

What is the Dementia Action Alliance?

The Dementia Action Alliance (DAA) is a social movement with one simple aim: to bring about a society-wide response to dementia. It encourages and supports local communities and organisations to take practical **action** to enable people to live well with dementia.

Organisations, businesses and groups sign up as a member of the DAA by thinking of some simple steps that would make them more dementia friendly, and these steps form their action plan.

Members include local businesses, faith groups, schools, housing schemes, libraries, transport providers, museums, shops and health and social care providers. **Anyone can help!**

Why should my business become a member?

It is estimated that there are around **73,500** people in the West Midlands and **850,000** people across the UK who are living with dementia. As numbers of people living with dementia are predicted to rise it is important that we take action **now** to support anyone affected by dementia to live well in their community, and we all have a part we can play.

Joining the DAA is completely free and the steps you can take don't have to cost anything either, but could make a positive difference to people affected by dementia.

How do I sign up?



For support in completing your plan please contact your local DAA Coordinator, Kat Horner at kat.horner@alzheimers.org.uk or on 01543 255955.

*A word document version of the action plan is available [here](#) or from your local DAA.

What actions could I take?

- Understand more about dementia by organising a free, one hour **Dementia Friends** awareness session for yourself and colleagues.
- Request an Alzheimer's Society **guide** for customer-facing staff to assist them in serving people living with dementia
- Review your **environment** by looking at seating, signage and facilities using our checklist to ensure it is as accessible as possible
- Using the DEEP guide, use **appropriate language** when talking about someone living with dementia, making negative terms such as 'sufferer' a thing of the past
- Think about how you could **support** staff who have a diagnosis of dementia, or who may be **caring** for a relative living with dementia
- Hold an event during **Dementia Awareness Week** (third week in May)



The Dementia Engagement and Empowerment Project

What next?

Join other member organisations at your **Local Dementia Action Alliance** and work together to achieve recognition for your local area as a **Dementia Friendly Community**.



Parish Councils - Example Actions

Awareness	
Dementia awareness	<p>We will encourage all Councillors and staff members to attend a Dementia Friends session. We will also look at the possibility of a member of staff/Councillor becoming a Dementia Friends Champion to enable sessions to be delivered internally.</p> <p>We will also encourage and support the delivery of public Dementia Friends sessions within the community.</p>
Provision of up to date information	Build links with local organisations and service providers to find out what is available in the local area, enabling public facing staff to effectively signpost individuals who may need support.
Raise awareness in the community	Use our website, social media sites and electronic display screens/notice boards to promote awareness of dementia and where to go locally for more information and support.
Dementia Awareness Week	Run awareness event(s) during Dementia Awareness Week (3 rd week in May).
Environment	
Environmental Changes	<p>Using the DAA's environmental checklist we will look to see if there are any simple adjustments we could make to our public facilities to ensure they are dementia friendly.</p> <p>We will also consider dementia when planning any major changes to outdoor spaces and facilities in the future.</p>
Other	
Dementia Friendly Communities	Support and/or contribute to the development of a Local Dementia Action Alliance (LDAA) with the aim to achieve recognition of being a Dementia Friendly Community.
Leisure facilities	Encourage leisure facilities in the local area to become more dementia friendly, such as libraries, local tourist attractions, museums and leisure centres.

<p>Communication and language</p>	<p>We will ensure that our comms team are aware of the effects of using negative language when making reference to those living with dementia using DEEP's (Dementia Engagement and Empowerment Project) Dementia Words Matter guide.</p> <p>We will review the way in which we communicate with residents, ensuring that correspondence is clear, and uses plain English.</p>
<p>Involvement of people affected by dementia</p>	<p>Consult with local people affected by dementia when making decisions or reviewing services. Find out what issues they face living in the community.</p>
<p>Support staff</p>	<p>Review our existing policies and procedures to ensure that we provide appropriate support to any member of staff who may be caring for someone living with dementia, or working with a diagnosis of dementia.</p>
<p>Safe Places Initiative</p>	<p>Explore the possibility of a council building such as tourist information Etc. becoming a 'Safe Place' where anyone feeling vulnerable, confused or lost may go to seek help and support.</p>

