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Our Ref: SL/JM

08 March 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 **Main Hall, Burntwood Memorial Institute, Rugeley Road, Burntwood on Wednesday 15 March 2023 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

**Steve Lightfoot**  
Town Clerk

**T/CHIEF INSPECTOR KAREN GREEN**

T/Chief Inspector 5383 Karen Green, Lichfield LPT Commander to give an update.

**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 12 January 2023 [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. ANNUAL MEMBERS MEETING ATTENDANCE FOR THE MUNICIPAL YEAR 2022-23**

This report is for information purposes only and does not require any decision by the Council [**ENCLOSURE NO. 2 AND APPENDIX 1**].

**7. CALENDAR OF MEETINGS**

The Town Council is recommended to approve the Council and Committee meeting dates [**ENCLOSURE NO. 3**].

**8. FINANCIAL UPDATE TO END JANUARY**

The Council is asked to note the report of income and expenditure compared to budget for the first 10 months of the financial year, April to January. [**ENCLOSURE NO. 4**]. Income received by end January was slightly above the annual budgeted income (at 101%), Expenditure had reached 85% of budget so broadly on track (10 months being 83% of the year).

**9. EARMARKING OF RESERVES AT FINANCIAL YEAR END**

The Town Council is asked to decide whether any funds should be moved into, or taken out of, earmarked reserves at year end. Such decisions need to be taken before the end of the financial year. Some proposals are given in the table, which also shows the balances of those reserves at the start of the current financial year. [**ENCLOSURE NO. 5**].

**10. PLANNING AND DEVELOPMENT COMMITTEE – 17 JANUARY 2023 AND 15 FEBRUARY 2023**

Chair of the Planning and Development Committee to move that the proceedings of the meeting held on 17 January 2023 [Minute Nos. 48-52] and 15 February 2023 [Minute Nos. 53-57] be received and where necessary approved and adopted [**ENCLOSURE NO. 6A AND 6B**].

**11. COMMUNITY AND PARTNERSHIPS COMMITTEE – 08 FEBRUARY 2023**

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 08 February 2023 [Minute Nos. 45-55] be received and where necessary approved and adopted [**ENCLOSURE NO. 7**].

**12. POLICY AND RESOURCES COMMITTEE – 09 FEBRUARY 2023**

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 09 February 2023 [Minute Nos. 50-63] be received and where necessary approved and adopted [**ENCLOSURE NO. 8**].

**13. APPOINTMENT OF INTERNAL AUDITOR**

Further to agenda item 12, the Town Council is recommended to ratify the appointment of Sandra Morris from Black Rose Solutions Ltd as its Internal Auditor for the current financial year 2022/23 and the three following years from 2023/24 to 2025/26 and to authorise the Town Clerk to sign the Letter of Engagement on its behalf.

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

**RESOLVED** That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

**15. CONFIDENTIAL MINUTES**

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 12 January 2023 [Minute Nos. 78-80] be received and where necessary approved and adopted [**ENCLOSURE NO. 9 - PINK**]

**16. POLICY AND RESOURCES COMMITTEE – 09 FEBRUARY 2023**

Chair of the Policy and Resources Committee to move that the proceedings of the confidential meeting held on 09 February 2023 [Minute Nos. 61-63] be received and where necessary approved and adopted [**ENCLOSURE NO. 10 - 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.

|                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>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.</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL  
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY, BRIDGE CROSS ROAD,  
BURNTWOOD ON THURSDAY 12 JANUARY 2023 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Birch [in the Chair]

Councillors Bacon, Bishop, Bullock, Coe, D Ennis, L Ennis, Evans, Flanagan, Greenhill, Kirkham, Norman, M Place, R Place, Taylor, Westwood, Willis-Croft and Woodward

**In attendance**

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms A James, Finance Officer

Ms K Horner, Community Development and Engagement Officer

County Councillor Cox

County Councillor Wilcox [from 6.15 pm]

One member of the public

**PUBLIC FORUM**

No questions were raised by members of the public.

