

Our Ref: MD

01 November 2013

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Town Council to be held in the **Adult Section of Burntwood Library, Sankeys Corner on Thursday 07 November commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

**Mary Danby (Mrs)
Town Clerk**

<p>PLEASE NOTE THAT THE MEETING IS IN THE ADULT SECTION OF THE LIBRARY THEREFORE NO PARKING IS AVAILABLE AT THE LIBRARY</p>
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PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (please also refer to the guidance notes at the end of the Agenda).

PRAYERS

PRESENTATION BY STEPHEN SUTTON

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 05 September 2013 (Minute Nos. 41 - 60) (**ENCLOSURE NO. 1**).

4. CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY

5. PLANNING COMMITTEE

Chairman of the Planning Committee to move that the proceedings of the meetings held on 12 September 2013 (Minute Nos. 33 - 38), 07 October 2013 (Minute Nos. 39 - 43) and 24 October (Minute Nos. 44 - 49) be received and where necessary approved and adopted (**ENCLOSURE NOS. 2A, 2B AND 2C**).

6. BURNTWOOD WAKES COMMITTEE

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meetings held on 18 September 2013 (Minute Nos. 9 - 14) and 24 October 2013 (Minute Nos. 15 - 18) be received and where necessary approved and adopted (**ENCLOSURE NOS. 3A AND 3B**).

7. BURIAL GROUNDS COMMITTEE

Chairman of the Burial Grounds Committee to move that the proceedings of the meeting held on 18 September 2013 (Minute Nos. 6 - 10) be received and where necessary approved and adopted (**ENCLOSURE NO. 4**).

8. BURNTWOOD IN BLOOM COMMITTEE

Chairman of the Burntwood in Bloom Committee to move that the proceedings of the meeting held on 24 October 2013 (Note Nos. 1 -3) be received and where necessary approved and adopted (**ENCLOSURE NO. 5**).

9. GRANT AID COMMITTEE

Chairman of the Grant Aid Committee to move that the proceedings of the meeting held on 24 October 2013 (Minute Nos. 1 – 5 and Appendix 1) be received and where necessary approved and adopted (**ENCLOSURE NO. 6**).

10. POLICY AND RESOURCES COMMITTEE

Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 31 October 2013 (Minute Nos. 27 -) be received and where necessary approved and adopted (**ENCLOSURE NO. 7 - TO FOLLOW**).

11. MEMBERS QUESTIONS under Standing Order 9

12. STAFFORDSHIRE REGIMENT MASCOT – FREEDOM OF THE TOWN REQUEST (Minute No. 41 refers) (ENCLOSURE NO. 8)

13. SCHEDULE OF PAYMENTS MADE BETWEEN 01 SEPTEMBER AND 31 OCTOBER 2013 (ENCLOSURE NO. 9)

14. 2013/14 BUDGET AS AT 22 AUGUST 2013 (ENCLOSURE NOS. 10A and 10B)

15. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) 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.

16. PERSONNEL COMMITTEE

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 17 October 2013 (Minute Nos. 14 - 18) be received and where necessary approved and adopted (**ENCLOSURE NO. 11 - PINK**).

17. YOUNG PERSON OF THE YEAR 2013/14 CIVIC AWARD (ENCLOSURE NO. 12 – PINK)

18. COMMUNITY FACILITY (ENCLOSURE NO. 13 – PINK)

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood have an opportunity to speak at each full Town Council meeting:

- 1.** *The Public Forum session will usually be the first item on the Agenda.*
- 2.** *The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).*
- 3.** *Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Committee.*
- 4.** *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Council.*
- 5.** *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
- 6.** *After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*
- 7.** *If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.*

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 05 SEPTEMBER 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Bradbury (in the Chair)

Councillors Mrs Brettell, Campbell, Constable (from 7.05 p.m.), Drinkwater, Mrs Evans, Mrs Fisher, Heath (from 7.02 p.m.), Humphreys, Isaacs, James, Mosson, Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

Ms J Minor, Administrative Assistant

R Rayson, Community Infrastructure Liaison Manager, Place - Community Infrastructure (Communities), Staffordshire County Council

Four members of the public

PUBLIC FORUM

STAFFORDSHIRE REGIMENT MASCOT - FREEDOM OF THE TOWN PROPOSAL

Tom Mason, Branch Secretary, The Staffordshire Regiment (Lichfield Branch) gave brief background details relating to The Staffordshire Regiment and informed the Town Council that Tamworth Borough Council had recently agreed to admit the position of Watchman, his handler and their successor to hold the Freedom of the Borough of Tamworth. This is part of a county-wide drive by veterans to protect the Staffordshire mascot for future generations.

The Leader thanked Mr Mason, Watchman and his handler for their attendance and informed them that the Town Council would consider the request later in the meeting.

PRAYERS

Prayers were led by Councillor Walker MBE.

PRESENTATION BY RICHARD RAYSON, COMMUNITY INFRASTRUCTURE LIAISON MANAGER, PLACE - COMMUNITY INFRASTRUCTURE (COMMUNITIES), STAFFORDSHIRE COUNTY COUNCIL

Richard Rayson, Community Infrastructure Liaison Manager, Place – Community Infrastructure (Communities), Staffordshire County Council (SCC) gave a presentation to the Town Council followed by a question and answer session.

Mr Rayson informed the Town Council that the Highways and Built County Team are responsible for the management of Staffordshire's highway network, the development of new infrastructure to support economic prosperity and working in partnership with local communities and organisations to preserve and enhance the quality of Staffordshire's built environment.

The Local Communities team is dedicated to supporting local Members and their communities in identifying, prioritising and commissioning the delivery of improvements to their local built environment. Key programmes of work include the administration of the Neighbourhood Highway Team and the Member's Divisional Highway Programme (which was created in 2009) to break down the barriers between SCC and the community. Each County Councillor is allocated £10,000 annually to help identify areas of work.

Mr Rayson also informed the Town Council that support could be given to a Neighbourhood Plan and that an initiative/funding scheme was available from which monies could be used to fund, for example, a handyperson.

The Leader thanked Mr Rayson for his presentation which had highlighted the initiatives/funding schemes available to the Town Council, many of which had been unknown to the Town Council over the past four years.

41. STAFFORDSHIRE REGIMENT MASCOT - FREEDOM OF THE TOWN PROPOSAL

In light of the attendance of Watchman and his handler, the Chairman moved that Agenda Item No. 11 be moved to the first item on the Agenda.

RESOLVED That the Town Council agree in principle to award the Freedom of the Town of Burntwood to Watchman, his handler and their successors subject to full details being provided to the next meeting of the Town Council.

42. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Brown, Norman and Mrs Rigby.

43. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

44. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 11 July 2013 (Minute Nos. 25 - 40) be received and approved as a correct record.

45. CHAIRMAN'S ANNOUNCEMENTS

Councillor Bradbury said he had attended a number of engagements on behalf of the Town Council and that he would be attending the Burntwood in Bloom Presentation Evening on 06 September and the Heart of England in Bloom Presentation Day on 12 September. He reminded Members that his Civic Service would be taking place on Sunday 22 September 2013.

46. PLANNING COMMITTEE

Councillor Drinkwater updated Members on the overgrown hedges in Cannock Road, Chase Terrace, Chapel Street and Princess Street (Minute No. 22.1 - 11 July 2013 refers).

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 11 July 2013 (Minute Nos. 18 - 22), 01 August 2013 (Minute Nos. 23 - 27) and 22 August 2013 (Minute Nos. 28 - 32) be received and where necessary approved and adopted.

47. BURNTWOOD WAKES COMMITTEE

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 10 July 2013 (Minute Nos. 5 - 8) be received and where necessary approved and adopted.

48. PERSONNEL COMMITTEE

RESOLVED That the Minutes be deferred to the next Personnel Meeting due to take place on 17 October 2013 to allow some of the resolutions to be expanded upon.

49. BURNTWOOD WAKES REVIEW COMMITTEE

RESOLVED THAT

a) The Minutes of the Meeting of the Burntwood Wakes Review Committee held on 28 August 2013 (Minute Nos. 1 - 6) be received and where necessary approved and adopted.

b) The following alterations be made:

a. Minute No. 6 - 2014 and beyond

..... Members could consult with their neighbours be amended to
Members could consult with the electors.

b. Minute No. 6 - 2014 and beyond - Recommendations b)

..... to provide floral displays in the town. It was noted that this was only a suggestion not a definitive recommendation.

c. Minute No. 6 - 2014 and beyond - Recommendations f)

A maximum budget of £40,000 be amended to a maximum budget of £35,000.

d. Minute No. 6 - 2014 and beyond - Recommendations

That the Chairman's hospitality be reviewed and added to the recommendations.

50. POLICY AND RESOURCES COMMITTEE

RESOLVED THAT

a) That the Minutes of the Meeting of the Policy and Resources Committee held on 29 August 2013 (Minute Nos. 17 - 26) be received and where necessary approved and adopted.

b) The following alterations be made:

a. Minute No. 20 - Franking Machine b) (i)

A replacement machine on a five year rental agreement be amended to a replacement machine on a five year or less rental agreement (2 or 3 years).

b. Minute No. 21 - Chase Terrace Park: Provision of a Children's Swing – Recommendations:

a.