15:12 Detailed Income & Expenditure by Budget Heading 13/07/2017

Month No: 3 Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Corporate							
1176 Precept	306,324	308,800	308,800	0			100.0%
1180 Council Tax Support Grant	23,582	19,192	19,192	0			100.0%
1196 Interest: Active Saver A/C	601	0	300	300			0.0%
1197 Interest: Unity Trust Current	21	0	0	0			0.0%
1198 Interest: Barclays Current A/C	10	3	0	(3)			0.0%
Corporate :- Income	330,538	327,995	328,292	297			99.9%
Movement to/(from) Gen Reserve	330,538	327,995					
101 Employee Expenses							
1025 Sundry Income	346	0	0	0			0.0%
Employee Expenses :- Income	346	0	0	0			
4001 Salaries	134,504	32,663	134,991	102,328		102,328	24.2%
4006 NI: Employer's Contributions	13,005	3,186	15,202	12,016		12,016	21.0%
4011 LGPS: Employer's Contributions	36,589	7,267	32,000	24,733		24,733	22.7%
4013 Eyesight: Tests/Spectacles	50	0	250	250		250	0.0%
Employee Expenses :- Indirect Expenditure	184,148	43,116	182,443	139,327	0	139,327	23.6%
Movement to/(from) Gen Reserve	(183,802)	(43,116)					
102 Lambourne House							
1025 Sundry Income	885	0	0	0			0.0%
Lambourne House :- Income	885	0	0	0			
4020 Office: Rent	3,438	0	0	0		0	0.0%
4021 Office: Service Charges	267	0	0	0		0	0.0%
4022 NNDR	1,351	0	0	0		0	0.0%
4023 Office: Water Rates	72	0	0	0		0	0.0%
4024 Electricity	562	0	0	0		0	0.0%
4025 Cleaning/Janitorial Materials	2	0	0	0		0	0.0%
4026 Trade Refuse	15	0	0	0		0	0.0%
4028 Security Alarm	36	0	0	0		0	0.0%
4034 Alarm Monitoring	57	0	0	0		0	0.0%
4035 Key Holding Service	130	0	0	0		0	0.0%
4036 Dipalidations	2,750	0	0	0		0	0.0%
4037 Meeting Room: Rental Charges	330	0	0	0		0	0.0%
4040 Cleaning Contract	250	0	0	0		0	0.0%
4185 Removal Costs	2,843	0	0	0		0	0.0%
Lambourne House :- Indirect Expenditure	12,102	0	0	0	0	0	
Movement to/(from) Gen Reserve	(11,217)	0					

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104 OMCC							
1070 OMCC: Unit Rents	20,232	7,952	22,454	14,502			35.4%
1071 OMCC: Unit Service Charges	14,895	5,800	15,344	9,544			37.8%
1072 OMCC: Room Hire	13,269	3,461	12,000	8,540			28.8%
1073 OMCC: Catering	140	42	0	(42)			0.0%
1074 OMCC: Unit Cleaning	497	80	318	238			25.0%
1075 OMCC: Photocopies	29	21	0	(21)			0.0%
1076 OMCC: PA Testing Recharge	0	140	90	(50)			155.6%
OMCC :- Income	49,061	17,496	50,206	32,710			34.8%
4001 Salaries	6,646	1,532	8,252	6,720	6,720	6,720	18.6%
4022 NNDR	9,070	2,882	9,100	6,218	6,218	6,218	31.7%
4023 Office: Water Rates	1,402	0	1,200	1,200	1,200	1,200	0.0%
4024 Electricity	3,720	1,026	3,200	2,174	2,174	2,174	32.1%
4025 Cleaning/Janitorial Materials	504	81	550	469	469	469	14.8%
4026 Trade Refuse	31	1,181	1,181	0	0	0	100.0%
4027 Window Cleaning	390	320	1,280	960	960	960	25.0%
4028 Security Alarm	218	981	0	(981)	(981)	(981)	0.0%
4030 Fire Extinguishers	80	0	100	100	100	100	0.0%
4031 PA Testing	248	0	175	175	175	175	0.0%
4033 General Maintenance	1,578	283	1,500	1,217	1,217	1,217	18.9%
4034 Alarm Monitoring	181	181	200	19	19	19	90.4%
4035 Key Holding Service	0	0	150	150	150	150	0.0%
4040 Cleaning Contract	4,969	1,263	6,100	4,837	4,837	4,837	20.7%
4041 Unlocking/Locking	1,777	323	2,000	1,677	1,677	1,677	16.1%
4042 Hygiene Services	260	65	260	195	195	195	25.0%
4043 Gas Supply	5,993	1,065	5,620	4,555	4,555	4,555	18.9%
4044 Pest Control Services	200	50	200	150	150	150	25.0%
4045 Boiler Maint/Service	395	0	1,000	1,000	1,000	1,000	0.0%
4046 Sheds/Base	858	0	0	0	0	0	0.0%
4047 OMCC: Lift	339	65	340	275	275	275	19.1%
4048 Fire Alarm	420	0	420	420	420	420	0.0%
4110 Telephone: Rental	433	93	564	472	472	472	16.4%
4111 Telephone: Calls	7	0	20	20	20	20	0.0%
4112 Telephone: Payment Charges	33	6	0	(6)	(6)	(6)	0.0%
4113 Broadband: Line rental	167	246	381	135	135	135	64.6%
4132 Computers: Software Licences	1,342	0	1,200	1,200	1,200	1,200	0.0%
4133 Computers: Support	182	0	200	200	200	200	0.0%
4134 Computers: Broadband	1,296	153	580	427	427	427	26.4%
4138 Server Software	0	0	900	900	900	900	0.0%
4150 OMCC: Catering	97	30	100	70	70	70	29.8%

