



The Old Mining College Centre
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Our Ref: GH/JM

08 September 2021

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 **Main Hall, Burntwood Memorial Institute, Rugeley Road, Burntwood on Tuesday 14 September 2021 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Graham Hunt
Town Clerk

PUBLIC REALM WORKS AT SANKEY'S CORNER

Presentation by Mr Will Spencer, Connectivity Strategy Officer, Transport & the Connected County, Staffordshire County Council and Mr Sandeep Aheer, Project Leader, Amey. They will present a draft report and updated plans.

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 10 August 2021 [Minute No. 50-60] 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. APPROVAL OF PAYMENTS FROM 21 JULY 2021 TO 15 SEPTEMBER 2021

Council is asked to approve the schedule of payments in the sum of £47,379.12 [**ENCLOSURE NO. 2**].

7. ENVIRONMENT PLAN

For information purposes only. No decision is required by the Council [**ENCLOSURE NO. 3 AND APPENDIX 1**].

8. FINANCIAL RISK ASSESSMENT AND MANAGEMENT

Council is asked to note the updated financial Risk Assessment and approve the recommended actions [**ENCLOSURE NO. 4 AND APPENDIX 1**].

9. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

For information purposes only. No decision is required by the Council. The report shows income and expenditure compared budget for the first 4 months (33%) of the financial year [**ENCLOSURE NO. 5 AND APPENDIX 1**].

10. PLANNING ADVISORY GROUP - 23 JULY 2021

For information purposes only. No decision is required by the Council. [**ENCLOSURE NO. 6**].

11. PLANNING AND DEVELOPMENT COMMITTEE - 17 AUGUST 2021

For information purposes only. No decision is required by the Council [**ENCLOSURE NO. 7**].

PUBLIC FORUM

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

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

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

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

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON
TUESDAY 10 AUGUST 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Banevicius, Birch, D Ennis, L Ennis, Flanagan, Gittings, Greensill, Ho, Loughbrough Rudd, Norman, M Place, R Place, Tapper, Taylor, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Cox

County Councillor Wilcox

Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

50. APOLOGIES FOR ABSENCE

Councillors Bishop, Brown, Bullock and Kirkham.

51. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

52. MINUTES

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

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 14 July 2021 [Minute Nos. 38-49] be received and where necessary approved and adopted.

53. CHAIR'S REPORT

The Chair read out the following statement:

"We all know that last weekend was unfortunately awful weather wise, which meant we had to cancel the picnic, but for Burntwood Town Council it was successful in other ways.

On Saturday there was a stall holder who had made a large number of lovely cakes to sell at the event, but obviously was unable to do so. As she was going to be out of pocket through no fault of her own, the Town Council purchased them and decided to hand them out to some of the Burntwood Be A Friend volunteers.

I am grateful to those Councillors who came, made phone calls and delivered cakes.

Both the cake maker and the recipients were really grateful and there have been many positive comments on social media expressing their appreciation of the gesture.

Then on Sunday we held the market, which was a pilot and was very successful. There was a really good turnout, and the Town Council is responding to feedback, assessing the opening hours, and writing a report for September. The public response has been very positive so we can build on this and look to even greater participation next time on the 12 September, when we hope more of the shops can be encouraged to open as I understand those that did this time fared very well.

At the last meeting we had a presentation from Crimestoppers, who do excellent community work. As a result, we are going to make a £100 donation through our grant system to them. This will be done via Councillor D Ennis under his power to act as Chair of Community and Partnerships.

Finally, we all know that this is a crucial week for all our young people who will be receiving their exam results. This is an exciting time for them, but also an anxious time. We hope they have been successful and are able to move on to whatever the future holds for them, particularly as it has been such a difficult time over many months and with so much uncertainty. However, for those who have not done quite as well as they had hoped, it is never the end of the road and many will blossom in the future and achieve great satisfaction, so on behalf of the Town Council we wish them all well."

54. PLANNING AND DEVELOPMENT COMMITTEE

Councillor Birch referred to Minute No. 5 - Planning Applications [g] and explained that the application should refer to 68 Chase Road and not 68 Chase Terrace.

Councillor Woodward referred to Minute No. 5 - Planning Applications [e] and in particular the comments made by Committee Members in respect of the consultation launched by Bromford Housing in March 2021 and the fact that no information was available regarding the results of that consultation. She stated that the application for residential development on land off Milestone Way goes against the Local Plan and the Burntwood Neighbourhood Plan. She felt that the results of the consultation were probably not favourable and that is why they were not available. She asked the District Councillors present if they could follow up on this matter when they next meet with Bromford Housing. It was hoped that in the future Bromford Housing would work in partnership with the Town Council.

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

RESOLVED That the Minutes of the Meeting of the Planning and Development Committee held on 20 July 2021 [Minute Nos. 1-5] be received and where necessary approved and adopted.

55. MEMBERS QUESTIONS

None received.

56. APPROVAL OF PAYMENTS FROM 02 JULY TO 30 JULY 2021

Councillor Taylor referred to the payment made to Much Ado About Insurance in respect of the summer picnic and asked whether the Town Council obtained single cover insurance for each of their events. Councillor D Ennis explained that the Town Council obtains insurance for all of their events and that currently there was a claim being made for the cancellation of the summer picnic due to adverse weather.

Councillor R Place suggested looking at a policy which covered say 3/4 events per year which may be more cost effective.

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 02 July to 30 July 2021 in the sum of £18,141.16 be approved.

57. OLD MINING COLLEGE IMPROVEMENTS

Councillor Birch referred to the tendering process and that this should include consideration of the ongoing management costs. The Town Clerk confirmed that the ongoing management costs would be considered as part of the assessment of the tenders.

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

RESOLVED That the Town Clerk be authorised to seek quotations for the replacement of the intruder alarm system and the provision of a mobile phone connection for the fire alarm.

58. SPEED INDICATION DEVICES

Councillor R Place explained that Hammerwich Parish Council had recently installed two SID's [one on Highfields Road and one on Hospital Road]. They had chosen to install solar powered units, displaying vehicle speed and a green smiley face for compliant drivers and a red angry face for drivers over the limit. Speed Watch has recorded a reduction of 30% in speed and a particular marked reduction in top end speeds. As part of Hammerwich Parish Council's Road Safety Initiative, two more SID's are being purchased under their capital projects programme. The units have a capital outlay of just under £2,500 each, inc. VAT and carriage and the installation of posts by Amey are £500.

Councillor Birch referred to the Accident Analysis System data and felt that there was not a significant issue to justify the cost, as SID's do not solve the issue of "boy racers" and there is no enforcement with these devices. He felt that better signage and working in partnership with the Staffordshire Safer Roads Partnership would be more cost effective.

Councillor Taylor referred to the SID installed by The Triangle in the Parish of Hammerwich and stated that the Town Council should keep their SIDs as a reminder but with an option of replacing them with solar powered units. He stated that there are complaints on social media even though the Town Council has not received any complaints from the public.