..... committing pump priming money towards the cost be amended to committing pump priming money to a maximum of £1,000 towards the total cost.

c) Proposal for Longer Office Opening Hours

Resolution A

..... which their offices are open to the public be amended to include how other Parish/Town Councils operate and publicise themselves.

Resolution B

"and data to be sent to all Councillors" to be added to the sentence.

51. MEMBERS QUESTIONS

None raised.

52. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC): LARGER COUNCILS CONFERENCE 2013

RESOLVED That the Chairman and another Member (to be confirmed) be nominated to attend the Larger Councils Conference 2013.

53. TREASURE! THE DISCOVERY OF THE STAFFORDSHIRE HOARD - TOURING EXHIBITION

Members expressed their disgust as to why the Town Council had not known about the Touring Exhibition and felt that the Council had been side stepped once again.

RESOLVED THAT

a) The information be received and noted.

- b) The Town Clerk write to the Staffordshire County Council's Archives and Heritage Service asking why the Town Council had not been approached in the first instance, which was something that Members found to be totally unacceptable.

54. BURNTWOOD TOWN STRATEGY WORKING GROUPS - UPDATE

Members expressed frustration at the length of time being taken to drive forward some of the actions which were resolutions of the Council some twelve months ago.

Action Area 2

Communications and the image of Burntwood as a place

Members were informed that the new logo had been launched on 01 August 2013 – it was noted that this needed to be promoted more widely throughout the town.

Action Area 3

Public transport access and traffic management

Members were informed that a meeting had been arranged to take place on 16 September 2013 with West Midlands Special Needs Transport Ltd to discuss the possibility of a pilot Burntwood Dial a Ride service.

Action Area 5

Business and employers

Members were informed that a database was currently being compiled of businesses within Burntwood. Once completed the sub group would initiate discussions designed to stimulate the growth of business within Burntwood

RESOLVED That the information be received and noted.

55. NEIGHBOURHOOD PLAN

Members were informed that a meeting between Councillors and Lichfield District Council Officers was due to take place on 19 September 2013.

RESOLVED That the information be received and noted.

56. DIGITAL MAPPING SOFTWARE (Minute No. 29 refers)

RESOLVED That a decision on whether to purchase the Digital Mapping Software be deferred for six months.

57. SCHEDULE OF PAYMENTS MADE BETWEEN 06 JULY AND 30 AUGUST 2013 INCLUSIVE

RESOLVED That the Schedule of Payments totalling £76,819.93 made between 06 July and 30 August 2013 inclusive be received and noted.

58. 2013/14 BUDGET AS AT 22 AUGUST 2013

RESOLVED That the report be received and noted.

59. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman moved:

That under the Public Bodies (Admissions to Meeting) 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.

60. COMMUNITY FACILITY

Members received an update on investigations that had been undertaken to identify a potential way forward to see a community facility delivered by the Town Council.

RESOLVED That the information be received and noted.

(The Meeting closed at 8.50 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 12 SEPTEMBER 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Willis-Croft (in the Chair)
Councillors Bradbury, Brown, Campbell, Mrs Evans, Heath, James, Mrs Stokes, Taylor, Mrs Tranter and Walker MBE

In attendance

Ms J Minor, Administrative Assistant
One member of the public

33. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Brettell, Drinkwater, Mrs Fisher, Norman, Mrs Rigby and Mrs Woodward.

34. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

35. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 22 August 2013 (Minute Nos. 28 - 32) be approved as a correct record.

36. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|--------------|-----------|--|---|
| (a) | 13/00146/FUL | Chasetown | Baxter Shipley LLP
Former Swan Inn
39 High Street
Chasetown | Conversion of public house into 2 residential units and erection of 3 no. 2 bedroom houses and 2 no. 3 bedroom houses (amendment to application 10/01563/FUL) |
|-----|--------------|-----------|--|---|

OBJECTION on the following grounds:

- The proposal would result in over intensive use of the site.
- Access/egress issues.
- Is there provision for all the bins per house?
- Is there adequate parking provision?

Members felt that clarity of plans was needed as the plans do not tally with the application

proposal (6 properties on plans and five requested).

- | | | | | |
|-----|--------------|---------------|---|--|
| (b) | 13/00851/COU | Chase Terrace | Classic Properties
6 Water Street
Burntwood | Change of use of ground floor retail/office to a 2 bedroom apartment |
|-----|--------------|---------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (c) | 13/00865/FUL | Highfield | Mr R Young
30 Boulton Close
Burntwood | Loft conversion and raising ridge height to form 2 bedrooms and shower room |
|-----|--------------|-----------|---|---|

No objection.

(COUNCILLOR CAMPBELL DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE PROCEEDINGS THEREON).

- | | | | | |
|-----|--------------|-----------|---|--|
| (d) | 13/00889/FUL | Chasetown | Mrs P Dhillon
Land rear Post Office
57 High Street
Chasetown | Erection of a three bedroom detached house |
|-----|--------------|-----------|---|--|

No objection.

37. ENFORCEMENT ISSUES

37.1 304 Chase Road, Burntwood

Members were informed of the state of the property and garden and that the property had not been occupied for several years (photographs were passed around the meeting).

RESOLVED That this matter be reported to the Environmental Health Manager at LDC.

37.2 House rear of Police Station, Edward's Road, Burntwood

Members were informed that this property had been left empty for some considerable time, in fact, to the best of Members' knowledge, had in fact never been lived in.

RESOLVED That this matter be reported to the Land and Property Manager at LDC to ascertain who owns the property.

37.3 Rugeley Road, Chase Terrace

Members were informed that vehicles were parking in Rugeley Road, Chase Terrace (including Redwood Drive) causing an obstruction on the public highway thus resulting in a 'chicane' effect and that vehicles were parking three quarters on the footpath.

RESOLVED That an email be sent to the new Police Inspector Rachel Joyce requesting that she enforces the powers that the Police have in dealing with this matter.

37.4 Corner of Prospect Road/New Road, Burntwood

Members were informed that a lorry advertising DRF Bedrooms and Kitchens is parked wholly on the footpath and an A Board advertising Best Griddle Café and Snacks is parked on the same footpath.

RESOLVED That:

- (a) An email be sent to the new Police Inspector Rachel Joyce requesting that she enforces the powers that the Police have in dealing with this matter.
- (b) This matter be reported to the Enforcement Officer at Lichfield District Council.

37.5 Californian Grove, Burntwood

Members were informed that a vehicle (registration no. G419 KWD) had been parked in Californian Grove since January 2013. Weeds were growing under the car and the tax disc had run out some six months ago.

RESOLVED That an email be sent to the new Police Inspector Rachel Joyce requesting that she enforces the powers that the Police have in dealing with this matter.

37.6 Horse Box, Cannock Road, Burntwood

Members were informed that a Horse Box had been parked next to the Spar Shop, Cannock Road, Burntwood for a number of years in a very poor state of repair thus causing an eyesore.

RESOLVED That this matter be reported to the Environmental Health Manager at LDC.

37.7 New Police Inspector Rachel Joyce

Members felt that a meeting with the new Police Inspector Rachel Joyce would be most helpful.

RESOLVED That the Town Clerk writes to the new Police Inspector Rachel Joyce inviting her to attend a future meeting of the Town Council.

**38. TOWN AND COUNTRY PLANNING ACT 1990
PROPOSED DIVERSION OF PUBLIC FOOTPATH NO. 15**

Members felt that all public footpaths and bridle ways should be fully accessible to the general public and that it was felt to be the Town Council Members' role together with the local community (i.e. boys' brigade, community service) to walk the routes to ensure that they are accessible and are clearly marked.

RESOLVED That:

- (a) No objection as long as the diverted footpath is retained, maintained and kept clear be submitted to Dawn Everitt, Democratic and Legal Officer of LDC.
- (b) Richard Rayson, Community Infrastructure Liaison Manager, Place – Community Infrastructure (Communities), Staffordshire County Council be asked to compile a list of bridle paths within Burntwood and to ascertain if they are all accessible through the Neighbourhood Highway Team.
- (c) Bridle paths be included within the Burntwood Town Strategy (Action Area 8(b) – Pathways and Trails Development).

(The Meeting closed at 7.50 p.m.)

Signed Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON MONDAY 07 OCTOBER 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)
Councillors Bradbury, Mrs Brettell, Brown, Campbell, Constable, Mrs Fisher, Humphreys, Isaacs, James, Mrs Rigby, Taylor, Walker MBE, Willis-Croft and Mrs Woodward

In attendance

Ms J Minor, Administrative Assistant
Two members of the public

39. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Evans, Heath, Mosson, Norman, Mrs Stokes and Mrs Tranter.

40. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

41. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 12 September 2013 (Minute Nos. 33 - 38) be approved as a correct record.

42. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|------------------------------------|-----------|--|---|
| (a) | 13/00669/FUL
(Amendment) | Boney Hay | The Trust Fund of
T, M and B Freeman
Boney Hay Concrete Works
Chorley Road
Burntwood | Demolition of 2 no. existing
industrial buildings and
erection of 7 no. dwelling
houses with associated
works |
|-----|------------------------------------|-----------|--|---|

**Amended site layout -
reduced footprint for
Plot 1, omission of stores
at southern corner**

No objection in principle, however, the Town Council does not believe the current proposal conforms to Green Belt criteria. The Town Council would like to see housing on the site and not industrial, however, the proposal must be sensitive to the area, fit in with the streetscene and is in line with the Local Plan. The proposal does appear to be over intensive use of the site, therefore, the Local Planning Authority to calculate what the

density should be so that a guide can be provided. Concerns were also expressed regarding access and egress.

Members were informed that the application had been called in by a Chasetown Ward Member.

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|-----|------------------------------------|-----------|---|---|
| (b) | 13/00889/FUL
(Amendment) | Chasetown | Mrs P Dhillon
Land rear Post Office
57 High Street
Chasetown | Erection of a three bedroom detached house

Amended layout with dwelling in line with neighbouring development |
|-----|------------------------------------|-----------|---|---|

No objection, however, the Local Planning Authority to be mindful of the loss of amenity to neighbouring property.

- | | | | | |
|-----|--------------|-----------|--|--|
| (c) | 13/00936/COU | Chasetown | Aldi Stores Limited
10 Bridge Cross Road
Burntwood | Demolition of existing buildings and change of use to car park to be used in association with adjacent food retail store |
|-----|--------------|-----------|--|--|

No objection in principle, however, the Town Council regrets the loss of a residential dwelling. Should the Local Planning Authority be mindful to approve the application then a pelican crossing from Sycamore Road across Milestone Way should be provided.

Should the applicant wish to alter the access then this needs to be a separate application as Staffordshire County Council, as Highway Authority, was most insistent that access should be off Milestone Way and that no other vehicular access should be encouraged.

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|-----|---------------------|-----------|--|--|
| (d) | 13/00961/
DEMCON | Chasetown | LCP Properties Limited
Unit 16
Zone 4
Milestone Way
Burntwood Business Park
Burntwood | Demolition of existing industrial unit |
|-----|---------------------|-----------|--|--|

No objection provided the site is left in a condition that does not endanger the public or impair visual amenity.

Members asked that the LCP Estates Manager be invited to attend a future meeting of the Planning Committee to explain their vision for the future of the Estate.

- | | | | | |
|-----|---------------------|-----------|--|---|
| (e) | 13/00962/
DEMCON | Chasetown | LCP Properties Limited
Units 15, 18, 20 and 21
Zone 4
Milestone Way
Burntwood Business Park
Burntwood | Demolition of existing industrial units |
|-----|---------------------|-----------|--|---|

No objection provided the site is left in a condition that does not endanger the public or impair visual amenity.

- | | | | | |
|-----|--------------|-----------|---|--|
| (f) | 13/00975/FUL | Chasetown | Mrs S Ridding
2 Belvedere Close
Burntwood | Two storey side extension to form garage, kitchen/ dining room and bedroom with en-suite |
|-----|--------------|-----------|---|--|

No objection in principle, however, concern was expressed as to the height of the proposed extension and loss of amenity/light to neighbouring property.

- | | | | | |
|-----|--------------|--------------|--|---------------------------|
| (g) | 13/00998/FUL | Summer Field | Mr R Stretton
50 Springhill Road
Burntwood | Retention of summer house |
|-----|--------------|--------------|--|---------------------------|

Strong objection on the following grounds:

- The proposal has a huge impact on neighbouring property.
- The retrospective planning application is in no shape or form a summerhouse.
- It is an inappropriate build on an inappropriate site.
- The plans provided are misleading.

(COUNCILLOR MRS RIGBY DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE PROCEEDINGS THEREON).

43. ENFORCEMENT ISSUES

43.1 American Wrestling, Boney Hay Working Mens Club, North Street

Members were informed that a large amount of fly posters advertising the American Wrestling had been in situ in phone boxes around the Town and had been removed.

RESOLVED That this matter be reported to the Enforcement Officer at LDC and perhaps a visit to the club by the Enforcement Officer encouraging them not to fly post in the future would be a good idea.

43.2 Red Van with Trailer parked on land corner of Bridge Cross Road/Oakdene Road

Members were informed that a red van with trailer was being advertised for sale on land corner of Bridge Cross Road/Oakdene Road.

RESOLVED That this matter be reported to the Enforcement Officer at LDC.

43.3 Papa John Pizza Shop, High Street, Brownhills

Members were informed that a large amount of fly posters advertising Papa John Pizza Shop had been in situ around the Town and had been collected up and handed back to the shop owner.

RESOLVED That the information be received and noted.

43.4 Parking of Vehicles on Grass Verge, Attwood Road

Members were informed that vehicles were parking on the grass verge in Attwood Road causing an obstruction. Councillor Brown confirmed that he would provide photographic evidence.

RESOLVED That this matter be reported to T/Sgt Andy Fairhurst.

43.5 Terry's International Taxis, Oakdene Road

Members were informed that Terry's International Taxis was being parked on the grass verge outside 78 Oakdene Road thus churning up the grass verge and causing an obstruction when in fact the vehicle could park on the driveway as there was plenty of room.

RESOLVED That this matter be reported to T/Sgt Andy Fairhurst.

43.6 Responses on Enforcement Issues since the previous Planning Applications Committee

The responses received on Enforcement Issues since the previous Planning Applications Committee were circulated at the meeting. The Chairman asked that Members be mindful when reporting Enforcement Issues and that all the relevant facts are known/obtained in the first instance.

RESOLVED That the information be received and noted.

(The Meeting closed at 7.35 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 24 OCTOBER 2013 COMMENCING AT 7.35 P.M.**

PRESENT

Councillor Willis-Croft (in the Chair)
Councillors Bradbury, Brown, Campbell, Constable, Mrs Evans, Isaacs, James, Mrs Rigby, Mrs Stokes, Taylor and Mrs Tranter

In attendance

Mrs M Danby, Town Clerk
Ms J Minor, Administrative Assistant
One member of the public

44. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Brettell, Drinkwater, Mrs Fisher, Humphreys, Norman, Walker MBE and Mrs Woodward.

45. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

46. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 07 October 2013 (Minute Nos. 39 - 43) be approved as a correct record.

47. PLANNING APPLICATIONS

RESOLVED That the following comments be submitted to the Local Planning Authority:

- | | | | | |
|-----|--------------|------------|--|--|
| (a) | 13/00930/FUL | All Saints | Mr R James
23 St Peters Road
Burntwood | Erection of a first floor side extension over existing utility to form bedroom |
|-----|--------------|------------|--|--|

Concerns were expressed as to the potential loss of amenity to adjoining neighbouring property and massing of the proposal.

- | | | | | |
|-----|--------------|-----------|--|---|
| (b) | 13/00993/FUL | Highfield | Mr and Mrs S Ramsell
8 The Hollies
Coulter Lane
Burntwood | Retention of alterations to existing dwelling comprising of installation of six velux conservation roof lights and mezzanine floor, installation of bi fold doors to replace existing window openings |
|-----|--------------|-----------|--|---|

Comment: That the Local Planning Authority to satisfy itself with regard to Green Belt criteria and loss of amenity to neighbouring property.

- | | | | | |
|-----|--------------|-----------|---|---|
| (c) | 13/01034/ADV | Chasetown | Burntwood Town Council
Unit 1
Lambourne House
Bridge Cross Road
Burntwood | Installation of a non illuminated replacement fascia sign |
|-----|--------------|-----------|---|---|

Comment: That the Local Planning Authority to satisfy itself with regard to advertising criteria.

- | | | | | |
|-----|--------------|-----------|--|--|
| (d) | 13/01047/FUL | Boney Hay | Mr and Mrs Malpass
57 Bells Lane
Burntwood | Two storey side extension to form utility, lounge, study and bedroom with en-suite |
|-----|--------------|-----------|--|--|

Concerns were expressed with regard to:

- side elevation windows must be of opaque glazing;
- massing of the proposal;
- potential loss of light to neighbouring property;
- access/egress issues when entering/exiting the property due to it being situated on corner of Bells Lane/Spinney Lane.

- | | | | | |
|-----|--------------|-----------|---|--|
| (e) | 13/01056/FUL | Boney Hay | Mr M Ahmad
King of Spice
Unit 3
Ryecroft Shopping Centre
Parkhill Road
Burntwood | Variation of condition no. 5 of application 11/00520/COU relating to opening times |
|-----|--------------|-----------|---|--|

Members expressed concern regarding the lack of information provided by the applicant and were of the opinion that the location plan alone was insufficient but were mindful that the application would still have to go before the Regulatory and Licensing Committee at LDC.

48. ENFORCEMENT ISSUES

48.1 304 Chase Road, Burntwood (Minute No. 37.1 refers)

Members again raised the state of the property and garden at 304 Chase Road. Members were informed that LDC have powers to clean up the property and utilise empty properties under the Empty Property Act.

RESOLVED That this matter be reported again to the LDC Environmental Health Manager.

48.2 Responses on Enforcement Issues since the previous Planning Applications Committee

The responses received on Enforcement Issues since the previous Planning Applications Committee were circulated at the meeting.

RESOLVED THAT:

- a) The information be received and noted.