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4160 Stationery	203	0	150	150		150	0.0%
4163 General Office Expenses	395	12	1,000	988		988	1.2%
4165 Advertising	39	0	300	300		300	0.0%
4167 PPE Supplies	54	0	100	100		100	0.0%
4168 Water Cooler: Supplies/Service	438	62	600	539		539	10.3%
4180 Professional Fees	3,480	0	600	600		600	0.0%
4208 Alarm: Maintenance Fee	366	154	772	618		618	20.0%
4209 Alarm: Chargeable R&M	70	0	0	0		0	0.0%
4221 Insurance: Premiums	1,194	1,280	1,280	(0)		(0)	100.0%
4666 Capital Works	14,935	0	0	0		0	0.0%
4801 Grounds Maint: Other	2,060	0	5,000	5,000		5,000	0.0%
4821 Trees: Maintenance, etc	636	0	0	0		0	0.0%
4999 Contingency Expenses	21	0	5,000	5,000		5,000	0.0%
OMCC :- Indirect Expenditure	66,728	13,333	61,575	48,242	0	48,242	21.7%
Movement to/(from) Gen Reserve	(17,667)	4,162					
105 Transport							
4060 Car Mileage: Employees	1,327	334	1,800	1,466		1,466	18.6%
4061 Car Mileage: Members	27	0	150	150		150	0.0%
4062 Car Parking Fees	15	6	10	4		4	62.5%
Transport :- Indirect Expenditure	1,369	340	1,960	1,620	0	1,620	17.4%
Movement to/(from) Gen Reserve	(1,369)	(340)					
107 Supplies & Services							
1025 Sundry Income	602	0	0	0			0.0%
1040 Photocopier: Usage	0	8	0	(8)			0.0%
Supplies & Services :- Income	602	8	0	(8)			
4037 Meeting Room: Rental Charges	0	60	160	100		100	37.5%
4100 Photocopier: Copy Charges	1,838	617	1,500	883		883	41.1%
4110 Telephone: Rental	1,252	734	1,350	616		616	54.4%
4111 Telephone: Calls	216	35	300	265		265	11.6%
4112 Telephone: Payment Charges	169	30	0	(30)		(30)	0.0%
4113 Broadband: Line rental	320	250	400	150		150	62.4%
4120 Postage	1,400	500	1,500	1,000		1,000	33.3%
4121 Franking Machine: Rental/Lease	618	309	674	365		365	45.8%
4122 Franking Machine: Maintenance	249	249	249	0		0	100.0%
4123 Franking Machine: Stationery	77	0	100	100		100	0.0%
4124 Franking Machine: S/Ware Updat	0	70	0	(70)		(70)	0.0%
4130 Computers: Peripherals	287	0	150	150		150	0.0%

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4132 Computers: Software Licences	1,208	82	1,100	1,018		1,018	7.5%
4133 Computers: Support	1,824	456	1,824	1,368		1,368	25.0%
4134 Computers: Broadband	552	77	516	440		440	14.8%
4135 Computers: Email accounts	50	0	50	50		50	0.0%
4140 Website	525	400	400	0		0	100.0%
4160 Stationery	1,962	424	2,000	1,576		1,576	21.2%
4161 Publications	142	42	200	158		158	20.9%
4163 General Office Expenses	109	14	100	86		86	13.8%
4164 Office Equipment	251	0	300	300		300	0.0%
4165 Advertising	1,725	763	1,375	612		612	55.5%
4166 Newsletter	1,440	720	1,440	720		720	50.0%
4167 PPE Supplies	56	0	0	0		0	0.0%
4170 Subscriptions to other bodies	1,889	444	454	10		10	97.8%
4175 Furniture	114	0	0	0		0	0.0%
4180 Professional Fees	3,108	350	3,500	3,150		3,150	10.0%
4190 Data Protection Fee	35	0	35	35		35	0.0%
4200 Courses/Training: Fees	1,707	105	2,000	1,895		1,895	5.3%
4201 Courses/Training: Expenses	22	174	300	126		126	58.0%
4202 Conferences/Seminars: Fees	690	174	700	526		526	24.9%
4203 Conferences/Seminars: Expenses	489	95	500	405		405	19.0%
4220 Bank Charges	277	79	500	421		421	15.9%
4221 Insurance: Premiums	1,564	1,578	1,578	0		0	100.0%
4230 External Audit	800	0	800	800		800	0.0%
4231 Internal Audit	500	413	430	17		17	96.0%
4232 Audit Preparation	53	(23)	550	573		573	(4.1%)
4235 Memorial Bench	0	0	35	35		35	0.0%
4999 Contingency Expenses	538	0	1,000	1,000		1,000	0.0%
Supplies & Services :- Indirect Expenditure	28,056	9,219	28,070	18,851	0	18,851	32.8%
Movement to/(from) Gen Reserve	(27,453)	(9,211)					
<u>201 Street Lighting</u>							
4240 Electricity	458	0	500	500		500	0.0%
4241 Maintenance	377	0	400	400		400	0.0%
Street Lighting :- Indirect Expenditure	836	0	900	900	0	900	0.0%
Movement to/(from) Gen Reserve	(836)	0					
<u>202 Bus Shelters</u>							
1026 Insurance Claim	340	0	0	0			0.0%
Bus Shelters :- Income	340	0	0	0			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4250 Maintenance	1,877	0	4,000	4,000		4,000	0.0%
Bus Shelters :- Indirect Expenditure	1,877	0	4,000	4,000	0	4,000	
Movement to/(from) Gen Reserve	(1,537)	0					
203 Christmas Lights							
1088 Xmas Festival: Sponsorship	3,052	0	0	0			0.0%
1090 Pitch Fees	58	0	0	0			0.0%
Christmas Lights :- Income	3,110	0	0	0			
4232 Audit Preparation	549	0	0	0		0	0.0%
4260 General Expenses	2,756	0	5,600	5,600		5,600	0.0%
4261 Churches	383	0	600	600		600	0.0%
4262 Christmas Event	4,580	0	0	0		0	0.0%
4620 Miscellaneous	371	0	0	0		0	0.0%
Christmas Lights :- Indirect Expenditure	8,640	0	6,200	6,200	0	6,200	
Movement to/(from) Gen Reserve	(5,530)	0					
205 Traffic Islands							
1030 Traffic Islands: Sponsorship	4,000	875	3,500	2,625			25.0%
Traffic Islands :- Income	4,000	875	3,500	2,625			25.0%
4300 Shrub Beds: Maintenance	3,578	0	3,650	3,650		3,650	0.0%
4301 Grass Cutting	694	0	708	708		708	0.0%
4302 Litter Picking	130	0	133	133		133	0.0%
4303 Weed Killer Spraying	174	0	177	177		177	0.0%
4304 Signage	93	0	400	400		400	0.0%
4305 Signage Installation	187	0	100	100		100	0.0%
4306 NNDR: Traffic Islands	1,742	558	1,750	1,192		1,192	31.9%
4307 Bridge Cross Rd: Bedding	1,053	0	1,074	1,074		1,074	0.0%
Traffic Islands :- Indirect Expenditure	7,651	558	7,992	7,434	0	7,434	7.0%
Movement to/(from) Gen Reserve	(3,651)	317					
206 Hanging Baskets & Planters							
4350 Planters: Maintenance	271	0	277	277		277	0.0%
4351 Planters: Bedding Plants	517	0	528	528		528	0.0%
4352 Hanging Baskets: Supply/Maint.	653	0	666	666		666	0.0%
Hanging Baskets & Planters :- Indirect Expenditure	1,441	0	1,471	1,471	0	1,471	0.0%
Movement to/(from) Gen Reserve	(1,441)	0					

