

Our Ref: MD

03 July 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 **Meeting Room, rear of Burntwood Library, Sankeys Corner on Thursday 11 July 2013 commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

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

AGENDA

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

To approve as a correct record the Minutes of the Annual Meeting of the Town Council held on 09 May 2013 (Minute Nos. 1 - 24) (**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 09 May 2013 (Minute Nos. 1 - 5), 30 May 2013 (Minute Nos. 6 - 10) and 19 June 2013 (Minute Nos. 11 - 17) be received and where necessary approved and adopted (**ENCLOSURE NOS. 2A, 2B AND 2C**).

6. BURNTWOOD IN BLOOM COMMITTEE

Chairman of the Burntwood in Bloom Committee to move that the proceedings of the meeting held on 15 May 2013 (Note Nos. 1 - 3) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

7. BURNTWOOD WAKES COMMITTEE

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meeting held on 23 May 2013 (Minute Nos. 1 - 4) be received and where necessary approved and adopted (**ENCLOSURE NO. 4**).

8. POLICY AND RESOURCES COMMITTEE

Chairman of the Policy and Resources Committee to move that the proceedings of the meetings held on 23 May 2013 (Minute Nos. 1 - 5) and 10 July 2013 be received and where necessary approved and adopted (**ENCLOSURE NOS. 5A and 5B – ENCLOSURE 5B WILL BE TABLED AT THE MEETING**).

Members attention is drawn to the various **Recommendations** within the 10 July 2013 Minutes, specifically those relating to financial commitment(s) for proposed projects arising from the Burntwood Town Strategy.

9. PERSONNEL COMMITTEE

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 03 June 2013 (Minute Nos. 1 - 7) be received and where necessary approved and adopted (**ENCLOSURE NO. 6**).

10. BURIAL GROUNDS COMMITTEE

Chairman of the Burial Grounds Committee to move that the proceedings of the meeting held on 27 June 2013 (Minute Nos. 1 - 5) be received and where necessary approved and adopted (**ENCLOSURE NO. 7**).

11. MEMBERS QUESTIONS under Standing Order 9

**12. STAFFORDSHIRE COUNTY COUNCIL:
CHASEWATER - NEW INITIATIVES**

Staffordshire County Council is conducting a strategic review of Chasewater which is due to be concluded at the end of July 2013. The County Council would welcome input from Burntwood Town Councillors and Officers on any new initiatives they would like to see introduced at Chasewater.

Members and Officers are requested to give thought to the above prior to the meeting so that suggestions can be considered for submission to the County Council.

**13. LICHFIELD DISTRICT COUNCIL:
NAMING OF A ROAD – BURNTWOOD BYPASS**

Lichfield District Council seeks the assistance of Burntwood Town Council. As Members may be aware there is a new cemetery, just down from Miners Way. A plan (**ENCLOSURE NO. 8**) is attached - the two sections of road that LDC is looking to formally name is that shown in yellow - USRN No: 23401343 (this is currently being labelled "Burntwood By pass") and also the most southern line of road shown in purple – USRN: 23401719 (currently referred to as Link Road to M6 Toll).

The LDC Officer has found some old paperwork from 2006 where the Town Council suggested "BRENDWOOD" or "BRENDWODE" for the "yellow" section of road. However for reasons unknown this was never actioned.

LDC is therefore seeking suggestions from Burntwood Town Council on either one or two names that they feel appropriate. Names are sought that "celebrate" or commemorate a Burntwood historical person or moment, event, etc.

The cemetery owner is keen to have an address sooner rather than later and the blue light services need for 999 calls to have confirmation of an appropriate name for locating incidents, so the views of the Town Council would be appreciated as soon as possible.

**14. CHASE ARTS FOR PUBLIC SPACES (CHAPS) – FOR INFORMATION ONLY
(ENCLOSURE NO. 9)**

15. 2013/14 BUDGET AS AT 30 JUNE 2013 (ENCLOSURE NO. 10)

**16. SCHEDULE OF PAYMENTS MADE BETWEEN 30 APRIL AND 05 JULY 2013
INCLUSIVE (ENCLOSURE NO. 11)**

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 ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 09 MAY 2013 COMMENCING AT 7.27 P.M.**

PRESENT

Councillor Campbell (in the Chair)
Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Constable, Drinkwater, Mrs Evans, Mrs Fisher, Heath, Humphreys, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward

In attendance

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

PUBLIC FORUM

No questions or comments were put by members of the public.

PRAYERS

Prayers were led by Councillor Mrs Evans.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Ronald Bradbury be elected Chairman of the Town Council for the ensuing year.

Councillor Bradbury made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for his election.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Mrs Sharon Banevicius be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Mrs Banevicius made and signed the Declaration of Acceptance of Office and thanked the Town Council for his appointment.

3. APOLOGIES FOR ABSENCE

Councillor Walker MBE.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

5. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 07 March 2013 (Minute Nos. 109 - 124) be received and approved as a correct record.

6. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF COMMITTEES, ETC

RESOLVED That the Chairmen, Vice-Chairmen and Members of Committees, etc be as indicated at **Appendix A**.

7. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

RESOLVED That the appointment of representatives to serve on Outside Bodies be as indicated as **Appendix B**.

8. CHAIRMAN'S ANNOUNCEMENTS

Councillor Bradbury thanked the Town Council for his election and said that he hoped to attend at least as many engagements as had been attended during the previous year and thanked Councillor Campbell as retiring Chairman. Councillor Bradbury confirmed that he had already received a list of Chairman's engagements and that he would promote Burntwood at every opportunity.

Councillor Bradbury announced that his chosen charities were:

Burntwood Breast Care
Teenage Cancer Trust (Stephen Sutton)

He said that he hoped to hold two charity fundraising events during his term of office.

9. BURNTWOOD IN BLOOM COMMITTEE

RESOLVED That the Notes of the Meeting of the Burntwood in Bloom Committee held on 06 March 2013 be received and where necessary approved and adopted.

10. PLANNING COMMITTEE

RESOLVED That the Minutes of Meetings of the Planning Committee held on 07 March 2013 (Minute Nos. 82 - 86), 28 March 2013 (Minute Nos. 86 - 91) and 18 April 2013 (Minute nos. 92 - 96) be received and where necessary approved and adopted.

11. PERSONNEL COMMITTEE

RESOLVED That the Minutes of the Meetings of the Personnel Committee held on 11 March 2013 (Minute Nos. 31 - 36) and 22 April 2013 (Minute Nos. 37 - 41) be received and where necessary approved and adopted.

12. BURIAL GROUNDS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 14 March 2013 (Minute Nos. 17 - 20) be received and where necessary approved and adopted.

13. BURNTWOOD WAKES COMMITTEE

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 18 April 2013 (Minute Nos. 32 - 35) be received and where necessary approved and adopted.

14. POLICY AND RESOURCES COMMITTEE

RESOLVED THAT:

- a) The Minutes of the Meeting of the Policy and Resources Committee held on 22 April 2013 (Minute Nos. 27 - 40) be received and where necessary approved and adopted.
- b) The recommendations with regard to:
 - **Burntwood Town Strategy: Action Area 2 – Proposed Logo** (P&R Minute No. 33);
 - **Civic Award** (P&R Minute No. 34);
 - **Grounds Maintenance – Proposed Service Agreement** (P&R Minute No. 38);
 - **Burntwood Town Strategy: Action Area 2 – Promotional Website** (P&R Minute No. 39);
 - **Digital Mapping Software** (P&R Minute No. 40)

be approved and implemented.

