

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON
WEDNESDAY 11 MAY 2022 COMMENCING AT 6.13 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Banevicius, Birch, Bishop, Bullock, Coe, D Ennis, L Ennis, Flanagan, Kirkham, Norman, R Place, Tapper, Taylor, Westwood, Willis-Croft and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms A James, Finance Officer

County Councillor Wilcox

County Councillor Cox

PUBLIC FORUM

No questions were raised by members of the public.

1. ELECTION OF TOWN COUNCIL CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE

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

RESOLVED That Councillor Robert Birch be elected Chair of the Town Council for the ensuing year.

Councillor Birch made and signed the Declaration of Acceptance of Office.

2. ELECTION OF TOWN COUNCIL VICE-CHAIR FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE

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

RESOLVED That Councillor Diane Evans be elected Vice-Chair of the Town Council for the ensuing year.

Councillor Evans made and signed the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

3.1 Councillors Brown, Gittings, Greensill, Ho and M Place.

3.2 RESOLVED That Members formally received and approved Councillor Brown's request that he be granted a Leave of Absence from attendance at meetings from 11 May 2022 until 31 August 2022.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Flanagan declared a non-pecuniary interest in relation to Item 72 of the Community and Partnerships Committee Meeting Minutes of 19 April 2022, whereby his wife is founder of the Burntwood Community Seed Share Group and he is an administrator of their Facebook page.

5. MINUTES

Councillor Flanagan asked if Councillor Coe's name could be added to the In Attendance list as she was present from the start of the meeting.

In respect of Minute No. 111 – Update on Income and Expenditure Compared to Budget and Earmarking of Reserves at Year End, Members were asked by the Finance Officer to amend the Minute. It was proposed by Councillor Woodward, seconded by Councillor R Place, and following a unanimous show of hands it was amended to:

The Finance Officer explained that the earmarked reserves should be earmarked for specific projects. On reflection, she suggested that the proposed additions to the earmarked reserves from unspent budget for 2021/22 for Town Strategy [currently £20,984], Bus Shelters [£4,120], Street Lighting [£970] and Public Conveniences [£14,000] could instead go into general reserves at the end of the financial year.

..... rest of the minute as before until:

RESOLVED That the Budget Statement be endorsed and that earmarking be carried out as proposed in the table, except that the additions for Town Strategy, Bus Shelters, Street Lighting and Public Conveniences would not be made.

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 16 March 2022 [Minute Nos. 103-120] be received and where necessary approved and adopted subject to the amendment made to Minute No. 111.

6. TO APPOINT CHAIR/VICE-CHAIR AND MEMBERS OF COMMITTEES

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

RESOLVED That the revised Appointments to Council and Committees for 2022/23 as circulated be approved.

7. CHAIR'S REPORT

Councillor Birch read out the following statement:

We have an interesting and contrasting year ahead of us as we move out of the pandemic and back into what most of us would call normality. We also have the Jubilee Celebrations to look forward to in a few weeks, which will be a time of both reflection and celebration. I am sure we are all looking forward to the long bank

holiday weekend and hopefully you will be able to join us at the Wakes Jubilee Celebrations we have planned.

In contrast to that we are all concerned about the increases in the cost of living and as a Council we may be called on by the people of Burntwood to help and advise them as they work their way through a difficult year financially. With increasing hardships come increases in mental ill health and I am sure we will be doing all we can to help those in need.

Mental health is a particular concern of mine having seen too many times what the ultimate cost can be as a result of my work over the last 20 years. For this reason I have decided to support Papyrus as the Chairpersons charity this year.

Papyrus works to prevent suicide in young people by raising awareness of mental health issues in young people and offering support. This may seem to be an uncomfortable subject to discuss but that in itself is why it is essential to talk more and raise awareness. Suicide is the biggest cause of death in under 35's in the UK and over 200 school children a year loose their lives to suicide in this country. These deaths are preventable with the right support, so I would like us to be a part of that support in Burntwood.