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<u>207 Flagpole</u>							
4033 General Maintenance	120	0	0	0		0	0.0%
4355 Flagpole	250	0	260	260		260	0.0%
Flagpole :- Indirect Expenditure	<u>370</u>	<u>0</u>	<u>260</u>	<u>260</u>	<u>0</u>	<u>260</u>	<u>0.0%</u>
Movement to/(from) Gen Reserve	<u>(370)</u>	<u>0</u>					
<u>208 Burntwood in Bloom</u>							
1050 BiB: Sponsorship	2,050	800	700	(100)			114.3%
1051 BiB: Photograph Sales	13	0	0	0			0.0%
1052 BiB: Calendar Sales	118	0	0	0			0.0%
Burntwood in Bloom :- Income	<u>2,181</u>	<u>800</u>	<u>700</u>	<u>(100)</u>			<u>114.3%</u>
4380 Advertising	777	780	1,000	220		220	78.0%
4381 Prizes	941	0	1,000	1,000		1,000	0.0%
4382 Presentation Evening	147	25	150	125		125	16.7%
4383 Annual Calendar	248	0	0	0		0	0.0%
4384 Hanging Baskets, etc	1,980	178	665	487		487	26.7%
4385 BiB: Miscellaneous	42	0	50	50		50	0.0%
4386 BiB Project	0	517	1,285	768		768	40.3%
Burntwood in Bloom :- Indirect Expenditure	<u>4,135</u>	<u>1,500</u>	<u>4,150</u>	<u>2,650</u>	<u>0</u>	<u>2,650</u>	<u>36.1%</u>
Movement to/(from) Gen Reserve	<u>(1,954)</u>	<u>(700)</u>					
<u>209 Coulter Lane Burial Ground</u>							
4501 Grounds Maintenance	633	0	633	633		633	0.0%
4502 Miscellaneous	0	7	0	(7)		(7)	0.0%
4821 Trees: Maintenance, etc	0	109	600	491		491	18.2%
Coulter Lane Burial Ground :- Indirect Expenditure	<u>633</u>	<u>116</u>	<u>1,233</u>	<u>1,117</u>	<u>0</u>	<u>1,117</u>	<u>9.4%</u>
Movement to/(from) Gen Reserve	<u>(633)</u>	<u>(116)</u>					
<u>210 Burntwood Wakes Festival</u>							
1025 Sundry Income	100	0	0	0			0.0%
1084 Grant Aid: BWF	873	0	0	0			0.0%
1090 Pitch Fees	208	0	0	0			0.0%
1091 BWF: Sponsorship	500	0	0	0			0.0%
Burntwood Wakes Festival :- Income	<u>1,682</u>	<u>0</u>	<u>0</u>	<u>0</u>			
4600 BWF	504	0	0	0		0	0.0%
4601 Outsourced event mgmt	5,380	0	0	0		0	0.0%
4602 Family Fun Day Entertainment	3,719	0	0	0		0	0.0%

