



The Old Mining College Centre
Queen Street
BURNTWOOD
WS7 4QH

Tel: 01543 677166
Email: steve.lightfoot@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: SL/JM

04 May 2022

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Town Council to be held on **Wednesday 11 May 2022 at Burntwood Memorial Institute, Rugeley Road, Burntwood** at which the business set out below will be transacted.

PLEASE NOTE: The meeting will commence immediately after the Annual Town Meeting which will commence at 6pm.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

- 1. ELECTION OF TOWN COUNCIL CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 2. ELECTION OF TOWN COUNCIL VICE-CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. APOLOGIES FOR ABSENCE**
- 4. DECLARATIONS OF INTERESTS AND DISPENSATIONS**
To receive declarations of interests and consider requests for dispensations.
- 5. MINUTES**
To approve as a correct record the Minutes of the Meeting of the Town Council held on 16 March 2022 [Minute Nos. 103-120] **[ENCLOSURE NO. 1]**
- 6. TO APPOINT CHAIR, VICE-CHAIR AND MEMBERS OF COMMITTEES**
The Council is asked to appoint Councillors to the Committees that it has set up.
- 7. CHAIR'S REPORT**
For information purposes only. No decision is required by the Council.
- 8. MEMBERS QUESTIONS**
- 9. APPROVAL OF PAYMENTS FROM 24 MARCH TO 29 APRIL 2022**
Council is asked to approve the schedule of payments from 24 March to 29 April 2022 in the sum of £38,357.95 **[ENCLOSURE NO. 2]**.
- 10. STATEMENT OF ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2021/22**
Council is asked to consider the recommendations in the attached report **[ENCLOSURE NO. 3]** relating to the following reports of Detailed Income and Expenditure for 2021/22 **[ENCLOSURE NO. 4]**, Statutory Balance Sheet as at 31st March 2022 **[ENCLOSURE NO. 5]** and the draft Annual Governance and Accountability Return 2021/22 **[ENCLOSURE NO. 6]**
- 13. PLANNING AND DEVELOPMENT COMMITTEE – 15 MARCH 2022 AND 13 APRIL 2022**
Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 15 March 2022 [Minute Nos. 42-46] and 13 April 2022 [Minute Nos. 47-52] be received and where necessary approved and adopted **[ENCLOSURE NO. 7A AND 7B]**.

14. COMMUNITY AND PARTNERSHIPS COMMITTEE – 22 MARCH 2022 AND 19 APRIL 2022

Chair of the Community and Partnerships Committee to move that the proceedings of the meetings held on 22 March 2022 [Minute Nos 56-64] and 19 April 2022 [Minute Nos. 65-74] be received and where necessary approved and adopted [**ENCLOSURE NO. 8A AND 8B**].

15. POLICY AND RESOURCES COMMITTEE – 29 MARCH 2022

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 29 March 2022 [Minute Nos 20-27] be received and where necessary approved and adopted [**ENCLOSURE NO. 9**].

16. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies [Admissions of 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.

17. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 16 March 2022 [Minute Nos. 118-120] [**ENCLOSURE NO. 10 – PINK**]

18. POLICY AND RESOURCES COMMITTEE – 29 MARCH 2022

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 29 March 2022 [Confidential Minute Nos 25-27] be received and where necessary approved and adopted [**ENCLOSURE NO. 11- PINK**].

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the Chairman has the option to extend the time allowed to you if they think it is appropriate.

So that the Members of the meeting can be properly briefed in order to enable them to provide a considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chairman of the meeting has the right to reject any representations that he/she considers not to be appropriate for the meeting.

The public forum session will usually be the first item on the agenda and normally will last up to 30 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case a written response will be sent to your stated address and a copy will be made available for public inspection at the Town Council's offices.

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD IN THE MAIN HALL AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,
BURNTWOOD ON WEDNESDAY 16 MARCH 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Birch, Bishop, Bullock, D Ennis, L Ennis, Flanagan, Greensill, Ho, Norman, R Place, Taylor, Willis-Croft and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms A James, Finance Officer

County Councillor Cox

County Councillor Wilcox

CURRENT SITUATION IN UKRAINE

Pastor Rod Lewis explained that he had been a missionary in Ukraine from 1989 to 2009 which had involved various work e.g. taking over medicines and incubators and he was broken hearted to see the current suffering. He stated that the "We Stand With Ukraine" event on Saturday 12 March was amazing and that he continues to pray for the people of Ukraine.

Councillor Woodward acknowledged Pastor Lewis's long-standing service to Burntwood and his connection to Ukraine. She explained that the easiest way to get help directly to those who are suffering in this humanitarian crisis is to donate via the Disasters Emergency Committee [go to dec.org.uk]. She stated that the Town Council together with partner organisations will be getting together in the near future to see what else Burntwood can do.

Councillor R Place stated that the current situation in Ukraine had touched all of us and also acknowledged Pastor Lewis's commitment to the community of Burntwood over a long period of time.

PUBLIC FORUM

No questions were raised by members of the public.

103. APOLOGIES FOR ABSENCE

Councillors Banevicius, Brown [Dispensation], Gittings, Kirkham, M Place and Westwood.

104. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Evans declared an interest in any discussions concerning CASES as she is a trustee.

**105. NOTICE OF CASUAL VACANCY – COUNCILLOR THOMAS LOUGHBROUGH RUDD
[SUMMERFIELD AND ALL SAINTS WARD]**

Members formally noted that the Town Clerk had declared a casual vacancy on the Town Council on 24 January 2022 following the resignation of Mr Thomas Loughbrough Rudd.

106. SUMMERFIELD AND ALL SAINTS WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

The Chair asked Kathy Coe MBE if she still wished to be co-opted onto the Town Council and Mrs Coe confirmed that she still wished to be considered for the Summerfield and All Saints Ward.

Members noted that the vacancy had been advertised and that no notice requesting an election had been made.

Councillor Woodward explained to Members that only one application to be co-opted had been received. She stated that Mrs Coe has already made a huge contribution to our town and further afield and Councillor Birch explained that Mrs Coe has been a campaigner for womens safety through her role in Pathway.

It was proposed by Councillor Woodward, seconded by Councillor Birch and following a secret ballot [11 for, 3 abstentions] it was

RESOLVED That Kathy Coe MBE be co-opted onto the Town Council to represent the Summerfield and All Saints Ward.

The successful co-optee signed the Declaration of Acceptance of Office after which she took her place at the table.

It was noted that Mrs Coe would serve on the Overview and Scrutiny Committee.

Councillor Coe thanked the Town Council for the opportunity to serve the people of Burntwood. She explained that she had moved to Burntwood in 1971 and the area quickly became home as her three children were all born here. She stated that she was proud to have founded Pathway and following her retirement still works as a volunteer for them. She explained that her passion and life's work is supporting victims of abuse. There are many good things about Burntwood e.g. community spirit, amazing people and creative and life changing ideas from the voluntary sector. She stated that she loved the dementia friends work currently being undertaken, the need for mental health support after the pandemic, the need to continue to campaign about the state of the roads [too many potholes], the need for money to be invested in Sankey's Corner and the High Street, new infrastructure funding after the amount of new homes built and the need to encourage peer support on lots of different issues.

107. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 12 January 2022 [Minute Nos. 92-102] be received and where necessary approved and adopted.

108. CHAIR'S REPORT

The Chair explained that she had represented the Town Council at several functions recently, namely on 14 January she attended the tree planting at Stables Way [partnership working with Mercian Labels], on 08 February she attended Chase Terrace Academy to open their Safe Space initiative for students who are suffering from anxiety etc and she had an interesting conversation with students who have been trained to offer peer support to them and on 23 February she attended Burntwood Library and the launch of an exhibition on living with dementia in the town entitled "Through My Eyes". She stated that it was hoped that the Town Council would have a stall at the Burntwood Producers' Market on Sunday 10 April to highlight dementia. She stated that she also attended an event at Fulfen Primary School together with Councillor D Ennis to open the new library. Reading is such an enjoyed and important opportunity to trigger the imagination. It was also great to talk and be questioned by members of the school council who asked some very pertinent questions about the role of the Town Council. She also attended the "We Stand with Ukraine" event on Saturday 12 March.

Even though not to do with Burntwood, the Chair referred to the release of Nazanin Zaghari-Ratcliffe.

109. MEMBERS QUESTIONS

None received.

110. CALENDAR OF MEETINGS

Councillor Woodward noted that it is a complex exercise to co-ordinate the meetings to avoid as many of the inevitable clashes with other council's calendar and would like to place on record thanks to the Deputy Clerk for completing this with efficiency. Councillor R Place was grateful for early sight of the meeting calendar and was supportive of the meeting dates, however, he stated that Hammerwich Parish Council at their meeting later tonight would be discussing the start time of their meetings [currently 7.30pm and changing to 6pm] so some clashes would be inevitable.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the calendar of Meetings for 2022/23 be received and adopted.

111. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET AND EARMARKING OF RESERVES AT YEAR END

The Finance Officer explained that the earmarked revenue reserves should be earmarked for specific projects and in reflection suggested that the Town Strategy [£79,752], Bus Shelters [£9,294], Street Lighting [£1,500] and Public Conveniences [£15,291] could be left in general reserves.

Councillor Greensill asked if organisations could clawback money if not spent. The Finance Officer explained that any unspent Neighbourhood Plan grant from Groundwork would need to be returned to them.

Councillor R Place referred to the fact that the Town Council has nearly £600,000 in reserves.

