

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 31 OCTOBER 2013 COMMENCING AT 7.00 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

27. APOLOGIES FOR ABSENCE

None received.

28. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

29. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 29 August 2013 (Minute Nos17 - 26) be approved as a correct record.

30. FRANKING MACHINE (Minute Nos. 13 and 20 refer)

Members were advised that the Town Clerk had ascertained that the Council's current franking machine rental agreement is for a six year term which will run until April 2016.

The current supplier had advised that the Town Council's current franking machine will be replaced during 2014 for a machine with Smart Meter capability at no additional cost for the remainder of the rental term.

RESOLVED That the information be noted and that the Town Council remain with the existing contract for the remainder of its term.

31. CHASE TERRACE PARK: PROVISION OF A CHILDREN'S SWING (Minute No. 21 and BTC Minute No. 50(b) refer)

Members were advised that with funding from the Town Council and both County Councillor Mrs Woodward and the Lichfield District Council it had been confirmed that a children's swing would be installed at Chase Terrace Park.

RESOLVED THAT:

- a) The information be received and noted.
- b) A letter of thanks be sent to County Council Mrs Woodward

**32. PROPOSAL FOR LONGER OFFICE OPENING HOURS
(Personnel Committee Minute No. 41.2 2012/13, P&R Minute No. 23 and
BTC Minute No. 50© refer)**

Members were provided with two sets of information:

- a) A breakdown of telephone calls and visitors to the office over a three month period (23 April – 23 July 2013) and the reasons they had contacted the Town Council
- b) A spreadsheet detailing information gathered from a multitude of other local councils with regard to operational hours, when their officer are open to the public, how many staff they have, what services they provide, other functions they may perform and how they publicise themselves.

RESOLVED That on the basis of the available information the Town Council does not look to extend its office opening hours until such as time as additional functions/services are undertaken by the Town Council.

33. BURNTWOOD TOWN COUNCIL'S OFFICE: REPLACEMENT WINDOWS

Members had previously been made aware that the Landlord had offered to replace four windows to the ground and first floors at the rear of the building and the two front windows on the first floor at the Town Council's office (subject to the Town Council gaining the necessary Planning Permission) as part of the works which have seen the former Snooker Hall converted into apartments.

The Town Clerk was due to submit a Planning Application in the near future which covers replacing all the existing windows (with the exception of the shop front and door).

The opportunity had been presented for the Town Council to replace the remaining seven windows on the ground and first floor along the side of the building. Provision had been made within the Council's Earmarked Reserves for replacement windows to be installed during the 2013/14 financial year.

The current windows are single-glazed and metal framed. They are not well sealed at the ground floor level (the blinds move significantly away from the window when the weather is windy) and they do not offer good energy efficiency.

A quotation had been sourced from the same installer used by the Landlord. This would mean that the windows will match those to be installed by the Landlord and will give a better visual appearance than perhaps could be achieved by using another supplier.

RESOLVED That the quotation in the sum of £2,229.17 plus VAT (£2,675 including VAT) be accepted.

34. BTC OFFICE: QUOTATIONS FOR IMPROVEMENTS TO HEATING

Members had been made aware previously that the heating provision at the Town Council's office is inadequate. Provision had been made within the Council's Earmarked Reserves for additional heating to be installed during the 2013/14 financial year. Five quotations had been sourced for supply and installation of heaters:

RESOLVED That the quotation from Company B, Option 2 for the following to be supplied and installed be accepted:

Rointe Digital Heating K Series Low Consumption Radiators (c30% less than the running cost of storage heaters)

Main Entrance: Supply and install 1 x 1.2kw heater
Main Office: Supply and install 1 x 900 watt heater
1st Floor Corridor: Supply and install 1 x 1.12kw heater
1st Floor Office: Supply and install 1 x 900 watt heater

Total cost labour and materials: £1,798.00 plus VAT (£2,157.60 including VAT)

35. BUS SHELTERS

35A Replacement Bus Shelter: Jct Farewell Lane/Lichfield Road, Burntwood

Members were informed that the existing timber bus shelter located at the junction of Farewell Lane/Lichfield Road, Burntwood was in a very poor condition and the Committee was requested to consider quotations from four companies for its replacement.

RESOLVED That the quotation from Company D for a "Peak" enclosed barrelled roof shelter with single bar perch seating and removal and disposal of existing shelter in the sum of £2,945.00 plus VAT (£3,534.00 including VAT) be accepted.

35B Relocation of Bus Shelter from Cannock Road, Chase Terrace (opposite Water Street) to Milestone Way, Chasetown (opposite Aldi Supermarket)

RESOLVED That the quotation from Company D (see 35A above) for the removal of existing bus shelter by way of Hiab Crane vehicle from Cannock Road, Chase Terrace to Milestone Way, Chasetown (including local reinstatement of footway) in the sum of £900.00 plus VAT (£1,080.00 including VAT) be accepted.

36. REVIEW: FINANCIAL REGULATIONS AND DUTIES OF THE RESPONSIBLE FINANCIAL OFFICER

The Town Clerk advised Members that the Committee is required to review the Town Council's Financial Regulations and the Duties of the Responsible Financial Officer

(RFO) annually and to make recommendations as appropriate or necessary to the Town Council on any amendments that are required.