Councillor Norman stated that SIDs do remind people of the speed limits and that more effective signage is needed, however, Members needed more say in where to locate the SIDs and signage and more evidence was needed whether for or against.

The Town Clerk explained that the Town Council can apply to Staffordshire County Council, as Highway Authority, who have the discretion to work with Town Councils on locations and also have access to the data.

Councillor Willis-Croft referred to e-scooters on Stables Way and Milestone Way.

Councillor Tapper felt that more speed limit signage was needed and that the solar powered unit at The Triangle was quite effective, however the Town Council needed evidence led information.

Councillor Ho felt that members of the public do not normally speed and that the green smiley face located at The Triangle was working well.

Councillor R Place further explained that the Community Speed Watch Team had monitored the two roads namely Highfields Road and Hospital Road for months gathering the evidence and the Town Council needed to do some analysis of the roads.

Councillor Flanagan felt that as this was public money there was very little evidence to justify the cost and the Town Council needed better evidence before they could go out and purchase the devices.

Councillor D Ennis explained that there was still a maintenance cost to solar powered units and that he felt that the evidence was not strong enough at the moment. With regard to social media, he would urge that members of the public should report all issues to the Police and this data can then be used to determine the deployment of road safety measures across the town.

Councillor Woodward informed Members that Hammerwich Parish Councillor Mr King had spoken about SIDs under the Public Forum part at the Planning Advisory Group held on 04 August 2021. This would be an ongoing discussion. She referred to the Accident Analysis System data and highlighted the fatalities [of which there was 3] and in particular Springhill Road where there was already expensive speed calming measures installed.

Councillor Woodward informed Members that Staffordshire County Council had now withdrawn their support for SIDs and that more signage/measures could be looked at but was mindful of too much street clutter.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a show of hands [14 For and 3 Abstentions] it was

RESOLVED That the Town Council, based on the current information available, does not support reinstatement of the SIDs; that the Town Council need to base any decision to reinstate [e.g., via a current proposal for a CIL grant] on further evidence, including evidence of their effectiveness; that at a future point if SIDs are reinstated, local Members will have input on

where such devices are sited; that the Town Council refer the matter to Burntwood's County Councillors with a request to monitor any new information on speeding in Burntwood and its impact and report back; that the Town Council lobby the Safer Roads Partnership and OPFCC on the need for enforcement; and that further information will be sought including on the possible retrofitting of solar panels to the current SIDs and the possibility of improving and increasing signage.

59. HELPING BURNTWOOD TO BECOME A DEMENTIA FRIENDLY TOWN

Councillor Evans informed Members that a meeting of the Dementia Friendly Burntwood Working Group which consisted of members from both the Labour and Conservative Groups and members from community groups met on 19 July 2021 to discuss in detail the proposals put forward by Ideas Alliance. At the meeting everyone present had unanimously supported the proposals.

The Town Clerk confirmed that the cost to the Town Council of undertaking this study would be £8,400.

Councillor R Place asked whether or not there were any other sources of funding available, and the Town Clerk said not at this moment in time and that the Town Council needed to move forward on this matter.

Councillor Ho referred to Lichfield District Council's Community Project Fund which has £20,000 available funding.

Councillor Woodward informed Members that a new campaign to help tackle loneliness in Staffordshire had been launched. The new Let's Beat Loneliness Together campaign by Staffordshire County Council will help raise awareness of the issue and promote the services available to those affected by it. The campaign will also support those individuals or volunteers who want to do something themselves to help reduce loneliness in their local community.

In respect of other funding sources, Councillor Woodward referred to the Councillor Local Community Fund launched by Lichfield District Council to help local community projects and activities. District Councillors distribute £300 each year to community groups in their area [between 12 July and 30 November 2021].

Councillor Birch referred to the opportunity to explore publicity opportunities.

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

RESOLVED That the Town Clerk be authorised to appoint Ideas Alliance to carry out the community engagement project and approve the allocation of £8,400 [including VAT] from the capital reserve to be used to pay for this project.

60. STAFFING

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

RESOLVED That the Town Clerk be authorised to recruit two Cemetery Gate Keepers and a Cleaner.

[The Meeting closed at 6:53 pm]

Signed

Date

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	SUB TOTAL	VAT	TOTAL
				£	£	£
21 07 21	Haywards Plant Nurseries	Plants for Planter at Sankey's Corner	CARD	18.00	0.00	18.00
02 08 21	Lloyds Bank	Monthly Fee	CARD	3.00	0.00	3.00
06 08 12	Royal Mail	The Sender didn't pay the full postage	CARD	2.00	0.00	2.00
12 08 21	EE	Contract Charges for Samsung Tablet and Samsung Mobile Phone	DD	36.72	7.34	44.06
13 08 21		Employee Costs Month 5	BACS	6,722.90	0.00	6,722.90
13 08 21		LGPS Month 5	BACS	2,322.17	0.00	2,322.17
13 08 21		NI/PAYE Month 5	BACS	2,586.91	0.00	2,586.91
13 08 21	Staffordshire Signs & Graphics Limited	Summer Picnic & Producers Market Banners	BACS	300.00	60.00	360.00
13 08 21	Staffordshire Signs & Graphics Limited	Traffic Islands - UK Stoneworx Signage	BACS	224.00	44.80	268.80
13 08 21	Staffordshire Signs & Graphics Limited	Traffic Islands - In Life Signage	BACS	168.00	33.60	201.60
13 08 21	G E Collis and Sons Limited	OMC : Switch, Earth Wire, Drywall Fixings	BACS	16.79	3.38	20.17
13 08 21	G E Collis and Sons Limited	OMC : Bathroom Seals	BACS	7.94	1.58	9.52
13 08 21	G E Collis and Sons Limited	OMC : Watering Can, Path Clear, Switch, Socket, Screws, Nuts	BACS	39.80	7.90	47.70
13 08 21	G E Collis and Sons Limited	OMC : Path Clear	BACS	22.43	4.48	26.91
13 08 21	G E Collis and Sons Limited	OMC : Gloves, Drill Bit, Silicone	BACS	27.67	5.50	33.17
13 08 21	G E Collis and Sons Limited	OMC : Paint Brush, Gloss Paint, Can Spray Paints	BACS	30.00	6.03	36.03
13 08 21	G E Collis and Sons Limited	OMC : Steel Wool, Brass Polish, Pink Stuff	BACS	9.39	1.87	11.26
13 08 21	G E Collis and Sons Limited	OMC : Butane Gas Mix, Shears, Pruning Shears, Hand Weeder	BACS	46.69	9.33	56.02
13 08 21	Roadtech Cutting Services	Markets - Cancellation advance signing & letter drop	BACS	195.00	39.00	234.00
13 08 21	Burntwood Institute	Room Hire - Planning & Development Cmtte 17.08.2021	BACS	30.00	0.00	30.00
13 08 21	Burntwood Road Sweepers Limited	OMC : Drains [hire of jetter/operators and CCTV survey]	BACS	825.00	165.00	990.00
13 08 21	Grasslands Turf and Landscapes	Burntwood Cemetery : Grass Cutting	BACS	1,944.00	0.00	1,944.00
13 08 21	Chase Playbus	Xmas Event - 27.11.2021 [deposit]	BACS	50.00	0.00	50.00
13 08 21	Stirling Holmes	Project Management Services - Insulation Works	BACS	825.00	0.00	825.00
13 08 21	Stirling Holmes	Project Management Services - The Bradbury Suite	BACS	1,275.00	0.00	1,275.00
13 08 21	Staffordshire Pest Control Limited	Wasp Nest at Burntwood Cemetery	BACS	50.00	10.00	60.00
13 08 21	Integrated Water Services	OMC : Water System Legionella Risk Assessment	BACS	350.00	70.00	420.00
13 08 21	Screwfix	Burntwood Cemetery : Sander	BACS	58.33	11.66	69.99
13 08 21	Screwfix	Burntwood Cemetery : Sander Discs	BACS	12.49	2.50	14.99
13 08 21	Lichfield District Council	OMC : Cleaning June 2021	BACS	484.50	96.90	581.40
13 08 21	Small PDF	Computer Programme	CARD	81.00	0.00	81.00
17 08 21	Octopus Energy	OMC : Gas & Electricity [period 01.07.21 - 31.07.21]	DD	405.37	65.57	470.94
17 08 21	Indeed	Cleaner & Gate Keeper Vacancies	CARD	15.97	0.00	15.97
26 08 21	Focus Group	Monthly Line Charges	DD	109.25	21.85	131.10
27 08 21	iHASCO Limited	Staff Training	CARD	25.00	5.00	30.00
31 08 21	G E Collis and Sons Limited	Burntwood Cemetery : Brushes, Cuprinol	BACS	18.55	3.70	22.25
31 08 21	G E Collis and Sons Limited	OMC : 3 in 1 Oil, Dart Bit, Magnet	BACS	14.23	2.83	17.06
31 08 21	Viking	Stamps, A4 Paper, Pens, Magnets, HP Ink Cartridge	BACS	82.93	12.34	95.27
31 08 21	BBP Security Services & Training Ltd	Burntwood Cemetery : Opening & Closing [01.07.21 to 31.07.21]	BACS	790.50	158.10	948.60