Councillor Woodward referred to Minute No. 83 [16 November 2021 Full Council] where the Council Budget for 2022-23 was discussed and explained that due to Covid-19 the Town Council was not able to move forward on projects however she confirmed that projects were now moving ahead for the benefit of Burntwood. The reserves would not be at the level they are at present if the projects had taken place.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the Budget Statement be endorsed, and the suggested earmarking of the underspend be approved.

112. BANKING FACILITIES

Councillor R Place explained that he was currently having problems logging on to Unity Trust Bank and was supportive of the recommendations.

It was proposed by Councillor Birch, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That Councillor Paul Taylor be added to the Unity Trust Bank mandate to give extra capacity to authorising expenditure and monitoring spending, that the Finance Officer be instructed to open a suitable account with National Westminster, and the existing mandated Members be on that account's mandate, that a float of £10,000 be transferred to this account as an emergency operating reserve, and to replace all remaining cash systems with a contactless debit card and that the Town Clerk continue to monitor the effectiveness of Unity Trust with a view to closing the account in the future.

113. GRIT BINS

The Town Clerk explained that he had recently purchased six grit bins at a cost of £437.74 plus VAT and was in communication with Mary Lee from Staffordshire County Council with regard to the appropriate licences.

Councillor Woodward explained that grit bins had been on the Town Council agenda for some time and this project was now moving forward. She said that there are a lot of steep roads in Burntwood [particularly the Boney Hay & Central Ward] and felt that this was a positive thing for the Town. Should Members know of any other locations they need to advise the Town Clerk.

Councillor Flanagan said that he was delighted that Stables Way was being included on the list for a grit bin. It was noted that it was yet to be confirmed on the gritting schedule by Staffordshire County Council.

Councillor Birch stated that he had been campaigning for more grit bins for two and a half years.

114. DEMENTIA FRIENDLY PROJECT

The Town Clerk confirmed the Project had been identified as a priority for the Town Council and referred to Minute No. 52 – Dementia Friendly Town – Appointment of Experienced Advisor [23 February 2022 Community and Partnership Committee] and confirmed that he had hired an experienced advisor on a freelance temporary basis to guide the Town Council. A meeting had been held with the advisor to discuss actions/steps needed to move forward. He confirmed that a meeting of the Dementia Friends Working Group had been arranged for 23 March 2022 via Zoom. It was hoped that the Town Council would become “dementia friendly” in May 2022.

Councillor Evans confirmed that the “Through Our Eyes” exhibition had been launched in the Library on 23 February 2022 and it was hoped that the exhibition would move around the Town [e.g. Darwin Medical Practice – Greenwood House, Chase Terrace Academy and Erasmus Darwin Academy]. She confirmed that 1,500 knitted/crochet forget-me-nots had been made and it was hoped that the Town Council would have a stall at the Burntwood Producers’ Market on 10 April to further promote the dementia friendly project.

Councillor Woodward explained that the accreditation was not the end of the project but the start as it had been reported that one in fourteen people over the age of 65 has some form of dementia and would encourage all Councillors to visit the “Through Our Eyes” exhibition.

115. PLANNING AND DEVELOPMENT COMMITTEE – 18 JANUARY 2022 AND 15 FEBRUARY 2022

Councillor D Ennis referred to planning application 21/02031/FUL – Morrisons and explained that Members needed to keep lobbying to ensure the resurfacing of the island.

It was proposed by Councillor Birch, seconded by Councillor Norman, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 18 January 2022 [Minute Nos. 31-36] and 15 February 2022 [Minute Nos. 37-41] be approved as a correct record.

116. COMMUNITY AND PARTNERSHIPS COMMITTEE – 27 JANUARY 2022 AND 23 FEBRUARY 2022

It was proposed by Councillor D Ennis, seconded by Councillor L Ennis, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meetings of the Community and Partnerships Committee held on 27 January 2022 [Minute Nos. 32-46] and 23 February 2022 [Minute Nos. 47-55] be approved as a correct record.

117. OVERVIEW AND SCRUTINY COMMITTEE – 24 FEBRUARY 2022

It was proposed by Councillor Norman, seconded by Councillor Bishop, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Overview and Scrutiny Committee held on 24 February 2022 [Minute Nos. 6-12] be approved as a correct record.

118. EXCLUSION OF THE PRESS AND PUBLIC

Councillor Evans moved that although there were no longer members of the public present the Council still needed to approve the exclusion of the press and public so the next agenda item could be treated as confidential.

RESOLVED That under the Public Bodies [Admissions of 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.

119. TOWN DEAL

See Confidential Minutes.

120. BETTER BURNTWOOD FUND

See Confidential Minutes.

[The Meeting closed at 7.32 pm]

Signed

Date

BURNWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

DATE PAID	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	COST CENTRES & NOMINAL CODES	SUB TOTAL	VAT	TOTAL
					£	£	£
24 03 22	Alzheimer's Society	25 pk How to Help People with Dementia	CARD	214/4764	12.95	0.00	12.95
28 03 22	Focus	Monthly Line Rental Charges	DD	107/4057	120.80	24.16	144.96
28 03 22	Burntwood Litter Heroes	Better Burntwood Fund	CARD	302/4416	343.72	0.00	343.72
31 03 22	CPC	Jumbo Toilet Rolls	BACS	104/4059	18.12	3.62	21.74
31 03 22	TechCare	Monthly IT Support	BACS	107/4139	637.03	127.41	764.44
31 03 22	Chase Electrical Industrial Estate	OMCC : Outside Lights	BACS	104/4056	390.00	78.00	468.00
31 03 22	Access Innovations UK Limited	OMCC : Repair to Front Door	BACS	104/4056	175.00	35.00	210.00
31 03 22	Viking	A4 Green Card and All Purpose Cleaner	BACS	107/4211 & 104/4059	39.89	7.98	47.87
31 03 22	TechCare	Monthly IT Support	BACS	107/4139	15.50	3.10	18.60
31 03 22	Staffordshire County Council	Hire of Library Meeting Room	BACS	107/4059	30.00	0.00	30.00
31 03 22	D Homer	Burntwood Cemetery : Grave Digger	BACS	401/4810	1,340.00	0.00	1,340.00
31 03 22	Screwfix	Dunlop Wellies	BACS	104/4056	17.99	0.00	17.99
31 03 22	Citizens Advice South East Staffordshire	Better Burntwood Fund	BACS	302/4416	2,000.00	0.00	2,000.00
31 03 22	WEL Medical Limited	Defib Pads	BACS	214/4764	297.55	59.51	357.06
31 03 22	Unity Trust Bank	Fees & Charges [period 16.12.21 to 02.02.2022]	DD	107/4220	3.60	0.00	3.60
04 04 22	Lloyds Bank	Monthly Fee	DD	107/4220	3.00	0.00	3.00
05 04 22	Sage	Payroll	DD	107/4139	16.25	3.25	19.50
12 04 22	EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	107/4057	42.62	8.52	51.14
14 04 22		Employee Costs Month 1	BACS	107/4019 & 104/4019	8,028.30	0.00	8,028.30
14 04 22		LGPS Month 1	BACS	107/4019 & 104/4019	2,719.28	0.00	2,719.28
14 04 22		NI/PAYE Month 1	BACS	107/4019 & 104/4019	2,739.61	0.00	2,739.61
14 04 22	Nature's Burrow	Wakes Event : Petting Zoo Deposit	BACS	213/4390	150.00	0.00	150.00
14 04 22	Lichfield District Council	NNDR 2022-23 : Old Mining College Centre	BACS	104/4022	7,609.75	0.00	7,609.75
14 04 22	Lichfield District Council	NNDR 2022-23 : Burntwood Cemetery	BACS	401/4820	1,422.15	0.00	1,422.15
14 04 22	Lichfield District Council	NNDR 2022-23 : Traffic Island - Miners Way	BACS	205/4306	37.43	0.00	37.43
14 04 22	Lichfield District Council	NNDR 2022-23 : Traffic Island - Attwood Road	BACS	205/4306	37.43	0.00	37.43
14 04 22	Lichfield District Council	NNDR 2022-23 : Traffic Island - Bridge Cross Road	BACS	205/4306	37.43	0.00	37.43
14 04 22	Lichfield District Council	NNDR 2022-23 : Traffic Island - Cannock Road	BACS	205/4306	37.43	0.00	37.43
14 04 22	Lichfield District Council	NNDR 2022-23 : Traffic Island - High Street	BACS	205/4306	37.43	0.00	37.43
14 04 22	Lichfield District Council	NNDR 2022-23 : Traffic Island - Cannel Road	BACS	205/4306	37.43	0.00	37.43
14 04 22	270 Climbing	Wakes Event : Mobile Wall, Activity Wall, Mobile Cave Deposit	BACS	213/4390	500.00	100.00	600.00
14 04 22	G E Collis and Sons Limited	OMC : Ply Off Cuts	BACS	104/4056	9.64	1.93	11.57
14 04 22	G E Collis and Sons Limited	OMC : LED Strip Lights, 3 Pin Plugs, Terminal Blocks, 1m Cable	BACS	104/4056	48.18	9.57	57.75
14 04 22	G E Collis and Sons Limited	OMC : 5' LED Lights & Decking Screws	BACS	104/4056	39.12	7.82	46.94
14 04 22	G E Collis and Sons Limited	OMC : 25mm Panel Pins, 40mm Panel Pins, 15mm Veneer Pins	BACS	104/4056	31.20	6.25	37.45
14 04 22	S Lightfoot	Jubilee Bunting	BACS	213/4390	44.50	8.90	53.40
14 04 22	S Lightfoot	Platinum Jubilee Flag	BACS	213/4390	25.71	5.14	30.85
14 04 22	S Lightfoot	Forget Me Not Seeds	BACS	214/4764	13.31	2.66	15.97
14 04 22	S Lightfoot	Tealight Candle Holders - Ukraine Event	BACS	214/4764	9.99	2.00	11.99
14 04 22	K Horner	Work undertaken regarding Dementia Friendly Community	BACS	214/4764	500.00	0.00	500.00
14 04 22	Instant Promotion	BTC Gazebo	BACS	213/4399	1,227.50	245.50	1,473.00
14 04 22	Much Ado About Insurance	Wakes Insurance	BACS	213/4390	1,890.43	0.00	1,890.43
14 04 22	Screwfix	OMC : Frosted Window Film	BACS	104/4056	116.66	23.33	139.99