Councillor Birch referred to the passing of former Town and District Councillor, Brenda Constable who had died recently. A minute silence was held in memory of Brenda Constable. Councillor Woodward explained that she had worked alongside Brenda and her late husband Doug [Brenda's soul mate who had died in 2020] for many years. They had had great respect for each other and were friends and felt that Brenda had left her mark on Burntwood. Councillor Norman said that Brenda always contributed to District and Town Council meetings and was already missed before this sad news. Councillor Bacon stated that she together with District Councillor Tranter had visited Brenda every Tuesday. She stated that Brenda and Doug had offered help and support when she was first elected all those years ago. Councillor Bacon commented that "Brenda was a lady, and Doug was a gentleman". She confirmed that the funeral would be held at St Anne's Church on Friday 10 February at 11.30am.

**66. APOLOGIES FOR ABSENCE**

Councillors Banevicius, Brown [dispensation], Gittings and Ho.

**67. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Woodward declared a non-pecuniary interest in Agenda Item No. 7 – Asset of Community Value – Chase Terrace Methodist Church as she was a member of the church which ceased to be a place of worship in August 2022.

Councillor Woodward declared a non-pecuniary interest in Agenda Item No. 12 – Community and Partnerships Committee Minutes dated 09 December 2022 and in particular Minute No. 42.1 – Better Burntwood Fund - Burntwood Be A Friend as she is a Trustee.

Councillor Evans declared a non-pecuniary interest in Agenda Item No. 7 – Asset of Community Value – Chase Terrace Methodist Church as she was a member and steward of the church which ceased to be a place of worship in August 2022.

## **68. MINUTES**

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

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

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 16 November 2022 [Minute Nos. 50-65] be received and where necessary approved and adopted.

## **69. CHAIR'S REPORT**

Councillor Birch read out the following statement:

The Christmas events over the festive season were a real success with a wonderful community spirit and a chance for people to come together. The Boney Hay one was more challenging due to some very heavy rain, but it was nonetheless attended by some members of the public and the Rotary Club as always were present to facilitate the children being able to see Santa. I would like to put on record my thanks to the Rotary Club who never let the town down with their involvement and support for the Christmas events. They also provided the amazing Christmas Tree at Swan Island which always brightens up the area for us all.

The Council will continue to plan for further events in the year ahead with the usual events programme for the Wakes, Play in the Parks and the markets and we will of course have the Coronation of King Charles in May. We will be looking to see what we can do to recognise this national event.

I would like to take this opportunity to make people aware of the menopause Café's that have been opening up. There is one in Lichfield on the 28 January and there was also recently one held in Burntwood at the Redmore Pub on The 08 January. This is an important subject for all women and should also be of importance to all men who support women through this period of their lives. A quick google search will show the dates of future events where people may be able to go and have a chat about the issues they face because of the menopause. It would be great to see these events grow and raise awareness of the menopause as a health and wellbeing matter for us all.

Raffle prizes for the Chair's charity event will be gladly received if anyone has anything suitable, they would like to donate. The charity is Papyrus which prevents suicide in young people and I will be hosting a charity quiz night at St Matthews Sports and Social Club on Saturday 25 February. It would be great if you are able to come and join us by forming a team and taking part.

I would also like to welcome Kat Horner to the team of Council staff. Kat is our Community Development and Engagement Officer and she is a very welcome addition to our team.

**70. MEMBERS QUESTIONS**

None received.

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

The Chair explained that this item was for information purposes only and no decision was required by the Council. The report showed income and expenditure compared to budget for the first eight months, April to November, of the financial year.

**72. ASSET OF COMMUNITY VALUE – CHASE TERRACE METHODIST CHURCH**

Councillor Woodward reported that the Community Development and Engagement Officer had drafted a Community Asset Value nomination for the former Chase Terrace Methodist Church. If approved this would allow Lichfield District Council to place the building on a register so that the community value would have to be considered by developers or purchasers in the future, giving some protection to this asset for the benefit of the Town. Councillor Woodward felt that Chase Terrace Methodist Church was a much-valued asset in the community. She explained that the church had ceased as a place of worship in August 2022. Prior to Covid-19 the church had been well used however numbers had since dropped. She stated that there were not many community buildings left and referred to the Cherry Close building. She confirmed that the church was currently on the market for sale.

