

Our Ref: MD/jm

16 April 2013

To: All Members of the Policy & Resources Committee
(Councillors Mrs Brettell, Campbell, Isaacs, Mrs Evans, James, Mrs Rigby and Taylor)

Dear Councillor

POLICY & RESOURCES COMMITTEE

The Policy & Resources Committee will meet in **the Town Council's office, Unit 1, Lambourne House, Bridge Cross Road, Burntwood on Monday 22 April 2013 at 7.30 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE DATE AND VENUE FOR THE MEETING

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Policy & Resources Committee held on 24 January 2013 (Minute Nos. 19 - 26) (presented to the Town Council on 07 March 2013) **(ENCLOSURE NO. 1)**.

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

A spreadsheet detailing the tasks undertaken by the Handyman and the associated costs is attached at **ENCLOSURE NO. 2**.

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

The Council's external auditors, Grant Thornton, has advised the Town Clerk that they have 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.

The Town Clerk will work to the following timetable, as advised by Grant Thornton:

Date Audit called	24 June 2013
Table of <i>latest</i> dates	
Date of announcement - no later than	10 May 2013
Inspection period starts	24 May 2013
And ends 20 working days later	21 June 2013
Submit for audit	22 June 2013

The Town Council's current meeting schedule will enable Members to receive all the relevant information to approve the accounts without the need to set another meeting date.

6. 2012/13 ACCOUNTS

To consider the documentation being prepared in readiness for the Town Council's approval on 09 May 2013 (**ENCLOSURE NO. 3 - TO BE TABLED AT THE MEETING**).

**7. BURNTWOOD TOWN STRATEGY
ACTION AREA 2: COMMUNICATION AND IMAGE OF BURNTWOOD AS A PLACE - PROPOSED LOGO (ENCLOSURE NOS. 4A AND 4B)**

The Working Group has submitted several logos for consideration with a view to the Committee recommending one of them to be adopted by the Town Council at its meeting on 09 May 2013.

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

This item was referred by the Town Council for criteria clarification with a view to a final draft being recommended to the May 2013 Town Council meeting (**ENCLOSURE NO. 5**).

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

10. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

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 meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

11. GROUNDS MAINTENANCE - QUOTATIONS (P&R Committee Minute No. 26 refers) (ENCLOSURE NO. 6)

12. GROUNDS MAINTENANCE - PROPOSED SERVICE AGREEMENT (P&R Committee Minute No. 26 refers) (ENCLOSURE NO. 7)

**13. BURNTWOOD TOWN STRATEGY
ACTION AREA 2: COMMUNICATION AND IMAGE OF BURNTWOOD AS A PLACE**

To consider a quotation (containing two options) to provide a standalone website promoting Burntwood (**ENCLOSURE NO. 8**).

14. DIGITAL MAPPING SOFTWARE

To consider a proposal that digital mapping software be recommended to the Town Council to be used at Planning Committee meetings (**ENCLOSURE NO. 9**).

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 24 JANUARY 2013 COMMENCING AT 7.40 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
Councillor Mrs Fisher
One member of the public

19. APOLOGIES

None, all Members present.

20. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

21. MINUTES

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 13 December 2012 (Minute Nos. 15 - 18) be received and approved as a correct record.

22. REPORT ON FRANKING MACHINE COSTS VS POSTAGE STAMPS

Members received a report which demonstrated that it was significantly cheaper to continue to use the franking machine for the Council's postal needs.

RESOLVED That the information be noted and the status quo be maintained.

23. HANDYPERSON'S DUTIES

Members received a report detailing the duties currently undertaken by the Handyperson.

RESOLVED That a further report in Excel spread sheet format be provided to a future meeting of the Committee giving the hours worked and cost of each duty undertaken.

24. 2013/14 DRAFT BUDGET

RECOMMENDATION That the Draft 2013/14 Budget be approved by the Council at the Special Meeting on 31 January 2013.

25. 2013/14 DRAFT BURNTWOOD CEMETERY BUDGET AND FEES

RECOMMENDATION That the Draft 2013/14 Burntwood Cemetery Budget and Fees be approved by the Council at the Special Meeting on 31 January 2013.

26. GROUNDS MAINTENANCE - PROPOSED SERVICE AGREEMENT

The Council's grounds maintenance contractor had proposed that the Council enter into an ongoing Service Agreement.

RESOLVED That a further two quotations be obtained to enable comparisons to be made to ensure that the proposed Service Agreement offers the best value for money.

(The Meeting closed at 8.38 p.m.)

Signed

Date

**HANDYPERSON SERVICE
APRIL 2012 - MARCH 2013 INCLUSIVE**

Month	BURNTWOOD CEMETERY							BUS SHELTERS		OFFICE	
	Mowing	Petrol for Mower	Graves/Memorials	Benches	Jubilee Oak	Miscl.	Mileage	Cleaning	Mileage	Setting-up for	Mileage
	(Hours)	£	(Topping-up, etc)	(Hours)	(Hours)	(Hours)		(Hours)		Meetings	
			(Hours)						(Hours)		
April 2012	12.0	4.80					24				
May 2012	27.5	4.80					168	2.0	35		
June 2012	12.5	6.40	2.0				140	2.0	35		
July 2012	7.0	1.60					56	2.0	35		
August 2012	15.0	6.40	3.0				140	2.0	35		
September 2012	10.5	4.80				2.0	104	2.0	35		
October 2012	14.0	6.40	6.0	7.0			244	2.0	35	4.0	60
November 2012			3.0	5.0			96	2.0	35		
December 2012				8.5	4.5		96	2.0	35		
January 2013								2.0	35		
February 2013								2.0	35		
March 2013			10.5			1.0	104	2.0	35		
Totals	98.5	35.20	24.5	20.5	4.5	3.0	1172	22	385	4.0	60
Hours paid at £10 per hour therefore the costs for the period were:											
Cemetery	151	£1,510									
Bus Shelters	22	£220									
Office	4	£40									
Total hours	177	£1,770									

Mileage paid at 45p per mile therefore the costs for the period were:													
Cemetery		1,172	£527.40										
Bus Shelters		385	£173.25										
Office		60	£27.00										
Total mileage		1,641	£727.65										
Total Petrol			£35.20										
Combined costs =			£2,532.85										

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.

d. Possible Recipients

After consideration of the nominations by the Chairman of the 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.