

Our Ref: MD/jm

15 May 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 Thursday 23 May 2013 at 7.00 p.m.** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE MEETING VENUE

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 22 April 2013 (Minute Nos. 27 -) (presented to the Town Council on 09 May 2013) (**ENCLOSURE NO. 1**).

4. TOWN COUNCIL INVESTMENTS

In the light of the recent downgrading of the Co-operative Bank by Moody's credit rating agency, the Town Clerk, in consultation with the Committee Chairman, has sought

information and advice on the best way forward with regard to the Town Council's funds. Please refer to attached Confidential Note (Members only) (**Enclosure No. 2**).

Members are reminded that the Policy & Resources Committee has delegated authority under its Terms of Reference (ToR) to make such decisions:

Para. 11 To regularly review the Council's treasury management activities and supervise the investment of funds within the Council's control.

Members are requested to agree what action the Town Council should take with regard to its investments.

5. NEIGHBOURHOOD PLANNING TRAINING (BTC Minute No. 112, 2012/13 refers)

Kirkwells have provided a quotation to deliver bespoke Neighbourhood Plan training, the details are as follows:

To prepare, and carry out on a date to be agreed a full half-day training session on options for a Burntwood Neighbourhood Plan.

1. *Introduction to neighbourhood planning*

This introductory presentation session, with opportunities for question and answers would look at why neighbourhood planning is different, and the new powers it gives town councils; the neighbourhood planning process; resources and funding. **(1 hour)**

2. *What are the issues in Burntwood, and how could they be addressed by a neighbourhood plan?*

This workshop style session would look to identify the issues facing Burntwood; which of these could be addressed in a neighbourhood plan; and the type of neighbourhood plan that could be used to do this. **(1.5 hours with tea/coffee break midway)**

3. *Actions*

The half day would conclude with a brief closing session to identify and draw up a list of actions for taking the Burntwood Neighbourhood Plan forward. **(30/45 minutes)**

The training will be delivered by Kirkwells experienced and qualified staff – Michael Wellock and Louise Kirkup.

TOTAL (Exclusive of VAT) £400.00

Twelve Members plus the Town Clerk originally expressed an interest in participating in the training. Two Administrative Assistants have also indicated that they would be interested in participating.

Should Members wish to accept the above quotation a venue will be booked and the opportunity to participate will be opened up to all Members.

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

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

27. APOLOGIES

Councillors Isaacs and Taylor.

28. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

29. MINUTES

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

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

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

RESOLVED That:

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

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

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

RESOLVED That the information be received and noted.

32. 2012/13 ACCOUNTS

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

RESOLVED That the information be received and noted.

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

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

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

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

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

35. STAFFORDSHIRE HOARD SCULPTURE

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

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

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

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

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

36. EXCLUSION OF THE PRESS AND PUBLIC

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

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

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

RESOLVED That the Council remain with the current contractor.

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

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

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

39. BURNTWOOD TOWN STRATEGY

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

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

RECOMMENDATIONS

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

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

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

40. DIGITAL MAPPING SOFTWARE

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

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

(The Meeting closed at 8.40 p.m.)

Signed

Date