

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN  
ON THURSDAY 01 OCTOBER 2015 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Mrs Tranter (in the Chair)  
Councillors Drinkwater, Mosson, Mrs Rigby and Mrs Woodward

**In attendance**

Mrs M Danby, Town Clerk  
One member of the public (Minute Nos. 1 – 13 only)

**20. APOLOGIES FOR ABSENCE**

Councillor Mrs Fisher and Mrs Pullen.

**21. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Woodward declared a Personal Interest with regard to Minute No. 12 (Spark (Burntwood) CIC).

**22. MINUTES**

**RESOLVED** That the Minutes of a Meeting of the Policy & Resources Committee held on 18 June 2015 (Minute Nos. 1 - 19) be received and noted.

Councillor Mrs Woodward asked that the words "(after the meeting had been formally closed)" be deleted from Minute No. 3.

**23. WILLIAM CADMAN CHARITY TRUSTEES (Full Council Minute No. 46 refers)**

Members were reminded that reference had been made at the recent Full Council meeting that there may be a conflict of interest due to the fact that two of the Trustees cohabit.

As requested, the Town Clerk had liaised with the Staffordshire Parish Councils' Association who had advised that "... there is unlikely to be any difficulty in this situation.

The only context in which I (*i.e.* SPCA) might see a potential 'conflict of interest' is if any concerns were raised by third parties that either of the two Trustees involved could be shown to lack sufficient objectivity in reaching any decisions affecting disbursements from the charity as a result of undue influence on the part of the other. The Charity Commission's own definition of a 'conflict of interest' may be instructive

and perhaps the Trustees might be advised to familiarise themselves with it if they haven't done so already, *viz*

'Conflict of interest:' A conflict of interest is any situation in which a Trustee's personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the charity.

Reference to the following may be appropriate:

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29/conflicts-of-interest-a-guide-for-charity-trustees#preventing-conflicts-of-interest-from-affecting-decision-making-legal-requirement>".

A copy of a relevant NALC Legal Topic Note with which those involved should also be interested was also provided by SPCA and will be provided to the Trustees.

**RESOLVED** That the advice from the Staffordshire Parish Councils' Association be received and noted.

**24. PUBLIC ACCESS DEFIBRILLATORS (PADS) (Full Council Minute No. 48 refers)**

Members were reminded that a presentation had been received from West Midlands Ambulance Service (WMAS) at the July 2015 Full Council meeting on the need to provide more Public Access Defibrillators (PAD) and how valuable they are in saving peoples' lives.

This matter had been deferred to the Policy & Resources Meeting so that consideration could be given to purchasing and installing a PAD in the town (location to be confirmed) together with an open training event (to be organised by the Town Council).

Members reported that a person had recently regrettably died at the Grangemoor WMC and it had been said that his life might have been saved if a PAD had been available. The Club had bought a PAD from its own funds, sourced by Councillor Ennis (who is also Treasurer to the Grangemoor WMC). As a result of this work Councillor Ennis was now in possession of quotations and information, etc necessary to see a PAD installed. It was suggested that Councillor Ennis could be nominated to co-ordinate the PAD project.

It was also noted that it was possible to establish a Defibrillator Trust to raise funds to provide and install PADs in the town, and it was suggested that the Trust could be named after the gentleman who had recently died at the Grangemoor WMC.

It was suggested that all elected Members be requested nominate sites around Burntwood where they felt a PAD might be beneficial.

**RESOLVED** That this matter be deferred back to the Full Council with the following recommendations:

**RECOMMENDATIONS:**

- a) That Councillor Ennis be nominated to lead on the Burntwood defibrillator project with two Majority Group members (names to be confirmed).
- b) That a Burntwood Defibrillator Trust be established and be named after the gentleman who had recently died at the Grangemoor WMC.
- c) That all elected Members be requested to suggest locations around Burntwood where it might be beneficial for PADs to be installed.