[illegible]

Burntwood Town Council

Environment Plan

Tuesday 14th September 2021

1.0 Purpose of the Report

1.1 To provide an update to the Town Council on the implementation of its Environment Plan.

2.0 Background

2.1 At its meeting on 8th January 2020 the Town Council made a commitment to wherever it could mitigate the impact of climate change. At a later meeting on 24th September 2020, it agreed an Environment Plan and a supporting action. Both are attached as Appendix 1.

3.0 Progress to date

3.1 The Environment Plan covers five key areas of council activity:

- Decision Making
- Management of Premises
- Management of Land
- Procurement
- Responses to consultations in respect of New Development

3.2 As the Town Council's work programme has been limited because of the ongoing Covid 19 pandemic progress has varied between the above areas of activity. The most progress has been made in respect of building management. Following a change of supplier our electricity is now obtained from renewable sources. The roof insulation has been renewed throughout the building and meets the Government's latest standards. Work has also started on replacing the existing lighting with more energy efficient LED lighting.

3.3 In contrast no progress has been made regarding existing land management practices. This work will be picked up as part of the re-tendering of the grounds management contracts that will take place next year.

3.4 The focus on covid 19 issues and the building management works has also meant there has been less time to start work on the proposed organizational changes in respect of decision making, procurement and consultations.

3.3 With regard to monitoring and evaluation now that the Overview and Scrutiny Committee has resumed a progress report will be submitted to the December meeting.

4.0 Financial Considerations

4.1 This report raises no new financial implications for the Town Council

5.0 Financial Context

5.1 The Town Council can use its General Power of Competency to carry the actions in the Environment Plan.

6.0 Conclusion.

6.1 A good start on the building management actions has not been reflected in other areas of the plan. This is due to a lack of capacity partly because of the need to firstly address ongoing Covid 12 issues.

Recommendation

7.0 This report is for information purposes and does not contain any recommendations for the Town Council to consider.

Contact Officer

Graham Hunt

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APPENDIX 1 Environment Policy Action Plan 2021 to 2023

Policy Area	Proposed Action	Planned Timescale	Estimated Cost	Progress
Decision Making	Raise awareness of councillors of environmental issues by proving briefing notes and presentations from specialists	Start May 2021 onwards		Not started yet
	Amend format of committee reports to include a specific heading for discussing 'environmental impacts' of policies and plans	May 2021		Not started yet
	Engage with other agencies and organisations to share good practice i.e. continued membership of the Cooperative Councils Innovations Network	Ongoing		Not started yet
	Provide appropriate councillor and staff training and development	Ongoing		Not started yet
	Inform Town Council decision making by developing links with interest groups within the community for example young people	May 2021 to September 2021		Not started yet
Management of Premises	Commission an environmental audit of the current management arrangements to baseline carbon emissions and assess the value of potential improvements i.e. switching	May 2021 to October 2021		Audit not yet started. However, building insulated and electricity switched to renewable source. Work started on changing existing lighting

	electrify supply to green supplier and loft insulation			to more energy efficient LED lighting.
	Agree an Action Plan to introduce measures to improve the environmental performance of the Old Mining College	December 2021		As above
	Undertake an environmental audit of any new premises and produce an environmental improvement plan	As and when required		Not started yet
	Introduce environmental performance as a discussion item at future tenant's meetings	May 2021 onwards		First tenants meeting planned for October
	Explore the scope to include environmental performance targets in tenants' leases	April 2022 to September 2022		Not started yet
Management of Land	Commission an environmental audit of the current management arrangements to baseline carbon emissions and assess the value of potential improvements i.e. composting of green waste and use of chemicals	May 2021 to October 2021		Action deferred to 2022 when grounds management contracts re-tendered. Environmental audit will be used to inform the tender requirements.
	Agree an Action Plan to introduce measures to improve the environmental performance of the Town Council's land management	December 2020		Not started yet
	Undertake an environmental audit of any new sites it takes on and produce an environmental improvement plan	As and when required		No new sites taken on yet. But will apply should Allotments and Community Woodlands projects become live.

Procurement	All contracts will have the potential to include environmental improvement targets where appropriate	May 2021 onwards		Not started yet
	The Town Council will where practicable avoid buying products that have poor environmental performance ratings	May 2021		Not started yet
New Development	The Town Council as part of its consideration of planning applications will check that where required a fully detailed sustainability plan is provided. If not, it will consider making an objection to the proposed development.	May 2021		Reduced applications received
	The Town Council will develop a town strategy for the allocation of CIL to prioritise the allocation of funding on public transport, cycleway and footpath schemes	June 2021		Public transport, cycleway and footpaths projects under consideration in first phase of CIL funding.