- b) **LCP Properties Limited (Minute No. 42 (d) refers)** an email be sent to all Members to enable questions to be collated before the 23 January 2014 meeting with LCP to maximise the opportunity given to the Town Council.
- c) **New Police Inspector Rachel Joyce (Minute No. 37.7 refers)** an email be sent to all Members to enable questions to be collated before the 14 November 2013 meeting with Inspector Joyce to maximise the opportunity given to the Town Council.

48.3 Parking of Vehicles on Corner of Princess Street/Cannock Road, Chase Terrace

Members were informed that vehicles were parking on the corner of Princess Street/Cannock Road, Chase Terrace thus causing an obstruction.

RESOLVED That this matter be reported to T/Sgt Andy Fairhurst requesting that he enforces the powers that the Police have in dealing with this matter.

48.4 Signage advertising The Ironing Company, Morley Road Shopping Centre, Morley Road

Members were informed that signage advertising The Ironing Company had reappeared.

RESOLVED That this matter be reported again to the LDC Enforcement Officer.

**49. LICHFIELD DISTRICT COUNCIL:
NAMING OF A ROAD - BURNTWOOD BYPASS**

Members were informed that in accordance with the provisions of Section 18 of the Public Health Act 1925 Lichfield District Council had assigned the name "Burntwood Way".

RESOLVED That the information be received and noted.

(The Meeting closed at 7.58 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON WEDNESDAY 18 SEPTEMBER 2013 COMMENCING AT 6.00 P.M.**

PRESENT

Councillor Taylor (in the Chair)
Councillors Mrs Banevicius, Mrs Evans and Mrs Stokes

In attendance

Mrs M Danby, Town Clerk
One member of the public

9. APOLOGIES

Councillors Campbell, Constable and Mosson.

10. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

11. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 10 July 2013 (Minute Nos. 5 - 8) be approved as a correct record.

12. BURNTWOOD WAKES REVIEW COMMITTEE RECOMMENDATIONS

RESOLVED That the recommendations be received and noted.

13. BURNTWOOD WAKES FESTIVAL 2014

The Chairman asked the Committee to consider:

- Reducing the 2014 Festival to two days, Saturday 19 and Sunday 20 July
- That the Proms Concert be replaced by a tribute bands night
- That a Folk Concert be held on the Sunday afternoon, and
- That a charge be levied for the Saturday evening and Sunday afternoon entertainment.

After much discussion, it was

RESOLVED THAT:

- a) The 2014 Burntwood Wakes Festival will take place on Saturday 19 and Sunday 20 July at the Burntwood Rugby Club.

- b) The Proms concert be replaced by a tribute bands night on the Saturday evening.
- c) A fireworks finale be provided at the close of the Saturday evening concert.
- d) The Town Clerk to open dialogue with Staffordshire County Council about the Festival and the possibility of the County Council organising a proms-type concert and fireworks finale at Chasewater to coincide with the Festival.
- e) The Family Fun Day be held on the Saturday from 12 noon to 4.30 p.m.
- f) A £2.00 fee be introduced for adults for the Saturday evening and Sunday afternoon entertainment (children up to 15 years admitted free with an accompanying adult).
- g) The Hospitality Marquee and the Chairman's Reception not be offered for the 2014 Festival.
- h) A stage with analogue sound and lighting be sourced, the stage to be potentially shorter in width than previous years but still sufficient to accommodate the anticipated entertainers.
- i) The Family Fun Day incorporate a "Cake Bake Off" with entrants being asked to bring their homemade traditional Victoria Sponges to the event for judging.

14. FUTURE MEETING DATES

RESOLVED THAT:

- a) The schedule of Committee meetings to May 2014 be noted.
- b) An additional meeting be held during October to discuss the provisional programme for the Family Fun Day.

(The Meeting closed at 6.58 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 24 OCTOBER 2013 COMMENCING AT 6.00 P.M.**

PRESENT

Councillor Taylor (in the Chair)
Councillors Campbell, Constable, Mrs Evans (from 6.35 pm) and Mrs Stokes

In attendance

Mrs M Danby, Town Clerk
Ms J Minor, Administrative Assistant
S Golby, Muddled-Up

15. APOLOGIES

Councillor Mrs Banevicius and Mr Cooper (Senior Administrative Assistant).

16. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

17. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 18 September (Minute Nos. 9 - 14) be approved as a correct record.

18. BURNTWOOD WAKES FESTIVAL 2014

- Members received information regarding the Chase Royals Marching Jazz Band and the Lichfield Dog Club (Agility Section) and agreed not to pursue either of these organisations.
- Mr Golby introduced himself and his company, Muddled Up (an events management company) to the Committee. He said that he has a wealth of experience in events management gained in both the UK and USA and said that he would like to help with the Burntwood Wakes Festival if the Committee felt that this would be useful.
- Information with regard to the stage, lighting, sound, etc was unavailable as the Senior Administrative Assistant, Mr Cooper, was not present at the meeting.
- Members received information and costs for entertainment for the Family Fun Afternoon on Saturday 19 July. **IT WAS RESOLVED that the following acts/entertainment be booked:**

Surf Simulator	£350
Pirate Ship	£525

Assault Course	£350
Trampoline Trailer	£465
Circus Whizz	£595
Punch and Judy Show	£300
Ridgeside Full Monty (Falcons, Lurchers and Hunting Dogs, Ferrets)	£980

Staffordshire Regimental Drum Corp to be booked subject to availability and fee being confirmed

Mercian Regiment:

Climbing Wall and Paint Ball Target Shooting Free of charge

- Members were informed that Andy Plimmer, a Meatloaf Tribute Act, was available to act as compere for the Tribute Band Night on Saturday 19 July at a cost of £150. **IT WAS RESOLVED that** Andy Plimmer be booked to act as compere on the Saturday evening at a cost of £150.
- Folk Concert on the afternoon of Sunday 20 July: **IT WAS RESOLVED that** the Town Clerk should contact Neon Sound Studios to request that they arrange the Folk Concert on the same basis as used for the 2013 event.
- Members were advised that the Committee Chairman had sourced a Green Room for the Festival weekend free of charge.
- The Committee Chairman advised the Committee on discussions he had had with the Burntwood Rotary Club who were willing to collect the entrance fees for the Saturday evening and Sunday afternoon subject to agreement being reached on a percentage of takings being given to the Club and their being able to undertake a bucket collection for the Club on the Saturday evening before the fireworks finale. **IT WAS RESOLVED that** the actual percentage to be offered to the Club should be discussed at the next meeting and that the Council should be asked to agree on whether approval should be given for the Club to make a bucket collection as this was the first time that such a request had been made.

(The Meeting closed at 6.57 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON WEDNESDAY 18 SEPTEMBER 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Norman (in the Chair)
Councillors Bradbury, Mrs Rigby and Taylor

In attendance

Mrs M Danby, Town Clerk
One member of the public

6. APOLOGIES

Councillor Mrs Brettell.

7. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

8. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 27 June 2013 (Minute Nos. 1 - 5) be approved as a correct record.

9. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Senior Administrative Assistant's report.

RESOLVED THAT:

- a) Quotations be sought with regard to:
 - Supply and laying of turf
 - Creation of an area for the scattering of ashes
- b) The planning application for the installation of a storage container be expedited as soon as possible.

10. BURNTWOOD CEMETERY: REQUEST FOR AN ADDITIONAL BENCH

Members considered a request that an additional bench be provided in the Cemetery.

RESOLVED That the Council is not prepared to accede to the request at this early stage of the development of the Cemetery. It was further agreed to revisit the number of benches required in the next financial year and that, should another

bench be considered necessary, comparative quotations be sought for both wooden and recycled materials options.

(The Meeting closed at 7.30 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD IN BLOOM COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 24 OCTOBER 2013 COMMENCING AT 10.30 A.M.**

PRESENT

Councillor Brown (BB) (in the Chair)
Councillors Bradbury (RB) and Mrs Tranter (HT)
G Chamberlain (GC) and A Deakin (AD) (LDC DSO)
P Johnson (PJ) (Burntwood Gardening Guild)

In attendance

Mrs M Danby (MD) (Town Clerk)

1. APOLOGIES FOR ABSENCE

None received.

2. REVIEW OF THE 2013 BURNTWOOD IN BLOOM AND HEART OF ENGLAND IN BLOOM COMPETITIONS

Burntwood in Bloom (BiB):

Members had been pleased to see the number of entries had not dropped significantly on previous years given the awful growing conditions this year.

It was agreed that it would be beneficial if a photo portfolio could be compiled to give a year round glimpse of the town, including Christmas trees, winter planting.

Heart of England in Bloom (HEIB):

Members had been delighted that the town had been awarded a Silver Gilt Award at the second attempt (improved from Silver Award in 2013). It was noted from the Judges' comments that the litter bins at Chasewater could have been emptied prior to their visit to the town and that the bedding area adjacent to the Co-op at Swan Island needed attention.

It was agreed that HT would speak to the landowner re the bedding area at the Swan Island shops, PJ would liaise with SCC staff re litter bins being emptied at Chasewater.

It was agreed that funding in the sum of £825 be sought from the Town Council to enable the bed on which the planter located near to Burntwood Library to be covered with paving slabs (to match the surround area) so that this area looks tidier.

RECOMMENDATIONS: THAT

a) The Town Council continue to organise the annual Burntwood in Bloom Competition.