14	04	22	ICCM	Institute of Cemetery & Crematorium Management Membership	BACS	401/4163	95.00	0.00	95.00
14	04	22	Stannah Lift Services Limited	OMC : Servicing of Lift [27-03-2022 to 27-06-2022]	BACS	104/4056	76.61	15.32	91.93
14	04	22	Chasewater Friends	Annual Membership	BACS	107/4170	10.00	0.00	10.00
14	04	22	Viking	A4 Paper, A4 Laminated Sheets, A4 Dividers	BACS	107/4211	52.28	10.46	62.74
20	04	22	Sage	Payroll	DD	107/4139	9.68	1.94	11.62
21	04	22	Octopus Energy	OMC : Gas & Electricity [period 01.03.22 - 31.03.22]	DD	104/4055	1,172.79	234.56	1,407.35
28	04	22	Focus Group	Monthly Line Rental Charges	DD	107/4057	125.11	25.02	150.13
28	04	22	Cheapestprintonline	Purchase of Flyers/Leaflets	CARD	211/4754	179.95	1.19	181.14
29	04	22	Crown Works Tree Services	Burntwood Cemetery : grinding of uprooted tree/stump	BACS	401/4863	245.00	0.00	245.00
29	04	22	RB Services	OMC : Portable Appliance Testing	BACS	107/4211 & 104/4059	255.75	51.15	306.90
29	04	22	G E Collis and Sons Limited	OMC : Double Sided Tape, 4' LED Strip Lights	BACS	104/4056	38.22	7.63	45.85
29	04	22	CPC	OMC : Jumbo Toilet Rolls	BACS	104/4059	18.12	3.62	21.74
29	04	22	Cartridge Save	Ink Cartridges	BACS	107/4211	147.11	29.42	176.53
29	04	22	Roadtech Cutting Services Limited	Market : Road Closure 10.04.2022	BACS	213/4399	650.00	130.00	780.00
29	04	22	TechCare Limited	Monthly IT Support	BACS	107/4139	637.03	127.41	764.44
29	04	22	Bert and Gerts Limited	Market : 10.04.2022	BACS	213/4399	300.00	60.00	360.00
29	04	22	Staffordshire County Council	Hire of Library Meeting Room	BACS	107/4059	30.00	0.00	30.00
							36,896.58	1,461.37	38,357.95

Burntwood Town Council

11th May 2022

Statement of Accounts and Annual Governance and Accountability Return for financial year 2021/22

1.0 Purpose of Report

1.1 To update the Town Council on income and expenditure during 2021/22 and its assets and liabilities at the end of the financial year on 31st March 2022. Also to seek approval and signature of the Annual Governance and Accountability Return for 2021/22 including completion of the Annual Governance Statement.

2.0 Background

2.1 All smaller authorities are required to complete an Annual Governance and Accountability Return (AGAR) at the end of the financial year and to publish certain information on their website. Intermediate authorities (those with either gross income or gross expenditure exceeding £25,000) are required to complete the Form 3 version of the return and to approve and submit it to the external auditors, Mazars, by 30th June. The AGAR includes a report by the Internal Auditor, an Annual Governance Statement, which must be completed by the Town Council (taking account of the Internal Audit Report) and the Accounting Statements, completed by the Responsible Financial Officer. The latter are high level figures and more detail on the end year financial position is shown in the Detailed Income and Expenditure report and in the Statutory Balance Sheet report.

3.0 Income, Expenditure and Balances

3.1 Income and expenditure compared to the annual budget were previously reported to Council in September, November and March, after 4, 6 and 11 months of the financial year respectively. The first table attached updates the figures to the end of March and also includes various year-end accounting adjustments. The actual figures, the annual budget and the % of budget spent (or % of budgeted income received) are shown for each budget item and cost centre. Annual accounts must be prepared on an 'Income and expenditure' basis (as opposed to a 'Receipts and Payments' basis), which includes accruing income and expenditure to the financial year to which they relate. Thus, for example, expenditure relating to the Jubilee Wakes is not shown under Events in this final 2021/22 report but as an asset (prepayment) on the Balance Sheet (because the event takes place, and the services are provided, in the 2022/23 financial year).

3.2 Total income for 2021/22 was £459,453 (the precept plus other income of £114,719). The latter was 11% (£45,838) higher than budget, with higher than budgeted income from OMC business units (following successful marketing of vacant units) and room hire, as well as from traffic island sponsorship and cemetery income

plus the summer picnic insurance claim. Also £22,363 of CIL money and a £3,000 grant for markets were received (and were not included in the budget).

3.3 Total expenditure was £338,952 which was 18% below budget. There were underspends on Better Burntwood and also on Events, for obvious reason, as well as the budgets for Elections, Town Strategy and Public Conveniences not yet being used and, in some cases, added to Earmarked Reserves at year end. Conversely, there were overspends against budget on OMC refurbishment and Community Projects, with these overspends being covered by approved use of Earmarked Reserves.

3.4 Thus income was £120,501 higher than expenditure during the year, leading to an equivalent increase in total assets on the Balance Sheet at year end, which stood at £716,648. This was made up of £249,848 (35%) in General Reserves and £466,800 (65%) in Earmarked Reserves. These figures are reflected in the Accounting Statements in Section 2 of the AGAR.

4.0 Annual Governance Statement

4.1 The Annual Governance Statement (AGS) consists of 8 statements which seek to assure that various aspects of a sound system of internal control were in place during the financial year. The Council needs to consider them individually and answer Yes or No to each, in particular taking account of the comments of the Internal Auditor, Toplis Associates, in the Annual Internal Audit Report (which this year includes the attached supplementary comments).

4.2 Whilst the Internal Auditor has confirmed that the majority of internal control objectives had been met, he did not consider that there was a comprehensive risk assessment document in place and noted that it had not been considered by Council during the financial year as required. Each year the external auditors ask for certain additional information from intermediate authorities, which this year includes a copy of the risk register and evidence of its consideration by Council. A financial risk assessment was updated and approved by Council in September 2021 and the previous Town Clerk prepared numerous risk assessments for various risks associated with management of the OMC premises, the cemetery and other work. However, an overarching document is needed to reference all these individual assessments in a clear format for consideration by councillors. A comprehensive risk register used to be held on a system called LCRS (Local Council Risk System), which was an Access database purchased from a small company. However, it appears to have been lost with changes in technology and equipment and has now been somewhat superceded by the assessments put in place by the previous Town Clerk. It is recommended that a more accessible risk register is compiled as a matter of urgency for Council consideration at a future meeting.

4.3 Although the required internal control of assets was met, the Internal Auditor has suggested that the current use of 2 different asset registers - one for operational use, which includes many items of low value, and one for the AGAR valuation - is reviewed and a de minimis value set.

5.0 Legal context

5.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes monitoring performance against budget during the year. They also require the completion of the AGAR and its submission for external audit by end June, together with certain additional information, and the publication of various information on the Town Council's website.

6.0 Recommendation

6.1 The Town Council is asked to

6.1.1 Approve the Income and Expenditure and Balance Sheet reports for 2021/22 and that the Chairman signs the Accounting Statements in the AGAR.

6.1.2 Note the comments of the Internal Auditor and agree the urgent compilation of an updated and comprehensive overarching risk assessment document for consideration at a subsequent meeting.