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4608 Rubbish Skips	230	0	0	0		0	0.0%
4610 Mobile Toilets	1,000	0	0	0		0	0.0%
4611 Publicity	996	0	0	0		0	0.0%
4612 Insurance	1,341	0	0	0		0	0.0%
4614 Coach	120	0	0	0		0	0.0%
4620 Miscellaneous	267	0	0	0		0	0.0%
4621 Push Kart Derby	4,710	0	0	0		0	0.0%
Burntwood Wakes Festival :- Indirect Expenditure	18,266	0	0	0	0	0	
Movement to/(from) Gen Reserve	(16,585)	0					
<u>211 Burntwood Town Strategy</u>							
4751 Welcome Signage	8,300	0	0	0		0	0.0%
4754 BTS Projects	0	0	15,000	15,000		15,000	0.0%
Burntwood Town Strategy :- Indirect Expenditure	8,300	0	15,000	15,000	0	15,000	
Movement to/(from) Gen Reserve	(8,300)	0					
<u>212 Local Council Award Scheme</u>							
4640 Local Council Award Scheme	0	0	250	250		250	0.0%
Local Council Award Scheme :- Indirect Expenditure	0	0	250	250	0	250	
Movement to/(from) Gen Reserve	0	0					
<u>213 Events Committee</u>							
1090 Pitch Fees	0	318	0	(318)			0.0%
1091 BWF: Sponsorship	0	1,120	0	(1,120)			0.0%
Events Committee :- Income	0	1,438	0	(1,438)			
4165 Advertising	0	720	0	(720)		(720)	0.0%
4262 Christmas Event	0	50	0	(50)		(50)	0.0%
4602 Family Fun Day Entertainment	0	209	0	(209)		(209)	0.0%
4611 Publicity	0	156	0	(156)		(156)	0.0%
4612 Insurance	0	1,331	0	(1,331)		(1,331)	0.0%
4620 Miscellaneous	0	364	0	(364)		(364)	0.0%
4690 Events	0	0	27,000	27,000		27,000	0.0%
Events Committee :- Indirect Expenditure	0	2,830	27,000	24,170	0	24,170	10.5%
Movement to/(from) Gen Reserve	0	(1,392)					
<u>214 Community Projects</u>							
1025 Sundry Income	69	0	0	0			0.0%
1045 Defibrillators: Sponsorship	3,600	0	0	0			0.0%

15:12 Detailed Income & Expenditure by Budget Heading 13/07/2017

Month No: 3 Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1083 Grant Aid: Play in the Parks	2,200	0	0	0			0.0%
1085 PiP: Sponsorship	800	300	0	(300)			0.0%
Community Projects :- Income	6,669	300	0	(300)			
4758 General Expenses	0	190	0	(190)		(190)	0.0%
4760 Stephen Sutton Bursary	2,000	0	2,000	2,000		2,000	0.0%
4761 Play in the Parks	4,081	0	0	0		0	0.0%
4763 Defibrillators	0	0	2,000	2,000		2,000	0.0%
4999 Contingency Expenses	0	3	0	(3)		(3)	0.0%
Community Projects :- Indirect Expenditure	6,081	193	4,000	3,807	0	3,807	4.8%
Movement to/(from) Gen Reserve	589	107					
215 SCAMP							
4550 SCAMP: Maintenance	0	0	500	500		500	0.0%
4551 SCAMP: Insurance	348	360	360	(0)		(0)	100.1%
SCAMP :- Indirect Expenditure	348	360	860	500	0	500	41.9%
Movement to/(from) Gen Reserve	(348)	(360)					
216 Neighbourhood Plan							
4725 NP: Events	0	0	750	750		750	0.0%
4726 NP: Preparation	600	550	0	(550)		(550)	0.0%
4727 NP: Miscellaneous Expenditure	35	0	0	0		0	0.0%
Neighbourhood Plan :- Indirect Expenditure	635	550	750	200	0	200	73.3%
Movement to/(from) Gen Reserve	(635)	(550)					
301 Civic Expenses							
1025 Sundry Income	36	0	0	0			0.0%
1062 Fundraising	1,967	0	0	0			0.0%
Civic Expenses :- Income	2,003	0	0	0			
4360 Chairman's Expenses	222	53	500	447		447	10.6%
4361 General Expenses	87	59	1,000	941		941	5.9%
4362 Donations	100	0	0	0		0	0.0%
4364 Civic Service & Reception	142	0	0	0		0	0.0%
4365 Hospitality: General	261	0	0	0		0	0.0%
4367 Other Expenses	(326)	0	0	0		0	0.0%
4368 Fundraising	268	0	0	0		0	0.0%
4369 Fundraising - Distribution	1,721	0	0	0		0	0.0%
Civic Expenses :- Indirect Expenditure	2,474	112	1,500	1,388	0	1,388	7.5%
Movement to/(from) Gen Reserve	(472)	(112)					