- b) The Town Council enter the town into the Heart of England in Bloom Competition in 2014.
- c) That the Town Council retain the In Bloom budget at £4,000 for 2014/15 to enable the above improvements to be progressed.

3. DATE OF NEXT MEETING

To be arranged for early December to enabled Members to agree the planters to be used in the planters and hanging baskets for the 2014 season.

(The Meeting closed at 11.20 a.m.)

Signed

Date

**MINUTES OF A MEETING OF THE GRANT AID COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 24 OCTOBER 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor James (in the Chair)

Councillors Bradbury, Brown, Campbell, Constable, Mrs Evans, Isaacs, Mrs Rigby, Stokes, Taylor, Mrs Tranter and Willis-Croft

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Brettell, Drinkwater, Mrs Fisher, Humphreys, Norman, Walker MBE and Mrs Woodward.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Bradbury declared a personal interest with regard to Application No. 11.

Councillor Mrs Evans declared a personal interest with regard to Application Nos. 14, 26, 35 and 39.

Mrs Danby declared a personal interest with regard to Application No. 39.

3. GUIDANCE NOTES AND CONDITIONS OF FUNDING

RESOLVED That the Conditions of Funding be revised to include a requirement for applicants to demonstrate that funding would be used to meet objectives set out in the Burntwood Town Strategy (an additional sheet(s) is to be drafted identifying those objectives with tick boxes for applicants to confirm which, if any, their application meets).

4. BUDGET PROVISION

RESOLVED That the remainder of the grant aid budget of £10,000 for the 2013/14 financial year be received and noted.

5. 2013/14 GRANT AID APPLICATIONS

The Grant Aid Sub-Committee had met on 16 October 2013 to consider 42 applications for Grant Aid. The Sub-Committee had considered all applications in detail and their recommendations were set out in Appendix 1 to those Minutes.

The Grant Aid Committee was requested to formally receive and consider the Minutes of the Meeting of the Grant Aid Sub-Committee held on 16 October 2013 (Minute Nos. 1 – 3 and Appendix 1).

RESOLVED That:

- a) The Minutes of the Grant Aid Sub-Committee meeting held on 16 October 2013 (Minute Nos. 1-3 and Appendix 1) be received.
- b) Grant aid be awarded as set out in **APPENDIX 1** under powers given by the The General Power of Competence, Localism Act 2011, Chapter 1 of Part 1, Section 1(1).

(The Meeting closed at 7.30 p.m.)

SUMMARY OF 2013/14 GRANT AID APPLICATIONS

ORGANISATION	NO.	2013/14 REQUEST £	GRANT AWARDED £	PURPOSE OF GRANT
1 st Burntwood Girls' Brigade	1	400	400	Towards the cost of a special event/trip to mark the Girls' Brigade 120 th anniversary
1 st Burntwood Scout Group	2	840	600	Towards the cost of reducing the height of trees at the Scout HQ and making them safe
2 nd Burntwood Brownies	3	360	360	Towards the cost of taking the girls on a Pack weekend break
1 st Hammerwich Brownie Pack	4	150	150	To assist with rent for meetings, purchase equipment for crafts and tasks, to assist with the cost of Unit outings and coach transport
1 st Hammerwich Rainbows	5	250	250	To assist with rent for meetings, to purchase equipment for crafts and tasks
Active 60s Group	6	500	150	To assist with room hire, activities, speakers, outings, etc
Beacon Community Church	7	1447.99	500	Towards the cost of purchasing a portable computer and video editing software
Burntwood & District First Responders	8	1,500	760 ¹	Towards the cost of replacing service vehicle
Burntwood Breast Care	9	200	200	Towards the cost of room hire, speakers and raising awareness
Burntwood Carers	10	350	200 ²	To provide much needed respite for social activities and some pampering or relaxation therapy
Burntwood Chase Heritage Group	11	130	130	Towards the cost of replacing the public address amplifier
Burntwood Community Church	12	1,700	500	Towards the cost of producing a play aimed at 15-24 years of age to promote positive mental health and combat the threat of suicide

ORGANISATION	NO.	2013/14 REQUEST £	GRANT AWARDED £	PURPOSE OF GRANT
Burntwood Family History Group	13	200	100	Towards the cost of continuing with the "Local War Memorial Project"
Burntwood Gardening Guild	14	190	100	Towards the cost of speakers, offsetting a shortfall in funding of the Annual Show prize vouchers and encouraging more people to join the Guild
Burntwood Gateway Club	15	200	100	Towards the cost of providing boat trips and transport to the marina
Burntwood In-Sight Group	16	90	200	Specialised equipment to enable members to cook independently
Burntwood Live at Home Scheme	17	500	250	Towards the cost of purchasing extra equipment and resources for those with early signs of dementia
Burntwood Memorial Community Association	18	1,000	500	Towards the cost of replacing 20 No. worn out tables
Burntwood Methodist Church	19	1,000	500	Towards the cost of refurbishing the kitchen
Burntwood Rugby Club Ltd	20	1,000	0 ³	Towards the cost of installing CCTV to the exterior of the Clubhouse
Burntwood St Matthews Cricket Club	21	300	300	Towards the cost of coach education courses to enable the Club to increase the number of volunteer coaches
Burntwood Singers	22	100	100	Towards the cost of purchasing pieces of music
Burntwood Town FC	23	500	0 ⁴	Towards the cost of purchasing barriers, dug outs, etc
Cannock & Burntwood Cats Protection	24	500	100	Towards the cost of caring for cats and kittens, assist with neutering costs, vets bills and food costs

ORGANISATION	NO.	2013/14 REQUEST £	GRANT AWARDED £	PURPOSE OF GRANT
Chase Terrace Bowls Club	25	200	100	To help cover the Green hire costs
Chase Terrace Methodist Church	26	500	250	Towards the cost of cleaning and restoring the wall-mounted war memorial inside the Church
Chasetown Darby & Joan Club	27	300	150	To help subsidise mini bus costs to pick up and return home disabled members for weekly meetings
Chasetown Women's Institute	28	500	200 ⁵	To help with monthly outings, the cost of some of their outings and towards the cost of holding an "Open Evening"
Cruse Bereavement Care: South Staffordshire	29	3,626	500	Towards the cost of recruiting and training 3 more volunteers for the Burntwood parish, the purchase of 4 more books for under 7s and the cost of supporting bereaved clients
The Elias Ashmole Club	30	5,000	0 ⁶	Towards the cost of refurbishing the lounge area
Fusion Credit Union	31	750	500	Towards the cost of advertising in the local press, provision of more literature for distribution in Burntwood area, contribution to the cost of providing services in Burntwood
Grangemoor Over 50's Lunch Club	32	As much as possible	100	Towards the cost of purchasing a CD player and CDs, transport to/from meetings, entertainment or an outing
Hammerwich Cricket Club	33	250	100	Towards the cost of updating the alarm system on buildings distanced from the Clubhouse
Hammerwich Parent & Toddler Group	34	350	200	Towards the cost of replacing toys and providing craft activities, floor mats and pop-up tents

ORGANISATION	NO.	2013/14 REQUEST £	GRANT AWARDED £	PURPOSE OF GRANT
Lite Bite	35	100	100	Towards the cost of new tablecloths
Lite Bite 2	36	200	100	Towards the cost of purchasing 4 No. tables
The Nelson Inn FC	37	250	100	Towards the cost of purchasing footballs, kits and 1 st aid kit
The Redwood Friendship Group	38	200	0 ⁷	Towards the cost of Group trips and Christmas meal
The Royal British Legion Women's Section: Burntwood & District Branch	39	300	300	Towards the cost of the dedication service and formal reception for the Branch and its Standard
St Giles Hospice	40	500	250	Towards the cost of providing specialist services
St John's Community Church	41	3,810	450	Towards the cost of purchasing a replacement computer for the Church office
SSAFA Forces Help	42	150	150	To be used when needed for a deserving case or cases

Footnotes:

- ¹ **Application No. 8:** The Town Council agreed to commit the grant award which will be payable when the applicant's target will be met by the £760 award.
- ² **Application No. 10:** Grant awarded SUBJECT TO an explanation being given on how carers are informed about the group and what respite they offer to carers.
- ³ **Application No. 20:** The application is contrary to Para. 8 of the Guidance Notes (sent to all potential applicants), viz "Applications will not be considered from private organisations operated as a business to make a profit or surplus."
- ⁴ **Application No. 23:** Members felt unable to award a grant as the Club had failed to present their 2012 grant aid cheque despite being reminded to do so several times, leaving the Council no option but to arrange for a stop to be put on the cheque.
- ⁵ **Application No. 28:** Grant awarded SUBJECT TO confirmation that the Open Evening will be publicised widely.
- ⁶ **Application No. 30:** The application is contrary to Para. 8 of the Guidance Notes (sent to all potential applicants), viz "Applications will not be considered from private organisations operated as a business to make a profit or surplus."
- ⁷ **Application No. 38:** Members declined to award grant aid as the Group carries significant revenue balances.