Councillor Woodward explained that discussions had taken place during the Town Deal Meetings with Lichfield District Council with regards to perhaps forming some sought of partnership however the first step would be to register the church as an asset of community value. Members were informed that an e-petition had been started and that hard copies of the petition were available.

Councillor D Ennis stated that he was frequently been asked by residents and community groups for cost effective community space with a car park. He referred to the Town Council's adopted Neighbourhood Plan – retaining churches for public use and he felt that the Town Council needed to look at more buildings in Burntwood which could become an Asset of Community Value.

Councillor Norman stated that he supported this action however evidence was needed to demonstrate support.

Councillor Flanagan felt that there was very limited community facilities in that part of Chase Terrace and fully endorsed this action.

Councillor Taylor confirmed that with minimal publicity the e-petition had reached 231 with effect from 13 January.

Councillor Willis-Croft referred to the fact that the church could come up for auction.

Councillor R Place stated that the church was not the Town Council's to sell or the Town Council's to buy. He felt that potentially there could be two community facilities in Chase Terrace as he referred to the development of The Oak, however, he fully supported the action.

Councillor Evans felt that it was important to retain historic buildings as there was now very little land in Burntwood as a whole and supported the action.

Councillor Woodward explained that by registering the building as an asset of community value it would stop the auction process. She confirmed that currently the asking price was £150,000.

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

**73. APPOINTMENT OF EXTERNAL AUDITORS FOR 5 YEARS COMMENCING 01 APRIL 2022**

The Chair explained that this item was for information purposes only and no decision was required by the Council. The report confirmed the appointment of Mazars LLP as the Town Council's external auditors for the 5 financial years from 2022/23 to 2026/27, with a 5% increase in the annual fee to £1,050 plus VAT.

**74. BUDGET AND PRECEPT 2023/2024**

Councillor Woodward explained that this year, we are proposing that we do not increase the precept as we are very much aware of the financial pressures being experienced by our residents.

Councillor R Place welcomed the zero percent increase however he referred to the reserves being held by the Town Council and felt that perhaps last years four percent increase was not in fact needed. Councillor Woodward explained that we are an ambitious Council and that the very modest increase of 3p per week last year contributed towards the introduction of the Burntwood Response and Repair Team service and the new post of Community Development and Engagement Officer. She felt that getting the balance right and continuing to provide services was always a challenge.

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

**RESOLVED** That the budget for 2023/24 be approved.

**75. PLANNING AND DEVELOPMENT COMMITTEE – 15 NOVEMBER 2022 AND 14 DECEMBER 2022**

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

**RESOLVED** That the Minutes of the Meeting of the Planning and Development Committee 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.

**76. POLICY AND RESOURCES COMMITTEE – 01 DECEMBER 2022**

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

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 01 December 2022 [Minute Nos. 39-49] be received and where necessary approved and adopted.

**77. COMMUNITY AND PARTNERSHIPS COMMITTEE – 09 DECEMBER 2022**

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

**RESOLVED** That the Minutes of the Meeting of the Community and Partnerships Committee held on 09 December 2022 [Minute Nos. 37-44] be received and where necessary approved and adopted.

**78. 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.

**79. POLICY AND RESOURCES COMMITTEE – 01 DECEMBER 2022**

See Confidential Minute.

**80. COMMUNITY FACILITIES**

See Confidential Minute.

[The Meeting closed at 6.56 pm]

Signed .....

Date .....

# Burntwood Town Council

## 15 March 2023

### Annual Members Meeting Attendance for the Municipal Year 2022-23

#### **1.0 Purpose of Report**

- 1.1 The purpose of this report is to record the attendance of the Members of the Council during the last municipal year.

#### **2.0 Background**

- 2.1 Appendix 1 shows the attendance of Members at the Council Meeting and supporting Committees.

#### **3.0 Legal Requirements**

- 3.1 Under the provisions of the Local Government Act 1972 Section 85 (1) requires a member of a Local Authority to attend at least one meeting of that Authority within a six-month consecutive period, in order to avoid being disqualified as a Councillor unless a dispensation has been granted by the Authority.
- 3.2 It is not a legal requirement for the Council to publish its Members attendance.

#### **4.0 Conclusion**

- 4.1 All current Members of the Council complied within the statutory requirements in respect of their attendance at meetings.

