget?                                                                                                           |               |    |
| <b>5) Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.</b>                   |               |    |
| ▪ Is income properly recorded and promptly banked?                                                                                                                       |               |    |
| ▪ Does the precept recorded in the cashbook agree to the District Council's notification?                                                                                |               |    |
| ▪ Are security controls over cash adequate and effective?                                                                                                                |               |    |
| <b>6) Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.</b>                                         |               |    |
| ▪ Is all petty cash spent recorded and supported by VAT invoices / receipts?                                                                                             |               |    |
| ▪ Is petty cash expenditure reported to each Council meeting?                                                                                                            |               |    |

|                                                                                                                                                                                                                                                                                                         | Satisfactory? |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|
|                                                                                                                                                                                                                                                                                                         | Yes           | No |
| <b>7) Salaries to employees and allowances to members were paid in accordance with council approvals and PAYE and NI requirements were properly applied.</b>                                                                                                                                            |               |    |
| ▪ Do salaries paid agree with those approved by the Council?                                                                                                                                                                                                                                            |               |    |
| ▪ Are other payments to the Clerk reasonable and approved by the Council?                                                                                                                                                                                                                               |               |    |
| ▪ Has PAYE / NIC been properly operated by the council as an employer?                                                                                                                                                                                                                                  |               |    |
| <b>8) Asset and Investments registers were complete and accurate and properly maintained.</b>                                                                                                                                                                                                           |               |    |
| ▪ Does the Council keep an asset register of all material assets owned?                                                                                                                                                                                                                                 |               |    |
| ▪ Are the Assets/Investments registers up to date?                                                                                                                                                                                                                                                      |               |    |
| ▪ Do asset insurance valuations agree with those in the asset register?                                                                                                                                                                                                                                 |               |    |
| <b>9) Periodic and year end bank account reconciliations were properly carried out.</b>                                                                                                                                                                                                                 |               |    |
| ▪ Is there a bank reconciliation for each account?                                                                                                                                                                                                                                                      |               |    |
| ▪ Is a bank reconciliation carried out regularly on receipt of statements?                                                                                                                                                                                                                              |               |    |
| ▪ Are there any unexplained balancing entries in any reconciliation?                                                                                                                                                                                                                                    |               |    |
| <b>10) Year end accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.</b>             |               |    |
| ▪ Are year end accounts prepared on the correct accounting basis (Receipts and Payments/Income and Expenditure)?                                                                                                                                                                                        |               |    |
| ▪ Do accounts agree with the cash book?                                                                                                                                                                                                                                                                 |               |    |
| ▪ Is there an audit trail from underlying financial records to the accounts?                                                                                                                                                                                                                            |               |    |
| ▪ Where appropriate have debtors and creditors been properly recorded?                                                                                                                                                                                                                                  |               |    |
| <b>11) William Cadman Trust accounts were prepared on the correct accounting basis (receipts and payments / income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.</b> |               |    |
| ▪ Are year end accounts prepared on the correct accounting basis (Receipts and Payments/Income and Expenditure)?                                                                                                                                                                                        |               |    |
| ▪ Do accounts agree with the cash book?                                                                                                                                                                                                                                                                 |               |    |
| ▪ Is there an audit trail from underlying financial records to the accounts?                                                                                                                                                                                                                            |               |    |
| ▪ Where appropriate have debtors and creditors been properly recorded?                                                                                                                                                                                                                                  |               |    |