



The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

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Our Ref: SL/JM

05 January 2023

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Meeting Room, Burntwood Library, Bridge Cross Road, Burntwood on Thursday 12 January 2023 commencing at 6:00 pm** at which the business set out below will be transacted.

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. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 16 November 2022 [Minute Nos. 50-65] be received and where necessary approved and adopted [**ENCLOSURE NO. 1**].

4. CHAIR'S REPORT

For information purposes only. No decision is required by the Council.

5. MEMBERS QUESTIONS

6. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET FOR FIRST 8 MONTHS OF THE FINANCIAL YEAR

For information purposes only. No decision is required by the Council. The report shows income and expenditure compared to budget for the first eight months, April to November, of the financial year [**ENCLOSURE NO. 2**]. About 96% of budgeted income had been received by end November, consisting of all the precept and 83% of other income. Expenditure was on track, being 65% of budget after two thirds of the year. This currently includes a contribution of £16,000 from CIL money to Chasetown FC for their building of a Toilet Block. A transfer will be made at the end of the financial year from the earmarked reserve to cover the net spend of CIL (CIL income and expenditure is not included in the budget).

7. ASSET OF COMMUNITY VALUE – CHASE TERRACE METHODIST CHURCH

The Town Council is asked to authorise the nomination for Chase Terrace Methodist Church as an Asset of Community Value [**ENCLOSURE NO. 3**].

8. APPOINTMENT OF EXTERNAL AUDITORS FOR 5 YEARS COMMENCING 1 APRIL 2022

For information purposes only. No decision is required by the Council. Minute 37 of 14 September 2022 recorded the Council's agreement to remain part of central arrangements for the appointment of external auditors. Smaller Authorities Audit Appointments (SAAA) has now announced its appointment of Mazars LLP (the most recent external auditors) as this Council's external auditors for the 5 financial years from 2022/23 to 2026/27, with a 5% increase in the annual fee to £1050 (plus VAT).

9. BUDGET AND PRECEPT 2023/2024

The Town Council is recommended to approve the budget for 2023/2024 [**ENCLOSURE NO. 4**]

- 10. PLANNING AND DEVELOPMENT COMMITTEE – 15 NOVEMBER 2022 & 14 DECEMBER 2022**
Chair of the Planning and Development Committee to move that the proceedings of the meeting held on 15 November 2022 [Minute Nos. 37-42] and 14 December 2022 [Minute Nos. 43-47] be received and where necessary approved and adopted **[ENCLOSURE NO. 5A AND 5B]**.
- 11. POLICY AND RESOURCES COMMITTEE – 01 DECEMBER 2022**
Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 01 December 2022 [Minute Nos. 39-49] be received and where necessary approved and adopted **[ENCLOSURE NO. 6]**.
- 12. COMMUNITY AND PARTNERSHIPS COMMITTEE – 09 DECEMBER 2022**
Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 09 December 2022 [Minute Nos. 37-44] be received and where necessary approved and adopted **[ENCLOSURE NO. 7]**.
- 13. 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.
- 14. POLICY AND RESOURCES COMMITTEE – 01 DECEMBER 2022**
Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 01 December 2022 [Confidential Minute Nos. 46-49] be received and where necessary approved and adopted **[ENCLOSURE NO. 8 - PINK]**.
- 15. COMMUNITY FACILITIES [ENCLOSURE NO. 9 - 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 Chair 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 Chair 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 Chair 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 NOVEMBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Banevicius, Bishop, Bullock, Coe, D Ennis, L Ennis, Evans, Flanagan, Gittings, Ho, Kirkham [from 6.07 pm], Norman, Willis-Croft and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Mrs Bacon

R Price, Staffordshire Local Democracy Reporter

BURNTWOOD BE A FRIEND

The Chair welcomed Joanne Dodds, Burntwood Be A Friend Project Co-ordinator to the meeting. Ms Dodds explained that Burntwood Be A Friend [BBAF] was a community focused charity run by the people of Burntwood, for the people of Burntwood. She explained that BBAF was born out of necessity during the Covid-19 pandemic in March 2020 and was now an evolving organisation that reacts and responds positively to the changing needs of the community. In November 2021 BBAF launched its Community Store based at Jarvis Court at Sankey's Corner which is accessible to all – fully inclusive so as to remove any stigma and encourages less food waste. It is run by paid staff and BBAF volunteers.

Ms Dodds stated that their aims are to reduce isolation and promote emotional and mental wellbeing; relieve socio-economic deprivation; grow and support thriving volunteering and increase community connections. She stated that they also run a men's walk on Mondays and a women's walk on Thursdays. The walks provide a safe environment to talk and reduces isolation. BBAF also have a community garden located in the grounds of St Anne's Church which again is accessible to all.

Ms Dodds explained that BBAF have a good relationship with local authorities and local charities. They have links with local supermarkets who donate surplus food.

Ms Dodds also mentioned that they would like the Community Store to become more of a Community Hub so that it can be used to help more local people through activities and meetings on days when the store is not open for shopping. By assisting more people, they hope to further improve their reach [e.g. by providing financial advice, wellbeing sessions, help with filling in forms/application etc] however, she stated that at present, their electricity bills are their biggest expense by far.

Ms Dodds also explained that BBAF had made it through to Round 2 of The People Awards and encouraged all Members to vote for them as this would help to get Burntwood on the map and secure more funding for their charitable activities.

The Chair thanked Ms Dodds and asked if any Member wished to ask a question.

Councillor Norman declared an interest as he volunteers on the helpline on Thursdays. He explained that the newly appointed Community Development and Engagement Officer [Ms Horner] could be involved in any future plans which BBAF had and encouraged BBAF to engage with the Citizens Advice service regarding income maximisation.

Ms Dodds explained that the helpline is not their first point of call for most people – face to face is now their preference. She felt that if a community hub was created, then Citizens Advice could be encouraged to attend.

Councillor Willis-Croft referred to BBAF links to local supermarkets and asked if Morrisons were involved. Ms Dodds explained that Morrisons were not a regular surplus provider at the moment.

Councillor Flanagan referred to the community store and felt that some members of the public thought it was a food bank and not accessible to all and asked what can Councillors do to help. Ms Dodds explained that they used social media to get the word out and that more marketing was proposed in January/February 2023.

Councillor Woodward explained that she was slightly disappointed to note that Ms Dodd's presentation did not refer at all to the support the Town Council gave in BBAF's early months. She stated that she spent many hours on their behalf during the lockdowns attending zoom meetings, passing on information from the District Covid Response group, liaising with Staffordshire County Council etc, as well as the ongoing support the Town Council has given. She questioned the duplication of community hubs around the town which already exist. However, she encouraged Councillors to join and become a member to reduce food waste.

Councillor Evans declared an interest as she volunteers on the telephone befriending service. She also mentioned that she was a Trustee of CASES and stated that it was important to get them out in the community.

PUBLIC FORUM

No questions were raised by members of the public.

50. APOLOGIES FOR ABSENCE

Councillors Brown [dispensation], Greensill, M Place, R Place, Taylor and Westwood.

51. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

52. HUNSLET WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

Members were informed that applications to be co-opted had been received from Mrs Bacon and Mr Hiley. In the absence of Mr Hiley, Mrs Bacon was asked to explain why she should be considered for the vacancy for the Hunslet Ward.

Mrs Bacon explained that she was born and bred in Burntwood and had previously been a Parish/District Councillor for 30 years. She stated that she loved working with the community. She explained that if you know your community, you know their needs and it was her passion to help people.

The Chair asked Councillor Woodward and Councillor Ho if they wanted to ask questions. Councillor Woodward stated that she was really grateful to the candidates for putting their names forward and asked Mrs Bacon what specific issues she felt the

Hunslet Ward would bring. She also referred to Councillor Kirkham as the other ward member. Mrs Bacon reiterated her committed to helping people in the ward.

Councillor Ho felt that as a Parish Council it should not be too political and asked how would she work with this. Mrs Bacon stated that she was not a political person and would work as a team.

Following the questions, a vote by secret ballot was held.

Mrs Bacon, as the successful co-optee signed the Declaration of Acceptance of Office after which she took her place at the table.

53. MINUTES

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

Councillor Norman referred to Minute No. 34 – Chair's Report [Page 15] and explained that as Chair of the Council he had attended a concert [the day after being elected as Chair] where he had sat on the front row in his Chain of Office etc.

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 14 September 2022 [Minute Nos. 31-49] be received and where necessary approved and adopted.