Burntwood Town Council

Tuesday 14th September 2021

Financial risk assessment and management

1.0 Purpose of the Report

1.1 To review the Council's Financial Risk Assessment and Management and identify any further action required to mitigate risks.

2.0 Background

2.1 The Financial Risk Assessment and Management document covers the key aspects of financial management, identifying areas of risk and how they should be managed to mitigate those risks. The document was last reviewed in December 2019 and approved by Council in January 2020. Since that time, the Council has managed various health and safety issues and has also extended its computerised accounts system, requiring amendments to its internal accounting procedures. These need to be reflected in the current document and risk management procedures.

3.0 Financial risk assessment

3.1 The majority of the risks identified in the previous version of the document and the means for managing those risks stand and effective management has ensured that risks generally remain low.

3.2 However, the document has been updated regarding the risk posed by the loss of key personnel to specifically include the risk posed by Covid and the need to manage that risk by ensuring sound health and safety procedures including Covid-safe working practices.

3.2 Additionally the topic of Financial IT systems has been added, to cover the risks posed by the loss of, or limitations in, those systems and a failure to deliver the features and information that are required by Council to effectively manage its financial position.

4.0 Mitigation of identified risks

4.1 Two risks have been identified for which mitigation requires improvement and work to that end is ongoing. The first relates to the ability of the Council to meet its commitments to staff and to suppliers to make payments on time. Currently, 2 councillors are skilled at using the internet banking system to authorise payments and a further councillor has access but is unfamiliar with using the system. To mitigate the risk resulting from illness or absence, a further councillor has recently been re-registered on the internet banking system and steps are underway to arrange access. Training and documentation should also be pursued internally to ensure that 4 councillors are able to use the system to authorise payments and that there is sufficient cover within the Council staff team for setting up those payments.

4.2 The second risk relates to the ability of the financial systems to deliver the information required by Council in a sufficiently accurate and timely way for effective financial management. The extension of the computerised accounting system, taken on in February 2020, offers opportunities to improve the quality and timeliness of information available. However, further staff training on the accounting system is required to utilise its features to

best effect and also changes to internal procedures. These are currently being explored, with a view to implementing improvements over the remainder of the financial year.

5.0 Financial Considerations

5.1 The primary cost for implementing the further mitigation covered in section 4.0 will be in councillor and staff time. However, there will also be a cost for additional training on the computerised accounts system, though it is likely that this can be covered within the existing training budget.

6.0 Legal Context

6.1 The Accounts and Audit Regulations 2015 require authorities to demonstrate a sound system of internal control, which includes effective arrangements for the management of risk.

7.0 Recommendation

7.1 The Town Council is recommended to approve the revised Financial Risk Assessment and Management document and to note the actions being pursued to improve the mitigation of particular risks identified as still of concern.

Contact Officer

Alison James

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BURNTWOOD TOWN COUNCIL
FINANCIAL RISK ASSESSMENT AND MANAGEMENT
2021/22 (VERSION DATE - SEPTEMBER 2021)

Topic	Area of Risk Identified	H/M/L	Management of Risk	Risk after Mitigation	Internal Audit Frequency (Months)
Legal Powers, Governance and Financial Management	Illegal activity or incurring expenditure without proper legal authority	L	CiLCA qualified Clerk; Educate the Council as to its legal powers; Record in minutes the powers being used.	L	12
	Sound framework for Governance and Accountability	L	Define responsibilities; Maintain and review Standing Orders and Financial Regulations	L	12
	Proper use of funds under section 137	M	Record in minutes; Separate financial records; Monitor against statutory limit	L	12
	Maintain effective budgetary control and financial reporting system	M	Maintain and review Financial Regulations; Management by Town Clerk and RFO; Regular financial reports to Council and Committees; Periodical checks e.g. of bank reconciliations, by appointed members.	L	12
	Maintain effective independent internal audit	M	Clear audit programme; Review effectiveness	L	6
Precept	Sound process for budget setting	L	Set responsibilities and timetable; Adequate consultation; Review of all charges; Review adequacy of reserves	L	12
	Not submitted	L	Town Council Minute; RFO follow-up	L	12
	Not paid by District Council	L	Check and report to Town Council	L	12
	Adequacy of precept	M	Monthly review of budget to actual (Bi-monthly in shorter term, pending improvements to accounting systems)	L	6
Charges - Cemetery	Grave allocation	M	Burial Register updated weekly	L	6
	Appropriate charges	L	Annual review of costs and fees as part of budget setting process	L	12
	Invoices to undertakers	M	Checks and prompt invoicing by Cemetery Admin Officer	L	6
	Memorial fees	M	Checks and prompt invoicing by Cemetery Admin Officer	L	6
	Cash handling	L	Issue receipt	L	6
	Cash banking	L	Bank reconciliation	L	6
Grants from other bodies	Claims procedure	L	Clerk/RFO check annually	L	12
	Receipt of grant when due	L	Check and report to Town Council	L	12
Investments	Investment policy	M	Clerk/Council review annually	L	12
	Income received when due	L	RFO check monthly	L	6
Salaries and pensions	Comply with HMRC payroll regulations	M	Payroll software updated; HMRC bulletins; monthly Real Time information submissions	L	6
	Budget provision	L	RFO ensures adequate provision for salaries and employer pension contributions	L	12
	Wrong salary paid	L	Check to Minutes; RFO check monthly	L	12
	Wrong hours paid	L	Check to timesheet/contract	L	12
	Wrong rate of pay	L	Check to contracts	L	12
	Wrong deductions	L	Check tax codes and other details correct in payroll system	L	12
	Not paid on contractual date	M	RFO ensures timely payrun and authorisation by Councillors	L	12
	Pension commitments	L	Check to Staffs Pension Fund requirements; Monthly return and payment of contributions	L	12
Direct Costs and Overhead Expenses	Goods not supplied to Town Council	M	Purchase Order records	L	12
	Invoice incorrectly calculated	L	Check arithmetic	L	12
	Cheques/BACS payable is excessive	M	Effective procedures for checking and authorisation with signatories able to check payment against invoices (to be improved with new accounting system).	L	6
	Cheque/BACS payable to wrong party	M	Effective procedures for checking supplier details and auditing bank accounts that payments are made to (to be improved with new accounting system). Signatories to check payment against invoices.	L	6