It was noted that both of the above documents will require amendment as and when the Government makes the Regulations which will enable the Town Council to bank online.

RECOMMENDATIONS THAT:

- a) The Financial Regulations be amended as set out in **Enclosure 1** to these Minutes.
- b) The Duties of the RFO do not require amending at this time.

37. WORLD WAR I CENTENARY

Members were reminded that events to mark the World War I Centenary may take place during 2014-2018 and they were requested to consider what type of event(s) the Council might wish to offer to mark the Centenary and when that event(s) might take place.

RECOMMENDATIONS The following suggestions are put forward for consideration by the Town Council:

- A combined Remembrance Service (year/venue to be agreed) rather than three separate Services to bring the whole town together, with a Civic lead being given by the Town Council if possible.
- Identify people who will be 100 during the year of the combined Remembrance Service and invite them to that Service.
- Burntwood Chase Heritage Group and the Family History Group (War Memorial Project) to be requested to consider putting on an exhibition of material relating to World War I.

38. 2013/14 EXTERNAL AUDIT

The Town Clerk advised Members that the External Auditor had signed off the accounts for the 2012/13 financial year.

RESOLVED That the information be received and noted.

39. 2013/14 BUDGET AS AT 17 OCTOBER 2013

RESOLVED THAT:

- a) The report be received and noted.

- b) The Town Council's Members and Officers Subsistence/Mileage policy be amended with effect from 01 April 2014 to enable Members to claim mileage expenses in exceptional circumstances for duties undertaken within the parish boundaries.

40. ADDITIONAL COMMITTEE MEETING DATE: 28 NOVEMBER 2013

Members were advised that the Policy & Resources Committee Chairman, Councillor Campbell and the Town Clerk considered that it would be beneficial for the Committee to consider the draft 2014/15 budget at a separate meeting. Members were requested to note that the additional Committee meeting would take place on Thursday 28 November 2013.

RESOLVED That an additional Policy & Resources Committee meeting be arranged to take place on 28 November 2013 commencing at 7.00 p.m. to consider the draft 2014/15 budget.

41. BTC OFFICE: REPLACEMENT SHOP FRONT WINDOW AND DOOR (AUTO SWING DOOR)

Members were advised that the existing single-glazed shop front window was not comprised of safety glass and was energy inefficient, the existing front door is also single glazed, is energy inefficient and difficult to open.

Members noted that a total of £10,000 was included in the Earmarked Reserves for the installation of heating and replacement windows at the Town Council's office. Quotations for these two items had been accepted (subject to ratification by the Town Council) at a combined cost of £4,027.17 plus VAT (Minute Nos. 33 and 34 refer), leaving £5,972.83 in Reserves for improvements to the office.

Two quotations had been obtained to see the existing shop front and door replaced (door to be power assisted for ease of access).

RESOLVED THAT:

- a) the quotation from Company A for the removal of the existing shop front and glass and supply and fitting of aluminium powder coated double glazed shop front with single door and fixed side screens (clear glass 24mm units, clear toughened both sides), Standard pad handles, Low energy auto swing door (Disabled will press button to enter) in the sum of £4,450 plus VAT (£5,340 including VAT) be accepted.

42. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meeting) 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.

**43. BURNTWOOD TOWN STRATEGY: ACTION AREA 3
PUBLIC TRANSPORT ACCESS AND TRAFFIC MANAGEMENT WORKING
GROUP**

Members received a proposal from the above BTC Working Group for a pilot Ring and Ride Scheme.

Members voiced reservations about the proposal and Councillor Mrs Tranter was requested to speak with the District Council's Community Transport Manager in this matter and for an additional report to be submitted for consideration by the Policy & Resources Committee.

The impact of such a scheme, if approved, will impact on the Town Council's staff and this matter is additionally referred to the Personnel Committee for consideration in this regard.

RESOLVED THAT:

- a) A further report/proposal be submitted to the Committee for consideration.
- b) The Personnel Committee consider the impact of such a scheme on the Town Council's staff.

44. BURNTWOOD CEMETERY:GATE KEEPER (P&R Minute No. 24(c) refers)

Members were advised that Internal Auditor's query with regard to the above position had been resolved.

RESOLVED That the information be received and noted.

45. BTC OFFICE: REPALCEMENT TELEPHONE SYSTEM PROPOSAL

Members were advised that a review had recently been conducted on the Town Council's telephone system and the Council has been advised that the current system is no longer in manufacturer and parts are becoming difficult to source. A quotation had been submitted for a replacement system.

RESOLVED That this item be put in abeyance pending a potential reconfiguration of the Town Council's office.

**46. BURNTWOOD TOWN STRATEGY: ACTION AREA 2
COMMUNICATION AND THE IMAGE OF BURNTWOOD AS A PLACE
WORKING GROUP**

Members were advised that it had been necessary to source an alternative quotation to provide the promotional website (as proposed by the above Working Group and approved by the Town Council (Minute No. 14(b) refers).

RESOLVED That the quotation be held in abeyance pending the Personnel Committee considering the potential impact that the proposal would have on the Town Council's staff.

(The meeting closed at 9.03 p.m.)

Signed

Date