54. CHAIR'S REPORT

Councillor Birch read out the following statement:

Autumn is always a busy time in the run up to Christmas with lots of events taking place locally. On Sunday the remembrance services were held across the town and it is always heartening to see the number of young people who attend every year to participate from the youth groups, such as those from the scouting and guide movements, boys and girls brigades and others. Marches took place and wreaths were laid at the war memorials around the town.

The involvement of the youth groups reassures us that the horrors of past wars and those whose lives were lost to conflict will never be forgotten. Whilst we remembered the dead at the services, we also take time to honour those who continue to serve and who devote their lives to making sure ours can be lived in freedom and safety. I would like to take this opportunity to echo the thanks of this Council to those from Burntwood who continue to serve in our armed forces and their families who support and miss them whilst they serve.

We will soon have our Christmas events around the town at the end of the month. There will be Christmas lights switched on at Chasetown, Boney Hay, Morley Road, Burntwood Island and of course our Christmas Festival at Sankey's Corner.

These are lovely festive events for the community and are always well attended. In many cases they could not take place without the support and partnership between the Town Council, local businesses, and community volunteer organisations. I would

encourage all councillors to get involved in the ones in their area as they are a great way to engage with our residents and bring people together.

On Saturday our Vice Chair Cllr Evans is attending the Burntwood Lions Christmas Fayre to open their event on my behalf as unfortunately I will be away with work over the weekend. Thank you to Cllr Evans for stepping in and for your continuing support to myself.

We held over the summer the Sunflower growing competition over the last few months and the winners were the children of St Joseph and St Theresa's School in Chasetown. I attended one of their school assemblies to present their winners certificate and the gift voucher. This initiative helped us show our support for the people in Ukraine as the Sunflower is their national flower. The war in Ukraine continues as we all know, and I have no doubt that the people of Burntwood will continue to show our solidarity and support of Ukraine and its people.

The delayed Dementia Friendly walk took place in some rather unpleasant weather, even so it was well attended, and a fair few people endured the inclement conditions to complete the walk and show our support of those suffering from dementia and those who care for them. I would like to extend my thanks for the support we were given by Burntwood Methodist Church who provided us with some welcome relief from the elements and some light refreshments to go with their warm welcome. All those who participated and supported the event received a goody bag and medal.

55. MEMBERS QUESTIONS

None received.

56. NOTICE OF CONCLUSION OF AUDIT FOR 2021/22

Councillor Ho congratulated the Deputy Clerk for enrolling in the Period Power initiative and putting sanitary products in the toilets at the Old Mining College.

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

RESOLVED It was received and noted that Mazars had completed their external audit of the 2021/22 accounts on 13 September and gave a satisfactory opinion in the external auditor's report within the Annual Governance and Accountability Return. It was also noted that the Council had not carried out a comprehensive assessment of risks in 2021/22 but had already made arrangements to prepare a comprehensive assessment for 2022/23 [and had also correctly answered No to question 5 on the Annual Governance Statement about appropriate assessment and management of risks], thereby avoiding any qualification to the audit.

57. NAMING OF THE NEW MEETING ROOM

Councillor Woodward explained that Councillors and staff had been asked to put forward any suggestion[s] for the naming of the new meeting room.

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

RESOLVED That the refurbished room at the Old Mining College be known as The Meeting Room.

58. RISK REGISTER

Councillor Woodward thanked the Chair and the Town Clerk for the work that they had undertaken with the risk register.

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

RESOLVED That the Risk Register be adopted.

59. FINANCIAL UPDATE FOR FIRST HALF OF CURRENT FINANCIAL YEAR

It was proposed by Councillor Norman, seconded by Councillor D Ennis, and

RESOLVED The report of income and expenditure compared to budget for the first 6 months of the financial year, April to September be received and noted.

60. PLANNING AND DEVELOPMENT COMMITTEE – 13 SEPTEMBER 2022 AND 12 OCTOBER 2022

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

RESOLVED That the Minutes of the Meeting of the Planning and Development Committee held on 13 September 2022 [Minute Nos. 25-29] and 12 October 2022 [Minute Nos. 30-36] be received and where necessary approved and adopted.

61. POLICY AND RESOURCES COMMITTEE – 13 OCTOBER 2022

Councillor Flanagan referred to Minute No. 31 – Bus Shelter [Chase Road], second paragraph and stated that he had said that the briefing note did not reflect the quotations. Councillor Flanagan also referred to Minute No. 33 – Community Development and Engagement Officer and asked if the resolution could include reference to the Person Specification and in particular No. 10 of the criteria being changed from Essential to Desirable as it had been agreed at the meeting that experience of grant applications and working with grant funded projects should be desirable and not essential as training could be given.

Councillor Ho thanked Councillor Norman for allowing him to submit his comments, in his absence.

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 13 October 2022 [Minute Nos. 26-38] be received and where necessary approved and adopted.

62. COMMUNITY AND PARTNERSHIPS COMMITTEE – 19 OCTOBER 2022

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 19 October 2022 [Minute Nos. 25-36] be received and where necessary approved and adopted.

63. 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.

64. MINUTES

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

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 14 September 2022 [Minute Nos. 46-49] be received and where necessary approved and adopted.

65. POLICY AND RESOURCES COMMITTEE – 13 OCTOBER 2022

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 13 October 2022 [Minute Nos. 36-38] be received and where necessary approved and adopted.

[The Meeting closed at 7.10 pm]

Signed

Date

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

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
100 Corporate									
1176 Precept		344,734	358,523	358,523	0			100.0%	
1199 CCLA Interest		3,241	4,250	3,200	(1,050)			132.8%	
1205 Bank Account Interest		8	0	50	50			0.0%	
1206 CIL income		22,363	5,661	0	(5,661)			0.0%	
	Corporate :- Income	370,346	368,434	361,773	(6,661)			101.8%	0
4998 CIL expenditure		0	21,000	0	(21,000)		(21,000)	0.0%	
	Corporate :- Indirect Expenditure	0	21,000	0	(21,000)	0	(21,000)		0
	Net Income over Expenditure	370,346	347,434	361,773	14,339				
6001	less Transfer to EMR	22,363	0						
	Movement to/(from) Gen Reserve	347,983	347,434						
104 OMCC									
1025 Sundry Income		1,458	873	756	(117)			115.5%	
1070 OMCC: Unit Rents		24,556	20,586	31,746	11,160			64.8%	
1071 OMCC: Unit Service Charges		19,409	17,826	27,832	10,006			64.0%	
1072 OMCC: Room Hire		1,202	774	180	(594)			429.7%	
	OMCC :- Income	46,625	40,059	60,514	20,455			66.2%	0
4019 Employee costs		15,866	12,737	18,777	6,040		6,040	67.8%	
4022 NNDR		7,610	7,610	7,914	304		304	96.2%	
4023 Water Rates		1,200	636	1,774	1,138		1,138	35.8%	
4040 Cleaning Contract		2,729	0	550	550		550	0.0%	
4041 Unlocking/Locking		0	0	1,040	1,040		1,040	0.0%	
4055 Energy		14,764	3,489	20,000	16,511		16,511	17.4%	
4056 Building & Grounds Maintenance		12,490	6,552	12,376	5,824		5,824	52.9%	
4057 Telephones & Broadband		127	0	988	988		988	0.0%	
4059 Other Supplies and Services		2,306	1,935	5,200	3,265		3,265	37.2%	
4180 Professional Fees		5,675	320	7,677	7,357		7,357	4.2%	
4221 Insurance premiums		0	0	116	116		116	0.0%	
	OMCC :- Indirect Expenditure	62,767	33,278	76,412	43,134	0	43,134	43.6%	0
	Net Income over Expenditure	(16,141)	6,780	(15,898)	(22,678)				
105 Transport									
4064 Members Travel Expenses		0	0	50	50		50	0.0%	
	Transport :- Indirect Expenditure	0	0	50	50	0	50	0.0%	0
	Net Expenditure	0	0	(50)	(50)				