15:12 Detailed Income & Expenditure by Budget Heading 13/07/2017

Month No: 3 Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 Grant Aid							
4400 Local Voluntary Organisations	8,950	0	15,000	15,000		15,000	0.0%
4401 Children's Activities	1,000	0	0	0		0	0.0%
4402 Community Transport	2,250	0	0	0		0	0.0%
4405 SESCAB	3,500	0	0	0		0	0.0%
4407 Cheque Presentation Evening	33	25	150	125		125	16.7%
4408 Remembrance Wreaths	100	0	100	100		100	0.0%
Grant Aid :- Indirect Expenditure	15,833	25	15,250	15,225	0	15,225	0.2%
Movement to/(from) Gen Reserve	(15,833)	(25)					
305 Photocopier							
4666 Capital Works	2,441	0	0	0		0	0.0%
Photocopier :- Indirect Expenditure	2,441	0	0	0	0	0	
Movement to/(from) Gen Reserve	(2,441)	0					
310 Election Expenses							
4701 Election Expenses	0	0	5,000	5,000		5,000	0.0%
4804 Election	27,369	0	0	0		0	0.0%
Election Expenses :- Indirect Expenditure	27,369	0	5,000	5,000	0	5,000	
Movement to/(from) Gen Reserve	(27,369)	0					
401 Burntwood Cemetery							
1000 Burial Fees/Licences	42,335	9,470	25,000	15,530			37.9%
Burntwood Cemetery :- Income	42,335	9,470	25,000	15,530			37.9%
4132 Computers: Software Licences	342	0	280	280		280	0.0%
4133 Computers: Support	456	114	456	342		342	25.0%
4180 Professional Fees	650	0	0	0		0	0.0%
4200 Courses/Training: Fees	506	0	0	0		0	0.0%
4800 Grounds Maint: LDC	2,813	0	2,890	2,890		2,890	0.0%
4801 Grounds Maint: Other	2,960	1,500	2,750	1,250		1,250	54.5%
4802 Grounds Maint: Sister Dora Ave	260	0	266	266		266	0.0%
4803 Grounds Maint: Front Verge	260	0	266	266		266	0.0%
4807 Turf	0	0	200	200		200	0.0%
4809 Weed Killing (selective)	326	0	383	383		383	0.0%
4810 Gravedigging: Main Contractor	5,830	2,315	4,500	2,185		2,185	51.4%
4812 Cemetery Gatekeeper	1,575	419	1,677	1,258		1,258	25.0%
4813 Trade Refuse	480	90	410	320		320	22.0%
4814 Skips	300	0	300	300		300	0.0%

ENCLOSURE NO. 12

Continued over page

15:12 Detailed Income & Expenditure by Budget Heading 13/07/2017

Month No: 3 Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4815 ICCM Membership	90	90	90	0		0	100.0%
4819 Water Rates	49	0	45	45		45	0.0%
4820 NNDR: Burntwood Cemetery	801	456	800	344		344	57.0%
4821 Trees: Maintenance, etc	0	0	800	800		800	0.0%
4825 Storage Container	140	0	0	0		0	0.0%
4830 Courses/Training: Fees	0	95	0	(95)		(95)	0.0%
4856 General Maintenance, etc	68	22	200	178		178	11.2%
4857 Memorial Plaques	0	0	100	100		100	0.0%
4858 Gritting Paths/Road	0	0	1,000	1,000		1,000	0.0%
4860 Cemetery: Road Sweeping	63	0	65	65		65	0.0%
4861 Support Services	2,251	0	0	0		0	0.0%
Burntwood Cemetery :- Indirect Expenditure	20,221	5,102	17,478	12,376	0	12,376	29.2%
Movement to/(from) Gen Reserve	22,114	4,368					
501 Capital Works							
1025 Sundry Income	956	0	0	0			0.0%
Capital Works :- Income	956	0	0	0			
4051 Office: Redecoration	428	0	0	0		0	0.0%
4666 Capital Works	(2,441)	0	0	0		0	0.0%
4672 OMCC Railings Refurbishment	2,441	0	0	0		0	0.0%
4674 Replacement Fireproof Safe	0	0	1,500	1,500		1,500	0.0%
4675 Replacement Furniture	0	0	3,500	3,500		3,500	0.0%
4676 Replacement Carpet	0	0	3,000	3,000		3,000	0.0%
4677 Redecoration	0	0	3,000	3,000		3,000	0.0%
4678 Refurb Wooden Window Frames	0	0	10,000	10,000		10,000	0.0%
4679 Air Conditioning Units	0	0	10,000	10,000		10,000	0.0%
Capital Works :- Indirect Expenditure	428	0	31,000	31,000	0	31,000	
Movement to/(from) Gen Reserve	528	0					
Grand Totals:- Income	444,709	358,382	407,698	49,316			87.9%
Expenditure	420,380	77,354	418,342	340,988	0	340,988	18.5%
Movement to/(from) Gen Reserve	24,329	281,028					