#### **5.0 Recommendation**

- 5.1 This report is for information purposes only and does not require any decision by the Council.

#### **Contact Officer**

Jayne Minor

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# BURNTWOOD TOWN COUNCIL 2022/23

| TOWN COUNCIL<br>Member Attendance |            |            |            |            |            |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------|------------|------------|------------|------------|------------|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| COUNCILLOR                        | 11/05/2022 | 20/07/2022 | 14/09/2022 | 16/11/2022 | 12/01/2023 | 15/03/2023 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bacon, Norma                      |            |            |            | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Banevicius, Sharon                | ✓          | Ap         | Ap         | ✓          | Ap         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Birch, Robert                     | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bishop, Beverley                  | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Brown, Bernard                    | Aa         | Aa         | Aa         | Aa         | Aa         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bullock, Andrew                   | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Coe, Kathy                        | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ennis, Darren                     | ✓          | Ap         | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ennis, Laura                      | ✓          | ✓          | Ap         | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evans, Diane                      | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Flanagan, Paul                    | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gittings, Carolyn                 | Ap         | Ap         | ✓          | ✓          | Ap         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Greensill, Nicola                 | Ap         | Ab         | ✓          | Ap         | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ho, Wai-Lee                       | Ap         | ✓          | ✓          | ✓          | Ap         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kirkham, Elaine                   | ✓          | Ap         | Ap         | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Place, Marisha                    | Ap         | Ap         | Ap         | Ap         | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Place, Robin                      | ✓          | Ap         | Ap         | Ap         | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Norman, Steven                    | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Taylor, Paul                      | ✓          | ✓          | ✓          | Ap         | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tapper, Samuel                    | ✓          | ✓          |            |            |            |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Westwood, Bradley                 | ✓          | Ap         | Ap         | Ap         | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Willis-Croft, Keith               | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Woodward, Susan                   | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |

| POLICY AND RESOURCES COMMITTEE<br>Member Attendance |            |            |            |            |            |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------------------------|------------|------------|------------|------------|------------|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| COUNCILLOR                                          | 08/06/2022 | 10/08/2022 | 13/10/2022 | 01/12/2022 | 09/02/2022 | 11/04/2022 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bacon, Norma                                        |            |            |            | ✓          | Ap         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Birch, Robert                                       | ✓          | ✓          | ✓          | Ap         | Ap         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ennis, Darren                                       | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Evans, Diane                                        | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Flanagan, Paul                                      | ✓          | Ap         | ✓          | ✓          | Ap         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ho, Wai-Lee                                         | ✓          | ✓          | Ap         | Ab         | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Place, Marisha                                      | Ap         | Ap         | ✓          | Ap         | Ap         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Place, Robin                                        | ✓          | Ap         | ✓          | Ap         | Ap         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Norman, Steven                                      | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tapper, Samuel                                      | Ap         |            |            |            |            |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Taylor, Paul                                        | Ap         | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Westwood, Bradley                                   | ✓          | ✓          | ✓          | Ap         | Ap         |            |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Woodward, Susan                                     | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |  |  |  |