AGENDA ITEM 6 - ENCLOSURE NO. 2

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

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	7	426	0	(426)			0.0%	
Supplies & Services :- Income	7	426	0	(426)				0
4019 Employee costs	135,074	92,654	147,717	55,063		55,063	62.7%	
4057 Telephones & Broadband	1,859	1,372	2,912	1,540		1,540	47.1%	
4059 Other Supplies and Services	1,844	778	1,040	262		262	74.8%	
4060 Car Mileage: Employees	272	233	0	(233)		(233)	0.0%	
4120 Postage	390	0	500	500		500	0.0%	
4125 Franking Machine	309	0	0	0		0	0.0%	
4139 Computers & other office equip	8,385	6,281	7,280	999		999	86.3%	
4140 Website	400	450	1,560	1,110		1,110	28.8%	
4165 Advertising	915	59	520	461		461	11.4%	
4166 Newsletter	0	2,880	0	(2,880)		(2,880)	0.0%	
4170 Subscriptions to other bodies	250	35	520	485		485	6.7%	
4180 Professional Fees	999	999	1,352	353		353	73.9%	
4211 General office expenses	1,732	2,323	1,500	(823)		(823)	154.9%	
4212 Training & conferences	380	410	3,120	2,710		2,710	13.1%	
4220 Bank Charges	225	146	364	218		218	40.2%	
4221 Insurance premiums	4,061	4,596	4,223	(373)		(373)	108.8%	
4234 Audit	1,403	1,000	1,664	664		664	60.1%	
Supplies & Services :- Indirect Expenditure	158,496	114,216	174,272	60,057	0	60,057	65.5%	0
Net Income over Expenditure	(158,489)	(113,790)	(174,272)	(60,482)				
201 Street Lighting								
4055 Energy	475	892	765	(127)		(127)	116.6%	
4241 Maintenance	1,201	486	426	(60)		(60)	114.0%	
4242 Replacement	0	0	1,560	1,560		1,560	0.0%	
Street Lighting :- Indirect Expenditure	1,676	1,377	2,751	1,374	0	1,374	50.1%	0
Net Expenditure	(1,676)	(1,377)	(2,751)	(1,374)				
202 Bus Shelters								
4241 Maintenance	0	377	3,000	2,623		2,623	12.6%	
Bus Shelters :- Indirect Expenditure	0	377	3,000	2,623	0	2,623	12.6%	0
Net Expenditure	0	(377)	(3,000)	(2,623)				
203 Christmas Lights								
4260 General Expenses	3,123	22	2,600	2,578		2,578	0.8%	
Christmas Lights :- Indirect Expenditure	3,123	22	2,600	2,578	0	2,578	0.8%	0
Net Expenditure	(3,123)	(22)	(2,600)	(2,578)				

AGENDA ITEM 6 - ENCLOSURE NO. 2

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

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>204 Public Conveniences</u>								
4241 Maintenance	0	0	20,000	20,000		20,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	20,000	20,000	0	20,000	0.0%	0
Net Expenditure	0	0	(20,000)	(20,000)				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	4,742	7,938	3,500	(4,438)			226.8%	
Traffic Islands :- Income	4,742	7,938	3,500	(4,438)			226.8%	0
4241 Maintenance	6,402	0	7,717	7,717		7,717	0.0%	
4304 Signage	1,602	242	520	278		278	46.5%	
4306 NNDR: Traffic Islands	225	225	324	99		99	69.3%	
Traffic Islands :- Indirect Expenditure	8,228	467	8,561	8,094	0	8,094	5.5%	0
Net Income over Expenditure	(3,486)	7,471	(5,061)	(12,532)				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	419	0	600	600		600	0.0%	
Hanging Baskets & Planters :- Indirect Expenditure	419	0	600	600	0	600	0.0%	0
Net Expenditure	(419)	0	(600)	(600)				
<u>207 Flagpole</u>								
4241 Maintenance	30	12	114	102		102	10.8%	
Flagpole :- Indirect Expenditure	30	12	114	102	0	102	10.8%	0
Net Expenditure	(30)	(12)	(114)	(102)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	2,232	374	3,463	3,090		3,090	10.8%	
Coulter Lane Burial Ground :- Indirect Expenditure	2,232	374	3,463	3,090	0	3,090	10.8%	0
Net Expenditure	(2,232)	(374)	(3,463)	(3,090)				
<u>211 Burntwood Town Strategy</u>								
4019 Employee costs	0	3,436	0	(3,436)		(3,436)	0.0%	
4754 BTS Projects	0	19,239	22,240	3,001		3,001	86.5%	
Burntwood Town Strategy :- Indirect Expenditure	0	22,675	22,240	(435)	0	(435)	102.0%	0
Net Expenditure	0	(22,675)	(22,240)	435				

AGENDA ITEM 6 - ENCLOSURE NO. 2

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

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
213 Events								
1090 Wakes - Pitch Fees	0	160	0	(160)			0.0%	
1100 Wakes Other Income	0	340	0	(340)			0.0%	
1101 Christmas	200	3,810	0	(3,810)			0.0%	
1102 Play in Parks/Summer Picnic	2,125	0	0	0			0.0%	
1110 Other events income	3,000	0	0	0			0.0%	
Events :- Income	5,325	4,310	0	(4,310)				0
4262 Christmas Events	4,560	5,603	4,160	(1,443)		(1,443)	134.7%	
4390 Wakes (all expenditure)	0	35,677	15,600	(20,077)		(20,077)	228.7%	19,577
4399 Other events expendit inc mkts	4,497	7,520	0	(7,520)		(7,520)	0.0%	
4761 Play in Parks/Summer Picnic	2,598	7,766	7,280	(486)		(486)	106.7%	
Events :- Indirect Expenditure	11,655	56,566	27,040	(29,526)	0	(29,526)	209.2%	19,577
Net Income over Expenditure	(6,330)	(52,256)	(27,040)	25,216				
6000 plus Transfer from EMR	0	19,577						
6001 less Transfer to EMR	5,325	0						
Movement to/(from) Gen Reserve	(11,655)	(32,679)						
214 Community Projects								
1025 Sundry Income	0	300	0	(300)			0.0%	
Community Projects :- Income	0	300	0	(300)				0
4764 Other Community Projects	9,970	1,549	2,080	531		531	74.5%	
4766 Community repairs/improvements	0	0	5,000	5,000		5,000	0.0%	
Community Projects :- Indirect Expenditure	9,970	1,549	7,080	5,531	0	5,531	21.9%	0
Net Income over Expenditure	(9,970)	(1,249)	(7,080)	(5,831)				
6000 plus Transfer from EMR	8,510	0						
Movement to/(from) Gen Reserve	(1,460)	(1,249)						
215 SCAMP								
4550 SCAMP: Maintenance	0	0	161	161		161	0.0%	
4551 SCAMP: Insurance	0	0	406	406		406	0.0%	
SCAMP :- Indirect Expenditure	0	0	567	567	0	567	0.0%	0
Net Expenditure	0	0	(567)	(567)				
216 Neighbourhood Plan								
4728 Neighbourhood Plan expenditure	303	0	0	0		0	0.0%	
Neighbourhood Plan :- Indirect Expenditure	303	0	0	0	0	0		0
Net Expenditure	(303)	0	0	0				

AGENDA ITEM 6 - ENCLOSURE NO. 2

Continued over page

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

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	386	88	0	(88)			0.0%	
Civic Expenses :- Income	386	88	0	(88)				0
4360 Chairman's Expenses	0	0	100	100		100	0.0%	
4361 General Expenses	12	290	500	210		210	58.0%	
4368 Fundraising - Distribution	0	0	100	100		100	0.0%	
Civic Expenses :- Indirect Expenditure	12	290	700	410	0	410	41.4%	0
Net Income over Expenditure	373	(202)	(700)	(498)				
6001 less Transfer to EMR	386	0						
Movement to/(from) Gen Reserve	(13)	(202)						
302 Better Burntwood incl. grants								
1020 External grants received	1,200	0	0	0			0.0%	
Better Burntwood incl. grants :- Income	1,200	0	0	0				0
4416 Better Burntwood expenditure	9,022	23,691	26,000	2,309		2,309	91.1%	
4417 External grant expenditure	30	0	0	0		0	0.0%	
4760 Stephen Sutton Bursary	0	0	1,000	1,000		1,000	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	9,052	23,691	27,000	3,309	0	3,309	87.7%	0
Net Income over Expenditure	(7,852)	(23,691)	(27,000)	(3,309)				
6001 less Transfer to EMR	1,200	0						
Movement to/(from) Gen Reserve	(9,052)	(23,691)						
310 Election Expenses								
4701 Election Expenses	0	0	10,000	10,000		10,000	0.0%	
Election Expenses :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
401 Burntwood Cemetery								
1000 Burial Fees/Licences/Headstone	30,708	16,026	28,288	12,262			56.7%	
1001 Memorial wall plaques	114	214	104	(110)			205.3%	
Burntwood Cemetery :- Income	30,822	16,240	28,392	12,153			57.2%	0
4019 Employee costs	2,083	2,095	3,214	1,119		1,119	65.2%	
4163 General Office Expenses	503	255	468	213		213	54.6%	
4810 Gravedigging: Main Contractor	5,380	2,685	5,658	2,973		2,973	47.5%	