**25. SANKEY'S CORNER: S106 ENVIRONMENTAL IMPROVEMENTS**

Members were reminded that this matter had been deferred from the last Full Council meeting for consideration and decision.

Councillors Drinkwater and Mrs Woodward explained how the S106 funding had originally been earmarked for environmental improvements at Sankey's Corner.

Councillor Mrs Tranter explained how she had been briefed by the LDC Officer in this matter and how she had arrived at her suggestions on how the surplus funding could be utilised. She also explained that the LDC Portfolio Holder was amenable to surplus funds being outside of the original area, i.e. Sankey's Corner provided they were to be used for environmental improvement projects.

**RESOLVED THAT:**

- a) The new "spare" bench be installed at Rugeley Road, Burntwood (adjacent to The Swan PH car park).
- b) The 5 No. original benches from Sankey's Corner and 3 No. Swan Island be refurbished and installed at various locations around Burntwood, such locations to be suggested by the elected Members.
- c) The outstanding items at Sankey's Corner, i.e. repainting the junction box and the CCTV housing, replacing the wooden centres of existing two signs (list with costings to be provided by Minority Group Members).
- d) Any surplus funds be put to the supply and installation of the four "Welcome to Burntwood" signs to be located at arterial entrances into the town.

**26. BURNTWOOD IN BLOOM COMMITTEE (Full Council Minute No. 48 refers)**

Members were reminded that the Minority Group had reiterated a request that in the interests of political balance they be given a seat on the Burntwood in Bloom Committee.

The Town Clerk reported she had liaised with the Chairman of the Heart of England in Bloom to ascertain whether a 50/50 balance of elected members and community representatives would be acceptable. He had responded in the affirmative.

**RESOLVED** That the Minority Group be given a seat on the Burntwood in Bloom Committee (name to be confirmed).

**27. MEMBERS AND OFFICERS MILEAGE AND SUBSISTENCE POLICY AND THE CHAIRMAN AND VICE-CHAIRMAN ADVICE, CONVENTIONS AND PROCEDURE**

Members were reminded that clarification had been sought at the recent Full Council meeting on whether the decision taken by the Town Clerk that the Chairman of the Council could claim mileage expenses was correct.

The Town Clerk advised Members that the Town Council has two separate documents, both of which deal with claiming travel expenses:

- a) Members and Officers Mileage and Subsistence Policy, and
- b) The Chairman and Vice-Chairman Advice, Conventions and Procedure

Document (a) states that the "reimbursement of exceptional travel costs within the parish boundary will be permitted on an individual case basis".

Document (b) states that "Taxi and travelling expenses" are legitimate expenditure.

Whilst accepting the previous Chairmen had not claimed travelling expenses the Town Clerk explained that she had felt that the claim was justifiable under the Chairman and Vice-Chairman's Procedure.

**RESOLVED THAT:**

- a) The Members and Officers Mileage and Subsistence Policy be amended as follows:

- i) "Reimbursement of exceptional travel costs within the parish boundary will be permitted on an individual case basis"

be changed to read:

"Reimbursement of travel costs within the parish boundary will be permitted on an individual case base at the Town Clerk's discretion; exceptional travel costs must be approved by the Leader of the Council prior to these being paid.

- ii) An additional bullet point under Members be added:

"The Chairman and Vice-Chairman of the Council are permitted to claim travelling expenses as set out in the "Chairman and Vice-Chairman Advice, Conventions and Procedure" document."

- b) The Chairman and Vice-Chairman Advice, Conventions and Procedure document be amended as follows:

Civic Expenses Schedule

"Taxi and travelling expenses to be amended to read "Travelling expenses".

**28. BUDGET: INCOME AND EXPENDITURE TO 21 SEPTEMBER 2015**

**RESOLVED** That the 2015/16 income and expenditure to 21 September 2015 be received and noted.

**29. BURNTWOOD TOWN STRATEGY (BTS): IMPLEMENTATION OFFICER (Full Council Minute No. 52 refers)**

Members were reminded that it had been suggested at the recent Full Council meeting that there was a discrepancy in the 2015/16 Budget Report with regard to the BTS Implementation Officer.