6.1.3 Complete the Annual Governance Statement with suggested answers of 'No' for question 5 and 'Yes' for other boxes and approve its signature by the Chairman and the Town Clerk.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

01543 677166

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u>	<u>Corporate</u>								
1176	Precept	349,016	344,734	344,734	0			100.0%	
1199	CCLA Interest	3,729	3,241	3,200	(41)			101.3%	
1205	Bank Account Interest	52	8	50	42			16.6%	
1206	CIL income	14,694	22,363	0	(22,363)			0.0%	22,363
	Corporate :- Income	<u>367,491</u>	<u>370,346</u>	<u>347,984</u>	<u>(22,362)</u>			<u>106.4%</u>	<u>22,363</u>
	Net Income	<u>367,491</u>	<u>370,346</u>	<u>347,984</u>	<u>(22,362)</u>				
6001	less Transfer to EMR	14,694	22,363						
	Movement to/(from) Gen Reserve	<u>352,797</u>	<u>347,983</u>						
<u>104</u>	<u>OMCC</u>								
1025	Sundry Income	226	1,458	756	(702)			192.9%	
1070	OMCC: Unit Rents	21,550	24,556	18,844	(5,712)			130.3%	
1071	OMCC: Unit Service Charges	14,097	19,409	15,551	(3,858)			124.8%	
1072	OMCC: Room Hire	334	1,202	180	(1,022)			667.8%	
1074	OMCC: Unit Cleaning	93	0	0	0			0.0%	
	OMCC :- Income	<u>36,301</u>	<u>46,625</u>	<u>35,331</u>	<u>(11,294)</u>			<u>132.0%</u>	<u>0</u>
4019	Employee costs	12,063	15,866	12,387	(3,479)		(3,479)	128.1%	
4022	NNDR	7,610	7,610	7,610	0		0	100.0%	
4023	Water Rates	1,497	1,200	1,706	506		506	70.4%	
4040	Cleaning Contract	5,021	2,729	5,052	2,324		2,324	54.0%	
4041	Unlocking/Locking	326	0	1,000	1,000		1,000	0.0%	
4055	Energy	9,807	14,764	13,390	(1,374)		(1,374)	110.3%	
4056	Building & Grounds Maintenance	13,286	12,490	11,900	(590)		(590)	105.0%	
4057	Telephones & Broadband	981	127	950	823		823	13.4%	
4058	IT Suite expenditure	495	0	0	0		0	0.0%	
4059	Other Supplies and Services	1,998	2,306	5,000	2,694		2,694	46.1%	
4180	Professional Fees	2,070	5,675	7,382	1,707		1,707	76.9%	
4221	Insurance premiums	100	0	112	112		112	0.0%	
	OMCC :- Indirect Expenditure	<u>55,253</u>	<u>62,767</u>	<u>66,489</u>	<u>3,722</u>	<u>0</u>	<u>3,722</u>	<u>94.4%</u>	<u>0</u>
	Net Income over Expenditure	<u>(18,952)</u>	<u>(16,141)</u>	<u>(31,158)</u>	<u>(15,017)</u>				
<u>105</u>	<u>Transport</u>								
4064	Members Travel Expenses	0	0	50	50		50	0.0%	
	Transport :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>50</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>0.0%</u>	<u>0</u>
	Net Expenditure	<u>0</u>	<u>0</u>	<u>(50)</u>	<u>(50)</u>				

ENCLOSURE NO. 4

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Supplies & Services								
1025 Sundry Income	0	7	0	(7)			0.0%	
Supplies & Services :- Income	0	7	0	(7)				0
4019 Employee costs	129,364	135,074	130,382	(4,692)		(4,692)	103.6%	
4057 Telephones & Broadband	4,083	1,859	2,800	941		941	66.4%	
4059 Other Supplies and Services	296	1,844	1,000	(844)		(844)	184.4%	
4060 Car Mileage: Employees	302	272	0	(272)		(272)	0.0%	
4120 Postage	100	390	200	(190)		(190)	195.1%	
4125 Franking Machine	1,149	309	1,500	1,191		1,191	20.6%	
4139 Computers & other office equip	10,237	8,385	7,000	(1,385)		(1,385)	119.8%	
4140 Website	575	400	1,500	1,100		1,100	26.7%	
4165 Advertising	0	915	500	(415)		(415)	182.9%	
4166 Newsletter	1,170	0	1,480	1,480		1,480	0.0%	
4170 Subscriptions to other bodies	25	250	500	250		250	50.0%	
4180 Professional Fees	1,270	999	1,300	301		301	76.8%	
4211 General office expenses	619	1,732	2,000	268		268	86.6%	
4212 Training & conferences	1,273	380	3,000	2,620		2,620	12.7%	
4220 Bank Charges	251	225	350	125		125	64.2%	
4221 Insurance premiums	3,592	4,061	4,061	0		0	100.0%	
4234 Audit	1,450	1,403	1,600	197		197	87.7%	
Supplies & Services :- Indirect Expenditure	155,755	158,496	159,173	677	0	677	99.6%	0
Net Income over Expenditure	(155,755)	(158,489)	(159,173)	(684)				
201 Street Lighting								
4055 Energy	509	475	736	261		261	64.5%	
4241 Maintenance	425	1,201	410	(791)		(791)	293.0%	
4242 Replacement	0	0	1,500	1,500		1,500	0.0%	
Street Lighting :- Indirect Expenditure	934	1,676	2,646	970	0	970	63.3%	0
Net Expenditure	(934)	(1,676)	(2,646)	(970)				
202 Bus Shelters								
1025 Sundry Income	3,095	0	0	0			0.0%	
Bus Shelters :- Income	3,095	0	0	0				0
4241 Maintenance	0	0	4,120	4,120		4,120	0.0%	
4242 Replacement	4,221	0	0	0		0	0.0%	
Bus Shelters :- Indirect Expenditure	4,221	0	4,120	4,120	0	4,120		0
Net Income over Expenditure	(1,126)	0	(4,120)	(4,120)				

ENCLOSURE NO. 4

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Christmas Lights</u>								
4260 General Expenses	2,684	3,123	2,500	(623)		(623)	124.9%	
Christmas Lights :- Indirect Expenditure	2,684	3,123	2,500	(623)	0	(623)	124.9%	0
Net Expenditure	(2,684)	(3,123)	(2,500)	623				
<u>204 Public Conveniences</u>								
4241 Maintenance	0	0	14,000	14,000		14,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	14,000	14,000	0	14,000	0.0%	0
Net Expenditure	0	0	(14,000)	(14,000)				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	7,432	4,742	3,000	(1,742)			158.1%	
Traffic Islands :- Income	7,432	4,742	3,000	(1,742)			158.1%	0
4241 Maintenance	7,290	6,402	7,420	1,018		1,018	86.3%	
4304 Signage	0	1,602	500	(1,102)		(1,102)	320.4%	
4306 NNDR: Traffic Islands	312	225	312	87		87	72.0%	
Traffic Islands :- Indirect Expenditure	7,602	8,228	8,232	4	0	4	100.0%	0
Net Income over Expenditure	(170)	(3,486)	(5,232)	(1,746)				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	351	419	1,600	1,181		1,181	26.2%	
Hanging Baskets & Planters :- Indirect Expenditure	351	419	1,600	1,181	0	1,181	26.2%	0
Net Expenditure	(351)	(419)	(1,600)	(1,181)				
<u>207 Flagpole</u>								
4241 Maintenance	0	30	110	80		80	27.3%	
Flagpole :- Indirect Expenditure	0	30	110	80	0	80	27.3%	0
Net Expenditure	0	(30)	(110)	(80)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	887	2,232	3,330	1,098		1,098	67.0%	
Coulter Lane Burial Ground :- Indirect Expenditure	887	2,232	3,330	1,098	0	1,098	67.0%	0
Net Expenditure	(887)	(2,232)	(3,330)	(1,098)				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>211 Burntwood Town Strategy</u>								
4754 BTS Projects	0	0	20,984	20,984		20,984	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>20,984</u>	<u>20,984</u>	<u>0</u>	<u>20,984</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(20,984)</u>	<u>(20,984)</u>				
<u>213 Events</u>								
1101 Christmas	0	200	0	(200)			0.0%	200
1102 Play in Parks/Summer Picnic	0	2,125	0	(2,125)			0.0%	2,125
1110 Other events income	0	3,000	0	(3,000)			0.0%	3,000
Events :- Income	<u>0</u>	<u>5,325</u>	<u>0</u>	<u>(5,325)</u>				<u>5,325</u>
4262 Christmas Events	63	4,560	4,000	(560)		(560)	114.0%	
4390 Wakes (all expenditure)	544	0	15,000	15,000		15,000	0.0%	
4399 Other events expendit inc mkts	0	4,497	0	(4,497)		(4,497)	0.0%	
4761 Play in Parks/Summer Picnic	0	2,598	7,000	4,402		4,402	37.1%	
Events :- Indirect Expenditure	<u>607</u>	<u>11,655</u>	<u>26,000</u>	<u>14,345</u>	<u>0</u>	<u>14,345</u>	<u>44.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(607)</u>	<u>(6,330)</u>	<u>(26,000)</u>	<u>(19,670)</u>				
6001 less Transfer to EMR	0	5,325						
Movement to/(from) Gen Reserve	<u>(607)</u>	<u>(11,655)</u>						
<u>214 Community Projects</u>								
4764 Other Community Projects	215	9,970	2,000	(7,970)		(7,970)	498.5%	8,510
Community Projects :- Indirect Expenditure	<u>215</u>	<u>9,970</u>	<u>2,000</u>	<u>(7,970)</u>	<u>0</u>	<u>(7,970)</u>	<u>498.5%</u>	<u>8,510</u>
Net Expenditure	<u>(215)</u>	<u>(9,970)</u>	<u>(2,000)</u>	<u>7,970</u>				
6000 plus Transfer from EMR	0	8,510						
Movement to/(from) Gen Reserve	<u>(215)</u>	<u>(1,460)</u>						
<u>215 SCAMP</u>								
4550 SCAMP: Maintenance	0	0	155	155		155	0.0%	
4551 SCAMP: Insurance	0	0	390	390		390	0.0%	
SCAMP :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>545</u>	<u>545</u>	<u>0</u>	<u>545</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(545)</u>	<u>(545)</u>				
<u>216 Neighbourhood Plan</u>								
4728 Neighbourhood Plan expenditure	0	303	2,500	2,197		2,197	12.1%	
Neighbourhood Plan :- Indirect Expenditure	<u>0</u>	<u>303</u>	<u>2,500</u>	<u>2,197</u>	<u>0</u>	<u>2,197</u>	<u>12.1%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(303)</u>	<u>(2,500)</u>	<u>(2,197)</u>				