| PLANNING AND DEVELOPMENT COMMITTEE |            |            |            |            |            |            |            |            |            |            |            |            |  |  |  |  |
|------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|--|--|--|
| Member Attendance                  |            |            |            |            |            |            |            |            |            |            |            |            |  |  |  |  |
| COUNCILLOR                         | 12/05/2022 | 14/06/2022 | 11/07/2022 | 16/08/2022 | 13/09/2022 | 12/10/2022 | 15/11/2022 | 14/12/2022 | 17/01/2023 | 15/02/2023 | 21/03/2023 | 12/04/2023 |  |  |  |  |
| Bacon, Norma                       |            |            |            |            |            |            |            | Ap         | ✓          | ✓          |            |            |  |  |  |  |
| Banevicius, Sharon                 | Ab         | ✓          | ✓          | Ab         | Ap         | ✓          | Ap         | Ab         | ✓          | Ap         |            |            |  |  |  |  |
| Birch, Robert                      | ✓          | Ap         | Ab         | ✓          | ✓          | ✓          | Ab         | ✓          | ✓          | ✓          |            |            |  |  |  |  |
| Brown, Bernard                     | Aa         | Aa         | Aa         | Aa         | Aa         |            |            |            |            |            |            |            |  |  |  |  |
| Bishop, Beverley                   |            |            |            |            |            | ✓          | ✓          | ✓          | Ap         | ✓          |            |            |  |  |  |  |
| Bullock, Andrew                    | Ap         | Ap         | ✓          | Ap         | ✓          | ✓          | Ap         | Ap         | ✓          | ✓          |            |            |  |  |  |  |
| Ennis, Darren                      | ✓          | Ap         | ✓          | Ap         | ✓          | ✓          | Ap         | ✓          | ✓          | ✓          |            |            |  |  |  |  |
| Ennis, Laura                       | ✓          | ✓          | Ap         | Ap         | Ap         | ✓          | ✓          | ✓          | ✓          | ✓          |            |            |  |  |  |  |
| Flanagan, Paul                     | ✓          | ✓          | ✓          | ✓          | ✓          | ✓          | ✓          | Ap         | ✓          | ✓          |            |            |  |  |  |  |
| Gittings, Carolyn                  | ✓          | ✓          | Ap         | ✓          | ✓          | ✓          | ✓          | ✓          | Ap         | Ap         |            |            |  |  |  |  |
| Ho, Wai-Lee                        | Ap         | Ab         | Ap         | ✓          | Ap         | ✓          | Ap         | Ap         | Ap         | Ab         |            |            |  |  |  |  |
| Place, Robin                       | ✓          | ✓          | ✓          | Ap         | Ap         | Ap         | Ap         | Ap         | Ap         | Ap         |            |            |  |  |  |  |
| Tapper, Samuel                     | Ap         | ✓          | ✓          |            |            |            |            |            |            |            |            |            |  |  |  |  |
| Willis-Croft, Keith                | ✓          | ✓          | ✓          | ✓          | ✓          | ✓          | ✓          | Ap         | ✓          | ✓          |            |            |  |  |  |  |

| COMMUNITY AND PARTNERSHIPS COMMITTEE |            |            |            |            |            |            |  |  |  |  |  |  |  |  |  |  |
|--------------------------------------|------------|------------|------------|------------|------------|------------|--|--|--|--|--|--|--|--|--|--|
| Member Attendance                    |            |            |            |            |            |            |  |  |  |  |  |  |  |  |  |  |
| COUNCILLOR                           | 22/06/2022 | 17/08/2022 | 19/10/2022 | 09/12/2022 | 08/02/2023 | 05/04/2023 |  |  |  |  |  |  |  |  |  |  |
| Bishop, Beverley                     | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |
| Coe, Kathy                           | ✓          | ✓          | ✓          | Ap         | ✓          |            |  |  |  |  |  |  |  |  |  |  |
| Ennis, Darren                        | ✓          | Ap         | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |
| Evans, Diane                         | ✓          | ✓          | ✓          | ✓          | Ap         |            |  |  |  |  |  |  |  |  |  |  |
| Gittings, Carolyn                    | ✓          | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |
| Greensill, Nicola                    | Ap         | Ab         | ✓          | Ab         | Ab         |            |  |  |  |  |  |  |  |  |  |  |
| Ho, Wai-Lee                          | Ap         | Ap         | ✓          | Ap         | Ap         |            |  |  |  |  |  |  |  |  |  |  |
| Kirkham, Elaine                      | Ap         | Ap         | ✓          | Ap         | ✓          |            |  |  |  |  |  |  |  |  |  |  |
| Place, Marisha                       | ✓          | Ap         | Ap         | Ap         | Ap         |            |  |  |  |  |  |  |  |  |  |  |
| Place, Robin                         | ✓          | Ap         | Ap         | Ap         | Ap         |            |  |  |  |  |  |  |  |  |  |  |
| Taylor, Paul                         | Ap         | ✓          | ✓          | ✓          | ✓          |            |  |  |  |  |  |  |  |  |  |  |
| Woodward, Susan                      | Ap         | ✓          | ✓          | Ap         | ✓          |            |  |  |  |  |  |  |  |  |  |  |