BURNTWOOD TOWN COUNCIL
26 JULY 2017

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	NOM. CODE/ COST CENTRE	CHQ NO.	AMOUNT (INC.VAT) £
15 05 17	Two Wests & Elliott Ltd	OMCC: Self-Watering kit for hanging baskets	4386/208	BACS	80.84
26 05 17	BT Payment Services Ltd	OMCC Alarm Line £29.40; Broadband Line £96.12	Various	300398	125.52
26 05 17	Lichfield District Council	NDR Month 3/10: OMCC £721, Cemetery £114, Traffic Islands £144	Various	300398	979.00
		Voided cheque (proof of Unity Trust Bank Account for CCLA Deposit Fund)		300399	
		Voided cheque (proof of Unity Trust Bank Account for CCLA Local Authorities Property Fund)		300400	
13 06 17	BT Payphones	Adoption Fee for 3 No. redundant telephone kiosks	4999/214	300401	3.00
13 06 17	Staffordshire County Council	Burntwood Library - room hire (BTC Meeting 10th May and Annual Town Meeting / Annual BTC Meeting 18th May)	4037/107	300402	60.00
06 06 17	Barclays	Bank Charges	4220/107	DD	6.65
15 06 17	BNP Paribas	Franking Machine: Rental (Qtrly invoice)	4121/107	DD	185.28
15 06 17	Chubb Fire & Security Ltd	Alarm: Monitoring/Maintenance (Qtrly invoice)	4028/104	BACS	306.34
15 06 17	Cathedral Leasing Ltd	OMCC: Hygiene Services	4042/104	BACS	77.98
15 06 17	Zurich Municipal	2017/18 Insurance Premium	4221/107	BACS	3,218.22
15 06 17	Mrs P Stokes	Civic Allowance: Mileage Claim (Vice-Chairman, 17/06/16 - 15/05/17 inclusive)	4360/301	BACS	53.10
15 06 17	ICCM	ICCM Seminar delegate fee x 1	4830/401	BACS	114.00
15 06 17	N.I.P. Cleaning Contracts Ltd	OMCC Cleaning Contract £505.20; Locking OMCC £71.40	4040/104	BACS	576.60
15 06 17	Cherry Orchard Garden Services CIC	BiB Project: Hanging Baskets x 13 refilled	4384/208	BACS	440.00
15 06 17	Corona Energy	OMCC: Electricity (monthly invoice)	4024/104	BACS	505.04
15 06 17	Angel Springs Ltd	Water Cooler Supplies	4168/104	BACS	15.84
15 06 17	Staffordshire Pest Control Ltd	OMCC: Pest Control Service (Qtrly invoice)	4044/104	BACS	50.00
15 06 17	SLCC Enterprises Ltd	SLCC Leadership in Action Conference delegate fee x 1	4202/107	BACS	208.80
15 06 17	Initial Business Forms Ltd	BiB Posters	4380/208	BACS	72.00
15 06 17	Lichfield District Council	Cemetery: Trade Refuse	4813/401	BACS	30.00
15 06 17	Mailcoms Ltd	Franking Machine: Annual Software Update £83.94; Annual Service & Support £298.80	4122/107	BACS	382.74
15 06 17		Employee Costs: Month 3	4001/101	BACS	9,261.31
15 06 17	Staffordshire County Pension Fund	LGPS: Month 3	4011/101	BACS	3,182.05
15 06 17	HMRC	NI/PAYE: Month 3	4001/101	BACS	3,619.41
15 06 17	G E Collis & Sons Ltd	OMCC: R&M Materials	4033/104	BACS	56.29
15 06 17	DTH Churchyard & Cemetery Services	Cemetery: Grave Digging	4810/401	BACS	945.00
15 06 17	TechCare Ltd	PC Support	4133/107	BACS	264.00
15 06 17	H Shippey	OMCC: Supply & install sprinkler system for hanging baskets £177.65	4384/208	BACS	212.65
15 06 17	Performing Rights Society Ltd	OMCC: Supply & install outside tap £35.00	4033/104	BACS	250.39
21 06 17	BT Plc	BWF17: General music use permit	4602/213	BACS	27.84
26 06 17	TownTrader Marketing Ltd	Line rental: Fax line (qtrly)	4110/107	DD	
		Newsletter £360; BWF 4-page wrap £720	4165/211	BACS	1,080.00