I would like to thank our outgoing Chair Councillor Diane Evans for the help and support she has given myself as Vice-Chair for the last 3 years. She has been a constant source of advice and guidance for myself and she is someone who always underestimates the impact of her contribution to our town over the years.

When Councillor Evans became Chair she committed to supporting dementia issues and between herself and others on this Council and in the community she had led with Councillor Woodward to attaining Dementia Friendly Accreditation for our town. This benefits our local community, local businesses and those suffering from it and caring for people with dementia. This accreditation is an achievement for us all to be proud of.

As a Chairperson you get invited to many events throughout the year. I will be continuing with the example set by Councillor Evans and only be attending those events that support the people in our town, its businesses and our community as a whole.

Finally, I look forward to working with all Councillors and staff over the next year. One thing that has struck me about my time on Burntwood Town Council is the spirit of co-operation and enthusiasm I have seen between Councillors of all parties and the community groups and partner agencies that have influence in our community. I will do all I can to ensure we can make further progress towards a Better Burntwood and I am sure we will all work together to achieve this.

8. MEMBERS QUESTIONS

No Members questions were raised.

9. APPROVAL OF PAYMENTS FROM 24 MARCH TO 29 APRIL 2022

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

RESOLVED That the payments from 24 March to 29 April 2022 in the sum of £38,357.95 be approved.

10. STATEMENT OF ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2021/22

Members were asked by the Finance Officer to amend the recommendation in her report [the recommendation numbered as 6.1.1 as the 3rd recommendation rather than the 1st]. This is because the Annual Government Statement should be considered and approved before the Accounting Statements. This is reflected in their order in the AGAR.

Councillor Flanagan referred to Enclosure No. 6 [Annual Internal Audit Report 2021/22] and in particular H. Asset and Investments Registers were complete and accurate and properly maintained. Considering the Internal Auditor's comments, the Town Council should combine the two registers.

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

RESOLVED That

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

b. the Annual Governance Statement with suggested answers of 'No' for question 5 and 'Yes' for other boxes be completed and approve its signature by the Chair and the Town Clerk.

c. the Income and Expenditure and Balance Sheet reports for 2021/22 be approved and that the Chair signs the Accounting Statements in the AGAR.

11. PLANNING AND DEVELOPMENT COMMITTEE – 15 MARCH 2022 AND 13 APRIL 2022

It was proposed by Councillor Flanagan, seconded by Councillor Banevicius, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 15 March 2022 [Minute Nos. 42-46] and 13 April 2022 [Minute Nos. 47-52] be approved as a correct record.

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

It was proposed by Councillor Taylor, seconded by Councillor D 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 22 March 2022 [Minute Nos. 56-64] and 19 April 2022 [Minute Nos. 65-74] be approved as a correct record.

13. POLICY AND RESOURCES COMMITTEE – 29 MARCH 2022

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 29 March 2022 [Minute Nos. 20-27] be approved as a correct record.

Councillor R Place advised Members that he was stepping down as
Leader of the Conservative Group

14. 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.

15. CONFIDENTIAL MINUTES

Councillor Woodward referred to Minute No. 119 – Town Deal and asked if third paragraph could be removed from the Confidential Minutes. She confirmed that a meeting had taken place earlier in the day with Councillors and Officers from Burntwood Town Council, Lichfield District Council and Staffordshire County Council on investment opportunities in Burntwood.

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 Confidential Meeting of the Town Council held on 16 March 2022 [Minute Nos. 118-120] be received and where necessary approved and adopted.

16. POLICY AND RESOURCES COMMITTEE – 29 MARCH 2022

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

RESOLVED That the Minutes of the Confidential Meeting of the Policy and Resources Committee held on 29 March 2022 [Minute Nos. 25-27] be approved as a correct record.

[The Meeting closed at 6.56 pm]

Signed

Date