ENCLOSURE NO.4

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Civic Expenses								
1062 Fundraising	45	386	0	(386)			0.0%	386
Civic Expenses :- Income	45	386	0	(386)				386
4360 Chairman's Expenses	93	0	100	100		100	0.0%	
4361 General Expenses	0	12	500	488		488	2.5%	
4368 Fundraising - Distribution	0	0	100	100		100	0.0%	
Civic Expenses :- Indirect Expenditure	93	12	700	688	0	688	1.8%	0
Net Income over Expenditure	(48)	373	(700)	(1,073)				
6001 less Transfer to EMR	45	386						
Movement to/(from) Gen Reserve	(92)	(13)						
302 Better Burntwood incl. grants								
1020 External grants received	5,500	1,200	0	(1,200)			0.0%	1,200
Better Burntwood incl. grants :- Income	5,500	1,200	0	(1,200)				1,200
4416 Better Burntwood expenditure	12,709	9,022	27,000	17,978		17,978	33.4%	
4417 External grant expenditure	5,000	30	0	(30)		(30)	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	17,709	9,052	27,000	17,948	0	17,948	33.5%	0
Net Income over Expenditure	(12,209)	(7,852)	(27,000)	(19,148)				
6001 less Transfer to EMR	500	1,200						
Movement to/(from) Gen Reserve	(12,709)	(9,052)						
310 Election Expenses								
4701 Election Expenses	23,028	0	10,000	10,000		10,000	0.0%	
Election Expenses :- Indirect Expenditure	23,028	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	(23,028)	0	(10,000)	(10,000)				
401 Burntwood Cemetery								
1000 Burial Fees/Licences/Headstone	34,419	30,708	27,200	(3,508)			112.9%	
1001 Memorial wall plaques	111	114	100	(14)			114.0%	
Burntwood Cemetery :- Income	34,530	30,822	27,300	(3,522)			112.9%	0
4019 Employee costs	1,936	2,083	3,113	1,030		1,030	66.9%	
4163 General Office Expenses	427	503	450	(53)		(53)	111.8%	
4810 Gravedigging: Main Contractor	5,420	5,380	5,440	60		60	98.9%	
4820 NNDR: Burntwood Cemetery	1,422	1,422	1,450	28		28	98.1%	

ENCLOSURE NO. 4

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4863 Other Maintenance and Services	1,782	4,378	4,800	422		422	91.2%	
4864 Grounds maintenance	8,585	9,450	11,100	1,650		1,650	85.1%	
Burntwood Cemetery :- Indirect Expenditure	19,571	23,215	26,353	3,138	0	3,138	88.1%	0
Net Income over Expenditure	14,959	7,607	947	(6,660)				
<u>404 Church Street car park</u>								
4870 All maintenance & services	35	25	50	25		25	50.0%	
Church Street car park :- Indirect Expenditure	35	25	50	25	0	25	50.0%	0
Net Expenditure	(35)	(25)	(50)	(25)				
<u>501 Capital Works</u>								
4901 OMCC Refurbishment works	14,138	47,749	35,233	(12,516)		(12,516)	135.5%	12,516
Capital Works :- Indirect Expenditure	14,138	47,749	35,233	(12,516)	0	(12,516)	135.5%	12,516
Net Expenditure	(14,138)	(47,749)	(35,233)	12,516				
6000 plus Transfer from EMR	0	12,516						
Movement to/(from) Gen Reserve	(14,138)	(35,233)						
Grand Totals:- Income	454,394	459,453	413,615	(45,838)			111.1%	
Expenditure	303,082	338,952	413,615	74,663	0	74,663	81.9%	
Net Income over Expenditure	151,312	120,501	0	(120,501)				
plus Transfer from EMR	0	21,026						
less Transfer to EMR	15,239	29,274						
Movement to/(from) Gen Reserve	136,073	112,253						

29/04/2022

Burntwood Town Council Current Year

12:55

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

Current Assets

390	Debtors	849
1,208	Debtors	82
7,025	VAT Refunds	3,862
837	Prepayments	14,262
334,330	Unity Trust Current A/c	427,697
203,966	CCLA Public Sector Deposit Fun	203,966
102	Petty Cash	41
82,838	Barclays Deposit A/c	82,846

630,697

733,606

630,697 Total Assets

733,606

Current Liabilities

26,060	Creditors	14,276
1,303	Creditors	387
7,187	Accruals	2,156
0	Receipts in Advance	140

34,550

16,959

596,147 Total Assets Less Current Liabilities

716,648

Represented By

179,889	General Fund	249,848
77,412	EM Reserve - Capital-Cemetery	77,412
27,706	EM Reserve - Elections	37,706
79,752	EM Reserve - Town Strategy	79,752
62,320	EMR - Comm Projs/Better Bwood	72,958
15,250	EM Reserve - Neighbourhd Plan	15,250
72,252	EM Reserve - Old Mining Colleg	59,736
1,232	EM Reserve - Defibrillators	1,232
45	EM Reserve - Civic Expenses	431
500	EM Reserve - SCAMP maintenance	500
21,093	EM Reserve - Events	40,763
29,611	EM Reserve - CIL money	51,974
9,294	EM Reserve - Bus shelters	9,294
3,000	EM Reserve - S Sutton Bursary	3,000
1,500	EM Reserve - Street Lighting	1,500
15,291	EM Reserve - Public Convenienc	15,291

596,147

716,648

12:55

Balance Sheet as at 31st March 2022

31st March 2022

Date : _____

Date : _____

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

BURNTWOOD TOWN COUNCIL

www.burntwood-tc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓*	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓*		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24/11/2021

25/01/2022

29/04/2022

Name of person who carried out the internal audit

Alan Toplis - Toplis Associates Ltd

Signature of person who carried out the internal audit

Alan Toplis

Date

29/04/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Burntwood Town Council

Annual Internal Audit Report 2021/22

(This document is a supplement to page 3 of 6 of the Annual Governance and Accountability Return ("AGAR") 2021/22, Part 3 and is intended to be read and published with that document). Copies of this document must be displayed with the AGAR and forwarded to the External Auditor.

Internal Control Objectives

Internal Control Objectives (as per page 3 of the accompanying AGAR). Headings in *italics* are a direct copy of the objectives in the AGAR

- A. *Appropriate accounting records have been properly kept throughout the financial year.***

YES

- B. *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.***

YES

- C. *The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.***

Burntwood Town Council has properly documented the financial risks and the assessment was properly ratified at its meeting in November 2021. I have seen no evidence that the authority has carried out a comprehensive assessment of risks to its property portfolio (incl. burial grounds) or the organisation of significant events (e.g. cancellation insurance etc). A disparate collection of assessments for small health and safety susceptible risks does exist but are certainly not in a fit state for councillors to read and properly validate.

We have given the RFO directions to locate a suitable template for compiling a comprehensive assessment.

THIS ITEM WILL BE RE-ASSESED AT THE INTERIM AUDIT.

- D. *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored and reserves were appropriate.***

YES

- E. *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.***

YES

- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT properly accounted for.**

YES

- G. Salaries to employees and allowances to members were paid in accordance with the authorities approvals, and PAYE and NI requirements were properly applied.**

YES

- H. Asset and Investments registers were complete and accurate and properly maintained.**

The authority maintains two registers and has difficulty in reconciling at the year end. One register records minor assets which would otherwise be considered as revenue expenditure (e.g. hand trowel £3.50). The second register does not always pick up large in year purchases (e.g. Gazebo).

The authority should combine the two registers and if necessary set a de-minimis below which items should not be added to the register.

- I. Periodic bank account reconciliations were properly carried out during the year.**

YES

- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.**

YES

- K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt**

NOT APPLICABLE

- L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.**

YES

- M. The authority during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).**

YES

- N. The authority has complied with the publication requirements for the 2020/21 AGAR**

YES

O. Trust Funds (including charitable) – The council met its responsibilities as a trustee.

NOT APPLICABLE

Other matters requiring attention

NONE

Signed

A handwritten signature in black ink, appearing to read 'Ash Vorples', written over a horizontal line.

Internal Auditor

Date 29th April 2022

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

BURNTWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.burntwood-tc.gov.uk

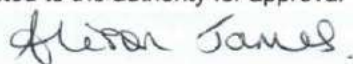
Section 2 – Accounting Statements 2021/22 for

BURNTWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	444,835	596,147	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	349,016	344,734	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	105,378	114,719	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	143,363	153,023	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	159,719	185,929	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	596,147	716,648	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	621,236	714,551	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	284,232	286,901	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

02/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

BURNTWOOD TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENCLOSURE NO. 6

External Auditor Signature

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT ST JOHN'S COMMUNITY CHURCH, HIGH STREET, CHASE TERRACE ON
TUESDAY 15 MARCH 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]
Councillors D Ennis, Flanagan, M Place, R Place, Taylor, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

42. APOLOGIES FOR ABSENCE

Councillor Bullock and Brown [dispensation].

43. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

The 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.

44. MINUTES

It was proposed by Councillor D Ennis and seconded by Councillor R Place and following a unanimous show of hands it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 15 February 2022 [Minute Nos. 37-41] be approved as a correct record.

45. INFORMATION FROM THE MINUTES

There was no information from the Minutes.

46. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|---|---|
| (a) | 22/00196/FUH | Chasetown | Mr L Reaney
218 High Street
Chasetown | Erection of two storey side extension, rear garage extension, replacement windows and doors to front and partial rendering to front, sides and rear |
|-----|--------------|-----------|---|---|

No objection providing the Planning Officer is satisfied that the extension does not breach the policy on right to light in the Sustainable Design Supplementary Planning Policy.