15. MEMBERS QUESTIONS

None raised.

16. STAFFORDSHIRE COUNTY COUNCIL HOLLY GROVE PRIMARY SCHOOL: LOCAL AUTHORITY GOVERNOR

RESOLVED That the Town Council undertake consultation to identify a nominee to fill the above vacancy.

17. GENERAL POWER OF COMPETENCE

Members were informed that the Town Council had originally adopted the General Power of Competence (GPC) in September 2012 when the Council was the first local council in /Staffordshire to adopt the Power.

The legislation requires the Council to resolve to re-adopt the GPC at each Annual Town Council meeting thereafter if it wishes to retain the ability to use the Power.

RESOLVED That, the Town Council formally resolved to re-adopt the General Power of Competence and that, in accordance with the Localism Act 2011, Section 8, as set out in Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Burntwood Town Council hereby considers itself an 'eligible council' having met the following criteria:

- At the time of the resolution two thirds of the members of the Council have stood for election;
- The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012.

18. ANNUAL INVESTMENT POLICY (DRAFT)

RESOLVED That the Annual Investment Policy 2013/14 be approved and adopted.

19. SANKEYS CORNER ARTS MINER PROJECT (SCAMP)

Councillor Bradbury gave an update relating to SCAMP and confirmed that work to construct the plinth would begin in week commencing 13 May 2013. He confirmed that the official unveiling would take place on Saturday 08 June 2013 at 2.00 p.m. with a brass band, pig roast and light refreshments being provided.

Councillor Bradbury confirmed that the ownership of SCAMP formally passed to the Town Council on 01 May 2013.

RESOLVED That the information be received and noted.

20. RISK ASSESSMENT: 2012/13

RESOLVED That the Overall Summary of Assessment for 2012/13 be received and noted.

21. 2013/14 MEETING SCHEDULE (PROPOSED)

RESOLVED That the proposed 2013/14 Meeting Schedule be approved and implemented.

22. STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 MARCH 2013

22.1 Income and Expenditure Account for the Year Ended 31 March 2013

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2013 be approved.

22.2 Balance Sheet as at 31 March 2013

RESOLVED That the Balance Sheet for the year ended 31 March 2013 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

22.3 Forecast Balances and Reserves as at 31 March 2013

RESOLVED THAT:

- a) The Balances and Reserves as at 31 March 2013 be approved.
- b) The Policy and Resource Committee be tasked to consider the allocation of funds with a view to achieving synergy across the Council's commitments and long-term objectives.

22.4 Annual Return: Section 1 – Accounting Statements for the Year Ended 31 March 2013

RESOLVED That the Annual Return: Section 1 – Accounting Statements for the year ended 31 March 2013 be approved and the Chairman and the Responsible Financial Officer be authorised to sign the document.

22.5 Annual Return: Section 2 – Annual Governance Statement for the Year Ended 31 March 2013

22.5.1

RESOLVED That the Town Council had approved the accounting statements in accordance with the requirements of the Accounts and Audit Regulations and proper practice.

22.5.2

RESOLVED That the Town Council had maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

22.5.3

RESOLVED That the Town Council had taken all reasonable steps to assure itself that there were no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.

22.5.4

RESOLVED That the Town Council had provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

22.5.5

RESOLVED That the Town Council had carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover were required.

22.5.6

RESOLVED That the Town Council had maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

22.5.7

RESOLVED That the Town Council had taken appropriate action on all matters raised in reports from internal and external audit.

22.5.8

RESOLVED That the Town Council had considered whether any litigation, liabilities or commitments; events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

22.5.9

RESOLVED That the Town Council, in its capacity as the sole managing trustee of the William Cadman Charity, discharged its responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination of audit.

23. WILLIAM CADMAN CHARITY: ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

RESOLVED That the William Cadman Charity accounts for the year ended 31 March 2013 be received and approved.

24. SCHEDULE OF PAYMENTS MADE BETWEEN 07 MARCH AND 29 APRIL 2013 INCLUSIVE

RESOLVED That the Schedule of Payments totalling £41,722.67 made between 07 March 2013 and 29 April 2013 inclusive be received and noted.

(The Meeting closed at 8.12 p.m.)

Signed

Date

**BURNTWOOD TOWN COUNCIL
APPOINTMENTS TO COUNCIL AND COMMITTEES
2013/14**

	LABOUR GROUP	CONSERVATIVE GROUP
Chairman of the Council	Cllr R Bradbury	
Vice-Chairman of the Council	Cllr Mrs S Banevicius	
BURIAL GROUNDS COMMITTEE = 5 MEMBERS		
Chairman	Cllr S Norman	
Other Members	Cllr R Bradbury Cllr S Taylor	Cllr Mrs B Brettell Cllr Mrs B Rigby
BURNTWOOD IN BLOOM COMMITTEE = 3 MEMBERS + 4 EXTERNAL		
BTC Members	Cllr R Bradbury Cllr B Brown (Chairman)	Cllr Mrs H Tranter
External Members	P Banevicius, Business Community Representative Peter Johnson, Burntwood Gardening Guild Representative Gary Chamberlain, LDC DSO Representative Alan Deakin, LDC DSO Representative	
BURNTWOOD WAKES COMMITTEE = 7 MEMBERS		
Chairman	Cllr S Taylor	
Other Members	Cllr Mrs S Banevicius Cllr R Campbell Cllr Mrs D Evans	Cllr D Constable Cllr R Mosson Cllr Mrs P Stokes
BURNTWOOD WAKES REVIEW COMMITTEE = 6 MEMBERS		
Members	Cllr D Isaacs Cllr S Norman Cllr J Walker MBE Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr Mrs B Rigby
GRANT AID COMMITTEE = 22 MEMBERS		
Chairman	Cllr J James	
Vice-Chairman	Cllr Mrs S Banevicius	

GRANT AID SUB-COMMITTEE = 6 MEMBERS		
Chairman	Cllr J James	
Other Members	Cllr Mrs S Banevicius Cllr E Drinkwater Cllr Mrs S Woodward	Cllr Mrs P Stokes Cllr Mrs H Tranter
	LABOUR GROUP	CONSERVATIVE GROUP
PERSONNEL COMMITTEE = 5 MEMBERS		
Chairman	Chairman of the Council	
Other Members	Leader of the Council Cllr R Campbell Cllr D Isaacs	Cllr D Constable Cllr Mrs H Fisher
PLANNING COMMITTEE = 22 MEMBERS		
Chairman	Cllr E Drinkwater	
Vice-Chairman	Cllr K Willis-Croft	
POLICY AND RESOURCES COMMITTEE = 7 MEMBERS		
Chairman	Cllr R Campbell	
Vice-Chairman	Cllr D Isaacs	
Other Members	Cllr Mrs D Evans Cllr J James Cllr S Taylor	Cllr Mrs B Brettell Cllr Mrs B Rigby
SCRUTINY COMMITTEE = 7 MEMBERS		
Chairman		Cllr D Constable
Vice Chairman	Cllr Mrs D Evans	
Other Members	Cllr R Campbell Cllr E Drinkwater Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr K Humphreys
STAFF APPEALS COMMITTEE = 3 MEMBERS		
Members	Cllr R Heath Cllr S Norman	Cllr R Mosson