AGENDA ITEM 6 - ENCLOSURE NO. 2

Detailed Income & Expenditure by Budget Heading 30/11/2022

Month No: 8

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
4820 NNDR: Burntwood Cemetery	1,422	1,422	1,508	86		86	94.3%	
4863 Other Maintenance and Services	4,378	2,893	8,692	5,799		5,799	33.3%	
4864 Grounds maintenance	9,450	965	11,544	10,579		10,579	8.4%	
Burntwood Cemetery :- Indirect Expenditure	23,215	10,315	31,084	20,769	0	20,769	33.2%	0
Net Income over Expenditure	7,607	5,924	(2,692)	(8,616)				
<u>404 Church Street car park</u>								
4870 All maintenance & services	25	0	0	0		0	0.0%	
Church Street car park :- Indirect Expenditure	25	0	0	0	0	0		0
Net Expenditure	(25)	0	0	0				
<u>501 Capital Works</u>								
4901 OMCC Refurbishment works	47,749	10,258	36,642	26,384		26,384	28.0%	
Capital Works :- Indirect Expenditure	47,749	10,258	36,642	26,384	0	26,384	28.0%	0
Net Expenditure	(47,749)	(10,258)	(36,642)	(26,384)				
6000 plus Transfer from EMR	12,516	0						
Movement to/(from) Gen Reserve	(35,233)	(10,258)						
Grand Totals:- Income	459,453	437,794	454,179	16,385			96.4%	
Expenditure	338,952	296,466	454,176	157,710	0	157,710	65.3%	
Net Income over Expenditure	120,501	141,327	3	(141,324)				
plus Transfer from EMR	21,026	19,577						
less Transfer to EMR	29,274	0						
Movement to/(from) Gen Reserve	112,253	160,904						

Burntwood Town Council

Thursday 12th January 2023

Chase Terrace Methodist Church

1. Purpose of Report

To request that Council support the nomination of Chase Terrace Methodist Church as an Asset of Community Value (ACV) to protect the option for the Church building to be retained as a community space.

2. Background

Chase Terrace Methodist Church was built in 1870 for local mining families and has continued to serve the community since then. A number of factors including falling numbers, the impact of lockdowns and loss of income post-covid have meant that the Church Council made the decision to close at the end of August 2022, however those involved in this decision were keen to retain the premises as a community facility.

In the course of discussions regarding the building's future, it emerged that a number of local organisations are in need of additional premises and meeting spaces including Burntwood Be A Friend, Spark (Burntwood), the local foodbank run by Burntwood Churches Together and St John's C of E Church. The community room at the Methodist Church has previously been used by numerous diverse community groups, and there is a great deal of goodwill locally towards this much-loved and historically significant building.

The Church previously received approx. £250,000 investment made via grants from the Staffordshire Environmental Fund, the Coalfields Regeneration Trust, Lichfield District Council, Burntwood Town Council, the Methodist Church and others. Following the opening of the community room, and up until lockdowns, the Church membership organised many community activities open to the public including a weekly coffee morning as part of the district-wide Places of Welcome scheme and a weekly lunch club. Numerous other community events took place all of which were open to and regularly supported by local residents.

There are significant levels of need and disadvantage to be addressed in the Chase Terrace community both financially and socially and as a community space, the building could provide a base for local groups to provide services and continue to help meet local need.

3. Proposal

To nominate Chase Terrace Methodist Church as an Asset of Community Value.

The community right to bid allows voluntary and community organisations to nominate privately and publicly owned assets for inclusion on a register of assets of community value which is held by Lichfield District Council (LDC).

Information taken from LDC's website describes the benefits of nominating a building as an ACV:

If something on the register is offered for sale community interest groups will have up to a maximum of six months to prepare a bid to buy it:

- *The owner of the property must advise us when they intend to sell the property and we will inform the nominator.*
- *If an eligible community interest group notifies the council within six weeks that it wishes to bid for the property, it will have up to six months in which to prepare its case.*
- *If no community interest group notifies the council within six weeks that it wishes to bid, the owner is free to sell their property as they see fit.*
- *At the end of the six-month period, the owner is free to sell to whoever they choose and at whatever price.*

This gives community groups an increased chance to save local facilities by developing a proposal and raising the required capital.

4. Funding

Nominating an ACV is free but there is a minimal cost of £6 to purchase two land registry forms that need to be included within the nomination.

5. Recommendation

That Council authorises the nomination for Chase Terrace Methodist Church as an Asset of Community Value.

Contact Officer

Kat Horner

Community Development and Engagement Officer

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01543 677166

BURNTWOOD TOWN COUNCIL - 2023-24 BUDGET

(VERSION 3 - 4 JANUARY 2023)

		2021-22	2022-23	2022-23	2023-24	
		Actual	Approved Budget	8 mths, April - Nov	Budget	Notes
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)						
100 Corporate						
1176	Precept	344,734	358,523	358,523	362,782	Small increase from no change in band D council tax but increase in tax base
1199	CCLA interest	3,241	3,200	4,250	8,920	
1205	Bank account interest	8	50	0	75	
1206	CIL income (Has to be earmarked)	22,363	0	5,661	0	No budget set as has to be earmarked
Total	Corporate Income	370,346	361,773	368,434	371,777	
4998	CIL expenditure			21,000	0	Spend from earmarked reserve
104 Old Mining College Centre						
1070	Unit rents	24,556	31,746	20,586	29,561	Based on current occupation and rents unchanged
1071	Unit service charges	19,409	27,832	17,826	26,973	Based on current occupation and 5% annual increase
1072	Room hire	1,202	180	774	1,100	Based on hirers continuing as now & no increase in rate
1025	Sundry income (incl. sheds, recharges for PA Testing)	1,458	756	873	1,020	Incl. 2 shed rents continuing at current rate
Total	OMCC income	46,626	60,514	40,059	58,654	
4019	Employee expenses - Caretaker and cleaner	15,866	18,777	12,737	25,291	Assumes 5% National Pay Award for 2023/24
4022	NNDR Rates	7,610	7,914	7,610	7,762	Assumes 2% increase for 2023/24
4023	Water rates	1,200	1,774	636	1,350	Assume 5% increase
4055	Energy (Gas & electric)	14,764	20,000	3,489	35,000	Little winter usage to date in actuals. Large increase in budget.
4040	Cleaning contract/cover	2,729	550			
4041	Locking/ unlocking	0	1,040			
4056	Building and grounds maintenance (Alarms, lift, pest control, parts etc.)	12,490	12,376	6,552	11,000	Based on current average spend plus 10% increase in costs
4057	Telephones & Broadband	127	988			
4180	Professional fees	5,675	7,677	320	1,000	Primarily lease preparation if any unit occupation changes.
4221	Insurance premiums (Lift inspection contract only)	0	116			Recorded under Building and grounds maintenance code 4056 now
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	2,306	5,200	1,935	3,200	Based on current average spend plus 10% increase in costs
Total	OMCC expenditure	62,767	76,412	33,279	84,603	
105 Transport						
4064	Members travel costs	0	50	0	50	
107 Supplies and Services, BTC						
1025	Sundry income	7	0	426	0	
4019	Employee expenses - office staff	135,074	147,717	96,090	216,074	Assumes 5% National Pay Award for 2023/24
4060	Employees car mileage	272	Included above	233	400	
4057	Telephones & Broadband	1,859	2,912	1,372	2,310	Based on current average spend plus 10% increase in costs
4120	Postage	390	500	0	250	
4125	Franking machine	309			0	
4139	Computers, software and other office equipment	8,385	7,280	6,281	10,400	Based on current average spend plus 10% increase in costs
4140	Website	400	1,560	450	0	Covered in new Communications cost centre
4165	Advertising (ATM and other adverts)	915	520	59	0	Covered in new Communications cost centre
4166	Newsletter (Town Trader/City Life etc.)	0	0	2,880	0	Covered in new Communications cost centre
4211	Office expenses (to include stationery, photocopier etc.)	1,732	1,500	2,323	3,000	
4212	Training & conferences	380	3,120	410	1,000	

BURNTWOOD TOWN COUNCIL - 2023-24 BUDGET

(VERSION 3 - 4 JANUARY 2023)