**LEGEND:** ✓ = Present; Ap = Apologies tendered, Ab = Absent, Aa = Authorised Absence



**BURNTWOOD TOWN COUNCIL  
2023/24 CALENDAR OF MEETINGS**

|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|-------------------------------------------|----------------------------------|--------------------------------|-----------------------------------|---------------------------------------|---------------------------------------|--------------------------------------|------------------------------------|
| <b>FULL COUNCIL</b>                       | <b>Wednesday<br/>24 May 2023</b> |                                | <b>Wednesday<br/>12 July 2023</b> | <b>Thursday<br/>21 September 2023</b> | <b>Wednesday<br/>15 November 2023</b> | <b>Thursdays<br/>25 January 2024</b> | <b>Thursday<br/>14 March 2024</b>  |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      | <b>Thursday<br/>23 May 2024</b>    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
| <b>PLANNING &amp; DEVELOPMENT CMTTE</b>   |                                  | <b>Monday<br/>12 June 2023</b> | <b>Monday<br/>10 July 2023</b>    | <b>Monday<br/>11 September 2023</b>   | <b>Monday<br/>13 November 2023</b>    | <b>Monday<br/>22 January 2024</b>    | <b>Monday<br/>18 March 2024</b>    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                | <b>Monday<br/>07 August 2023</b>  | <b>Monday<br/>09 October 2023</b>     | <b>Monday<br/>04 December 2023</b>    | <b>Monday<br/>26 February 2024</b>   | <b>Monday<br/>22 April 2024</b>    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      | <b>Monday<br/>20 May 2024</b>      |
| <b>COMMUNITY &amp; PARTNERSHIPS CMTTE</b> |                                  |                                | <b>Wednesday<br/>05 July 2023</b> | <b>Thursday<br/>07 September 2023</b> | <b>Tuesday<br/>14 November 2023</b>   | <b>Monday<br/>29 January 2024</b>    | <b>Wednesday<br/>06 March 2024</b> |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      | <b>Thursday<br/>09 May 2024</b>    |
| <b>POLICY &amp; RESOURCES CMTTE</b>       |                                  |                                | <b>Monday<br/>17 July 2023</b>    | <b>Monday<br/>18 September 2023</b>   | <b>Monday<br/>06 November 2023</b>    | <b>Thursday<br/>18 January 2024</b>  | <b>Monday<br/>11 March 2024</b>    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      | <b>Tuesday<br/>07 May 2024</b>     |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |
|                                           |                                  |                                |                                   |                                       |                                       |                                      |                                    |