STAFF DISCIPLINARY AND GRIEVANCE COMMITTEE = 3 MEMBERS

Members

Cllr Mrs D Evans
Cllr Mrs S Woodward

Cllr Mrs B Rigby

BURNTWOOD TOWN COUNCIL
REPRESENTATION ON OUTSIDE BODIES 2013/14

	Organisation	Representative(s)
(1)	1ST BURNTWOOD SCOUT GROUP	Cllr E Drinkwater
(2)	BALL & BIRCH REYNARDSON EDUCATIONAL FOUNDATION	Chairman of the Council Vice-Chairman of the Council
(3)	BURNTWOOD LIVE AT HOME SCHEME	Cllr Mrs S Banevicius
(4)	BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION	Cllr E Drinkwater
(5)	BURNTWOOD RFC SPORTS ASSOCIATION COMMITTEE	Cllr E Drinkwater
(6)	CAMPAIGN TO PROTECT RURAL ENGLAND	VACANCY x 1
(7)	CHASETOWN CHAMBER OF TRADE AND COMMERCE	Cllr R Campbell
(8)	FORWARD ACTION BURNTWOOD: COMMUNITY GROUP	Cllr Taylor
(9)	LICHFIELD AND DISTRICT COUNCIL OF VOLUNTARY SERVICE	Cllr S Taylor
(10)	LICHFIELD DISTRICT COMMUNITY TRANSPORT ADVISORY GROUP	Cllr R Bradbury Cllr E Drinkwater
(11)	LICHFIELD DISTRICT CRIME PREVENTION PANEL	Cllr Mrs S Banevicius
(12)	LICHFIELD DISTRICT DISABILITY PARTNERSHIP PANEL	Cllr D Isaacs
(13)	LICHFIELD DISTRICT PARISH FORUM	Cllr B Brown Cllr K Willis-Croft
(14)	SAMUEL JOHNSON HOSPITAL LEAGUE OF FRIENDS	Cllr K Willis-Croft
(15)	SOUTH EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU	Cllr Mrs D Evans

	Organisation	Representative(s)
(16)	STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION – EXECUTIVE COMMITTEE	Cllr Mrs S Woodward
(17)	SUSTAINABLE STAFFORDSHIRE	Cllr R Heath
(18)	WILLIAM CADMAN CHARITY	Cllr D Constable Cllr D Isaacs Cllr J James
(19)	YOUTH CENTRE MANAGEMENT COMMITTEE	Cllr E Drinkwater

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 09 MAY 2013 COMMENCING AT 8.15 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Constable, Mrs Evans, Mrs Fisher, Heath, Humphreys, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

Ms J Minor, Administrative Assistant

One member of the public

1. APOLOGIES FOR ABSENCE

Councillor Walker MBE

2. GENERAL DECLARATIONS OF INTEREST

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.

3. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 18 April 2013 (Minute Nos. 92 - 96) be approved and adopted.

4. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|---------------|---|--|
| (a) | 13/00368/FUL | Chase Terrace | Mr and Mrs Thompson
59 New Street
Chase Terrace | Proposed detached
garage in rear garden |
|-----|--------------|---------------|---|--|

Concern was expressed that as the proposed garage is separate to the property, that should planning permission be granted, a condition be imposed that the garage remains as a garage and does not operate as a workshop or granny annex. Concern was also expressed relating to adequate turning/manoeuvring of vehicles within the site.

- | | | | | |
|-----|--------------|-----------|---|---|
| (b) | 13/00379/FUL | Highfield | Dr N McCathie
Woodhouse Farm
54 Woodhouse Road
Burntwood | Partial demolition and
remodelling of the
existing garden room
plus creation of a new
bedroom above the
existing dining room |
|-----|--------------|-----------|---|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (c) | 13/00396/FUL | Highfield | Ms N Clark
1 Freer Drive
Burntwood | Removal of existing conservatory and erection of single storey rear extension |
|-----|--------------|-----------|--|---|

Concern was expressed regarding space between dwellings and space about dwellings criteria being met, therefore, the Town Council reserves judgement until such time as full details are provided.

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (d) | 13/00400/FUL | Highfield/
Longdon | Dr R Hallifax
212 Chorley Road
Burntwood | Alterations to conservatory and replacement roof to form balcony/terrace and installation of solar panel to main house roof |
|-----|--------------|-----------------------|--|---|

No comment.

- | | | | | |
|-----|--------------|---------------|---|---|
| (e) | 13/00407/REM | Chase Terrace | Mr and Mrs J Adkins
Land at Chawner Close
Burntwood | Erection of a 3 bedroom bungalow with integral garage |
|-----|--------------|---------------|---|---|

Comment: The Local Planning Authority to ensure that the proposal is not over intensive use of the site, is in keeping with the streetscene and that there is adequate access/ egress.

- | | | | | |
|-----|--------------|-----------|--|---|
| (f) | 13/00408/FUL | Chasetown | Mr S Whiting
157 High Street
Chasetown | Single storey rear extension to form conservatory |
|-----|--------------|-----------|--|---|

No objection.

5. ENFORCEMENT ISSUES

No enforcement issues were raised.

(The Meeting closed at 8.32 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 30 MAY 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Willis-Croft (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Constable, Mrs Evans, Isaacs, James, Mrs Stokes, Walker MBE and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

One member of the public

6. APOLOGIES FOR ABSENCE

Councillors Drinkwater, Mrs Fisher, Heath, Humphreys, Mosson, Norman, Mrs Rigby, Taylor and Mrs Tranter.

7. GENERAL DECLARATIONS OF INTEREST

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.

8. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 09 May 2013 (Minute Nos. 1 - 5) be approved as a correct record.

9. PLANNING APPLICATIONS

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

(a)	13/00414/FULM	All Saints	Partner Construction and Burntwood Hay Limited Former Greyhound Boney Hay Road Burntwood	Residential development of 22 residential units comprising 12 houses and 10 apartments
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OBJECTION on the following grounds:

- The proposed development by virtue of its scale would represent over intensive use of the site
- Out of keeping with the surrounding area
- Terracing effect on Highfield Road
- Highway issues including access/egress

- | | | | | |
|-----|--------------|-----------|---|---|
| (b) | 13/00419/FUL | Highfield | Mr and Mrs Taylor
49 Nightingale Walk
Burntwood | Single and two storey extensions and alterations to form utility, car port, bedrooms and en-suite |
|-----|--------------|-----------|---|---|

COMMENT:

The Local Planning Authority is asked to ensure that the proposal is not over intensive use of the site and does not adversely affect the amenities of neighbouring properties.

- | | | | | |
|-----|--------------|-----------|---|---|
| (c) | 13/00442/COU | Chasetown | Staffordshire County Council
Unit 10
Innovation Centre
Chasewater Country Park
Pool Road
Burntwood | Change of use to storage and changing rooms to be used in conjunction with wake boarding facility |
|-----|--------------|-----------|---|---|

No objections. The Town Council looks forward to seeing a strategic overview plan for the Country Park as a whole.

- | | | | | |
|-----|--------------|---------------|--|--|
| (d) | 13/00481/FUL | Chase Terrace | Mrs Hicks
16 Thorpe Avenue
Burntwood | Single storey rear extension to form living room and shower room |
|-----|--------------|---------------|--|--|

No objections.