The Town Clerk provided an explanation on how the self-employed BTS Implementation Officer's contract is funded during the 2015/16 financial year and why a different figure had been used in the recent Staffing Review process.

**RESOLVED** That the explanation with regard to the above be received and noted.

**30. PROPOSED CHRISTMAS FESTIVAL 2015**

Members received details of the proposed Christmas Festival which was scheduled to take place on Saturday 05 December 2015 and they were requested to approve a budget of £1,000 (to be funded from the Christmas Tree/Lights cost centre) to enable the Festival to be arranged.

**RESOLVED** That a budget of £1,000 be approved to enable the above event to be arranged.

**31. CHAIRMAN'S CHAIN OF OFFICE**

Members were informed that there are only two spaces available on the Chain of Office for the names of future Chairmen to be engraved. The Town Clerk had sought a quotation from the jeweller's who have previously undertaken repairs, etc to the Chain of Office.

The Committee Chairman asked that this item be deferred to the next meeting of the Committee to enable another quotation to be obtained from a Lichfield-based jeweller.

**RESOLVED** That this item be deferred to enable another quotation to be sought.

**32. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** 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.

**33. WELCOME SIGNAGE**

Members were reminded that the original brick plinth housing a "Welcome to Burntwood" sign at four arterial entrances to the town had been quoted at c£15,000 plus the additional permits/planning applications which were necessary. It had been felt that the cost could not be justified and the Town Clerk was requested to seek an alternative design/quotation.

A quotation had been obtained for a post-mounted aluminium sign, the text would be in raised lettering and the sign would be as previously agreed, i.e. the green swathe and four village names from the Town Council logo together with the words "Welcome to Burntwood". The sign would have a white background, logo would be in green and all text would be black.

The quotation came with four different options for the two posts. The quotation was for the supply, delivery and installation of four "Welcome to Burntwood" signs.

**Locations:**

1. Staffordshire Highways had asked for the location of the proposed Pool Road/Burntwood Way sign to be moved approx. 100m along Burntwood Way (in the direction of the Burntwood Rugby Club).
2. Grass verge junction of Cannock Road, Miners Way, Chase Terrace
3. Grass verge junction of Stables Way/Ironstone Road, Burntwood
4. Grass verge at the junction of Norton Lane/Lichfield Road, Burntwood

**RESOLVED THAT:**

- a) The quotation supplied by Malcolm Lane & Son Ltd in the sum of £8,620 plus VAT for the supply, delivery and installation of four signs 1100mm wide x 850mm high with raised text in cast aluminium, post mounted (two plain "Shear-off" posts per sign) and ball finial.
- b) Advertising consent applications be submitted with regard to location numbers 1 and 4 at a cost of £55 per site.
- c) S50 applications be made with regard to locations 1 and 4 at a cost of £332 per site.
- d) S115E application be made with regard to location 4 at a cost of £100.

**34. LAND AT PLANT LANE, OFF CANNOCK ROAD**

**RESOLVED** That this matter be deferred to the Full Council for consideration and decision.

**35. FACILITIES BOOKING SOFTWARE**

**RESOLVED THAT**

- a) The quotation from Rialtas Business Solutions Ltd for the supply and configuration of the Facilities Booking software module be accepted in the sum of £1,152 plus VAT (including 1<sup>st</sup> year Annual Support and Maintenance Single User Licence).
- b) The ongoing cost of the Annual Support and Maintenance Multi 5 User Licence at a current cost of £265 per annum be accepted.
- c) One day's training for the above module be arranged for the two Administrative Assistants at a cost of £399 plus VAT plus mileage at 45p per mile.

(The Meeting closed at 8.30 p.m.)

Signed .....

Date .....