- | | | | | |
|-----|--------------|-----------|---|--|
| (b) | 22/00252/FUH | Highfield | Mr and Mrs M Cooper
12 Cheshire Close
Burntwood | Erection of single storey rear extension |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|-----|--------------|---------------------|---|---|
| (c) | 22/00278/FUH | Boney Hay & Central | Mr A Roadway
31 Linden Avenue
Burntwood | Retention of a 6ft high fence with a 3.6m long sliding gate |
|-----|--------------|---------------------|---|---|

OBJECTION. The fence is incongruous to the street scene and has a detrimental impact on the visual amenity for residents in the area. Trees could be planted to replace those that were removed in order to allow the building of the extension that has recently been constructed. It is of note that the Arboriculture Officer has stated he would have objected to the removal of the original trees in the first place as their removal are contrary to the Sustainable Planning Policy.

- | | | | | |
|-----|--------------|---------------------|---|---|
| (d) | 22/00284/FUH | Boney Hay & Central | Mr W Akram
100 Spinney Lane
Burntwood | Erection of a front and rear extension plus partial garage conversion |
|-----|--------------|---------------------|---|---|

No objection.

- | | | | | |
|-----|--------------|---------------------|--|---|
| (e) | 22/00299/FUH | Boney Hay & Central | Mrs J Roye
3 Marton Avenue
Burntwood | Erection of front and rear single storey extensions |
|-----|--------------|---------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (f) | 22/00257/FUH | Highfield | Mr and Mrs Osborn-Wilkes
325 Lichfield Road
Burntwood | Erection of two storey and single storey extensions to front, rear and side and remodelling of existing dwelling |
|-----|--------------|-----------|---|--|

It was proposed by Councillor D Ennis, seconded by Councillor Flanagan and following a show of hands [4 For, 2 Against] it was **AGREED** that the following comments be forwarded to Lichfield District Council:

OBJECTION. This is a significant increase in the size of the dwelling and the impact on the Green Belt must be considered. The Committee and Planning Officers need to address this in the context of Green Belt Policy and consider whether it is believed it is

over development in the Green Belt. The house can clearly be seen from the roadside so this may be impactful on the openness of the area.

(g)	22/00006/FUL	Summerfield & All Saints	Ms K Nash 159 Chase Road Burntwood	Erection of 1 no. detached single storey two bedroom dwellinghouse
-----	--------------	-----------------------------	--	---

No objection.

[The Meeting closed at 6.31 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT ST JOHN'S COMMUNITY CHURCH, HIGH STREET, CHASE TERRACE ON
WEDNESDAY 13 APRIL 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]
Councillors D Ennis, Flanagan, R Place, Taylor, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

47. APOLOGIES FOR ABSENCE

Councillors Brown [dispensation], Gittings and M Place.

48. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Flanagan declared an interest in planning application 22/00423/FUH – 10 Darwin Close [Erection of single storey extension to front, first floor dormer extension and detached two storey garage and workshop] and took no part in the discussion thereon.

The 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.

49. MINUTES

It was proposed by Councillor D Ennis and seconded by Councillor R Place and following a unanimous show of hands it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 15 March 2022 [Minute Nos. 42-46] be approved as a correct record.

50. INFORMATION FROM THE MINUTES

Councillor Birch informed Members that on 04 April 2022 Lichfield District Council's Planning Committee had considered and agreed a new Planning Enforcement Policy for breaches of planning regulations. It was interesting to note that planning enforcement is not a statutory function [discretionary service only] of the District Council and the District Council are not obliged to enforce any planning regulations or breaches of conditions we have asked to be applied. He advised that the District

Council would be employing specific enforcement staff only in the future to deal with such breaches.

51. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|--|---|
| (a) | 22/00310/FUH | Highfield | Mr K Foster and
Miss A Pratt
40 Rake Hill
Burntwood | Erection of a ground floor rear extension |
|-----|--------------|-----------|--|---|

No objection providing building materials match those in the existing building to mitigate any incongruous impact on the listed buildings nearby.

- | | | | | |
|-----|--------------|-----------|---|----------------------------------|
| (b) | 22/00410/FUH | Chasetown | Mr and Mrs P Wadeley
42 Bridge Cross Road
Burntwood | Erection of conservatory to rear |
|-----|--------------|-----------|---|----------------------------------|

No objection providing it is not considered to be over development due to the way this changes a dwelling with detached swimming pool into one large building.

- | | | | | |
|-----|--------------|------------------|---|--|
| (c) | 22/00217/FUH | Chase
Terrace | Ms J Beer
6 Paget Drive
Burntwood | Retention of conversion and forward extension of adjoining garage and rear single storey extension |
|-----|--------------|------------------|---|--|

No objections in principle although the Planning Officer should be mindful of the impact of this changing link detached dwellings into terraced properties when making the final decision.

- | | | | | |
|-----|--------------|-----------|---|---|
| (d) | 22/00274/FUH | Highfield | Mr S Ramsell
1 Shaftsbury Drive
Burntwood | Erection of a rear extension and first floor extension over garage with garage extension and link |
|-----|--------------|-----------|---|---|

No objections in principle but the Planning Officer should be mindful that the overlooking window[s] need to be of opaque glazing. This will be a large and impactful development which could cause issues of overlooking and detriment to the right of light of neighbouring properties.

- | | | | | |
|-----|--------------|------------------|--|---|
| (e) | 22/00409/FUH | Chase
Terrace | Mrs T Hodgkiss
21 Cross Street
Burntwood | Erection of outbuilding to provide office and tool shed |
|-----|--------------|------------------|--|---|

No comment as the application has already been approved by the District Council.

- | | | | | |
|-----|--------------|-----------------------------|--|---|
| (f) | 22/00184/PNH | Summerfield &
All Saints | Mr C Morgan
5 Lime Grove
Burntwood | Prior Notification: Single storey rear extension projecting 4.0m from the rear wall of the original dwelling and reaching a |
|-----|--------------|-----------------------------|--|---|

maximum height of 2.5m
and eaves height of 2.5m

No objections.

- | | | | | |
|-----|--------------|-----------------------------|---|--|
| (g) | 22/00423/FUH | Summerfield &
All Saints | Mr S Spurrier
10 Darwin Close
Burntwood | Erection of single storey
extension to front, first
floor dormer extension
and detached two storey
garage and workshop |
|-----|--------------|-----------------------------|---|--|

OBJECTION based on the garage being obtrusive and out of line with the neighbouring properties. This will cut light to the gardens of the properties on Highfield Road which will also be overlooked from the dormer window in the office over the garage.

- | | | | | |
|-----|--------------|-----------|---|--|
| (h) | 22/00434/FUH | Chasetown | Mr and Mrs P Wadeley
42 Bridge Cross Road
Burntwood | Erection of replacement
front elevation to include
single storey side
extension and front porch
and alteration to front
boundary wall and
footway crossing |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------------------------|--|---|
| (i) | 22/00179/FUH | Summerfield &
All Saints | Mr R Deeley
146 Chase Road
Burntwood | Erection of single storey
side and rear extensions |
|-----|--------------|-----------------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-------------|--------------------------------------|---|
| (j) | 22/00493/FUH | Gorstey Ley | D Legg
32 Elder Lane
Burntwood | Erection of a single storey
rear extension,
replacement porch and
pitched roof over existing
garage and lean to |
|-----|--------------|-------------|--------------------------------------|---|

No objection.

- | | | | | |
|-----|--------------|------------------------|---|---|
| (k) | 22/00284/FUH | Boney Hay &
Central | Mr W Akram
100 Spinney Lane
Burntwood | AMENDMENT Erection of a
front and rear extension
plus partial garage
conversion |
|-----|--------------|------------------------|---|---|

No objection.

- | | | | | |
|-----|--------------|---------|---|--|
| (l) | 22/00385/FUH | Hunslet | Mr D Long
3 Sanderling Rise
Burntwood | Erection of a first floor
extension over garage |
|-----|--------------|---------|---|--|

No objection with the condition that the extension can only be used for a purpose ancillary to the main dwelling.

- | | | | | |
|-----|--------------|---------|--|---|
| (m) | 22/00391/FUH | Hunslet | Mr S Ray
60 Hunslet Road
Burntwood | Erection of a first floor side
extension |
|-----|--------------|---------|--|---|

No objection.

(n)	22/00415/FUH	Gorstey Ley	Mr and Mrs D Tonks 14 Anker Close Burntwood	Demolition of existing single storey extension and erection of replacement single storey and two storey extension to side
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No objection.

(o)	22/00563/FUH	Summerfield & All Saints	Mr and Mrs Bradbury 3 New Road Burntwood	Erection of a single storey rear extension and garage conversion into study and family room
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No objection.

62. PUBLIC REALM AND TRAFFIC MANAGEMENT AT SANKEY'S CORNER

Councillor Birch informed Members that during discussions on the plans with officers from Staffordshire County Council it was considered that the signage around the Town may not be fit for purpose. Members identified where signs were outdated, redundant or damaged, signs that needed removing or areas where signs were confusing or additional signs were needed.