- | | | | | |
|-----|--------------|------------|---|--|
| (e) | 13/00511/FUL | All Saints | Mr Fisher
12 Fairford Gardens
Burntwood | Two storey side extension and loft conversion with dormer to form kitchen, utility, shower room, en-suite and bedrooms |
|-----|--------------|------------|---|--|

COMMENT:

The Local Planning Authority are requested to be mindful of the detailed context of the proposal to ensure that the site is not over developed, access/egress to the site and the effect of the proposed development on the amenities of neighbouring properties.

10. ENFORCEMENT ISSUES

10.1 Access to Morrisons Supermarket and Tesco Express

AGREED That the appalling state of the access road to the above supermarkets be brought to Staffordshire Highways attention with a request that repairs to the road surface be undertaken as soon as possible.

(The Meeting closed at 7.40 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON WEDNESDAY 19 JUNE 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)

Councillors Mrs Banevicius, Mrs Brettell, Brown, Campbell, Mrs Evans, Mrs Fisher, Humphreys, Mosson, Norman (from 7.15 p.m.), Mrs Rigby, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward

In attendance

Ms J Minor, Administrative Assistant

One member of the public

DIGITAL MAPPING SOFTWARE

The Chairman welcomed Mr Chris Makin, Pear Technology Services Limited to the meeting. Mr Makin gave a demonstration (including a Question and Answer session) on his company's Digital Mapping software. The Chairman thanked Mr Makin for his time and the presentation.

11. APOLOGIES FOR ABSENCE

Councillors Bradbury, Constable and Isaacs.

12. 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.

13. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 30 May 2013 (Minute Nos. 6 - 10) be approved as a correct record.

14. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|---|---|
| (a) | 13/00482/FUL | Highfield | Mr A Kirby
74 Woodhouses Road
Burntwood | Replacement of
existing house with a 3
bedroom detached
dwelling |
|-----|--------------|-----------|---|---|

Concerns were expressed regarding the volume of the proposed dwelling within the Green Belt.

- | | | | | |
|-----|--------------|------------|---------------|------------|
| (b) | 13/00503/FUL | All Saints | Mr Carrington | Removal of |
|-----|--------------|------------|---------------|------------|

28 Rugeley Road
Burntwood

conservatory and
erection of single
storey rear extension to
form kitchen and
dining/family room

No objection.

- (c) 13/00519/FUL Chasetown Mrs S Glasgow
1 Cherry Close
Burntwood Alterations to ground
floor store to form new
hallway

No objection.

- (d) 13/00530/FUL Highfield Mr and Mrs J Symons
67 Rake Hill
Burntwood Retention of detached
timber framed structure
in rear garden

Objection on the following grounds:

- The impact on neighbouring property is enormous/significant which would compromise their privacy.
- The height of the structure appears to be higher on the applicants' side of the fence 'lay of the land'.

- (e) 13/00549/FUL Chasetown Mrs W Reece
54 Laburnum Grove
Burntwood Retention of brick
boundary wall and
wrought iron gates

No objection.

- (f) 13/00566/FUL Highfield Mr Mason
9 Highfield Road
Burntwood Conservatory to rear

No objection.

15. ENFORCEMENT ISSUES

15.1 Chasetown Methodist Church/Collis's Wood Yard (Minute No. 96.2 refers)

Members were informed that posters advertising Collis's Wood Yard and Chasetown Methodist Church were displayed on the corner of Lawnswood Avenue/Queen Street causing an eye sore on the streetscene.

Members felt that getting the balance right (keeping local businesses viable) was key and that a directional arrow for the businesses may be a way forward.

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

15.2 Access to Morrisons Supermarket and Tesco Express (Minute No. 10.1 refers)

Members were informed by Councillor Willis-Croft that he had obtained the email address for Morrisons Head Office and that he would be emailing them in due course relating to the appalling state of the access road (pot holes).

RESOLVED That the information be received and noted.

16. EXCLUSION OF THE PRESS AND PUBLIC

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

17. DIGITAL MAPPING SOFTWARE

Members stressed the importance that the digital mapping software should not take over staff time as the Town Council is only a consultee on planning applications.

RESOLVED THAT:

- (1)** The digital mapping software be referred to the Full Council for further discussion as Members felt that they were not in a position to recommend or otherwise at this moment in time.
- (2)** Members were requested to email the Town Clerk with what further information they feel is needed in order to reach a decision and that the Town Clerk compile a pros and cons report including the advantage of using the software's other layers for different purposes, i.e. burial ground, bus routes, bus shelters and making the software available to the general public and that more information be obtained from other Parish/Town Councils who use the software.

(The Meeting closed at 8.08 p.m.)

Signed

Date

**NOTES OF A MEETING OF THE BURNTWOOD IN BLOOM COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON WEDNESDAY 15 MAY 2013 COMMENCING AT 10.15 A.M.**

PRESENT

Councillors Bradbury, Brown and Mrs Tranter (BTC)
P Johnson (Burntwood Gardening Guild)

In attendance

Mrs Mary Danby, Town Clerk

1. Mrs Danby reported that she had secured £300 sponsorship from some of those businesses who had originally provided three of the award trophies. More sponsorship was anticipated.

IT WAS AGREED that the sponsorship monies be used to buy a planter (to be installed on the flower bed where the tree had been felled near to Burntwood Library) and banners/posters to publicise the HEIB judging date.

2. Councillors Bradbury and Mrs Tranter reported on a meeting with the HEIB Chairman, Mike Garwood. Mr Garwood had given the following pointers which should see an improvement in the marks for the HEIB competition:

- Organise a toilet break mid-way round the judging route
- Organise a Press call
- Give a max 15 minutes presentation on the Portfolio
- Refuge at junction Bridge Cross Road/Milestone Way (immediately before traffic island) needs to be weeded
- Weeding needs to be improved two weeks before judging
- Planters need contrast, i.e. something taller with something lower
- All grass to be cut 2-3 days before judging
- Environmental responsibility: Battery recycling container at BTC's office would go down well
- Litter flyposting needs to be addressed 1-2 days before judging
- Street furniture needs to be repainted (use community service?)
- Portfolio should include reference to the Morpheus projects, local organisations (i.e. scouts/guides)
- HEIB Judging Day notices in shops
- Judging party to comprise the two judges plus max four BiB representatives (one of whom should be the spokesperson)

IT WAS AGREED that the above points should be borne in mind in the run up to the 2013 judging day.

3. HEIB JUDGING ROUTE

The following were suggested for inclusion on the HEIB judging route (not in any specific order):

Coulter Lane Burial Ground
Burntwood Cemetery
Norton Lane allotment site
St Anne's Church
Princes Park
Highfield Primary School
Recycling Centre
BMCA (including COGS)

Rake Hill
Hunslet Road
Chasetown FC
Chasewater from Pool Road
Private front gardens
Dr Johnson's house?

IT WAS AGREED that the final route would be agreed and a "dry run" be undertaken on 27 June 2013.

(The Meeting closed at 11.00 a.m.)

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT LAMBOURN HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 23 MAY 2013 COMMENCING AT 6.00 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
B Cooper, Senior Admin Assistant

1. APOLOGIES

Councillors Mrs Banevicius and Constable.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 18 April 2013 (Minute Nos. 32 - 35) be received and approved as a correct record.