		2021-22	2022-23	2022-23	2023-24	
		Actual	Approved Budget	8 mths, April - Nov	Budget	Notes
4170	Subscriptions	250	520	35	100	
4180	Professional fees	999	1,352	999	1,100	Employment support agreement with 10% increase
4220	Bank charges	225	364	146	250	
4221	Insurance premiums	4,061	4,223	4,596	6,000	
4234	Audit	1,403	1,664	1,000	2,550	Increased Mazars fee and likely increased internal audit fee after new appointment
4059	Other supplies and services	1,844	1,040	778	1,100	
Total	BTC supplies & services expenditure	158,498	174,272	117,652	244,534	
108 Communications (NEW COST CENTRE)						
New code	All advertising, newsletters, website, social media etc				7,200	Budget for 12 month communication plan
201 Street Lighting						
4055	Energy	475	765	892	1,750	Large increase assumed
4241	Maintenance	1,201	426	486	750	Unpredictable so set modest budget and use earmarked reserve if required
4242	Replacement	0	1,560	0	0	Use earmarked reserve if required
202 Bus Shelters						
1025	Sundry income	0	0	0	0	
4241	Maintenance	0	3,000	377	450	Unpredictable so set modest budget and use earmarked reserve if required
4242	Replacement	0	0	0	0	Use earmarked reserve if required
203 Christmas Lights and Trees						
4260	General expenses	3,123	2,600	22	3,000	
204 Public Conveniences						
4241	Maintenance, cleaning etc.		20,000	0	0	
205 Traffic Islands						
1030	Traffic Islands: Sponsorship	4,742	3,500	7,938	8,500	Based on current sponsors continuing as now
4304	Signage	1,602	520	242	300	Based on current sponsors continuing as now
4306	NNDR: Traffic Islands	225	324	225	230	Assumes 2% increase for 2023/24
4241	Maintenance (to include grass cutting, bedding plants etc.)	6,402	7,717	0	7,455	Assumes 10% RPI increase.
206 Hanging Baskets & Planters						
4241	Maintenance	419	600	0	360	Assumes 10% RPI increase.
207 Flagpole						
4241	Maintenance	30	114	12	50	
209 Coulter Lane Burial Ground						
4241	Maintenance	2,232	3,463	374	1,850	Assumes 10% RPI increase & provision for other work
211 Burntwood Town Strategy						
4754	BTS projects - primarily BURRT in 2022/23	0	22,240	19,239	12,319	Set as amount which balances budget
New code	Community repairs/improvements		5,000		0	Recorded under BTS in 2022/23 and new cost centre for 2023/24

BURNTWOOD TOWN COUNCIL - 2023-24 BUDGET

(VERSION 3 - 4 JANUARY 2023)

		2021-22	2022-23	2022-23	2023-24	
		Actual	Approved Budget	8 mths, April - Nov	Budget	Notes
212 Burntwood Response and Repair Team (NEW COST CENTRE)						
New code	BURRT vehicle costs				2,000	Insurance and other running costs
4766	Repairs and improvements				2,000	Materials for repairs etc.
213 Community Events						
1090	Wakes: Pitch fees	0	0	160	0	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	0	0	340	0	
1101	Christmas: Pitch fees	200	0	3,810	0	
1102	Play in the Parks/Summer Picnic	2,125	0	0	0	
1110	Other events income	3,000	0	0	0	
Total	Events income	5,325	0	4,310	0	
4262	Christmas events	4,560	4,160	5,603	6,000	
4390	Wakes - all expenditure	0	15,600	35,677	16,000	
4761	Play in the Parks	2,598	7,280	7,766	8,000	
4399	Other events expenditure incl markets	0	0	0	0	For other Events
New code	Monthly Markets	4,497	0	7,520	8,000	New code may be used for markets
Total	Events expenditure	11,655	27,040	56,566	38,000	
214 Community Development (previously Community Projects)						
1025	Sundry income	0	0	300	0	
4764	Other Community Projects (incl. Dementia work, defibrillators & SIDs)	9,970	2,080	1,549	500	
215 SCAMP						
4550	SCAMP: Maintenance	0	161	0	0	Use earmarked reserve if required
4551	SCAMP: Insurance	0	406	0	0	Use earmarked reserve if required
216 Neighbourhood Plan						
1025	Sundry income	0	0	0	0	
4728	Neighbourhood Plan expenditure	303	0	0	0	
301 Civic Expenses						
1062	Fundraising (to be earmarked)	386	0	88	0	
4360	Chairman's Expenses	0	100	0	50	
4368	Fundraising expenditure (Donations & distribution of funds raised)	0	100	0	0	Distribution will be from earmarked funds
4361	General expenses	12	500	290	200	
302 Better Burntwood incl. grants						
1020	External grants received	1,200	0	0	0	
4416	Better Burntwood expenditure	9,022	26,000	23,691	26,000	
4417	External grant expenditure	30	0	0	0	
4760	Stephen Sutton Bursary (previously under 214 Community Projects)	0	1,000	0	1,000	

BURNTWOOD TOWN COUNCIL - 2023-24 BUDGET

(VERSION 3 - 4 JANUARY 2023)

		2021-22	2022-23	2022-23	2023-24	
		Actual	Approved Budget	8 mths, April - Nov	Budget	Notes
310 Election Expenses						
4701	Election expenses	0	10,000	0	10,000	Continue building earmarked reserve to cover May '23 elections
401 Burntwood Cemetery						
1000	Burial fees/ licences	30,708	28,288	16,026	28,000	Assumes 5% increase in fees for 2023/24
1001	Memorial plaques	114	104	214	250	
4019	Employee expenses - Cemetery gatekeeper	2,083	3,214	2,095	3,680	
4810	Grave digging	5,380	5,658	2,685	4,500	
4820	NNDR: Burntwood Cemetery	1,422	1,508	1,422	1,450	
4864	Grounds maintenance	9,450	11,544	965	7,500	
4863	Other maintenance and services (to include gritting, skips etc.)	4,378	8,692	2,893	5,000	
4163	General office expenses (e.g. plaque engraving, ICCM)	503	468	255	400	
Total	Cemetery expenditure	23,215	31,084	10,315	22,530	
404 Church Street car park						
4870	All maintenance & services	25				Remove cost centre when historic 2021-22 data no longer needs to be shown
501 Capital Expenditure						
4901	OMCC refurbishment works	47,749	36,642	10,258	0	
4666	Capital works (any other)	0	0	0	0	
	TOTAL INCOME	459,453	454,179	437,794	467,181	
	TOTAL EXPENDITURE	338,952	454,176	296,466	467,181	
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	120,501	3	141,327	0	

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE BOARD ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON TUESDAY 15 NOVEMBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bishop, L Ennis, Gittings and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

37. APOLOGIES FOR ABSENCE

Councillors Banevicius, Bullock, D Ennis, Ho and R Place.

38. 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.

39. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 12 October 2022 [Minute Nos. 30-36] be approved as a correct record.

40. INFORMATION FROM THE MINUTES

Councillor Flanagan referred to planning application 22/00843/FULM – Chasetown Football [Demolition of buildings and structures to allow for the extension and refurbishment of the existing clubhouse for sport and community use and replacement of existing covered seating stand, minor engineering works and landscaping] and informed Members that the Local Planning Authority had granted permission on 07 October 2022.

Councillor Flanagan referred to planning application 21/01977/FUL – 24 Holly Grove Lane [erection of a 2-bedroom detached dwelling] and confirmed that following refusal of the application by the Local Planning Authority on 22 February 2022 an appeal had been received by the Planning Inspectorate against the refusal of the

application. The appeal is to be decided on the basis of an exchange of written statements by the parties and a site visit by an Inspector. Councillor Flanagan confirmed that this Committee had objected to the proposal which was based on the negative impact on visibility on a busy junction outside a primary school and the detriment to the open aspect of the plot with the resultant negative change to the street scene and loss of amenity to neighbouring properties.

41. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|------------------|---|--|
| (a) | 22/01370/COU | Chase
Terrace | Papa Johns [GB] Ltd
Units 23-24
Burntwood Town Shopping Centre
Cannock Road
Chase Terrace | Change of use
from vacant unit
[former bank]
[Use Class E] to a
hot food
takeaway unit
[Sui Generis]
including
associated
external
alterations |
|-----|--------------|------------------|---|--|

No objection in principle however if the Local Planning Authority is mindful to grant planning permission then the comments made by Environment Health and Staffordshire Police should be taken into account.