Topic	Risk identified	H/M/L	Management of Risk	Risk after Mitigation	IA Frequency (Months)
Financial IT systems	Failure or disruption to IT systems	H	Regular review and updating of IT hardware and software including anti-virus protection; Back ups taken and held on and off site. Skilled IT support.	M	6
	Staff absences or changes	M	Thorough training and documentation. Staff cover on key procedures.	L	6
	Authorisation of payments	M	Adequate pool of authorisers with system access. Training and documentation of banking procedures.	L	6
Councillors Allowances	Not applicable				
Grants and Support	Power to pay	L	Minutes	L	12
	Agreement of Town Council to pay	L	Minutes	L	12
	Conditions agreed	L	Use reasonable conditions	L	12
	Budget provision	M	RFO check expenditure	L	12
	Payment	L	Signatories to check payment against minutes	L	12
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	L	When elections have been held
	Budget provision	M	RFO ensures adequate provision in budget or earmarked reserves	L	
VAT	VAT Analysis	L	All items in accounts lists and reconciled	L	3
	Charged on sales where applicable	L	Consider annually, with advice from internal auditor	L	12
	Charged on purchases	L	Consider all items per Cash Book lists	L	3
	Partial Exemption and other HMRC regulations	M	Refer to VAT Notice 749. Consider partial exemption and other regulations annually, with advice from internal auditor	L	12
	Claimed within time limits	M	RFO ensures accounts system kept up to date and returns submitted quarterly; Appropriate software and procedures in place e.g. for Making Tax Digital	L	3
Reserves - General Fund	Adequacy	L	Consider at Budget setting and at year end	L	6
Reserves - Earmarked	Adequacy	L	Consider at Budget setting and before year end	L	6
	Earmarked or Contingent liability	L	Review Minutes	L	12
Assets	Loss, damage, etc	M	Annual inspection, update insurance and maintain comprehensive asset registers.	L	12
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	L	12
Staff	Loss of key personnel	H	Monitoring of hours, stress and health and early intervention when required; Appropriate training and management; Good Health & Safety procedures including Covid-safe working.	M	6
	Long-term sickness, early departure, early retirement	M	Clerk monitor	L	6
	Fraud by staff	L	Fidelity Guarantee value and insurance company conditions; Clerk, RFO and Internal Auditor monitor	L	12
Loss	Consequential loss due to critical damage or third party performance	L	Review adequacy of insurance cover	L	12
Cash	Loss through theft or dishonesty	L	Ensure adequacy of Fidelity Guarantee insurance; Effective procedures for checking and recording	L	12
Maintenance	Poor performance of assets or amenities, loss of income or performance	M	Annual maintenance inspection	L	12
Borrowing/Lending	Not currently applicable				
Best Value	Overspend on services	M	Ensure tendering for services in line with updated Financial Regulations	L	12
Financial Records	Inadequate records	L	Clerk/RFO quarterly check and regular Internal Audit	L	6
Minutes	Accurate and legal	L	Review at following meeting	L	12
Members Interests	Conflict of interest	M	Update Declarations of Interests	L	12

Burntwood Town Council

Tuesday 14th September 2021

Update on income and expenditure compared to budget

1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 4 months of the financial year.

2.0 Background

2.1 The original budget for 2021/22 was approved by Council at its meeting in December 2020. Revisions were approved in June 2021 in light of various changes, most notably to unit occupation and room hire, the decommissioning of the IT Suite and the staff pay and grading changes approved in May. Complete figures of income and expenditure for the first 4 months (33%) of the financial year, April to July, are compared to budget in the attached table. The % of budget spent (or % of income received so far) is also shown for each budget item and cost centre. The layout of the table is slightly different to previously, as it has been produced directly from the accounts system.

3.0 Key points on income and expenditure and variances from budget

3.1 Overall, 25% (£105,066) of this financial year's budgeted expenditure had been spent by the end of July.

3.2 Within that headline figure, many of the significant costs, such as employee costs and OMC energy, were as expected at around 33% of budget. Whilst OMC building and grounds maintenance was slightly above budget, other OMC supplies and services was below budget and the two taken together are as budgeted (there is a degree of fluidity in where some costs are recorded).

3.3 Certain items, such as rates, were paid in full at the start of the year to reduce administration, and others, such as insurance and subscriptions, fall early in the year. Conversely, other items, such as street lighting and LDC contract maintenance, are billed annually later in the financial year.

3.4 Those expenditure items with a higher % spent so far include OMC refurbishment costs (large fire protection projects undertaken early in the financial year), postage (due to purchase of digital scales and stamps in bulk, which will be offset by savings against the budget for the now-disused franking machine) and Other Supplies and Services for the Council (which includes unbudgeted costs for external room hire).

3.5 Audit currently appears as a negative amount because the internal auditor's charge was accrued to last year's accounts, despite not having been received. When it is paid this year, the net cost in this year's accounts will be zero.

3.6 Looking at income, the precept is paid in full by LDC in late April and CIL money received is not budgeted for, as it has to be earmarked for certain allowed projects. If these are excluded from the figures, 28% of other budgeted income had been received by the end of July.

3.7 Whilst only 19% of the annual unit rent and service charge total had been received after 4 months, this is a somewhat crude measure as certain tenancies are to start later in the financial year. Also, some July rents were actually received at the start of August and are therefore not included in the figures, so there is no cause for concern. Clearly Cemetery income is unpredictable but could be expected to be lower in the summer.

4.0 Legal context

4.1 The Accounts and Audit Regulations require effective financial management by smaller authorities, which includes preparing and approving a budget in a timely manner before setting a precept and monitoring actual performance against budget during the year, taking corrective action where necessary.

5.0 Conclusion

5.1 The Council is asked to note the current position against budget. Further updates will be provided at subsequent meetings.

Contact Officer

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Finance Officer

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Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

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	349,016	344,734	344,734	0			100.0%	
1199 CCLA Interest	3,729	1,568	3,200	1,632			49.0%	
1205 Bank Account Interest	52	0	50	50			0.0%	
1206 CIL money	14,694	19,479	0	(19,479)			0.0%	
Corporate :- Income	367,491	365,782	347,984	(17,798)			105.1%	0
Net Income	367,491	365,782	347,984	(17,798)				
6001 less Transfer to EMR	14,694	0						
Movement to/(from) Gen Reserve	352,797	365,782						
104 OMCC								
1025 Sundry Income	226	683	756	73			90.4%	
1070 OMCC: Unit Rents	21,550	3,649	18,844	15,195			19.4%	
1071 OMCC: Unit Service Charges	14,097	2,984	15,551	12,567			19.2%	
1072 OMCC: Room Hire	334	687	180	(507)			381.7%	
1074 OMCC: Unit Cleaning	93	0	0	0			0.0%	
OMCC :- Income	36,301	8,003	35,331	27,328			22.7%	0
4019 Employee costs	12,063	3,959	12,387	8,428		8,428	32.0%	
4022 NNDR	7,610	7,610	7,610	0		0	100.0%	
4023 Water Rates	1,497	521	1,706	1,185		1,185	30.5%	
4040 Cleaning Contract	5,021	1,494	5,052	3,558		3,558	29.6%	
4041 Unlocking/Locking	326	0	1,000	1,000		1,000	0.0%	
4055 Energy	9,807	4,584	13,390	8,806		8,806	34.2%	
4056 Building & Grounds Maintenance	13,286	4,332	11,900	7,568		7,568	36.4%	
4057 Telephones & Broadband	981	191	950	759		759	20.1%	
4058 IT Suite expenditure	495	0	0	0		0	0.0%	
4059 Other Supplies and Services	1,998	1,398	5,000	3,602		3,602	28.0%	
4180 Professional Fees	2,070	1,325	7,382	6,057		6,057	17.9%	
4221 Insurance premiums	100	0	112	112		112	0.0%	
OMCC :- Indirect Expenditure	55,253	25,413	66,489	41,076	0	41,076	38.2%	0
Net Income over Expenditure	(18,952)	(17,410)	(31,158)	(13,748)				
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)				