4. BURNTWOOD WAKES FESTIVAL 2013 - UPDATE

Members were advised that:

- 4.1 **Craft Fayre and Public Information Marquees:** Two marquees had been booked: 1 No. 80 ft x 40 ft and 1 No. 200 ft x 40 ft.
- 4.2 The ground works (BWC Minute no. 35.4 refers) had been completed and the Rugby Club would write giving the undertaking sought at the previous meeting, i.e. that the Council can use the site for the Wakes Festival until at least 2016.
- 4.3 The Town Clerk was requested to ascertain if the mobile police station was available for the Festival.
- 4.4 Members were advised that a live music act had yet to be secured for the Family Fun Day – **IT WAS AGREED** that music would be played through the PA if a music act could not be secured.
- 4.5 Councillor Taylor reported that two local caterers had agreed to provide refreshments free of charge on the Friday evening (artistes), Saturday lunchtime (staff and volunteers) and Sunday lunchtime (artistes).

4.6 Councillor Taylor said that he was still seeking a band to play at the Sunday Folk Concert to complete the line-up – Councillor Mrs Stokes said she had a contact which she would follow up on behalf of the Committee.

4.7 Members received the latest Estimates and were pleased to see that anticipated income would mean that the Council’s budget would not be exceeded.

(The Meeting closed at 6.35 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 23 MAY 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Campbell (in the Chair)
Councillors Isaacs, Mrs Evans, Mrs Rigby and Taylor

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

Councillors Mrs Brettell and James

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 22 April 2013 (Minute Nos. 27 – 40) be approved as a correct record.

4. TOWN COUNCIL INVESTMENTS

- 4.1 Members were advised that in the light of the recent downgrading of the Co-operative Bank by Moody's credit rating agency, the Town Clerk, in consultation with the Committee Chairman, had sought information and advice on the best way forward with regards to the Town Council's funds.

Members were advised that the Committee had delegated authority under its Terms of Reference (ToR) to make such decisions:

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

The Town Clerk advised Members that the need for a prompt decision had arisen from the fact that the Council's two Fixed Term Deposit Accounts were maturing at the end of May 2013.

- 4.2 Members were informed that contact had been made with:

- The National Association of Local Councils (NALC) (via the Staffordshire Parish Councils' Association (SPCA))
- Lichfield District Council (LDC)
- Staffordshire County Council (SCC)

- The Council's Internal Auditor
- Clerks' eForums

The overwhelming advice was that the Council should look to spread its risk, not retain all its funds with one financial institution.

4.3 The Town Clerk confirmed that the Government's Guarantee Scheme for funds held with UK banks does not apply to unions or local authorities (including parish/town councils).

4.4 The Town Clerk had contacted the following financial institutions to ascertain what investment products they could offer to the Council:

- Co-operative Bank
- Barclays
- Charities, Churches and Local Authorities (CCLA)
- HSBC
- NatWest Bank

4.5 The Town Clerk put the following recommendations to Members for consideration:

- a) That the Council retain its Current Account and the Business Select Instant Access Deposit Account with the Co-operative Bank for its daily banking needs.
- b) That the Council set-up new deposit accounts with Barclays (i.e. achieving the aim of spreading the financial risk and the best interest rate currently available). The Town Clerk suggested the following breakdown of funds:

9 Month Bond	£ 25,000.00
12 Month Bond	£249,594.00
Instant Access Deposit A/c	Amount to be confirmed

- c) That the Committee resolve to amend the Financial Regulations to enable an amended signing requirement for the investment accounts. Currently all 22 Members plus the Town Clerk are signatories on the Council's accounts, it is suggested that this be amended to **any three of the following four signatories are required to give instructions for the investment accounts only: P&R Committee Chairman, P&R Committee Vice-Chairman, Leader of the Council and the Town Clerk.** (If agreed this would make it easier and quicker to open the new accounts as all signatories would need to sign the Bank Mandate and provide proof of ID before the accounts could be opened.)
- d) That the Committee agree to reinvest the current maturing Fixed Rate Deposit Accounts with the Co-operative Bank for a term of either 1 month (@ 0.34375% interest) or 3 months (@ 0.5625%) to enable the new investment arrangements to be put into place.

RESOLVED THAT:

- i) That the Council retain its Current Account and the Business Select Instant Access Deposit Account with the Co-operative Bank for its daily banking needs.

- ii) That the Council set-up new deposit accounts with Barclays (i.e. achieving the aim of spreading the financial risk and the best interest rate currently available):

9 Month Bond	£ 25,000.00
12 Month Bond	£249,594.00
Instant Access Deposit A/c	Amount to be confirmed

- iii) The Financial Regulations be amended to include an additional signing requirement for the investment accounts, i.e. **any three of the following four signatories are required to give instructions for the investment accounts only: P&R Committee Chairman, P&R Committee Vice-Chairman, Leader of the Council and the Town Clerk.**
- iv) The Committee agree to reinvest the current maturing Fixed Rate Deposit Accounts with the Co-operative Bank for a term of 1 month (@ 0.34375% interest), plus a further one month if necessary to enable the new investment arrangements to be put into place.

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

Members received a quotation in the sum of £400 plus VAT to deliver bespoke Neighbourhood Plan training, the details of which are:

1. *Introduction to neighbourhood planning*
This introductory presentation session, with opportunities for question and answers would look at why neighbourhood planning is different, and the new powers it gives town councils; the neighbourhood planning process; resources and funding. **(1 hour)**
2. *What are the issues in Burntwood, and how could they be addressed by a neighbourhood plan?*
This workshop style session would look to identify the issues facing Burntwood; which of these could be addressed in a neighbourhood plan; and the type of neighbourhood plan that could be used to do this. **(1.5 hours with tea/coffee break midway)**
3. *Actions*
The half day would conclude with a brief closing session to identify and draw up a list of actions for taking the Burntwood Neighbourhood Plan forward. **(30/45 minutes)**

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

RESOLVED THAT:

- i) The quotation from Kirkwells in the sum of £400 plus VAT for the training session as detailed above be accepted.
- ii) A venue be booked for Saturday 13 July 2013, with the training session commencing at 10.00 a.m.

- iii) The opportunity to participate be opened to all Members, the Town Clerk and Administrative Assistants.

(The meeting closed at 7.35 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 03 JUNE 2013 COMMENCING AT 9.30 A.M.**

PRESENT

Councillor Bradbury (in the Chair)
Councillors Campbell, Mrs Evans and Mrs Fisher

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES

Councillors Constable and Isaacs.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 22 April 2013 (Minute Nos. 37 - 41) be approved as a correct record.

4. SUPERVISION POLICY

Members considered whether the Supervision Policy was working as originally intended and whether any amendments were required.

RESOLVED That no amendments were necessary as the Policy was working well.

5. HR POLICIES REVIEW SCHEDULE

RESOLVED That the existing Review Schedule is considered to be satisfactory as it stands.

6. EXCLUSION OF THE PRESS AND PUBLIC

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

7. STAFFING MATTERS

- 7.1 **RESOLVED** That a staff review be prepared for consideration at the December 2013 meeting of the Committee, such review to include apportionment of tasks, succession planning, etc.
- 7.2 **RESOLVED** That training be sourced in the use of technology and imaging.
- 7.3 **RESOLVED** That the Planning Committee Chairman/Vice-Chairman be requested to gather Members comments at meetings and sum up the agreed submissions to be sent to the Local Planning Authority.

(The Meeting closed at 10.10 a.m.)