ENCLOSURE NO. 13

DATE	PAYEE	DESCRIPTION OF SERVICE	NOM. CODE/ COST CENTRE	CHQ NO.	AMOUNT (INC VAT)
26 06 17	BT Plc	BTC Landline rental/calls (qtrly)	4110/107	BACS	461.82
26 06 17	Viking	Catering/cleaning supplies	4150/104	BACS	19.61
26 06 17	Npower Ltd	Electricity (April and May 2017)	4024/104	BACS	814.52
26 06 17	Kirkwells Ltd	Neighbourhood Plan Preparation	4726/216	BACS	660.00
26 06 17	Ricoh UK Ltd	Photocopier charges (qtrly)	4100/107	BACS	740.00
26 06 17	Angel Springs Ltd	Water Cooler Supplies	4168/104	BACS	17.28
26 06 17	N.I.P. Cleaning Contracts Ltd	OMCC Cleaning Contract £505.20; Locking OMCC £132.60	4040/104	BACS	637.80
28 06 17	BT Plc	Line rental: OMCC landline (Monthly)	4110/104	DD	22.20
29 06 17	BT Plc	Line rental/Broadband Service x 2 (BTC & IT Suite)	4113/104 & 4113/107	DD	475.20
26 06 17	Lichfield District Council	MINDR Month 4/10: OMCC £721, Cemetery £114, Traffic Islands £144	Various	300403	979.00
05 07 17	Barclays Bank	Bank charges	4220/107	DD	6.65
14 07 17	The Midland News Association Ltd	Public Notice re Annual Town Meeting	4165/107	BACS	254.88
14 07 17	The Best Fun Ltd	BWF17 - Inflatables	4602/213	BACS	1,317.60
14 07 17	Lichfield & District Dog Training Society	BWF17 - Donation re dog obedience demonstrations	4602/213	BACS	50.00
14 07 17	Angel Springs Ltd	OMCC: Water cooler supplies	4168/104	BACS	24.41
14 07 17	Jones Waste Services Ltd	BWF17 - Rubbish skip	4608/213	BACS	288.00
14 07 17	HMRC	NI/PAYE: Month 4	4001/101	BACS	2,899.14
14 07 17	Staffordshire County Pension Fund	LGPS: Month 4	4011/101	BACS	3,174.31
14 07 17		Employee Costs: Month 4	4001/101	BACS	9,316.88
14 07 17	Mrs P Stokes	Mileage claim (Vice-Chairman 2016/17 and Chairman 2017/18)	4360/301	BACS	72.51
14 07 17		BWF17 Corps of Drums £25.20 (Refreshments); Fuel for generator £5.01	4602/213	BACS	
14 07 17	TechCare Ltd	IT Network Support (monthly)(£190.00)	4133/107	BACS	264.00
14 07 17	Storymagic Ltd	MS Office 365 Business Essential licence (5 users) (monthly) (£30.00)	4132/107	BACS	
14 07 17	Seventeen43 Ltd	BWF17 - Punch & Judy	4602/213	BACS	300.00
14 07 17	Stannah Lift Services Ltd	BWF17 - Outsourced Event Management	4601/213	BACS	1,885.00
14 07 17	Daubney Agency Ltd	OMCC: Lift servicing (qtrly)	4047/104	BACS	77.78
14 07 17	Pat Collins Ltd	BWF17 - Wonder Wheelers	4602/213	BACS	1,548.00
14 07 17	Natural History Lecture Service	BWF17 - Fun fair rides	4602/213	BACS	1,200.00
14 07 17	Rhea Baskerville	BWF17 - Mini Zoo	4602/213	BACS	350.00
14 07 17	Burntwood Road Sweepers Ltd	BWF17 - Face Painting	4614/213	BACS	120.00
14 07 17	Chasetown Football Club	BWF17 - Donation re Shuttle service	4610/213	BACS	80.00
14 07 17	South Staffs Water Business	BWF17 - Hire of Portaloos	4165/107	BACS	1,200.00
14 07 17	D Homer	Pitchside Advertising Board	4819/401	BACS	300.00
14 07 17	G E Collis & Sons Ltd	Cemetery: Water Services	4810/401	BACS	33.84
14 07 17	N.I.P. Cleaning Contracts Ltd	Cemetery: Grave Digging	Various	BACS	390.00
14 07 17	Chubb Fire & Security Ltd	R&M Materials	4040/104	BACS	59.48
17 07 17	Lloyds Bank	OMCC: Cleaning contract (monthly) (£505.20)	4041/104	BACS	658.20
		OMCC: Closing (outside of normal hours) (£153.00)	Various	BACS	
		OMCC: Alarm Monitoring (£60.49) & Maintenance (£92.69)	N/A	BACS	153.18
		Transfer to Corporate Multipay Card		BACS	750.30
					57,991.48

ENCLOSURE NO. 13

1. Introduction

This Strategy complies with Guidance issued by the Secretary of State under the Local Government Act 2003, Section 15(1)(a).

Burntwood Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus fund held on behalf of the community.

2. Investment Objectives

- 2.1 The general policy objective for the Council is the prudent investment of its balances. The Council's investment priorities are:
- the security of its reserves and
 - the liquidity of its investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 2.3 All investments will be made in sterling.
- 2.4 The Department for Communities and Local Government (DCLG) maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.
- 2.5 Where external investment managers are used, they will be contractually required to comply with the Strategy.

3. Specified Investments

- 3.1 Specified Investments are those offering high security and high liquidity, made in sterling for no more than 12 months. Such short term investments made within the UK Government or a local authority or parish/town council will automatically be Specified Investments.
- 3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:
- Deposits with banks, building societies, local authorities or other public authorities
 - The debt management agency of HM Government
- 3.3 Current investments are in two accounts:
- Barclays Business Saving Account
 - CCLA Local Authorities' Property Fund

4. Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainties surround such investments the Council will not use this type of investment.

5. Liquidity of Investments

The Chief Executive Officer (as the Responsible Financial Officer) in consultation with the Leader of the Council, will determine the maximum period for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

6. Long Term Investments

6.1 Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long term investments.

No long term investments are envisaged during the 2017/18 financial year.

7. End of Year Investment Report

Investment forecasts for the coming financial year should be accounted for when the budget is prepared. The Chief Executive Officer will report at regular intervals on investment activity to the Policy and Resources Committee.

8. Review and Amendment of Strategy

8.1 The Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Chief Executive Officer and presented for approval at the Annual Town Council meeting.

8.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

9. Freedom of Information

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.burntwood-tc.gov.uk.

Mary Danby
Chief Executive Officer & Responsible Financial Officer
Burntwood Town Council
The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Tel: 01543 677166
Email: ceo@burntwood-tc.gov.uk