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Supplies & Services								
1025 Sundry Income	0	7	0	(7)			0.0%	
Supplies & Services :- Income	<u>0</u>	<u>7</u>	<u>0</u>	<u>(7)</u>				<u>0</u>
4019 Employee costs	129,364	42,105	130,382	88,277		88,277	32.3%	
4057 Telephones & Broadband	4,083	881	2,800	1,919		1,919	31.5%	
4059 Other Supplies and Services	296	735	1,000	265		265	73.5%	
4060 Car Mileage: Employees	302	100	0	(100)		(100)	0.0%	
4120 Postage	100	362	200	(162)		(162)	161.2%	
4125 Franking Machine	1,149	309	1,500	1,191		1,191	20.6%	
4139 Computers & other office equip	10,237	2,390	7,000	4,610		4,610	34.1%	
4140 Website	575	400	1,500	1,100		1,100	26.7%	
4165 Advertising	0	230	500	270		270	46.0%	
4166 Newsletter	1,170	0	1,480	1,480		1,480	0.0%	
4170 Subscriptions to other bodies	25	250	500	250		250	50.0%	
4180 Professional Fees	1,270	0	1,300	1,300		1,300	0.0%	
4211 General office expenses	619	271	2,000	1,729		1,729	13.6%	
4212 Training & conferences	1,273	25	3,000	2,975		2,975	0.8%	
4220 Bank Charges	251	57	350	293		293	16.2%	
4221 Insurance premiums	3,592	4,061	4,061	0		0	100.0%	
4234 Audit	1,450	(450)	1,600	2,050		2,050	(28.1%)	
Supplies & Services :- Indirect Expenditure	<u>155,755</u>	<u>51,727</u>	<u>159,173</u>	<u>107,446</u>	<u>0</u>	<u>107,446</u>	<u>32.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(155,755)</u>	<u>(51,720)</u>	<u>(159,173)</u>	<u>(107,453)</u>				
201 Street Lighting								
4055 Energy	509	0	736	736		736	0.0%	
4241 Maintenance	425	0	410	410		410	0.0%	
4242 Replacement	0	0	1,500	1,500		1,500	0.0%	
Street Lighting :- Indirect Expenditure	<u>934</u>	<u>0</u>	<u>2,646</u>	<u>2,646</u>	<u>0</u>	<u>2,646</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(934)</u>	<u>0</u>	<u>(2,646)</u>	<u>(2,646)</u>				
202 Bus Shelters								
1025 Sundry Income	3,095	0	0	0			0.0%	
Bus Shelters :- Income	<u>3,095</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4241 Maintenance	0	0	4,120	4,120		4,120	0.0%	
4242 Replacement	4,221	0	0	0		0	0.0%	
Bus Shelters :- Indirect Expenditure	<u>4,221</u>	<u>0</u>	<u>4,120</u>	<u>4,120</u>	<u>0</u>	<u>4,120</u>		<u>0</u>
Net Income over Expenditure	<u>(1,126)</u>	<u>0</u>	<u>(4,120)</u>	<u>(4,120)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Christmas Lights</u>								
4260 General Expenses	2,684	0	2,500	2,500		2,500	0.0%	
Christmas Lights :- Indirect Expenditure	2,684	0	2,500	2,500	0	2,500		0
Net Expenditure	(2,684)	0	(2,500)	(2,500)				
<u>204 Public Conveniences</u>								
4241 Maintenance	0	0	15,000	15,000		15,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	15,000	15,000	0	15,000		0
Net Expenditure	0	0	(15,000)	(15,000)				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	7,432	2,300	3,000	700			76.7%	
Traffic Islands :- Income	7,432	2,300	3,000	700			76.7%	0
4241 Maintenance	7,290	0	7,420	7,420		7,420	0.0%	
4304 Signage	0	392	500	108		108	78.4%	
4306 NNDR: Traffic Islands	312	225	312	87		87	72.0%	
Traffic Islands :- Indirect Expenditure	7,602	617	8,232	7,615	0	7,615	7.5%	0
Net Income over Expenditure	(170)	1,683	(5,232)	(6,915)				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	351	18	1,600	1,582		1,582	1.1%	
Hanging Baskets & Planters :- Indirect Expenditure	351	18	1,600	1,582	0	1,582	1.1%	0
Net Expenditure	(351)	(18)	(1,600)	(1,582)				
<u>207 Flagpole</u>								
4241 Maintenance	0	30	110	80		80	27.3%	
Flagpole :- Indirect Expenditure	0	30	110	80	0	80	27.3%	0
Net Expenditure	0	(30)	(110)	(80)				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	887	460	3,330	2,870		2,870	13.8%	
Coulter Lane Burial Ground :- Indirect Expenditure	887	460	3,330	2,870	0	2,870	13.8%	0
Net Expenditure	(887)	(460)	(3,330)	(2,870)				

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

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
211 Burntwood Town Strategy								
4754 BTS Projects	0	0	20,984	20,984		20,984	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	0	0	20,984	20,984	0	20,984	0.0%	0
Net Expenditure	0	0	(20,984)	(20,984)				
213 Events Committee								
1102 Play in Parks/Summer Picnic	0	250	0	(250)			0.0%	
Events Committee :- Income	0	250	0	(250)				0
4262 Christmas Event	63	0	4,000	4,000		4,000	0.0%	
4390 Wakes (all expenditure)	544	0	15,000	15,000		15,000	0.0%	
4399 Other events expendit inc mkts	0	345	0	(345)		(345)	0.0%	
4761 Play in Parks/Summer Picnic	0	708	7,000	6,292		6,292	10.1%	
Events Committee :- Indirect Expenditure	607	1,053	26,000	24,947	0	24,947	4.0%	0
Net Income over Expenditure	(607)	(803)	(26,000)	(25,197)				
214 Community Projects								
4764 Other Community Projects	215	0	2,000	2,000		2,000	0.0%	
Community Projects :- Indirect Expenditure	215	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	(215)	0	(2,000)	(2,000)				
215 SCAMP								
4550 SCAMP: Maintenance	0	0	155	155		155	0.0%	
4551 SCAMP: Insurance	0	0	390	390		390	0.0%	
SCAMP :- Indirect Expenditure	0	0	545	545	0	545	0.0%	0
Net Expenditure	0	0	(545)	(545)				
216 Neighbourhood Plan								
4728 Neighbourhood Plan expenditure	0	303	2,500	2,197		2,197	12.1%	
Neighbourhood Plan :- Indirect Expenditure	0	303	2,500	2,197	0	2,197	12.1%	0
Net Expenditure	0	(303)	(2,500)	(2,197)				
301 Civic Expenses								
1062 Fundraising	45	0	0	0			0.0%	
Civic Expenses :- Income	45	0	0	0				0
4360 Chairman's Expenses	93	0	100	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