1. **Junction by Bypass towards Stables Way** – it was **AGREED** that the two signs currently in situ should be replaced with one sign. The new sign should include "All Other Routes" with an arrow pointing right.
2. **Stables Way/Ironstone Road from Rawsley** – it was **AGREED** that no action was required.
3. **Stables Way/A5190** – it was **AGREED** that Zone 1 with an arrow pointing upwards and Zones 2, 3, 4 with an arrow pointing right needed to be added to the sign.
4. **Towards Rugeley Road from Sankey's Corner** – it was **AGREED** that the signage be removed.
5. **Sankey's Corner towards Bridge Cross Road** – it was **AGREED** that no action was required.
6. **Approach to Stables Way/Ironstone Road** – it was **AGREED** that the signage be removed.
7. **Skoda Island Westwards** – it was **AGREED** that no action was required.
8. **Robinson's Corner** – it was **AGREED** that no signage was required at this location.
9. **M6 Toll Eastwards Exit** – it was **AGREED** that the three signs currently in situ should be replaced with one sign.
10. **From Bypass Station Approach Junction** – it was **AGREED** that no action was required.
11. **Junction with Bypass and Burntwood Road, Norton Canes** – it was **AGREED** that the small sign would be incorporated into the larger sign.

12. **A5 [1st Sign]** – it was **AGREED** that the “New Road Layout Ahead” sign would be removed.

13. **Spar** – it was **AGREED** that the sign for Springhill School needs moving so that it points in the correct direction.

[The Meeting closed at 7.11 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD AT EMMANUEL NEWLIFE CHURCH, CANNOCK ROAD, CHASE TERRACE ON
TUESDAY 22 MARCH 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor D Ennis [in the Chair]
Councillors L Ennis, Evans, Gittings, Kirkham, Westwood and Woodward

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Councillor Taylor

PUBLIC FORUM

No questions were raised by members of the public.

56. APOLOGIES FOR ABSENCE

Councillors M Place and R Place.

57. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

58. MINUTES

It was proposed by Councillor Woodward and seconded by Councillor L Ennis and

RESOLVED That the Minutes of the Community and Partnerships Committee held on 23 February 2022 [Minute Nos. 47-55] be approved as a correct record.

59. INFORMATION FROM THE MINUTES

Councillor D Ennis confirmed that the exhibition – Dementia Friendly Burntwood “Through My Eyes” was still at the Library and it was hoped to bring part of the exhibition to the next Burntwood Producers’ Market to be held on Sunday 10 April 2022.

60. COMMUNITY ENGAGEMENT

Councillor Woodward referred to the “We Stand With Ukraine” event held on Saturday 12 March. Even though she had been asked, Councillor Woodward believed that the vetting of refugees for accommodation was the responsibility of Lichfield District Council and social care was the responsibility of Staffordshire County Council and not the Town Council. Councillor Woodward confirmed that she will be meeting with Reverend Westwood, Reverend Wallace and Esther Allen soon to discuss ways in which

the community could help by for example signposting to the Disasters Emergency Committee [dec.org.uk].

Councillor Woodward explained that the Town Clerk had suggested twinning with a town in Ukraine. Councillor D Ennis had found approximately 12 other towns of a similar size to Burntwood that might be suitable and Olena Volkova had put forward a suggestion that could be considered later.

Councillor D Ennis referred to signposting and suggested that the front page of the Town Council's website could now reflect Ukraine and not "Click here to view more information on Coronavirus". Councillor Woodward stated that we needed a bona-fide list of organisations where people can be signposted to for example Disasters Emergency Committee. Councillor Woodward pointed out that Burntwood Library was one of Staffordshire County Council's "Community Help Points".

Councillor Woodward confirmed that Rose Westwood, who helped set up the community store had left her role and they were currently looking to recruit a Project Co-ordinator [closing date 28 March 2022] and asked if Members could share the social media post.

Councillor Woodward also confirmed that the Earl of Shrewsbury did attend the event in the end and Mercian Labels were going to have an open day in the near future.

Councillor D Ennis referred to Chasetown Football Club and confirmed that their new Chair, Steve Jones was investing heavily in the local community. It was hoped that in the new future a planning application would be submitted to Lichfield District Council for a new stand, hospitality suite etc and after two fantastic wins against two big clubs, they are nearly at the top of the 2021-2022 league table.

Councillor Evans pointed out that previous problems with expansion with the Club is that the Club lies within the Green Belt.

It was suggested that Mr Jones could attend a future meeting of the Committee to discuss future projects or attend the Planning and Development Committee when the application is presented.

61. BETTER BURNTWOOD FUND – ACTIVE 60S GROUP

Councillor D Ennis confirmed that the Active 60s Group had also submitted an identical application to Lichfield District Council's Community Fund. He felt that the application needed to reflect more of a project not just for example, paying for speakers, subsidising day trips etc.

Councillor Woodward explained that the Town Council had previously agreed that priority would be given to applications that add to community capacity and are from applicants who have not recently received funding from the Council [the scheme is not intended to be a source of year-on-year funding] and asked what other grants have they received.

The Town Clerk explained that the funding of up to £500 for local groups wishing to provide activities and support for their community was designed to be light touch with an idea to engage with them. Following a discussion with Councillor D Ennis, the Town Clerk confirmed that in the future the Better Burntwood Fund reports would not include a recommendation, and councillors would have discussion before making a decision on grants. The Town Clerk described some minor adjustments to the application process.

It was proposed by Councillor D Ennis and

RESOLVED That the application be deferred until more detail on how the proposed grant would be spent.

62. BETTER BURNTWOOD FUND – BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION

Councillor D Ennis explained that he had forwarded to the Town Clerk details of the Staffordshire Business and Environment Network. There is grant funding available to cover all the equipment costs and then they only need to find labour money as the project for a new solar panel system would be in the region of £20,000 and he felt that £500 would just sit in a pot.

Councillor Woodward felt that we needed to direct them to the Town Council's other Better Burntwood Fund [funding for third sector organisations that provide services to the local community at the early help stage] as they do a lot for the Burntwood community and they were currently struggling financially with the upkeep of the building.

Councillor Kirkham stated that she had previously attended a couple of the meetings of the Committee and was doing her very best to support them. Councillor Woodward had spoken to Councillor Greensill and asked if she wanted to attend the meetings as a ward member for Gorstey Ley.

Councillor Evans explained that previously the Town Council did have representatives on outside bodies and stated that during the Covid-19 lockdown the rooms could not be used but they still had expenses and it was important to support them.

It was noted that Lichfield District Council had recently removed the concession on charitable waste disposal without prior notification and Councillor Evans said that she has advised them to look for a different provider.

It was proposed by Councillor D Ennis and seconded by Councillor Woodward

RESOLVED That a meeting be held with members of Burntwood Memorial Community Association [to include Councillor D Ennis and the Town Clerk] to explore better ways of supporting them regarding solar panels and to offer help and assistance for applications, if needed.

63. BURNTWOOD WAKES PLATINUM JUBILEE CELEBRATION EVENT 2022

Councillor D Ennis confirmed that the basic elements of the event had been sorted out and that the Steering Group was continuing to run on Fridays at 12 noon either in person or via zoom.

The Town Clerk confirmed that acts had been booked for the stage and he was continuing to work hard on obtaining fairground rides. Councillor D Ennis confirmed that climbing walls, mobile caving, punch and judy, face painting, inflatables etc had all been booked.

64. INFORMATION OR ITEMS FOR NEXT MEETING

Under Chair's delegated powers Councillor D Ennis confirmed that a Better Burntwood Fund application had recently been received from Burntwood Litter Heroes for £500.

He explained that the group's objectives were to encourage residents to look after streets and that they undertook individual and group litter picks around Burntwood. The purpose of the grant would contribute towards the purchase of litter pickers, bag rings, Hi-Viz jackets etc.

It was proposed by Councillor Woodward, seconded by Councillor Evans and

RESOLVED That a grant in the sum of £500 be awarded to Burntwood Litter Heroes.

Councillor Woodward referred to a film which showcases a partnership project between the Town Council and community groups in Burntwood. She explained that an initiative in Burntwood had been used by a national organisation to demonstrate the way Councils and community organisations could work more closely together. The Cooperative Councils Innovation Network [CCIN] had produced a film highlighting the creation and work of the Burntwood Be A Friend scheme. She suggested that perhaps the film could be shown at a future meeting of the Committee.

The Town Clerk explained that membership of the CCIN gave the Town Council a platform to have a say and we were well respected.

[The Meeting closed at 7.00 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD AT BURNTWOOD LIBRARY, BRIDGE CROSS ROAD, BURNTWOOD ON
TUESDAY 19 APRIL 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor D Ennis [in the Chair]

Councillors L Ennis, Evans, Kirkham, M Place, R Place, Tapper and Woodward

In attendance

S Lightfoot, Town Clerk

PUBLIC FORUM

No questions were raised by members of the public.

65. APOLOGIES FOR ABSENCE

Councillor Gittings.

66. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

67. MINUTES

It was noted that Minute No. 60 - Community Engagement [page 21, paragraph 5] should read that the Earl of Shrewsbury was unable to attend the tree planting events but did make a private visit at a later date.

RESOLVED That the Minutes of the Community and Partnerships Committee held on 22 March 2022 [Minute Nos. 56-64] be approved as a correct record.

68. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

69. COMMUNITY ENGAGEMENT

Members were informed that Councillor D Ennis and the Town Clerk had visited Burntwood Memorial Community Association [BMCA] to explore ways in which the Town Council could best support them in this time of rising costs. Councillor Ennis had supplied some information that would help fund the capital costs for the installation of solar panels which would help their electricity bill. It was also suggested that they consider applying to the Town Council for a grant to cover the labour costs.

It was recognised that BMCA provide a valuable service for the Town.

Councillor D Ennis updated the Committee on work he has been doing to maintain the town's open access defibrillators. Councillor Woodward paid tribute to Councillor Ennis and Councillor Taylor for all the work they have put in to raise awareness of the defibrillator units and to check that they are constantly serviceable.