- | | | | | |
|-----|--------------|-----------|---|--------------------------------------|
| (b) | 22/01457/FUH | Highfield | Miss H Williams
109 Farewell Lane
Burntwood | Erection of
replacement
garage |
|-----|--------------|-----------|---|--------------------------------------|

No objection subject to the garage not being used, sold or let as a separate dwelling and complies with Green Belt criteria. However, if the Local Planning Authority is mindful to grant planning permission then the windows should be of opaque glazing to prevent the potential of overlooking and loss of privacy to neighbouring properties.

- | | | | | |
|-----|--------------|-----------|---|--|
| (c) | 22/00036/FUL | Highfield | Mr D Childs
Land to the East of
Ogley Hay Road
Burntwood | Demolition of
existing buildings
and erection of
a detached
dwelling |
|-----|--------------|-----------|---|--|

OBJECTION. Over development in the Green Belt by virtue of increasing the housing density in the area.

- | | | | | |
|-----|--------------|------------------|--|---|
| (d) | 22/01430/FUL | Chase
Terrace | Mr T Scott
Land rear
62 School Lane
Burntwood | Erection of a 1-
bedroom
detached
bungalow and
associated works |
|-----|--------------|------------------|--|---|

No objection in principle however the Local Planning Authority to be mindful that if the proposal is granted that secure weatherproof cycle storage facilities are included in the conditions to comply with the sustainability policy.

(e)	22/01409/OUT	Chase Terrace	Mr C Jamu 150 Cannock Road Chase terrace	Demolition of existing house and outbuildings and erection of replacement two storey house with rear detached garage and new bungalow
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OBJECTION. The Local Planning Authority is asked to refuse this application due to the comments made by SCC Highways. However, once additional information is received then this Committee is happy to receive and review the proposal again.

(f)	22/01473/FUH	Highfield	Mrs J Williams 2 Freer Drive Burntwood	Erection of replacement porch
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No objection.

(g)	22/01362/COU	Highfield	Mr C Lee Land North East of Woodhouses Road Burntwood	Erection of replacement stable/store and shelter and change of use from agricultural to sui generis
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No objection in principle subject to the Local Planning Authority confirming that the replacement stable/store and shelter will not be used for commercial use/gain [e.g. riding school], the change of use is from agricultural to equestrian and not agricultural to sui generis and complies with Green Belt criteria.

(h)	22/01556/FUH	Summerfield & All saints	Mr A Chapman 109 Cannock Road Burntwood	Erection of two storey side extension and single storey rear extension
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No objection.

42. RING O BELLS PUBLIC HOUSE, 80 CHORLEY ROAD, BURNTWOOD

For information purposes only, Councillor Flanagan informed Members that a member of the public had approached a Councillor informing them that the Ring O Bells Public House was on the market as licensed premises with Savills for £225,000. He confirmed that to date, no planning application had been received for change of use but wanted to bring this to the attention of Members. If and when a planning application is received it will be considered by this Committee in the usual way.

[The Meeting closed at 6.28 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 14 DECEMBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Gittings [in the Chair]
Councillors Birch, Bishop, L Ennis and D Ennis

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

43. APOLOGIES FOR ABSENCE

Councillors Bacon, Bullock, Flanagan, Ho, R Place and Willis-Croft.

44. 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.

45. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 15 November 2022 [Minute Nos. 37-42] be approved as a correct record.

46. INFORMATION FROM THE MINUTES

Councillor Gittings referred to an email sent to Committee Members on 30 November 2022 referring to Planning Application 22/01409/OUT – 150 Cannock Road [demolition of existing house and outbuildings and erection of replacement two storey house with rear detached garage and new bungalow] and confirmed that additional information had been received from Staffordshire County Council. She stated that due to time restrictions and the comments made by Staffordshire County Council an updated response i.e. "No objection in principle. The Local Planning Authority should be mindful of comments made by Staffs CC Highways Department in their response of 21 November and any approval should be subject to the garage not being used, sold or let as a separate dwelling" had been submitted to the Local Planning Authority.

Councillor Gittings referred to an email sent to Committee Members on 30 November 2022 referring to Planning Application 22/00658/FULM – Land at Maple Close and Sycamore Road [Erection of 54 dwellings and associated landscaping, parking and access] and confirmed that amended plans had been received. She confirmed that in summary there are still two accesses into the site [noting that there was no objection raised by Staffs Highways to this approach]. Most of the changes are related to the garden areas provided, reorientation of the dwellings to demonstrate vehicle tracking and with the aim of overcoming amenity concerns, and some changes in house types. She stated that due to time restrictions the same Strong Objection i.e. "STRONG OBJECTION due to the infrastructure of access point via Maple Close. [Road only being 5 metres wide and not meeting the advice of Staffordshire County Council who advise that should single access be provided to the development the access road should be 5.5 metres wide] and comments made by Staffordshire County Council's Flood Risk Officer, who recommends planning permission is not granted. The Town Council is mindful to change its view if further consideration is given to access and egress via Sycamore Road utilising existing drive way thus avoiding removal of the hedge and not having traffic entering the site via Maple Close cul de sac" had been submitted to the Local Planning Authority.

Councillor Gittings referred to planning application 22/00921/OUT – Land adjacent to 18 Summerfield Road [Outline application for the erection of 1 no. three bedroom dwelling and 1 no. two bedroom bungalow] and confirmed that the Local Planning Authority had refused the application on 22 November 2022. She confirmed that the Committee's comments were OBJECTION due to the significant changes to the street scene and the additional congestion this development would cause [safety aspects with regard to the parking down one side of the street].

47. PLANNING APPLICATIONS

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

- | | | | | |
|---------------|--------------|----------------------------|---|--|
| (a) | 22/01565/FUL | Chasetown | Mr E Morrison
Acorn Kia
Cannock Road
Chase Terrace | Erection of single storey side extension to form toilet block |
| No objection. | | | | |
| (b) | 22/01588/FUH | Chase Terrace | Mr and Mrs C Peace
43 Water Street
Burntwood | Erection of single storey rear extensions
[resubmission of
21/02022/FUH] |
| No objection. | | | | |
| (c) | 22/01548/FUL | Summerfield and All Saints | Mr K Smart
Land rear
107 Springhill Road
Burntwood | Erection of 2 no. dwelling houses and associated works |

No objection, however, the Local Planning Authority to be mindful of the two-storey building on the streetscene and the comments made by Staffs CC Highways Department.

(d)	22/01594/FUH	Highfield	Mr J Garvey Edial Farm Lichfield Road Burntwood	Widening of existing access [resubmission of 22/00991/FUH]
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No objection.

(e)	22/01632/FUL	Chase Terrace	Mr M Edwards Land behind 8-12 Holly Grove Lane Burntwood	Section 73 application to vary condition 2 [approved plans] of permission 19/01126/FUL to allow revised layout and substitution of house types including loft conversion and detached double garage
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No objection subject to the garage not being used, sold or let as a separate dwelling.

[The Meeting closed at 6:27 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON THURSDAY 01 DECEMBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Norman [in the Chair]
Councillors Bacon, D Ennis, Evans, Flanagan, Taylor and Woodward.

In attendance

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

Councillor Norman welcomed Councillor Bacon to her first meeting of the Policy and Resources Committee following her co-option onto the Town Council on 16 November 2022.

PUBLIC FORUM

No questions were raised by members of the public.

39. APOLOGIES FOR ABSENCE

Councillors Birch, M Place, R Place and Westwood.

40. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

41. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 16 November 2022.

Following a unanimous show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 13 October 2022 [Minute Nos. 26-38] be approved as a correct record.

42. SCHEDULE OF PAYMENTS

Councillor Flanagan referred to the payment made to BNP Paribas Leasing Solutions - Lease of Photocopier and queried the amount of £257.50 plus VAT paid on 28 October 2022. *[Post Note: The Leasing of the Photocopier is for a minimum period of sixty-three months and was signed by the Town Clerk on 12 October 2022. Payments of £100.63 plus VAT are paid quarterly. The payment of £257.50 plus VAT included*

some up-front lease costs, set up of the new machine and the disposal of the old one].

Councillor Woodward referred to the payments made to Octopus Energy and the increasing energy costs associated with the Old Mining College and how it is apportioned out. The Town Clerk stated that the tenants' Service Charge is apportioned according to per square metre and a report will be presented to the next Policy and Resources Committee on 09 February 2023.

Councillor Woodward referred to the Petty Cash Top Ups on both 11 October and 19 October 2022 and asked how does the petty cash scheme operate and how is it monitored. The Town Clerk confirmed that he made the withdrawals and the expenditure was recorded. Councillor D Ennis confirmed that his business does not operate a petty cash system and it is physically easy to misplace money. The Town Clerk confirmed that the card is in his name only and he was looking into getting rid of petty cash. Councillor Bacon felt that it could be helpful to have petty cash for such items as coffee, milk etc. Councillor D Ennis pointed out however that every time petty cash is withdrawn there is an additional charge of £2.50, which could add up over a one-year period. It was **AGREED** that the Town Clerk would provide Members with a list of petty cash expenditure.