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
4361 General Expenses	0	0	500	500		500	0.0%	
4368 Fundraising - Distribution	0	0	100	100		100	0.0%	
Civic Expenses :- Indirect Expenditure	93	0	700	700	0	700		0
Net Income over Expenditure	(48)	0	(700)	(700)				
6001 less Transfer to EMR	45	0						
Movement to/(from) Gen Reserve	(92)	0						
302 Better Burntwood incl. grants								
1020 External grants received	5,500	1,200	0	(1,200)			0.0%	
Better Burntwood incl. grants :- Income	5,500	1,200	0	(1,200)				0
4416 Better Burntwood expenditure	12,709	2,250	27,000	24,750		24,750	8.3%	
4417 External grant expenditure	5,000	30	0	(30)		(30)	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	17,709	2,280	27,000	24,720	0	24,720	8.4%	0
Net Income over Expenditure	(12,209)	(1,080)	(27,000)	(25,920)				
6001 less Transfer to EMR	500	0						
Movement to/(from) Gen Reserve	(12,709)	(1,080)						
310 Election Expenses								
4701 Election Expenses	23,028	0	10,000	10,000		10,000	0.0%	
Election Expenses :- Indirect Expenditure	23,028	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	(23,028)	0	(10,000)	(10,000)				
401 Burntwood Cemetery								
1000 Burial Fees/Licences/Headstone	34,419	5,655	27,200	21,545			20.8%	
1001 Memorial wall plaques	111	0	100	100			0.0%	
Burntwood Cemetery :- Income	34,530	5,655	27,300	21,645			20.7%	0
4019 Employee costs	1,936	491	2,113	1,622		1,622	23.2%	
4163 General Office Expenses	427	115	450	335		335	25.6%	
4810 Gravedigging: Main Contractor	5,420	1,280	5,440	4,160		4,160	23.5%	
4820 NNDR: Burntwood Cemetery	1,422	1,422	1,450	28		28	98.1%	
4863 Other Maintenance and Services	1,782	1,204	4,800	3,596		3,596	25.1%	
4864 Grounds maintenance	8,585	1,944	11,100	9,156		9,156	17.5%	
Burntwood Cemetery :- Indirect Expenditure	19,571	6,455	25,353	18,898	0	18,898	25.5%	0
Net Income over Expenditure	14,959	(800)	1,947	2,747				

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

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
404 Church Street car park								
4870 All maintenance & services	35	25	50	25		25	50.0%	
Church Street car park :- Indirect Expenditure	35	25	50	25	0	25	50.0%	0
Net Expenditure	(35)	(25)	(50)	(25)				
501 Capital Works								
4901 OMCC Refurbishment works	14,138	16,685	35,233	18,548		18,548	47.4%	
Capital Works :- Indirect Expenditure	14,138	16,685	35,233	18,548	0	18,548	47.4%	0
Net Expenditure	(14,138)	(16,685)	(35,233)	(18,548)				
Grand Totals:- Income	454,394	383,197	413,615	30,418			92.6%	
Expenditure	303,082	105,066	413,615	308,549	0	308,549	25.4%	
Net Income over Expenditure	151,312	278,130	0	(278,130)				
less Transfer to EMR	15,239	0						
Movement to/(from) Gen Reserve	136,073	278,130						

NOTE OF THE PLANNING ADVISORY GROUP MEETING

Date: Wednesday 23rd July 2021– via Zoom

In Attendance:

Cllr Brad Westwood (Chair) -BW

Cllr Robin Place -RC

Cllr. Steve Norman - SN

Cllr Paul Flanagan – PF

Cllr Andy Bullock - AB

Sue Oldacre – SO

Tony Goodman – TG

Susan Williams - SW

Graham Hunt – GH

Also present:

Cllr Di Evans

Cllr Sue Woodward

Cllr Darren Ennis

Cllr Rob Birch

Cllr Keith Willis Croft

Dave King - DK

1. WELCOME AND INTRODUCTIONS

BW welcomed everyone to the meeting.

1. MINUTES OF THE PREVIOUS MEETING

PF observed that his surname had been miss-spelt. It should not contain a h.

2. COMMUNITY INFRASTRUCTURE LEVY PRIORITIES UPDATE

GH updated the group on progress with the previously agreed priority 4 and 5 schemes.

The following observations were made:

- Scheme 7 Bus timetable display devices. The Group felt that the panels were too expensive and that it would be better to invest in the smaller display panels at individual bus stops. Further investigation was needed. PF observed that his surname had been mis-spelt. It should not contain a h.
- Scheme 15 Bottle and can recycling. SN confirmed that LDC were currently reviewing its Recycling Policy which may provide an opportunity to explore this project further.
- Scheme 20 Public Rights of Way. RP observed that Hammerwich Parish Council had just replaced signage in their area. SN suggested that the Slow Ways project would be worth looking at. TG felt that a map at each sign would be helpful to show people the route ahead.