Signature

Date

**MINUTES OF A MEETING OF THE BURIAL GROUNDS COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 27 JUNE 2013 COMMENCING AT 6.10 P.M.**

PRESENT

Councillor Norman (in the Chair)
Councillors Mrs Brettell and Taylor

In attendance

Mrs M Danby, Town Clerk
B Cooper, Senior Administrative Assistant

1. APOLOGIES

Councillors Bradbury and Mrs Rigby.

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 14 March 2013 (Minute Nos. 17 - 20) be received and approved as a correct record.

4. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

Members received the Senior Administrative Assistant's report.

RESOLVED THAT:

- a) The report be received and noted.
- b) Quotations are to be sought with regard to:
 - Turfing of graves
 - Supply and installation of a 20 ft Storage container
 - Electric start portable generator
- c) Quotation were approved with regard to:
 - 65 No. embossed metal plinth markers (covered in replaceable plastic) (£2.44 each plus VAT)
 - Temporary markers for cremated remains plots (£6.80 each plus VAT and delivery)

- d) The proposal for memorial plaque flower vases was considered and this item is **DEFERRED TO THE FULL COUNCIL FOR DECISION** (photographs are attached illustrating the proposed vases). It was further **AGREED** that should be proposal be agreed all costs would have to be met by the family.
- e) The proposal for the creation of a scattering of ashes area centred on the Jubilee Oak be progressed and quotations be brought to a future meeting of the Committee. The formal proposal, if accepted, would then be referred to the Policy and Resources Committee before being put to the Town Council for ratification and implementation.
- f) Quotations be sought for treating the fence at the Coulter Lane Burial Ground.
- g) Further to a complaint from a resident of Bodington Close arrangements to be made for trees to be lopped at the appropriate time (subject to a site visit by Councillor Norman and Mr Cooper).

5. BURNTWOOD CEMETERY – BUDGET AS AT 12 JUNE 2013

RESOLVED That the report be received and noted.

(The Meeting closed at 6.50 p.m.)

Signed

Date

**BURNTWOOD TOWN COUNCIL 2013/14 BUDGET
(as at 30 June 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		
1180	Council Tax Support Grant	0	0	30,330	30,330		
1190	Interest: Community Direct Plus	3	3	3	1		
1191	Interest: Reserve Account	450	671	450	83		
1192	Interest: Instant Access A/C	45	25	45	11		
1193	Interest: LDC	0	128	0	0		
1194	Interest: 3 Month Investment Account	0	402	250	34		
1195	Interest: 12 Month Investment Account	0	2,454	1,775	0		
1200	Refunds	0	12	0	0		
	Total Income	256,640	259,837	257,003	254,609		
	100 Net Expenditure	-256,640	-259,837	-257,003	-254,609		
101	Employee Expenses						
4000	Holding Account	102,000	0	97,820	0		
4001	Salaries	0	55,110		15,234		
4006	NI: Employer's Contributions	0	5,228		1,404		
4007	PAYE: Employees' Contributions	0	11,068		2,726		
4011	LGPS: Employer's Contributions	0	12,492		3,307		
4012	Telephone/Broadband Allowance	0	618		175		

4013	Eyesight: Tests/Spectacles	0	0	0	
4014	NI: Employees' Contributions	0	4,719	1,271	
4015	LGPS: Employees' Contributions	0	4,995	1,249	
	OverHead Expenditure	102,000	94,230	97,820	25,367
	101 Net Expenditure	102,000	94,230	97,820	25,367
102	Premises: Lambourne House				
4020	Office: Rent	13,000	10,000	13,000	6,250
4021	Office: Service Charges	900	616	900	433
4022	NNDR: Office	4,430	4,182	4,350	1,717
4023	Office: Water Rates	250	244	300	65
4024	Office: Electricity	2,000	2,214	1,800	624
4025	Office: Cleaning Materials	100	144	100	28
4026	Office: Trade Refuse	120	45	120	15
4027	Office: Window Cleaning	120	75	120	0
4028	Office: Security Alarm (R&M)	190	30	200	0
4029	Office: CCTV (R&M)	250	338	275	263
4030	Office: Fire Extinguishers	50	181	50	0
4031	Office: PAT Testing	100	192	100	0
4032	Office: Air Conditioners (R&M)	360	0	360	0
4033	Office: General Maintenance	2,000	908	2,000	12
4037	Meeting Room: Rental Charges	1,400	1,280	1,500	0
	OverHead Expenditure	25,270	20,449	25,175	9,406
	Total Income	0	0	0	50
	102 Net Expenditure	25,270	20,449	25,175	9,356

		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	747		
4061	Car Mileage: Members	150	7	150	0		
4062	Car Parking Fees	10	2	10	0		
	OverHead Expenditure	2,360	2,422	2,360	747		
	105 Net Expenditure	2,360	2,422	2,360	747		
107	Supplies & Services						
4100	Photocopier: Copy Charges	1,000	1,174	1,200	0		
4110	Telephone: Rental	600	421	600	268		
4111	Telephone: Calls	700	748	700	27		
4112	Telephone: Payment Charges	63	72	65	24		
4113	Broadband: Line rental	400	424	400	146		
4120	Postage	1,000	1,201	1,100	503		
4121	Franking Machine: Rental/Lease	696	509	696	316		
4122	Franking Machine: Maintenance	298	328	300	298		
4123	Franking Machine: Stationery	90	0	90	0		
4130	Computers: Peripherals	200	453	0	0		
4131	Computers: Hardware	2,500	3,036	250	0		
4132	Computers: Software Licences	470	92	500	0		
4133	Computers: Support	900	1,170	825	233		
4135	Computers: Email accounts	50	50	50	0		

4136	Network: Remote Back-up	600	548	600	0
4140	Website	425	625	425	500
4160	Stationery	1,800	1,476	1,800	528
4161	Publications	300	76	200	19
4162	Newspapers	150	147	200	46
4163	General Office Expenses	200	178	200	90
4164	Office Equipment	650	727	300	0
4165	Advertising	600	175	1,000	0
4166	Newsletter	0	720	1,440	360
4170	Subscriptions to other bodies	1,850	1,777	1,900	1,942
4175	Furniture	250	0	0	87
4180	Professional Fees	350	2,431	500	0
4190	Data Protection Fee	35	0	35	0
4200	Courses/Training: Fees	1,300	228	1,300	1,015
4201	Courses/Training: Expenses	200	0	200	69
4202	Conferences/Seminars: Fees	400	269	600	0
4203	Conferences/Seminars: Expenses	700	207	500	0
4208	Alarm: Annual Maintenance Fee	0	187	200	0
4220	Bank Charges	150	114	150	66
4221	Insurance: Premiums	1,351	1,380	1,500	1,768
4222	Insurance: Landlord	500	507	520	0
4230	External Audit	1,150	0	800	0
4231	Internal Audit	200	-400	200	0
4232	Audit Preparation	0	87	480	24
4235	Memorial Bench	35	0	35	0
4411	Handyperson Service	100	67	100	0
4999	Contingency Expenses	1,000	0	1,000	0
	OverHead Expenditure	23,263	22,884	22,961	8,330
1025	Sundry Income	0	75	0	4
1040	Photocopier: Usage	0	11	0	0

1200	Refunds	0	213	0	0
	Total Income	0	299	0	4
	107 Net Expenditure	23,263	22,585	22,961	8,327
201	Street Lighting				
4240	Electricity	400	372	400	0
4241	Maintenance	400	357	400	0
	OverHead Expenditure	800	729	800	0
	201 Net Expenditure	800	729	800	0
202	Bus Shelters				
4250	Maintenance	400	0	400	36
4251	Inspections	0	0	0	107
4255	Provision new bus shelter(s)	2,500	0	5,000	0
4411	Handyperson Service	320	215	320	-72
	OverHead Expenditure	3,220	215	5,720	72
	Total Income	0	0	0	0
	202 Net Expenditure	3,220	215	5,720	72