Councillor Woodward pointed out that the list of payments still recorded minimal costs and the Town Clerk confirmed that the current auditor was retiring and he had not received a response to this question which had been raised with him and confirmed that this would be a question for the new internal auditor once appointed.

Members referred to the payment made to KP Events of £500 in connection with an event to be held in 2023. The Town Clerk explained that obtaining an Event Management Plan was the best way forward at this stage but this did not commit the Town Council to holding such an event in 2023. He confirmed that it was hoped that the expenditure [approximately £12,000] could be covered by sponsorship. Councillor Norman stated that he could not see when authorisation was given for this expenditure. He referred to the Minutes of the Community and Partnership Committee meeting held on 27 January 2022 and in particular Minute No. 42 – Burntwood Fun Run 2023 and read out the recorded Minute as follows:

"The Town Clerk explained that he had simple ideas at this moment in mind which included a 10-kilometre run [memory walk] which showcases the town to include visuals which would involve little expenditure on behalf of the Town Council. He confirmed that he had been involved in these sorts of events previously which gave a real atmosphere on the day. Councillor R Place thought it was an excellent idea however he raised concerns regarding marshalling of the events as he had previously marshalled at other events.

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

RESOLVED That the Town Clerk be authorised to look at provisional dates, potential sponsors and routes."

Councillor Norman confirmed that no expenditure had been authorised. Councillor Taylor thought that the Town Clerk had authority to spend. Councillor Woodward stated that the Town Clerk is employed by KP Events but it is up to individuals to declare an interest [conflict of interest]. She stated that the Town Council must be open and transparent at all times and KP Events are not the only event company. Councillor D Ennis stated that the resolved minute stated to look into it and felt that we had jumped three or four steps ahead of ourselves as an Event Management Plan should come from the company who were delivering the event. He confirmed that

he had not seen the Event Management Plan. Councillor Taylor pointed out that the Event Management Plan was a framework to base the tendering process on.

Following a unanimous show of hands it was

RESOLVED That the payments from 06 October 2022 to 30 November 2022 in the sum of £77,762.15 be approved.

43. RESTORATION OF FINGERPOSTS

Councillor Norman stated that in other parts of the country volunteers maintained the fingerposts and obtained grants from Councils and other organisations however this was not an option provided in the report by the Town Clerk.

Councillor Woodward gave background information into the fingerposts so that Councillor Bacon was fully aware of the past and current situation.

The Town Clerk explained that Option i. would be carried out by the Response and Repair Principal Team Member. He stated that the quotations obtained from Councillor Greensill referred to Option ii. and if Option ii. was accepted then a CIL application to be considered by the Planning Advisory Group and Planning and Development Committee and external funding would be sourced.

Councillor Norman asked what is included for the £1,000 i.e. would it include putting up other signs on the existing posts. The Town Clerk confirmed that it would not and it would only include cleaning, removing rust and repainting using in-house resource. It was noted that Option i. would improve the fingerposts current appearance but would not be a complete restoration. Councillor Taylor felt that the fingerposts served a practical purpose and that they are valued by residents but he preferred Option i. He did suggest perhaps trying to get a grant from Staffordshire County Council. Councillor Flanagan also preferred Option i. however, he felt that the wording "approximately £1,000" needed firming up to say either, not to exceed £1,000 or £1,000 plus 5%. Councillor Evans felt that the Town Council could not justify spending £4,500 on fingerposts in today's climate.

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

RESOLVED That the Town Council adopt the fingerposts [namely corner of Farewell Lane, junction of Hospital Road and junction of Coulter Lane] and use in-house resource to refurbish them in place, by cleaning, removing rust and repainting at a cost of approximately £1,000.

44. UPDATE ON THE BURNTWOOD RESPONSES AND REPORT TEAM

The Town Clerk confirmed that the Response and Repair Team Member was busy and was split between going out and assessing defects which had been reported, carrying out work/repairs and maintaining the Old Mining College. He confirmed that the grit bins were now branded with the Town Council's logo on.

Councillor Evans felt that the attitude of the Response and Repair Team Member was a good selling point and it appears to have been well received by the public. Councillor Evans mentioned again the bus stop at the top of Rugeley Road, Chase Terrace and the Town Clerk confirmed that this job was in hand but was weather dependant.

Councillor Woodward repeated the need for Member involvement and that local Ward Members should be informed. She felt that Members should take ownership of the scheme.

Councillor Taylor felt that the work of the Response and Repair Team should be publicised on social media platforms at least once per week.

Councillor Flanagan agreed with Councillor Taylor regarding the publicity and stated that this could be included in the trial email newsletter. He also suggested that the list of jobs undertaken by the Response and Repair Team could be uploaded onto the Councillors Shared Point [read only access]. The list could include what is reported and the outcomes.

Councillor D Ennis felt that the Operating Notes for the Response and Repair Team was an ongoing "live" document and should continually be updated/reviewed. However, he pointed out that a section on Training was needed to include e.g. manual handling. *[Post Note a manual handling course has been booked for 30 January 2023]*. Councillor D Ennis referred to No. 3 – Work Plans of the Operating Notes and asked how this is monitored/scheduled. He asked if there was a "diary" set work plan e.g. for items like defibs which needed checking on a regular basis.

RESOLVED That the Response and Repair Team Operating Notes be received and updated taking into account comments made by Councillor D Ennis.

45. SOLAR PANELS AND ENVIRONMENT PLAN

Councillor Norman updated Members and confirmed that research is being done but is taking longer than hoped for and a report will be brought to the February 2023 meeting. With regard to solar panels Councillor Norman confirmed that this was more difficult than envisaged and the Town Clerk stated that the Town Council was not eligible for a lot of the external funding. He stated that he would be contacting Mr Harman of Burntwood Memorial Institute as they had recently installed solar panels and see what impact they were having. The Town Clerk confirmed that he had contacted a company to ascertain if they could carry out an assessment to see if the Old Mining College was a suitable venue however, he pointed that the Town Council would be investing in a building that was not owned by them but it was key to try to keep the utility bills down. The Town Clerk confirmed that he had had delivery of some tyres, which would have gone to landfill, to use as planters in the rear garden. With regard to the Environment Plan the Town Clerk felt that in its current form it would be very difficult to deliver.

Councillor Taylor felt that the Town Council had got the reserves and a capital investment could be to use it on the solar panels. He confirmed that solar panels are not fixed assets and could be moved to another building or sold as second hand in the future. He also referred to wind generation and stated that this was also an option.

Councillor Woodward referred to LDC's business news circular and grants through LEP and informed Members that Jonathan Percival, Economic Development Officer at LDC was leaving his post shortly.

[Post Note The Greater Birmingham & Solihull Local Enterprise Partnership (GBLEP) has reopened the Clean Growth Grant programme and businesses may be interested in applying for this grant, which is designed to help support business with the introduction of energy saving measures].

RESOLVED That a report would be presented to the next meeting of the Policy and Resources Committee on 09 February 2023.

46. 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.

47. CONFIDENTIAL MINUTES

See Confidential Minutes.

48. PROPOSED PUBLIC CONVENIENCES

See Confidential Minutes.

49. PRODUCERS MARKET TENDERING PROCESS

See Confidential Minutes.

[The Meeting closed at 7.30 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON FRIDAY 09 DECEMBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Taylor [in the Chair]
Councillors Bishop, D Ennis, Evans, Gittings.

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

37. APOLOGIES FOR ABSENCE

Councillors Coe, Ho, Kirkham, M Place, R Place and Woodward.

38. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Town Clerk declared an interest in Agenda Item No. 8 – Burntwood 10K Running Event in 2023 as KP Events, who have produced an Event Management Plan for the event, employ him as their commentator for events.

39. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 16 November 2022.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 19 October 2022 [Minute Nos. 25-36] be approved as a correct record.

40. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

41. COMMUNITY ENGAGEMENT

Warmer Welcome

Councillor D Ennis referred to the Warmer Welcome Initiative and confirmed that there were different venues around the town offering a warm space. He believed that the venues would get more used as the weather gets colder. He asked if all Members could share the information. Councillor Evans confirmed that she together with Councillor Woodward attended the warmer welcome at Chase Terrace Methodist Church which attracts approximately 20 people of all ages, however, older people may be more cautious about attending in the winter months if it is slippery outside as they may be afraid of falling. Councillor D Ennis confirmed that Chasetown Football Club are looking at forming a partnership with Travel Wood to provide transport to and from the club on days when they are providing a Warmer Welcome space.