BURNTWOOD TOWN COUNCIL

AGENDA ITEM NO. 12 STAFFORDSHIRE REGIMENT MASCOT – FREEDOM OF THE TOWN REQUEST

Members will recall that the Town Council received a request at its September meeting that the Staffordshire Regiment Mascot, Watchman V and his handler and their successors be given the Freedom of the Town as part of a county-wide drive by veterans to protect our Staffordshire mascot for future generations. The Town Council RESOLVED That the Town Council agree in principle to award the Freedom of the Town of Burntwood to Watchman, his handler and their successors subject to full details being provided to the next meeting of the Town Council.

Under powers given by the Local Democracy, Economic Development and Construction Act 2009, Chapter 5 Local freedoms and honorary titles (S29) all local councils (including parish and town councils) may exercise powers to confer the title of "honorary freeman" or "honorary freewoman" to:

- a) Persons of distinction
- b) Persons who have, in the opinion of the authority, rendered eminent services to that place or area

The above powers do not permit the honour to be extended to an animal.

The Town Clerk is aware of two other parish councils who have (or are expected to) give the Freedom of their parish to the mascot's Handler (on the assumption that he would be accompanied by the mascot).

The Freedom is only an honorary freedom and does not confer any rights to the bearer whatsoever and the holder would be entitled to attend Civic events within the parish.

Should the Town Council wish to give the Freedom of the Town of Burntwood to the mascot's handler a resolution must be made at a Meeting of the Full Council specially convened for such purpose and passed by no less than two-thirds of the member of the Council (Section 249(8) of the Local Government Act 1972 refers).

A formal Reception would follow the meeting or be arranged for a later date when a certificate or scroll and gift would be presented to the handler. (A local council may spend a reasonable sum as it thinks fit for the purpose of presenting the certificate or scroll and gift to a person on whom it has conferred the title of honorary freeman or honorary freewoman (Section 249(9) of the Local Government Act 1972 refers).

Sample wording for a certificate or scroll:

Sample 1

(a) That in pursuance of the statutory powers enabling them, the Council hereby admits xxxxxx to be an Honorary Freeman of the Town of Burntwood as the highest mantle of esteem and honour that the Council can bestow in recognition of the eminent services rendered by him and his successors to the town of Burntwood and Staffordshire.

The Council is delighted to have this opportunity of expressing its sincere appreciation of the hard work and conscientious manner in which xxxxxx has served Burntwood.

By conferring this honour upon xxxxxx the Council desires to acknowledge the indebtedness of the Town to him for the manner in which he has discharged his duties and responsibilities.

*(b) That proper entry be made in pursuance thereof upon the roll of the Honorary Freemen of the Town.**

*The last paragraph presumes the Council has, or will arrange for, a roll on public display at its offices.

Sample 2

At an Extraordinary Meeting of the Council of the Town of Burntwood held at xxxxxx on xxxxxx and convened pursuant to Section 249 of the Local Government Act 1972 it was RESOLVED that in recognition of his distinguished and eminent services to Burntwood and Staffordshire.

Xxxxxx

Be admitted an Honorary Freeman of the Town of Burntwood

Presented the xxx day of xxxxx 20xx

Signed (Chairman of the Council) and (Town Clerk)

Members are requested to give direction in how the Council wishes to proceed in this matter.

BURNTWOOD TOWN COUNCIL

07 November 2013

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	COST CENTRE/ NOM. CODE	CHQ NO.	AMOUNT
					£
28 08 13	BT Payment Services Ltd	Office: Internet Services	107/4113	101100	84.26
05 09 13	Staffordshire Signs & Graphics Ltd	Traffic Island: Sponsorship Signage	205/4304	101101	79.20
05 09 13	City Jewellers	BiB: Trophies - engraving, etc	208/4381	101102	201.00
05 09 13	Jones Waste Services Ltd	BWF: Rubbish Skips	210/4608	101103	234.00
05 09 13	E.ON	Street Lighting: Maintenance (£480.36) Street Lighting: Energy (£441.71)	201/4240 201/4250	101104	922.07
05 09 13	SmarterWays Ltd	Computers: Support	107/4133	101105	139.80
05 09 13	TechCare Ltd	Training in Use of the Projector	107/4200	101106	90.00
05 09 13	Colour Graphics	Cemetery: Burial Plaques	401/4857	101107	79.06
05 09 13	E T Smith	Flag Pole: Raising/Lowering Flag 2012/13	207/4355	101108	240.00
10 09 13	A Terry	BiB Presentation Evening (£385.00)	208/4382		
		Photocopying £6.00)	107/4100	101109	391.00
10 09 13	Wild Orchid	BiB Presentation Evening (Bouquets)	208/4382	101110	225.00
10 09 13	TownTrader	Publication of October '13 Newsletter	107/4166	101111	360.00
10 09 13	Lichfield Lock & Key Repairs Ltd	Padlocks/Keys		101112	156.57
13 09 13		Employee Costs: Month 6	101/4001	BACS	5,603.89
13 09 13		Employee Costs: Month 6	107/4221	BACS	760.00
16 09 13	HMRC	NI/PAYE: Month 6	101/4001	101113	1,548.15
16 09 13	Staffordshire Pension Fund	LGPS: Month 6	101/4001	101114	1,533.61
25 09 13	Lichfield District Council	Cemetery: Trade Refuse	401/4813	101115	60.00
25 09 13	Stephens McBride	Office: Qtrly Rent (£3,900)	102/4020		
		Office: Qtrly Service Charge (£270)	102/4021	101116	4,170.00
25 09 13	Viking	Stationery, etc	107/4160	101117	407.70
25 09 13	Manchester Rubber Stamp Co Ltd	Date stamp, etc (new logo)	211/4750	101118	101.89
25 09 13	D T Homer	Cemetery: Grave Digging	401/4810	101119	200.00
25 09 13	Ricoh UK Ltd	Photocopier: Qtrly Copy Charges	107/4100	101120	429.00

DATE			PAYEE	DESCRIPTION OF SERVICE	COST CENTRE/ NOM. CODE	CHQ NO.	AMOUNT
							£
25	09	13	BT Payment Services Ltd	Office: Telephone Line/Calls (£190.58)	107/4110	101121	281.28
				Office: Fax Line/Calls (90.70)	107/4110		
25	09	13	Mailcoms Ltd	Franking Machine: New logo impression	211/4750	101122	119.94
25	09	13	SLCC Enterprises Ltd	Delegate Fee: Annual Conference	107/4202	101123	192.00
25	09	13	Burntwood Printers	Stationery (new logo)	211/4750	101124	30.00
25	09	13	Boney Hay WMC	Refreshments: Civic Service Reception	301/4364	101125	222.00
25	09	13	A Terry	Meal: Civic Service Reception	301/4364	101126	650.00
25	09	13	Lichfield District Council	Planning Appln Fee: Office - Signage (new logo)	211/4750	101127	55.00
25	09	13	Lichfield District Council	Planning Appln Fee: Office - Replacement Windows	102/4999	101128	195.00
25	09	13	Lichfield District Council	NNDR: Month 7 - Office (£430)	102/4022	101129	644.00
				Cemetery (£46)	401/4820		
				Traffic Islands (£168)	205/4306		
25	09	13		Employee Costs: Sight Test/Spectacles	101/4013	BACS	69.00
25	09	13	Petty Cash	Petty Cash Top-Up	Various	BACS	153.78
03	10	13	The Co-operative Bank	Inter-account Sweep Fee	107/4220	Direct Debit	30.00
14	10	13	South Staffs Water	Office: Water Services	102/4023	101130	9.40
14	10	13	G R Wilson	Handyperson: Bus Shelters (£81.50)	202/4251	101131	613.90
				Burntwood Cemetery (£532.40)	401/4801		
14	10	13	Viking	Stationery	107/4160	101132	55.52
14	10	13	Staffordshire County Council	Meeting Room Hire: July - Sept 2013 inclusive	102/4037	101133	280.00
14	10	13	Upptak Investments	Office: Building Insurance	107/4222	101134	568.03
14	10	13	SmarterWays Ltd	IT Support - October 2013	107/4133	101135	139.80
14	10	13	NALC	Larger Councils' Conference: Delegate Fee	107/4202	101136	228.00
14	10	13	South Staffs Water	Cemetery: Water Services	401/4819	101137	77.39
14	10	13	RBS Software Solutions	Planning Software Maintenance - Annual Fee	107/4132	101138	128.40
14	10	13	M Thornhill	Cemetery: Gate Keeper 01/07 - 31/09/13 inclusive	401/4812	101139	325.00
14	10	13	G Shaw	Coulter Lane Burial Ground: Fencing/Wall R&M	209/4501	101140	620.00
14	10	13	Viking	Stationery	107/4160	101141	66.21
15	10	13		Employee Costs: Month 7	101/4001	BACS	4,955.80
31	10	13	CLP	Stationery	107/4160	101142	129.51
31	10	13	Thomas Fattorini Ltd	Chain of Office: Replacement black collarette	301/4367	101143	22.69