Councillor Woodward reminded Members to watch the recently released film highlighting the work the Town Council does particularly with Burntwood Be a Friend [BBAF], made by the Co-operative Council Innovation Network. The Town Clerk will circulate an easy-to-follow link.

Councillor Woodward update the Committee regarding BBAF.

- A new co-ordinator is now in post from 19 April 2022.
- A successful lottery grant ensures the Community Shop can continue.
- The shop is going to register as a Community Interest Company
- BBAF will incorporate as a Charitable Incorporated Organisation.

Councillor Kirkham informed the Committee about her work on the Independent Police Advisory Group [IPAG]. This is a volunteer role to help the Police build insights into the needs, wants and assets of groups who are underrepresented in their normal decision-making process. Councillor Kirkham is looking for a local young person who would be interested in joining the IPAG.

Councillor M Place advised that Betterway Substance Misuse Services are interesting in providing peer to peer self-help services in Burntwood and are looking for a venue for a few hours x 3 days a week.

Members were informed that Councillor Woodward and Councillor D Ennis had met with representatives of Hammerwich Parish Council and discussed the possibility of working in partnership to deliver a Play in the Park event in Coppy Nook Park. Councillors exchanged information about Jubilee events in both areas.

70. BURNTWOOD WAKES PLATINUM JUBILEE CELEBRATION EVENT 2022

It was reported that the planning for the Jubilee Wakes Festival was well advanced and on track. The working group continues to meet every Friday. Committee Members are welcome to attend.

71. MARKETS

Councillor D Ennis reported that the Market in April had been well received. The main negative comment was from people claiming they did not know it was on. It was noted that although it is difficult to get information out in the Town, and staff and Councillors worked hard to let people know, this is a legitimate comment, and it was agreed that we should try other methods of getting the message across.

To this end, Councillor Ennis proposed the production and distribution of a leaflet to be delivered to 13,000 households in the Town, and another 2,000 copies that can be handed out at events. Councillor Ennis had asked a graphic designer to draft a leaflet, explored printing and distribution cost. The leaflet contains information on the Markets, the Jubilee Wakes Festival, other events and contains a calendar.

The Committee agreed that time was critical. Councillor Ennis stated that distribution would take place in early May before the next market and well in advance on the Jubilee Wakes Festival.

It was proposed by Councillor D Ennis and seconded by Councillor Woodward and

RESOLVED That the Town Clerk order the print, and the distribution at a cost of £800.

72. BETTER BURNTWOOD FUND – BURNTWOOD COMMUNITY SEED SHARE

Members were informed that a small community group had applied to the Town Council for a small grant from the Better Burntwood Fund for people to engage in gardening.

It was proposed by Councillor Woodward and seconded by Councillor Evans and

RESOLVED That a grant of £250 be made to Community Seed Share.

73. BETTER BURNTWOOD FUND – BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION

Members were informed that BCMA had applied to the Better Burntwood Fund for a contribution of £500 towards the cost of three replacement doors. The remainder of the funding would come from a grant from Screwfix and their own funds.

It was proposed by Councillor Kirkham and seconded by Councillor Tapper and

RESOLVED That a grant of £500 be made to BMCA.

74. INFORMATION OR ITEMS FOR NEXT MEETING

None reported.

[The Meeting closed at 7.30 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY,
BRIDGE CROSS ROAD, BURNTWOOD
ON TUESDAY 29 MARCH 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]
Councillors Banevicius, Birch, D Ennis, Evans, Flanagan, Westwood and Willis-Croft.

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Town Clerk
Ms C Payne, Admin Officer
Councillor Taylor

PUBLIC FORUM

No questions were raised by members of the public.

20. APOLOGIES FOR ABSENCE

Councillor R Place.

21. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

22. MINUTES

It was proposed by Councillor Evans and seconded by Councillor D Ennis and following a unanimous show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 30 November 2021 [Minute Nos. 10-19] be approved as a correct record.

23. SCHEDULE OF PAYMENTS

Councillor Flanagan referred to payments made to Cartridge Save and questioned why there was three invoices all dated 15 December 2021. The Deputy Clerk explained that the 15 December 2021 referred to the date when payment was made to Cartridge Save not the date of the invoices. The Town Clerk confirmed that requests were out for quotations for a printer which he felt was more suitable for the Town Council's modern needs.

Councillor D Ennis referred to payments made to Screwfix and G E Collis & Sons Limited and asked why individual invoices were listed and not "end of month statements". Councillor Birch stated that this may be for transparency purposes and said that the Committee needed to be clear on what they expected the officers to

provide. Councillor D Ennis stated that the Schedule of Payments presented were in fact a Schedule of Invoices. The Town Clerk explained that he would be seeing the Internal Auditor in April and would be asking what is the minimum spend that needed to be presented to the Committee [i.e. only items more than £500].

Councillor Westwood said that he would like to see cost centres and nominal codes included in the list so that these could be compared against budget headings.

Councillor Evans asked why there was different charges for hiring of the room at the Library. The Deputy Clerk explained that the hire of the room was £30 and that some invoices included two meetings and some invoices included just one meeting.

Councillor Banevicius asked why the Town Council used two solicitors, one for HR and one for leases of the units when in fact one solicitor could do both jobs and perhaps offer a discount. The Town Clerk explained that when he previously run the Old Mining College Centre, tenants were responsible for their own fees and that he prepared the draft leases.

Councillor D Ennis referred to the payment made on 30 December 2021 to Lichfield District Council and felt that the Response and Repair Team could undertake some of these tasks therefore reducing the amount paid to Lichfield District Council.

Councillor Banevicius referred to the coffee pods purchased and Members were informed that the previous Town Clerk had removed refreshments [e.g. coffee, tea] on the premises.

Councillor Flanagan referred to the two garden waste subscriptions and the Deputy Clerk confirmed that the garden waste related to the Old Mining College Centre.

Councillor Woodward referred to the payments made in respect of the new Intruder Alarm. The Town Clerk confirmed that the old Intruder Alarm did function but asked what threat is the intruder alarm protecting us from as we have adequate locks etc. It was pointed out that the contract was signed off before the new Town Clerk commenced his post.

Councillor Woodward referred to the payment made to Fraser Wood for marketing of the empty units and also the payments made in respect of the repair to the front entrance doors.

Councillor D Ennis referred to the energy price increase with effect from 01 April 2022 and asked if Octopus Energy would be going up as well or was the current contract capped. It was confirmed to Members that the Octopus Energy invoices related to the whole of the Old Mining College Centre. The Town Clerk confirmed that he would check the terms of the agreement.

It was proposed by Councillor Woodward and

RESOLVED That

- a] the payments from 25 November 2021 to 15 March 2022 in the sum of £132,019.31 be approved.
- b] the Town Clerk to review how the payment schedule is reported.
- c] the Town Clerk to review how HR and leases of units are dealt with.
- d] the Town Clerk to review the maintenance of the traffic islands.

- e] the Town Clerk to review the Intruder Alarm for best value.
- f] the Town Clerk to review the potential energy bill liabilities.
- g] the Town Clerk to review total payments to Lichfield District Council.

24. CREATION OF A HIGH-QUALITY MEETING AND CONFERENCE SPACE AT THE OLD MINING COLLEGE CENTRE

The Town Clerk explained that he felt that the Old Mining College Centre was a community facing building which had previously included community activities. He felt that the Town Council needed to project their vision.

Councillor Woodward explained that holding the meetings around the Town had been a proactive decision to engage more people. Councillor Birch stated that it had been for a trial period only however the now lack of meeting facility meant that the Town Council could not revert back.

Councillor D Ennis pointed out that the report made no reference to good internet access which was essential. He felt that the Committee meetings could be held at the Old Mining College Centre once the space was converted however Full Council meetings would still need to be accommodated elsewhere. He felt that the budget suggested was not enough taking into account a disabled friendly door, taking down the walls and creating a state-of-the-art room. As this was a forward-thinking Council, Councillor D Ennis suggested a more realistic figure of £20,000.

Councillor Evans felt that with the number of Committee meetings, "outgoing" costs for room hire needed to be considered as well as staff time in setting up the hire rooms, moving of tables and chairs etc.

Councillor Flanagan felt that the Town Council needed to create a substantial room to include general meetings, however, it needed to be made available to the public [community use] as well.

Councillor Willis-Croft felt that the decision needed to go to Full Council however Councillor Woodward confirmed that Policy and Resources Committee had delegated authority.

Councillor Birch referred to the cost of equipment which needed to suit all users.

Councillor Woodward stated that this would be an excellent facility which would be available to the community.

Councillor Willis-Croft referred to obtaining 2/3 quotations, Councillor Banevicius asked how many enquiries do we get for room hire and Councillor D Ennis stated that there was a lack of meeting space for 15/16 people within Burntwood.

It was proposed by Councillor D Ennis and seconded by Councillor Willis-Croft and following a unanimous show of hands it was

RESOLVED That the Town Clerk be authorised to commence the work required to create a high-quality meeting and conference space at the Old Mining College Centre and that a budget of up to £20,000 be created from the general reserve.

The Town Clerk explained that the work would start within the next few weeks as it was hoped that the majority of the work would be undertaken in-house. He felt that this was a great opportunity to create a dementia friendly room [the first in Burntwood].

25. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of 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.

26. BURNTWOOD CEMETERY

See Confidential Minutes.

27. RESPONSE AND REPAIR TEAM

See Confidential Minutes.

[The Meeting closed at 8.15 pm]

Signed

Date