Councillor Taylor suggested other Councillors might be asked to attend spaces in their Wards as this would help encourage their use by people who feel reticent. Councillor D Ennis confirmed that this was already happening.

Details of the Warmer Welcome venues can be found at <https://www.facebook.com/warmerwelcomeburntwood/>

St John's Community Church

Councillor Evans confirmed that St John's Community Church would be holding a free Christmas Day 3-course lunch at 1pm for those who would otherwise be on their own on the big day.

Memory Walk

Councillor Evans referred to the memory walk and felt that despite the weather the event had been a success. She thanked Burntwood Methodist Church for their hospitality and the CAB for the goodie bags.

Email Newsletter

Councillor Taylor informed the Committee that he had spoken to the Leadership Team and the Town Clerk regarding the possibility of creating a monthly email newsletter that residents could sign up to using their email account. He explained that this would help reach a number of residents who do not see the Town Council's posts on Facebook either because they do not use it or because of Facebook's algorithms. He felt that the Town Council still needed a physical way of engaging those residents who do not use the internet at all and do not have email. Councillor Taylor explained that Mailchimp was the best free offering at the moment [Mailchimp offers up to 500 subscribers for free] and therefore the best platform to use for an initial trial but was not the only provider. He suggested that a trial of 2/3 months and then evaluate it. Councillor Taylor confirmed that he, together with Mrs Taylor would develop the template and content in consultation with the Town Clerk which would then be approved by the Leader, Deputy Leader and Town Clerk. He confirmed that following an initial social media post that we currently have approximately 90 subscribers.

The Town Clerk confirmed that Mailchimp was fully GDPR compliance and would be zero cost initially as long as we had less than 500 subscribers.

Councillor Taylor confirmed that he hoped to get an email newsletter out in December which could highlight the Warmer Welcome Initiative, Chair's Christmas Message, photographs from the Christmas Events held in November etc.

42. BETTER BURNTWOOD FUND

42.1 Burntwood Be A Friend

The Town Clerk confirmed that following the presentation at the Town Council Meeting held on 16 November 2022 by Joanne Dodds, Burntwood Be A Friend Project Co-ordinator an application for significant grants had been received.

Councillor D Ennis stated that he was a supporter of the "community store" however he was confused as the organisation applying for the grant was Burntwood Be A Friend and not the community store who he believed were separate entities. He also pointed out that Ms Dodds had a Spark email. Councillor D Ennis confirmed that, at this moment in time, the community store had not sorted out the problems they were experiencing with their increasing utility costs. Councillor D Ennis stated that British Gas had checked "up to the meter" [which is all their responsibility is]. It was felt that the meter was in fact feeding something else [which is the landlords responsibility – Midland Heart]. He believed that there was a "free to use" laundrette in the Jarvis Court building which could be feeding into the said meter. He stated that unless the community store fixed the issue there may be a possibility of closure. He felt that the Town Council needed proof of what the money is for [not just paying for gas and electricity bills].

Councillor Evans confirmed that she was still doing her telephoning befriending service. It was **AGREED** that Councillor Evans would email the Housing Department at Lichfield District Council, in particular Mr David Whittaker, for his help, advice and support regarding the problem of excessive utility costs and the consequences.

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

RESOLVED That £5,000 be awarded from the Better Burntwood Fund to Burntwood Be A Home SUBJECT to the problems being experienced with the increasing energy cost being resolved to the satisfaction of the Town Clerk [confirmation to be received by the next meeting of the Community and Partnerships Committee on 08 February 2023].

42.2 Burntwood Breast Care

Councillor Evans explained that the Group provided support for survivors of and people suffering from breast cancer.

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

RESOLVED That £250 be awarded from the Better Burntwood Fund to Burntwood Breast Care.

43. CHRISTMAS EVENTS 2022

Sankey's Corner Event

The Town Clerk confirmed that it had been an excellent Christmas event which had been very well received by the public and had had good attendee numbers. The event was primarily aimed at families with primary aged school children. The Town Clerk confirmed that Gary Williams from Seventeen43 Management had provided some post event review notes. Mr Williams had felt that the road closure from 12 noon had allowed extra time for stallholders and attractions to arrive, set up and move vehicles. He stated that the road closure staff had an excellent attitude [nothing was too much trouble] and worked very well in conjunction with the event control. He felt

that Bert and Gerts had provided a quality set up relating to the market stalls, the attractions were extremely popular, excellent choir and using Emmanuel Church for Santa's grotto allowed long queues to wait in the warm and using the chairs to create a walkway both in and out of the venue.

In the post event review notes, Mr Williams had stated that he had received a number of enquiries from attendees as to where the Santa's grotto was and what time was the Christmas lights being switched on and he had suggested signage for Santa was needed and regular announcements over a PA system. He also suggested that consideration be given to a site plan to ensure all attractions are not conflicting with each other e.g. the fun bus complaining about snow from the snow globe being blown onto his bus. Mr Williams stated that the public bins were not emptied before the event started which caused overflow and excessive rubbish blowing across the site and he suggested a clean-up team to stay on top of the rubbish with bin bags and litter pickers. Mr Williams stated that unfortunately a number of teenagers running in a threatening behaviour towards local shops and behind the building causing damage and he suggested more support staff/PCSOs presence was required for the whole duration of the event.

Councillor D Ennis suggested that at a future meeting, attractions for teenagers needed to be considered [i.e. bringing back the scream ride which had been located previously where the fun bus and snow globe was].

The Town Clerk explained that due to budget restraints the Town Council needed to utilise external funding resources and sponsorship if it wanted to hold an event of similar or expanded size next year.

Boney Hay Event

The Town Clerk confirmed that a scaled down event was held on Monday 21 November due to heavy rain fall throughout the day. He confirmed that the Chair, Councillor Birch, had switched on the Christmas lights and Santa had made an appearance. He stated that some residents had attended.

44. BURNTWOOD 10K RUNNING EVENT IN 2023

Councillor Taylor referred to the Meeting of the Committee held on 27 January 2022 and in particular Minute No. 42 – Burntwood Fun Run 2023 and the resolution that the Town Clerk be authorised to look at provisional dates, potential sponsors and routes. He confirmed that the Event Management Plan produced by KP Events had not been published with the Agenda as it was commercially sensitive [the Plan was displayed at the meeting via the smart screen]. Councillor Taylor explained to Members that there were three options available [a] KP Events could run this event without a contribution from the Town Council, incur all of the expenditure and keep all of the income; [b] the Town Council could engage KP Events to run the event on behalf of the Town Council, the Town Council would incur all of the expenditure and keep all of the income and any sponsorship received [an event of this size would cost around £12,000-£15,000 or [c] decline to run any such event.

Councillor D Ennis stated that he could not support any Town Council expenditure [outlaying the money is a risk]. He explained that the Lichfield 10k race at its peak attracted 1,200 runners however, last year it only attracted 800. He said that he was more in favour of Option [a] in that the Event Management Company should take all of the risk.

Councillor Evans referred to the Policy and Resources Committee Meeting held on 01 December 2022 and in particular Minute No. 42 – Schedule of Payments and the £500 expenditure already spent. She pointed out that we had only received one Event

Management Plan and that the Town Council was not tied to KP Events and she was unsure as to how popular this type of event is. She also raised concerns regarding how easy would it be regarding obtaining sponsorship in this economic climate and the amount of officer time this type of event would involve.

The Town Clerk confirmed that the event would involve partnership working, engagement with businesses and showcasing the Town.

Councillor D Ennis asked who in the partnership covered the costs? He confirmed that the Town Council did not need to go out to tender if the Town Council was only supporting/endorsing the event and incurred no costs.

Councillor Taylor pointed out that the Lichfield 10k race is taking place on 10 September 2023 and runners do not usually like to do two weeks in a row. He suggested that the Burntwood 10k could be held in July 2023 where we could also publicise the Wakes or March/April 2024.

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

RESOLVED That Option [a] [KP Events could run this event without a contribution from the Town Council, incur all of the expenditure and keep all of the income] be the preferred Option; that the Town Clerk ascertains whether or not this is feasible with K P Events and any further expenditure must be reported to this Committee BEFORE it is committed/spent.

[The Meeting closed at 7.10 pm]

Signed

Date