

Our Ref: MD

10 December 2014

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

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet in **the Meeting, Room, rear of Burntwood Library, Sankeys Corner, Burntwood on Thursday 18 December 2014 immediately following the Town Council meeting** to consider the following business.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

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 and Resources Committee held on 27 November 2014 (Minute Nos. 21 - 24) **(ENCLOSURE NO. 1)**.

4. DRAFT 2015/16 BUDGET (ENCLOSURE NOS. 2A AND 2B)

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICE
ON THURSDAY 27 NOVEMBER 2014 COMMENCING AT 7.00 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
S Lightfoot, BTS Implementation Officer

21. APOLOGIES FOR ABSENCE

None – all Members were present.

22. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

23. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 13 October 2014 (Minute Nos. 15 – 20) be received and approved as a correct record.

23.1 Matters Arising

23.1.1 Replacement Bus Shelter – Chase Road, Burntwood

RESOLVED That the replacement shelter be of the same design and construction as the Farewell Lane/Lichfield Road bus shelter but that the Chase Road shelter would need to be larger so that it matches the footprint of the existing shelter.

23.1.2 Community Hub Website

RESOLVED That the new Community Hub Website should be launched as early as possible in the New Year.

23.1.3 Meeting Venues for Future Meetings of the Committee

Members were keen to retain the majority of the Committee meetings either at Burntwood Library or the Town Council's office, however Members noted that the new Chase Terrace Fire Station incorporates a Community Room and they asked that arrangements be made for the Committee to be given a guided tour of the new Fire Station followed by a meeting of the Committee in the new Community Room.

Members also asked that arrangements be made for a guided tour of the Old Mining College Centre possibly followed by a meeting of the Committee there.

24. 2015/16 DRAFT BUDGET (INCLUDING 2014/15 BUDGET TO 31 OCTOBER 2014)

The Committee reviewed each line of the budget report and generally found the forecast end of year income and expenditure to be in line with the budget. Members were advised that a settlement figure on the Burntwood Wakes Festival cancellation had been agreed in the sum of £27,557.

RESOLVED THAT:

- a) The nationally agreed salary award (effective from 01 January 2015 – 31 March 2016) giving employees a 2.2% increase be implemented.
- b) Civic invitations be emailed to Members and also to those on the Civic List wherever possible with immediate effect.
- c) The TownTrader be requested to add a “flash” on the front cover of the January, April, July and October issues indicating that the Town Council’s newsletter can be found inside.
- d) The funding of Christmas trees and/or lights for local Churches be reviewed every four years.
- e) The Burntwood Town Strategy Action Area 3 Working Group (Public transport access and traffic management) be encouraged to meet urgently to review the Community Dial-a-Ride Service and that the Leader and Deputy Leader of the Council should also attend that meeting.
- f) The decision to withdraw as a member of the Staffordshire Parish Council’s Association with effect from 01 April 2015 be reiterated and relayed to that organisation.
- g) Expenditure in the sum of £159.64 incurred in entering a decorated Christmas Tree into the Lichfield Cathedral Christmas Tree Festival be retrospectively approved.
- h) The Town Council accept the changes in cyclic maintenance attendance and reduction in winter month night patrols for which will freeze the base cyclic maintenance unit rates until March 2016, as proposed by E.ON for the 14 No. street lights provided in the town by the Town Council.
- i) The Town Clerk was requested to compile the draft 2015/16 budget for consideration by the Committee on 18 December 2014. The Town Clerk was requested to keep the precept level to the same as that levied in 2014/15.

RECOMMENDATIONS TO THE FULL COUNCIL

- i) Tribute(s) to Stephen Sutton

2014/15

- That the Town Council offer a bursary to a young person from Burntwood in the sum of £2,000 (definition/formal arrangements to be agreed, though it was hoped that a member of Stephen’s family could be on the Panel).
- That the Young Person of the Year award be renamed the Stephen Sutton Young Person of the Year Award

- That the 4 No. trees (one in each of the town's parks) be planted and that a simple plaque be installed at each site, e.g. "Planted by Burntwood Town Council so that we can see the tree grow in Stephen Sutton's memory".

2015/16

- That the Town Council offer a bursary to a young person from Burntwood in the sum of £2,000 (sum to be confirmed), arrangements as for the 2014/15 award).

The Policy & Resources Committee sought additional time to enable the other suggested tributes to be investigated and considered properly before any further recommendations to the Full Council.

(The Meeting closed at 8.35 p.m.)

Signed

Date