203	Christmas Lights					
4260	General Expenses	5,100	3,809	4,000	0	
4261	Churches	1,200	742	1,200	0	
	OverHead Expenditure	6,300	4,551	5,200	0	
	203 Net Expenditure	6,300	4,551	5,200	0	
205	Traffic Islands					
4300	Shrub Beds: Maintenance	3,399	3,399	3,399	0	
4301	Grass Cutting	618	494	618	0	
4302	Litter Picking	124	124	124	0	
4303	Weed Killer Spraying	165	165	165	0	
4304	Signage	329	171	329	0	
4305	Signage Installation	100	0	100	0	
4306	NNDR: Traffic Islands	1,715	1,620	1,700	533	
	OverHead Expenditure	6,450	5,972	6,435	533	
1030	Traffic Islands: Sponsorship	3,500	1,980	3,500	1,000	
	Total Income	3,500	1,980	3,500	1,000	
	205 Net Expenditure	2,950	3,992	2,935	-467	
206	Hanging Baskets & Planters					
4350	Planters: Maintenance	309	258	309	0	

4351	Planters: Bedding Plants	453	453	453	0
4352	Hanging Baskets: Supply/Maint.	620	620	620	0
	OverHead Expenditure	1,382	1,331	1,382	0
	206 Net Expenditure	1,382	1,331	1,382	0
207	Flagpole				
4355	Flagpole	230	230	240	0
	OverHead Expenditure	230	230	240	0
	207 Net Expenditure	230	230	240	0
208	Burntwood in Bloom				
4380	Advertising	1,000	932	1,250	720
4381	Prizes	1,300	890	1,300	0
4382	Presentation Evening	500	1,110	1,000	0
4383	Annual Calendar (production)	250	208	250	0
4384	HEIB Regional Competition	150	200	1,200	150
	OverHead Expenditure	3,050	3,340	5,000	870
1050	BiB: Sponsorship	0	230	0	300
1051	BiB: Photograph Sales	0	16	0	0
1052	BiB: Calendar Sales	0	100	0	0
	Total Income	0	347	0	300

	208 Net Expenditure	3,050	2,993	5,000	570	
209	Coulter Lane Remb. Garden					
4411	Handyperson Service	150	0	150	0	
4500	Coulter Lane Remb. Garden	0	1,994	0	0	
4501	Grounds Maintenance	1,100	525	1,100	0	
	OverHead Expenditure	1,250	2,519	1,250	0	
	209 Net Expenditure	1,250	2,519	1,250	0	
210	Burntwood Wakes Festival					
4001	Salaries	1,750	1,750	3,060	0	
4411	Handyperson Service	800	0	800	39	
4600	BWF: Stage / Sound Hire	40,000	5,500	40,000	0	
4601	BWF: Unsigned - Neon Studios	0	0	0	0	
4602	Family Fun Day Entertainment	0	3,275	0	0	
4603	Marquees & Furniture	0	4,936	0	0	
4604	First Aid Cover	0	0	0	0	
4605	Fire Cover	0	0	0	0	
4607	Security	0	0	0	0	
4608	Rubbish Skips	0	0	0	0	
4609	Traffic Management	0	0	0	0	
4610	Mobile Toilets	0	0	0	0	
4611	Publicity	0	800	0	720	
4612	Insurance	0	1,580	0	1,792	
4613	Ground Crew	0	0	0	0	

4614	Coach	0	25	0	0
4615	Pathway: Clearance	0	0	0	0
4616	Pathway: Lighting	0	0	0	0
4619	Hospitality: Mobile Toilets	0	550	0	0
4620	Miscellaneous	0	-987	0	1,987
4621	BWF: Saturday evening	0	1,425	0	0
4623	BWF: Generators/Fuel	0	0	0	0
4624	BWF: Policing	0	0	0	0
4625	BWF: Lighting Crew	0	0	0	0
4626	BWF: Friday Evening	0	1,000	0	0
4627	Refunds: Hospitality	0	17	0	0
4628	Refunds: Sponsorship	0	800	0	0
4629	Refunds: Craft Pitch Fee	0	213	0	0
4630	Refunds: Grants	0	5,020	0	0
	OverHead Expenditure	40,800	25,904	43,860	4,538
1025	Sundry Income	0	0	0	0
1026	Insurance Claim - Event Cancellation	0	15,111	0	0
1090	BWF: Craft Marquee Pitch Fees	0	213	0	213
1091	BWF: Sponsorship	0	7,570	3,720	11,280
1095	BWF: Hospitality - Food	0	17	0	0
1096	BWF: Hire of equipment, etc	0	0	0	0
1200	Refunds	0	550	0	0
	Total Income	0	23,460	3,720	11,493
	210 Net Expenditure	40,800	2,444	40,140	-6,955

211	Town Strategy						
4750	Town Strategy	250	0	10,000	0		
	OverHead Expenditure	250	0	10,000	0		
	211 Net Expenditure	250	0	10,000	0		
212	Quality Council						
4210	Quality Council	0	240	0	0		
	OverHead Expenditure	0	240	0	0		
	212 Net Expenditure	0	240	0	0		
214	Community Projects						
4411	Handyperson Service	0	70	0	0		
4755	Tea Dance	0	663	700	354		
4757	Artwork Comp.	0	200	0	0		
4758	General Expenses	0	4,354	4,000	0		
	OverHead Expenditure	0	5,287	4,700	354		
1025	Sundry Income	0	0	0	157		
	Total Income	0	0	0	157		
	214 Net Expenditure	0	5,287	4,700	157		

215	SCAMP					
4550	SCAMP: Maintenance	0	0	1,500	0	
4551	SCAMP: Insurance	0	0	500	406	
	OverHead Expenditure	0	0	2,000	406	
	215 Net Expenditure	0	0	2,000	406	
301	Civic Expenses					
4360	Chairman's Expenses	4,500	-265	4,500	23	
4361	General Expenses	0	0	0	0	
4363	Civic Carol Service	0	64	0	0	
4364	Civic Service & Reception	0	966	0	0	
4365	Hospitality: General	0	0	0	0	
4366	Hospitality: BWF	0	0	0	0	
4368	Fundraising	0	-1,232	0	5	
4369	Fundraising - Distribution	0	2,215	0	0	
4999	Contingency Expenses	0	200	0	0	
	OverHead Expenditure	4,500	1,947	4,500	28	
1025	Sundry Income	0	14	0	0	
1061	Civic Service: Collection/Raffle	0	211	0	0	
1062	Fundraising	0	1,702	0	0	
	Total Income	0	1,927	0	0	