DATE	PAYEE	DESCRIPTION OF SERVICE	COST CENTRE/ NOM. CODE	CHQ NO.	AMOUNT
					£
31 10 13	Lichfield District Council	Contribution to Chase Terrace Park Swing	107/4999	101144	1,000.00
31 10 13	Grant Thornton UK LLP	2012/13 External Audit Fee	107/4230	101145	960.00
31 10 13	British Red Cross Society	BWF: First Aid Cover	210/4604	101146	440.40
31 10 13	HMRC	PAYE/NI: Month 7	101/4001	101147	1,552.56
31 10 13	Staffordshire Pension Fund	LGPS: Month 7	101/4001	101148	1,553.61
31 10 13	Lichfield District Council	NNDR 8/10: Office (£430.00)	102/4022	101149	644.00
		NNDR 8/10: Cemetery (£46.00)	401/4820		
		NNDR 8/10: Traffic Islands (£168.00)	205/4306		
31 10 13		Employee Costs: Mileage	104/4060	BACS	72.00

35,100.42

BURNTWOOD TOWN COUNCIL 2013/14 BUDGET
(as at 17 October 2013)

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
100	Corporate						
1176	Precept	256,142	256,142	224,150	224,150		0
1180	Council Tax Support Grant	0	0	30,330	30,330		0
1190	Interest: Community Direct Plus	3	3	3	2		0
1191	Interest: Reserve Account	450	671	450	419		0
1192	Interest: Instant Access A/C	45	25	45	11		0
1193	Interest: LDC	0	128	0	0		0
1194	Interest: 3 Month Investment Account	0	402	250	42		0
1195	Interest: 12 Month Investment Account	0	2,454	1,775	277		0
1200	Refunds	0	12	0	0		0
	Total Income	256,640	259,837	257,003	255,230		0
	100 Net Expenditure	-256,640	-259,837	-257,003	-255,075		0
101	Employee Expenses						
4000	Holding Account	102,000	0	97,820	0		0
4001	Salaries	0	55,110		37,047		0
4006	NI: Employer's Contributions	0	5,228		2,965		0
4007	PAYE: Employees' Contributions	0	11,068		5,756		0
4011	LGPS: Employer's Contributions	0	12,492		5,959		0
4012	Telephone/Broadband Allowance	0	618		379		0
4013	Eyesight: Tests/Spectacles	0	0		65		0
4014	NI: Employees' Contributions	0	4,719		2,034		0
4015	LGPS: Employees' Contributions	0	4,995		3,895		0
4016	Employee Costs: Sundry	0	0	0	760		0
	OverHead Expenditure	102,000	94,230	97,820	58,862		0

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
101	Employee Expenses (Cont'd)						
1026	Insurance Claim	0	0	0	760		0
	Total Income	0	0	0	760		0
	101 Net Expenditure	102,000	94,231	97,820	58,102		0
102	Premises: Lambourne House						
4020	Office: Rent	13,000	10,000	13,000	9,500		0
4021	Office: Service Charges	900	616	900	658		0
4022	NNDR: Office	4,430	4,182	4,350	3,007		0
4023	Office: Water Rates	250	244	300	142		0
4024	Office: Electricity	2,000	2,214	1,800	1,377		0
4025	Office: Cleaning Materials	100	144	100	85		0
4026	Office: Trade Refuse	120	45	120	15		0
4027	Office: Window Cleaning	120	75	120	25		0
4028	Office: Security Alarm (R&M)	190	30	200	0		0
4029	Office: CCTV (R&M)	250	338	275	263		0
4030	Office: Fire Extinguishers	50	181	50	0		0
4031	Office: PAT Testing	100	192	100	0		0
4032	Office: Air Conditioners (R&M)	360	0	360	0		0
4033	Office: General Maintenance	2,000	908	2,000	12		0
4037	Meeting Room: Rental Charges	1,400	1,280	1,500	453		0
4999	Contingency Expenses	0	0	0	195		0
	OverHead Expenditure	25,270	20,449	25,175	15,731		0
1025	Sundry Income	0	0	0	50		0
	Total Income	0	0	0	50		0
	102 Net Expenditure	25,270	20,449	25,175	15,681		0

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
105	Transport						
4060	Car Mileage: Employees	2,200	2,414	2,200	1,833		0
4061	Car Mileage: Members	150	7	150	0		0
4062	Car Parking Fees	10	2	10	8		0
	OverHead Expenditure	2,360	2,422	2,360	1,841		0
	105 Net Expenditure	2,360	2,422	2,360	1,841		0
107	Supplies & Services						
4100	Photocopier: Copy Charges	1,000	1,174	1,200	643		0
4110	Telephone: Rental	600	421	600	456		0
4111	Telephone: Calls	700	748	700	56		0
4112	Telephone: Payment Charges	63	72	65	42		0
4113	Broadband: Line rental	400	424	400	217		0
4120	Postage	1,000	1,201	1,100	1,003		0
4121	Franking Machine: Rental/Lease	696	509	696	475		0
4122	Franking Machine: Maintenance	298	328	300	298		0
4123	Franking Machine: Stationery	90	0	90	0		0
4130	Computers: Peripherals	200	453	0	11		0
4131	Computers: Hardware	2,500	3,036	250	0		0
4132	Computers: Software Licences	470	92	500	107		0
4133	Computers: Support	900	1,170	825	849		0
4135	Computers: Email accounts	50	50	50	50		0
4136	Network: Remote Back-up	600	548	600	0		0
4140	Website	425	625	425	500		0
4160	Stationery	1,800	1,476	1,800	981		0

		2012/13	2012/13	2013/14			2014/15
		Budget	Budget	Agreed Budget	Actual YTD	Budget	Budget
		£	£	£	£	£	£
107	Supplies & Services (Cont'd)						
4161	Publications	300	76	200	118		0
4162	Newspapers	150	147	200	107		0
4163	General Office Expenses	200	178	200	141		0
4164	Office Equipment	650	727	300	355		0
4165	Advertising	600	175	1,000	257		0
4166	Newsletter	0	720	1,440	720		0
4170	Subscriptions to other bodies	1,850	1,777	1,900	1,942		0
4175	Furniture	250	0	0	87		0
4180	Professional Fees	350	2,431	500	687		0
4190	Data Protection Fee	35	0	35	0		0
4200	Courses/Training: Fees	1,300	228	1,300	1,545		0
4201	Courses/Training: Expenses	200	0	200	98		0
4202	Conferences/Seminars: Fees	400	269	600	350		0
4203	Conferences/Seminars: Expenses	700	207	500	0		0
4208	Alarm: Annual Maintenance Fee	0	187	200	187		0
4220	Bank Charges	150	114	150	138		0
4221	Insurance: Premiums	1,351	1,380	1,500	1,768		0
4222	Insurance: Landlord	500	507	520	568		0
4230	External Audit	1,150	0	800	0		0
4231	Internal Audit	200	-400	200	170		0
4232	Audit Preparation	0	87	480	24		0
4235	Memorial Bench	35	0	35	0		0
4411	Handyperson Service	100	67	100	0		0
4999	Contingency Expenses	1,000	0	1,000	0		0
	OverHead Expenditure	23,263	22,884	22,961	14,951		0
1025	Sundry Income	0	75	0	14		0
1040	Photocopier: Usage	0	11	0	0		0
1200	Refunds	0	213	0	0		0

		2012/13		2013/14		2014/15	
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
Total Income		0	299	0	14		0
107 Net Expenditure		23,263	22,585	22,961	14,937		0
201	Street Lighting						
4240	Electricity	400	372	400	400		0
4241	Maintenance	400	357	400	368		0
OverHead Expenditure		800	729	800	768		0
201 Net Expenditure		800	729	800	768		0
202	Bus Shelters						
4250	Maintenance	400	0	400	276		0
4251	Inspections	0	0	0	189		0
4255	Provision new bus shelter(s)	2,500	0	5,000	0		0
4411	Handyperson Service	320	215	320	0		0
OverHead Expenditure		3,220	215	5,720	465		0
Total Income		0	0	0	0		0
202 Net Expenditure		3,220	215	5,720	465		0
203	Christmas Lights						
4260	General Expenses	5,100	3,809	4,000	0		0
4261	Churches	1,200	742	1,200	0		0

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£		£	£
	OverHead Expenditure	6,300	4,551	5,200	0		0
	203 Net Expenditure	6,300	4,551	5,200	0		0
205	Traffic Islands						
4300	Shrub Beds: Maintenance	3,399	3,399	3,399	0		0
4301	Grass Cutting	618	494	618	0		0
4302	Litter Picking	124	124	124	0		0
4303	Weed Killer Spraying	165	165	165	0		0
4304	Signage	329	171	329	66		0
4305	Signage Installation	100	0	100	2		0
4306	NNDR: Traffic Islands	1,715	1,620	1,700	1,037		0
	OverHead Expenditure	6,450	5,972	6,435	1,105		0
1030	Traffic Islands: Sponsorship	3,500	1,980	3,500	1,500		0
	Total Income	3,500	1,980	3,500	1,500		0
	205 Net Expenditure	2,950	3,992	2,935	-395		0
206	Hanging Baskets & Planters						
4350	Planters: Maintenance	309	258	309	0		0
4351	Planters: Bedding Plants	453	453	453	0		0
4352	Hanging Baskets: Supply/Maint.	620	620	620	0		0
	OverHead Expenditure	1,382	1,331	1,382	0		0
	206 Net Expenditure	1,382	1,331	1,382	0		0