GH

3. ADDITIONAL PROPOSALS FOR COMMUNITY INFRASTRUCTURE LEVY FUNDING	
GH outlined the 8 (schemes 24 to 31 inclusive) new proposals that had been put forward. The Group made the following observations: • Scheme 24 Highways Repair Programme. The Group accepted the priority listing for this scheme. Particular attention was however given to the roundabout that served Morrison's and McDonalds. AB questioned whether the landlord had a moral obligation to keep the road in a good state of repair. TG wondered whether it would be possible to organise a public petition. GH reiterated that the Town Council had no scope to intervene as the land was in private ownership and it had no statutory powers to deal with highways matters. • Scheme 26 Parking. SN observed that this was primarily an issue of enforcement, and the priority was to get the existing parking restrictions enforced. • Scheme 29 Public Art on roundabouts. SN was very supportive of this proposal. He referred to the Scamp Sculpture at Sankeys Corner which he felt made a positive contribution to the street scene. The Group agreed that schemes 25, 27, 28, and 29 should be added to the priorities list.	
4. BURNTWOOD ACTION GROUP VISION FOR BURNTWOOD TG introduced this item. He explained that BAG was not just interested in protecting the green belt but also wanted to see improvements in the town. It was very concerned with the lack of infrastructure, a situation that was only going to get worse as more development was undertaken. The Group discussed the vision, and the following specific comments were made: • Blue Hoarding Site. SN was very clear that the new health centre would not be built on this site. The land was in private ownership and there was a publicly owned site nearby. TG offered a personal perspective on this issue. He said that he and his family had always had a very good service from the Salters Meadow Practice. The problem was the lack of onsite parking. • Infrastructure. BAG's concerns about the lack of infrastructure were widely shared. GH remarked that infrastructure improvements were really an issue for the planning process. The CIL community funds held by the Town Council were quite limited and were not intended to address major infrastructure challenges. RP further added that the role of the Town Council and individual Burntwood based district and county councillors was limited to influencing. The decisions regarding future development would be made by the District Council in the context of the Local Plan. • Chasewater. SN was concerned about the potential impact of the marina on the SSSI. SW informed the Group that a range of new activities were planned for Chasewater. She invited members of the Group to visit the site and see what was on offer. BW thanked TG for presenting the BAG vision.	
5. LOCAL PLAN GH confirmed that LDC had started a review of the Local Plan. It was anticipated that the first draft would be available sometime during Summer 2022. SN clarified that the current public consultation exercise would finish at the end of August.	

6. PUBLIC FORUM

DK reported to the Group that Hammerwich Parish Council had just installed 2 solar powered speed indication devices on Highfields Rd and Hospital Rd. A further 2 had just been purchased. The devices costed £2,500 each. The Parish Council had opted for solar powered signs because they were aware of the problems the Town Council faced in replacing conventional batteries. The Parish Council had opted for fixed locations for the same reason. Since the installation of the 2 devices the Community Speedwatch Team had confirmed a drop in average speeds from 45 mph to 30 mph. There was also a noticeable drop in noise levels.

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MAIN HALL AT BURNTWOOD MEMORIAL INSTITUTE,
RUGELEY ROAD, BURNTWOOD ON TUESDAY 17 AUGUST 2021 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

G Hunt, Town Clerk
Councillors Evans and Westwood
Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

6. APOLOGIES FOR ABSENCE

Councillors Brown and Bullock.

7. 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.

8. MINUTES

It was proposed by Councillor D Ennis and seconded by Councillor R Plant and

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 20 July 2021 [Minute Nos. 1-5] be approved as a correct record.

9. INFORMATION FROM THE MINUTES

There was no additional information.

10. PLANNING APPLICATIONS

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

- | | | | |
|-----|--------------|---|--|
| (a) | 21/01231/FUL | Mr M Powell
Chasetown Garage &
MOT Centre | Installation of pallet heat
treatment plant
container with a biomass |
|-----|--------------|---|--|

Unit 9, Zone 3
Burntwood Business Park
Smiths Close
Burntwood

boiler to serve both heat
treatment plant and
workshop

No objection providing the Planning Officer is assured that it will not cause issues with air or noise pollution.

- | | | | | |
|-----|--------------|-------------------------------|---|--|
| (b) | 21/01322/FUH | Summerfield
and All Saints | Mrs T Lowbridge
80 Boney Hay Road
Burntwood | Erection of conservatory
extension to the rear of
the existing residential
property |
|-----|--------------|-------------------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|---------------|--|--|
| (c) | 21/01319/FUH | Chase Terrace | H Mincher
125 Holly Grove Lane
Burntwood | Erection of a garage
extension, new pitched
roof to existing single
storey extension plus
canopy and new
driveway |
|-----|--------------|---------------|--|--|

No objection.

- | | | | | |
|-----|--------------|--|--|---|
| (d) | 21/01055/ADV | | London & Cambridge
Properties Limited
Land off
Milestone Way
Burntwood | Display of 12 internally
illuminated signs and 1
non illuminated sign |
|-----|--------------|--|--|---|

No objection.

- | | | | | |
|-----|--------------|--------------------------|---|---|
| (e) | 21/00963/FUL | Boney Hay
and Central | Mr M Hawkins
11 & 11A Bridge Cross Road
Burntwood | Erection of 4 no. 3
bedroom dwellings and
part demolition of
existing property [11
Bridge Cross Road] and
associated works |
|-----|--------------|--------------------------|---|---|

No objection but concerned that that the development could have an adverse impact on the immediate area due to parking constraints on the application site. The parking arrangements be looked at again.

- | | | | | |
|-----|--------------|-------------------------------|---|---|
| (f) | 21/01348/PNH | Summerfield
and All Saints | Mr P Broadhead
165 Chase Road
Burntwood | Prior Notification: single
storey rear extension
projecting 5.00m from
the rear wall of the
original dwelling and
reaching a maximum
height of 3.80m and
eaves height of 2.60m |
|-----|--------------|-------------------------------|---|---|

No objection.

(g)	21/01298/FUL	Chasetown	Ms L Lennon 204 High Street Chasetown	Demolition of workshops and construction of 2 bedroom bungalow
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OBJECTION. This is the third application in this site. The previous 2 have been rejected and one was rejected by the Planning Inspector on appeal. There seems to be little change from the previous applications and the issues around access, changing the character and density of the local area and the impact on the Special Area of Conservation remain. This is not sustainable development in line with the Local Plan Strategy and remains detrimental to the Special Area of Conservation.

(h)	21/01334/FUH	Hunslet	Mr and Mrs S Greens 18 Huntsmans Gate Burntwood	Erection of a first floor side extension and demolition of existing conservatory to form a new single storey rear extension
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No objection.

(i)	21/01349/COU	Summerfield and All Saints	Mrs S Jackson Wooshk Unit 6 Swan Corner Shopping Centre Chase Road Burntwood	Change of use from betting office [sui generis] to indoor sport, fitness or recreation [class E[d]]
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No objection.

(j)	21/01373/FUH	Boney Hay and Central	Mr and Mrs Hands 197 Rugeley Road Chase Terrace	Proposed change of use from garage to living accommodation ancillary
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There is limited information on this application but there appear to be no reasons for objection providing the accommodation remains ancillary to the main dwelling.

(k)	21/01399/FUH	Hunslet	Mr J Duvall 17 Boulton Close Burntwood	Erection of a two storey extension and first floor extension [bedroom 5 and en-suite plus wc and utility room]
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No objection.

(l)	21/01400/FUH	Gorstey Ley	Mr C Oliver 3 Chaseley Gardens Burntwood	Conversion of existing garage into living accommodation [one bedroom granny flat] and other building works to the main house
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No objection.

(m)	21/01393/FUH	Chasetown	Mr and Mrs Clayton 23 Follows End Burntwood	Erection of a single storey rear kitchen extension and new boundary wall
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No objection.

[The Meeting closed at 6.39 pm]

Signed

Date