	301 Net Expenditure	4,500	20	4,500	28		
302	Grant Aid						
4400	Local Voluntary Organisations	8,000	7,850	10,000	0		
4401	Play Schemes	3,100	3,100	3,100	0		
4402	Community Transport	3,000	3,000	3,000	0		
4403	Community Development Worker	17,167	4,743	0	0		
4405	SESCAB	3,500	3,500	3,500	3,500		
4407	Cheque Presentation Evening	0	14	0	0		
4408	Remembrance Wreaths	100	100	100	0		
4409	SCAMP	0	195	0	0		
	OverHead Expenditure	34,867	22,502	19,700	3,500		
1200	Refunds	0	0	0	0		
	Total Income	0	0	0	0		
	302 Net Expenditure	34,867	22,502	19,700	3,500		
		2012/13		2013/14			2014/15
		Budget	Actual	Agreed Budget	Actual YTD	Projected Actual	Budget
		£	£	£	£	£	£
310	Election Expenses						
4701	Election Expenses	0	0	5,000	0		
	OverHead Expenditure	0	0	5,000	0		
	310 Net Expenditure	0	0	5,000	0		

	Total Budget Expenditure	255,992	165,655	264,103	54,151		
	Total Income	260,140	269,651	264,223	267,613		
	Net Expenditure	-4,148	-103,996	-120	-213,462		

BURNTWOOD TOWN COUNCIL 2013/14 CEMETERY BUDGET
(as at 30 June 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	687		
4802	Grounds Maint: Sister Dora Ave	0	0	200	0		
4803	Grounds Maint: Front Verge	0	0	200	0		
4807	Turf	200	0	200	0		
4809	Weed Killing (selective)	100	0	100	0		
4810	Grave digging: Main Contractor	2,500	2,140	2,500	2,190		
4811	Grave digging: Others	2,500	0	2,000	0		
4812	Cemetery Gatekeeper	1,040	520	1,300	0		
4813	Trade Refuse	300	135	300	60		
4814	Skips	120	0	120	0		
4815	ICCM Membership	100	90	100	0		
4817	Survey	0	0	0	0		
4818	Computer Software Support	0	104	185	0		
4819	Water Rates	40	25	40	9		
4820	NNDR: Burntwood Cemetery	352	353	440	307		
4821	Trees: Maintenance, etc	0	0	0	0		
4856	General Maintenance, etc	200	33	200	42		
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	3,295	
1000	Burial Fees/Licences		25,000	16,205		25,000	15,575	
	Total Income		25,000	16,205		25,000	15,575	
	401 Net Expenditure		-3,448	-10,983		-2,765	-12,280	
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	3,295	
	Total Income		25,000	8,725		25,000	15,575	
	Net Expenditure		-3,448	-6,371		-3,090	-12,280	

BURNTWOOD TOWN COUNCIL
11 JULY 2013
SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	AMOUNT
				£
09 05 13	CLP	Stationery	100973	447.25
09 05 13	Colour Graphics	BWF Banners	100974	81.93
09 05 13	G R Wilson	Handyperson Service - April 2013	100975	484.95
09 05 13	Lichfield City Council	Civic Allowance	100976	23.00
09 05 13	Newlife Foundation for Disabled Children	Distribution of 2012/13 Chairman's Charity Funds	100977	202.50
09 05 13	St Giles Hospice	Distribution of 2012/13 Chairman's Charity Funds	100978	202.50
13 05 13	BNP Paribas	Franking M/C: Quarterly Rental	Direct Debit	226.80
15 05 13		Employee Costs: Month 2	BACS	5,194.64
23 05 13	SmarterWays Ltd	IT Support: May 2013	100979	139.80
23 05 13	Lichfield District Council	NNDR: Office £430, Cemetery £46, Traffic Islands £168	100980	644.00
23 05 13	HMRC	NI/PAYE: Month 2	100981	1,590.84
23 05 13	Staffordshire Pension Fund	LGPS Contributions: Month 2	100982	1,518.47
23 05 13	BT Payment Services Ltd	Office: Internet Services	100983	134.61
23 05 13	Zurich Municipal	Insurance Renewal: 2013/14	100984	1,768.04
23 05 13	CLP	Stationery	100985	43.50
02 06 13	Heather Roberts	Coronation Tea Dance: Music	100986	50.00
03 06 13	SESCAB	2013/14 Grant Aid	100987	3,500.00
23 05 13	Zurich Municipal	BWF: Generators - Plant Hire Insurance	100988	206.06
23 05 13	Vaults Fire & Security Ltd	Office: Annual CCTV Maintenance Contract	100989	315.60
23 05 13	SLCC Enterprises Ltd	Publications	100990	19.45
23 05 13	Mrs J Bayley	1st Aid @ Work Training Course: Mileage/Subsistence	100991	66.73
23 05 13	Ms J Minor	1st Aid @ Work Training Course: Subsistence	100992	54.71
05 06 13	Mrs J Bayley	Mileage Allowance	BACS	139.10
07 06 13	D T Homer	Cemetery: Grave Digging	100993	870.00
07 06 13	Heart of England in Bloom	2013 Entry Fee	100994	150.00
07 06 13	Viking	Stationery	100995	64.79

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	AMOUNT
				£
07 06 13	G R Wilson	Handyperson Service: Cemetery £247.78; Bus Shelters £35.75, BWF £39	100996	322.53
07 06 13	SmarterWays Ltd	IT Support/Remote Back-Up: June 2013	100997	139.80
07 06 13	A Terry	Coronation Tea Dance: Refreshments	100998	184.00
07 06 13	TownTrader Marketing Ltd	BWF Wrap £720; Newsletter £360	100999	1,080.00
07 06 13	The Office Furniture Warehouse	Replacement Operator's Chair	101000	104.40
14 06 13		Employee Costs: Month 3	BACS	5,960.83
24 06 13	SLCC Enterprises Ltd	Cemetery Legal Compliance Training	101001	198.00
24 06 13	Stephens McBride	Office: Qtrly Rent and Service Charge	101002	4,170.00
24 06 13	D T Homer	Cemetery: Grave Digging	101003	470.00
24 06 13	South Staffs Water	Office: Water Services	101004	64.85
24 06 13	RBS Software Solutions	Basic Accounts Package Training x 2 Delegates	101005	384.00
24 06 13	Lichfield District Council	Cemetery: Trade Refuse	101006	60.00
24 06 13	HMRC	PAYE/NI: Month 3	101007	1,907.96
24 06 13	Staffordshire Pension Fund	LGPS Contributions: Month 3	101008	1,518.47
28 06 13	Lichfield District Council	NNDR (4/10): Office £430, Cemetery £46, Traffic Islands £168	101009	644.00
24 06 13	CLP	Stationery	101010	90.29
24 06 13	BT Payment Services Ltd	Office Telephone: Qtrly Line Rental and Calls	101011	201.45
24 06 13	BT Payment Services Ltd	Office Fax: Qtrly Line Rental and Calls	101012	92.62
01 07 13	Lichfield District Council	BiB: Provide and Install Planter	101013	415.20
01 07 13	Ricoh UK Ltd	Quarterly Photocopier Charges	101014	335.72
01 07 13	SLCC Enterprises Ltd	Publication (Local Council Administration - latest version)	101015	63.00
01 07 13	Stretton Construction Ltd	Cemetery: Empty Skips, Supply Soil and Grass Seed	101016	361.20
		VOIDED CHEQUE	101017	0.00
01 07 13	Stretton Construction Ltd	BWF: Roadway to "The Bowl" @ Burntwood Rugby Club	101018	1,800.00
01 07 13	City Jewellers	Chain of Office: Engraving and Repair to Shoulder Pin	101019	80.00
01 07 13	Lichfield District Council	Contribution to 2013 Summer Playscheme	101020	3,100.00
05 07 13	The Co-operative Bank	Inter-account Sweep Fee	Direct Debit	30.00

41,917.59