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
207	Flagpole						
4355	Flagpole	230	230	240	240		0
	OverHead Expenditure	230	230	240	240		0
	207 Net Expenditure	230	230	240	240		0
208	Burntwood in Bloom						
4380	Advertising	1,000	932	1,250	720		0
4381	Prizes	1,300	890	1,300	1,049		0
4382	Presentation Evening	500	1,110	1,000	610		0
4383	Annual Calendar (production)	250	208	250	248		0
4384	HEIB Regional Competition	150	200	1,200	649		0
	OverHead Expenditure	3,050	3,340	5,000	3,274		0
1050	BiB: Sponsorship	0	230	0	610		0
1051	BiB: Photograph Sales	0	16	0	27		0
1052	BiB: Calendar Sales	0	100	0	117		0
	Total Income	0	347	0	753		0
	208 Net Expenditure	3,050	2,993	5,000	2,521		0

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
209	Coulter Lane Remb. Garden						
4411	Handyperson Service	150	0	150	0		0
4500	Coulter Lane Remb. Garden	0	1,994	0	150		0
4501	Grounds Maintenance	1,100	525	1,100	620		0
	OverHead Expenditure	1,250	2,519	1,250	770		0
	209 Net Expenditure	1,250	2,519	1,250	770		0
210	Burntwood Wakes Festival						
4001	Salaries	1,750	1,750	3,060	0		0
4411	Handyperson Service	800	0	800	352		0
4600	BWF: Stage / Sound Hire	40,000	5,500	40,000	5,500		0
4601	BWF: Unsigned - Neon Studios	0	0	0	600		0
4602	Family Fun Day Entertainment	0	3,275	0	5,402		0
4603	Marquees & Furniture	0	4,936	0	5,089		0
4604	First Aid Cover	0	0	0	375		0
4605	Fire Cover	0	0	0	110		0
4607	Security	0	0	0	3,623		0
4608	Rubbish Skips	0	0	0	195		0
4609	Traffic Management	0	0	0	425		0
4610	Mobile Toilets	0	0	0	1,120		0
4611	Publicity	0	800	0	1,621		0
4612	Insurance	0	1,580	0	1,792		0
4613	Ground Crew	0	0	0	4,400		0
4614	Coach	0	25	0	680		0
4615	Pathway: Clearance	0	0	0	42		0
4616	Pathway: Lighting	0	0	0	90		0
4619	Hospitality: Mobile Toilets	0	550	0	700		0

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
210	Burntwood Wakes Festival (Cont'd)						
4620	Miscellaneous	0	-987	0	6,352		0
4621	BWF: Saturday evening	0	1,425	0	5,020		0
4623	BWF: Generators/Fuel	0	0	0	1,310		0
4624	BWF: Policing	0	0	0	0		0
4625	BWF: Lighting Crew	0	0	0	3,400		0
4626	BWF: Friday Evening	0	1,000	0	1,075		0
4627	Refunds: Hospitality	0	17	0	0		0
4628	Refunds: Sponsorship	0	800	0	0		0
4629	Refunds: Craft Pitch Fee	0	213	0	13		0
4630	Refunds: Grants	0	5,020	0	0		0
	OverHead Expenditure	40,800	25,904	43,860	47,384		0
1025	Sundry Income	0	0	0	12		0
1026	Insurance Claim - Event Cancellation	0	15,111	0	0		0
1090	BWF: Craft Marquee Pitch Fees	0	213	0	238		0
1091	BWF: Sponsorship	0	7,570	3,720	13,635		0
1096	BWF: Hire of equipment, etc	0	0	0	0		0
1200	Refunds	0	550	0	0		0
	Total Income	0	23,460	3,720	13,885		0
	210 Net Expenditure	40,800	2,444	40,140	33,499		0
211	Town Strategy						
4750	Town Strategy	250	0	10,000	700		0
	OverHead Expenditure	250	0	10,000	700		0
	211 Net Expenditure	250	0	10,000	700		0

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
212	Quality Council						
4210	Quality Council	0	240	0	0		0
	OverHead Expenditure	0	240	0	0		0
	212 Net Expenditure	0	240	0	0		0
214	Community Projects						
4411	Handyperson Service	0	70	0	0		0
4755	Tea Dance	0	663	700	354		0
4757	Artwork Comp.	0	200	0	0		0
4758	General Expenses	0	4,354	4,000	0		0
	OverHead Expenditure	0	5,287	4,700	354		0
1025	Sundry Income	0	0	0	157		0
	Total Income	0	0	0	157		0
	214 Net Expenditure	0	5,287	4,700	197		0
215	SCAMP						
4550	SCAMP: Maintenance	0	0	1,500	0		0
4551	SCAMP: Insurance	0	0	500	406		0
	OverHead Expenditure	0	0	2,000	406		0
	215 Net Expenditure	0	0	2,000	406		0

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
301	Civic Expenses						
4360	Chairman's Expenses	4,500	-265	4,500	42		0
4361	General Expenses	0	0	0	67		0
4363	Civic Carol Service	0	64	0	24		0
4364	Civic Service & Reception	0	966	0	872		0
4365	Hospitality: General	0	0	0	0		0
4366	Hospitality: BWF	0	0	0	853		0
4368	Fundraising	0	-1,232	0	5		0
4369	Fundraising - Distribution	0	2,215	0	0		0
4999	Contingency Expenses	0	200	0	0		0
	OverHead Expenditure	4,500	1,947	4,500	1,863		0
1025	Sundry Income	0	14	0	0		0
1061	Civic Service: Collection/Raffle	0	211	0	0		0
1062	Fundraising	0	1,702	0	607		0
1095	BWF: Hospitality - Food	0	0	0	325		0
	Total Income	0	1,927	0	932		0
	301 Net Expenditure	4,500	20	4,500	931		0

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
302	Grant Aid						
4400	Local Voluntary Organisations	8,000	7,850	10,000	-200		0
4401	Play Schemes	3,100	3,100	3,100	3,100		0
4402	Community Transport	3,000	3,000	3,000	0		0
4403	Community Development Worker	17,167	4,743	0	0		0
4405	SESCAB	3,500	3,500	3,500	3,500		0
4407	Cheque Presentation Evening	0	14	0	24		0
4408	Remembrance Wreaths	100	100	100	0		0
4409	SCAMP	0	195	0	0		0
	OverHead Expenditure	34,867	22,502	19,700	6,424		0
1200	Refunds	0	0	0	0		0
	Total Income	0	0	0	0		0
	302 Net Expenditure	34,867	22,502	19,700	6,424		0
310	Election Expenses						
4701	Election Expenses	0	0	5,000	0		0
	OverHead Expenditure	0	0	5,000	0		0
	310 Net Expenditure	0	0	5,000	0		0
	Total Budget Expenditure	255,992	165,655	264,103	155,138		0
	Total Income	260,140	269,651	264,223	273,281		0
	Net Expenditure	-4,148	-103,996	-120	-118,143		0

BURNTWOOD TOWN COUNCIL 2013/14 CEMETERY BUDGET
(as at 17 October 2013)

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
401	Burntwood Cemetery: Revenue						
4001	Salaries	6,000	0	6,000	0		
4132	Computers: Software Licences	0	118	0	0		
4133	Computers: Support	0	75	0	0		
4411	Handyperson Service	0	0	250	0		
4800	Grounds Maint: LDC	5,500	0	5,500	0		
4801	Grounds Maint: Other	2,100	1,629	2,100	1,628		
4802	Grounds Maint: Sister Dora Ave	0	0	200	0		
4803	Grounds Maint: Front Verge	0	0	200	0		
4806	Topsoil	0	0	0	131		
4807	Turf	200	0	200	50		
4809	Weed Killing (selective)	100	0	100	0		
4810	Grave Digging: Main Contractor	2,500	2,140	2,500	3,320		
4811	Grave Digging: Others	2,500	0	2,000	0		
4812	Cemetery Gatekeeper	1,040	520	1,300	737		
4813	Trade Refuse	300	135	300	150		
4814	Skips	120	0	120	120		
4815	ICCM Membership	100	90	100	0		
4817	Survey	0	0	0	50		
4818	Computer Software Support	0	104	185	0		
4819	Water Rates	40	25	40	34		
4820	NNDR: Burntwood Cemetery	352	353	440	445		
4821	Trees: Maintenance, etc	0	0	0	0		
4856	General Maintenance, etc	200	33	200	42		
4857	Memorial Plaques	0	0	0	66		
4858	Gritting Paths/Road	500	0	500	0		
4859	Cemetery Software Package	1,250	0	0	0		
	OverHead Expenditure	21,552	5,222	22,235	6,773		

		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
401	Burntwood Cemetery: Revenue (Continued)						
1000	Burial Fees/Licences	25,000	16,205	25,000	22,675		
	Total Income	25,000	16,205	25,000	22,675		
	401 Net Expenditure	-3,448	-10,983	-2,765	-15,902		
402	Burntwood Cemetery: Capital						
4851	Contract Payments	0	0	0	0		
	OverHead Expenditure	0	0	0	0		
	402 Net Expenditure	0	0	0	0		
	Total Budget Expenditure	21,552	2,354	21,910	6,773		
	Total Income	25,000	8,725	25,000	22,675		
	Net Expenditure	-3,448	-6,371	-3,090	-15,902		