

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON WEDNESDAY 16 NOVEMBER 2016 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Pullen (in the Chair)
Councillors Mosson, Stokes, Mrs Tranter and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer

36. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius and Mrs Fisher

37. DECLARATION OF INTERESTS AND DISPENSATIONS

None declared.

38. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 08 September 2016 (Minute Nos 18 – 35) be approved as a correct record.

39. OLD MINING COLLEGE CENTRE: REPLACEMENT LEAF BLOWER (MINUTE NO. 25 REFERS)

Members were advised that the cost of hiring a backpack leaf blower had been obtained following the previous meeting but regrettably this option would have been more expensive than purchasing a replacement piece of equipment. COGS had also approached to ascertain if they were willing to quote to clear the fallen leaves but they had declined the opportunity.

Given the above information the Chief Executive Officer had been authorised to purchase a replacement backpack leaf blower at a cost of £307.50 plus VAT.

RESOLVED That the information be received and noted.

40. APPOINTMENT OF INTERNAL AUDITOR (MINUTE NO. 29 REFERS)

Members were advised that quotations had been obtained from a further four internal auditors, all of which were more expensive than the cost quoted by Toplis Associates (£400 plus VAT per annum).

Given the above information the Chief Executive Officer had been authorised to engage Toplis Associates to act as the Town Council's Internal Auditor for a minimum term

covering the 2016/17 and 2017/18 financial years at a cost of £400 plus VAT per annum.

RESOLVED That the information be received and noted.

41. QUOTATIONS: WINDOW CLEANING – THE OLD MINING COLLEGE CENTRE

Members considered four quotations for window cleaning internally and externally at the Old Mining College Centre.

RESOLVED That the quotation from Company A be accepted based on the windows being cleaned internally and externally four times a year (i.e. quarterly) at a cost of £320 per visit plus an additional £50 for the first visit plus VAT if applicable.

42. QUOTATIONS: FRAMING OF BURNTWOOD TOWN COUNCIL LOGO EMBROIDERIES

Members were advised that the Embroidery for Burntwood Community Group had produced 3 No. embroideries of the Town Council's logo, each embroidery had been executed using different methods.

The Group would like to present the embroideries to the Town Council for display at the Old Mining College Centre however due to financial restrictions they are unable to have them framed ready for hanging.

The Chief Executive Officer had liaised with the Policy & Resources Committee Chairman in this matter and she had been requested to seek a minimum of comparative quotations for the framing of the embroideries (it should be noted that each company was given the same specification to quote against).

RESOLVED That the quotation from Company C be declined and that the embroideries be taken to Companies A and B so that they might provide a firm quotation (Company A had quoted £80-£100 per frame include 2.5mm glass with ultra violet filter; Company B had quoted £90 for a medium frame) and that the Chief Executive Officer be authorised to place the order with the most appropriate supplier.

43. QUOTATIONS: SUPPLY AND INSTALLATION OF AIR CONDITIONING UNITS

Members were reminded that it had been intended that comparative quotations be sourced to install air conditioning units at the Old Mining College Centre prior to the Town Council's relocation from Lambourne House. Regrettably it proved extremely difficult at that time to obtain the required quotations, however the Direct Services Manager has now obtained these for the Committee's consideration.

It was proposed that the Town Council install air conditioning units in the following areas:

- Front Administration Office
- Network Server/Photocopier Room

- Unit 1 (CEO's office)
- Unit 3 (SAO and DSM's office)
- IT Suite

RESOLVED That this item be deferred to the next meeting of the Committee and that the Chief Executive Officer be requested to undertake a desktop investigation to ascertain the criteria where it is recommended that air conditioning units be installed.

44. REPORT AND QUOTATIONS: LEYLANDII TRES AT THE OLD MINING COLLEGE CENTRE

Members were reminded that the Committee received the Direct Services Manager's report at the previous meeting detailing three quotations which had been sought for the proposed felling of 6 No. Leylandii Cypress trees at The Old Mining College Centre. Members at that time that this item be deferred to enable a report to be sought from LDC's Arboricultural Officer advising on the health of the trees, whether it is necessary to fell them and if not how they might be better managed.

LDC's Arboricultural Officer had advised that the trees should be felled to just ground level.

RESOLVED That the quotation provided by Company B in the sum of £590 plus VAT be accepted to fell the trees to just above ground level.

45. THE OLD MINING COLLEGE CENTRE – LANDSCAPING OF REAR GARDEN (MINUTE NO. 34 REFERS)

Members were reminded that quotations offering different designs for landscaping the rear garden at the Old Mining College Centre had been considered at the previous meeting of the Committee. Members had declined to accept any of the quotations as they were not based on a like-for-like specification and comparisons could not therefore be made. Members requested that all Members of the Town Council be asked to submit their ideas for a potential landscaping scheme for the garden. The following responses had been received:

- Low maintenance lawn with flower beds
- BTC needs to consider what it is going to use the garden for before committing to any significant redesign
- Has low maintenance been considered? Wood plastic composite decking has long warranties is low maintenance and importantly has low slip potential it can also maximise some of the space at the rear as grassed areas can only be used during dry periods. Ideal if the Council plans to use the rear of the OMCC for various events / activities going forward. Then there is new generation artificial grass as well looks like the real thing but no maintenance. Both might be an up-front cost, but would save the Council money medium to long term in reduced gardening / maintenance costs plus the above options offer all year round use

- We should not be spending too much money on landscaping, just keeping it tidy, some easy maintenance shrubbery

Members were of the opinion that no significant work should be undertaken until such time as the Town Council had decided how use of the building and garden might evolve over time.

RESOLVED THAT:

- Mature Berberis shrubs be planted to the rear of the sheds
- The garden be kept tidy and low maintenance, i.e. lawn and bedding plants around the periphery of the garden
- £350 be agreed to provide seasonal planting, such work to be undertaken by the Caretaker

46. 2016/17 BUDGET TO 08 NOVEMBER 2016

RESOLVED THAT:

- The report be received and noted
- The Direct Services Manager review the cost of providing printer cartridges for the IT Suite

47. REVIEW OF FEES AND CHARGES (WITH EFFECT FROM 01 APRIL 2017) (APPENDIX A)

Members considered the fees and charges currently levied for Burntwood Cemetery, the Old Mining College Centre and Traffic Islands.

Councillor Mrs Tranter asked that consideration be given to cremated remains plots being provided to accommodate two caskets rather than just having plots available to accommodate four caskets.

RECOMMENDATIONS THAT:

- Burntwood Cemetery fees be increased by 2% with effect from 01 April 2017 and index linked to the RPI thereafter.
- The Burial Grounds Committee consider Councillor Mrs Tranter's suggestion re the cremated remains plots, as outlined above.
- The Old Mining College Centre fees be increased by 2% with effect from 01 April 2017 and index linked to the RPI thereafter.
- The Old Mining College Centre charging bands be changed:

From: Community/Voluntary Organisations, Statutory Organisations and Commercial

To: Community/Voluntary Organisations and Statutory Organisations/Commercial (i.e. Statutory and Commercial merged into one band)

- The £500 plus VAT per traffic island remain for 2017/18; that all the sponsor agreements be brought into line over time so that they all terminate on 31 March annually and that when this has been achieved blind bids be sought for each traffic island with each one being sponsored by the highest bidder for a 12 month period commencing 1st April annually.

48. 2017/18 DRAFT BUDGET

Members considered the 2017/18 draft Budget.

RECOMMENDATIONS THAT:

- The Town Council set a Band D Council Tax charge no lower than that levied for 2016/17
- Consideration be given to merging the budgets for the Christmas Festival, Play in the Parks and Burntwood Wakes Festival into a new Cost Centre entitled "Events Committee" and that the combined budget be managed by the Committee as appropriate over the financial year.
- The unspent funds from Christmas Festival, Play in the Parks and Burntwood Wakes Festival be vired to enable the Events Committee to provide an Easter event.

49. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2017/18 (DRAFT) (APPENDIX B)

Members considered the draft Members and Officers Subsistence/Mileage Policy 2017/18.

RECOMMENDATIONS THAT:

- Breakfast (before 11 a.m.) in the sum of £5.00 only be payable where an overnight stay has been required and breakfast is not included in the accommodation cost.
- Tea (between 3 p.m. and 6 p.m.) in the sum of £3.50 be deleted from the Policy.

50. STEPHEN SUTTON BURSARY

Members considered minor changes to the Stephen Sutton Bursary as suggested by the Judging Panel.

RESOLVED THAT:

- Two age bands be established, one for 11-14 years and one for 15-19 years

- £1,000 Award be made to each of the two age bands
- The Award be restricted to applicants who live in the Burntwood parish area

51. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (and as expended by the Local Government Act 1972, Section 100), 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.

52. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of the Policy & Resources Committee held on 08 September 2016 be accepted and approved.

(The Meeting closed at 8.45 p.m.)

Signed

Date