*All Meetings start at 6pm unless otherwise stated on the Agenda*

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

|                                     |                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|-------------------------------------|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>100 Corporate</b>                |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 1176 Precept                        |                                       | 344,734             | 358,523                | 358,523               | 0                        |                          |                    | 100.0%        |                         |
| 1199 CCLA Interest                  |                                       | 3,241               | 6,213                  | 3,200                 | (3,013)                  |                          |                    | 194.2%        |                         |
| 1205 Bank Account Interest          |                                       | 8                   | 22                     | 50                    | 28                       |                          |                    | 44.8%         |                         |
| 1206 CIL income                     |                                       | 22,363              | 5,661                  | 0                     | (5,661)                  |                          |                    | 0.0%          |                         |
|                                     | Corporate :- Income                   | <b>370,346</b>      | <b>370,420</b>         | <b>361,773</b>        | <b>(8,647)</b>           |                          |                    | <b>102.4%</b> | <b>0</b>                |
| 4998 CIL expenditure                |                                       | 0                   | 21,000                 | 0                     | (21,000)                 |                          | (21,000)           | 0.0%          |                         |
|                                     | Corporate :- Indirect Expenditure     | <b>0</b>            | <b>21,000</b>          | <b>0</b>              | <b>(21,000)</b>          | <b>0</b>                 | <b>(21,000)</b>    |               | <b>0</b>                |
|                                     | <b>Net Income over Expenditure</b>    | <b>370,346</b>      | <b>349,420</b>         | <b>361,773</b>        | <b>12,353</b>            |                          |                    |               |                         |
| 6001                                | less Transfer to EMR                  | 22,363              | 0                      |                       |                          |                          |                    |               |                         |
|                                     | <b>Movement to/(from) Gen Reserve</b> | <b>347,983</b>      | <b>349,420</b>         |                       |                          |                          |                    |               |                         |
| <b>104 OMCC</b>                     |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 1025 Sundry Income                  |                                       | 1,458               | 1,040                  | 756                   | (284)                    |                          |                    | 137.5%        |                         |
| 1070 OMCC: Unit Rents               |                                       | 24,556              | 25,513                 | 31,746                | 6,233                    |                          |                    | 80.4%         |                         |
| 1071 OMCC: Unit Service Charges     |                                       | 19,409              | 22,107                 | 27,832                | 5,725                    |                          |                    | 79.4%         |                         |
| 1072 OMCC: Room Hire                |                                       | 1,202               | 952                    | 180                   | (772)                    |                          |                    | 528.9%        |                         |
|                                     | OMCC :- Income                        | <b>46,625</b>       | <b>49,611</b>          | <b>60,514</b>         | <b>10,903</b>            |                          |                    | <b>82.0%</b>  | <b>0</b>                |
| 4019 Employee costs                 |                                       | 15,866              | 18,051                 | 18,777                | 726                      |                          | 726                | 96.1%         |                         |
| 4022 NNDR                           |                                       | 7,610               | 7,610                  | 7,914                 | 304                      |                          | 304                | 96.2%         |                         |
| 4023 Water Rates                    |                                       | 1,200               | 2,115                  | 1,774                 | (341)                    |                          | (341)              | 119.2%        |                         |
| 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              | 5,966                  | 20,000                | 14,034                   |                          | 14,034             | 29.8%         |                         |
| 4056 Building & Grounds Maintenance |                                       | 12,490              | 10,031                 | 12,376                | 2,345                    |                          | 2,345              | 81.0%         |                         |
| 4057 Telephones & Broadband         |                                       | 127                 | 0                      | 988                   | 988                      |                          | 988                | 0.0%          |                         |
| 4059 Other Supplies and Services    |                                       | 2,306               | 2,263                  | 5,200                 | 2,937                    |                          | 2,937              | 43.5%         |                         |
| 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          | <b>62,767</b>       | <b>46,355</b>          | <b>76,412</b>         | <b>30,057</b>            | <b>0</b>                 | <b>30,057</b>      | <b>60.7%</b>  | <b>0</b>                |
|                                     | <b>Net Income over Expenditure</b>    | <b>(16,141)</b>     | <b>3,256</b>           | <b>(15,898)</b>       | <b>(19,154)</b>          |                          |                    |               |                         |
| <b>105 Transport</b>                |                                       |                     |                        |                       |                          |                          |                    |               |                         |
| 4064 Members Travel Expenses        |                                       | 0                   | 0                      | 50                    | 50                       |                          | 50                 | 0.0%          |                         |
|                                     | Transport :- Indirect Expenditure     | <b>0</b>            | <b>0</b>               | <b>50</b>             | <b>50</b>                | <b>0</b>                 | <b>50</b>          | <b>0.0%</b>   | <b>0</b>                |
|                                     | <b>Net Expenditure</b>                | <b>0</b>            | <b>0</b>               | <b>(50)</b>           | <b>(50)</b>              |                          |                    |               |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

|                                             | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>107 Supplies &amp; Services</b>          |                     |                        |                       |                          |                          |                    |              |                         |
| 1025 Sundry Income                          | 7                   | 423                    | 0                     | (423)                    |                          |                    | 0.0%         |                         |
| Supplies & Services :- Income               | <b>7</b>            | <b>423</b>             | <b>0</b>              | <b>(423)</b>             |                          |                    |              | <b>0</b>                |
| 4019 Employee costs                         | 135,074             | 135,581                | 147,717               | 12,136                   |                          | 12,136             | 91.8%        |                         |
| 4057 Telephones & Broadband                 | 1,859               | 1,733                  | 2,912                 | 1,179                    |                          | 1,179              | 59.5%        |                         |
| 4059 Other Supplies and Services            | 1,844               | 778                    | 1,040                 | 262                      |                          | 262                | 74.8%        |                         |
| 4060 Car Mileage: Employees                 | 272                 | 264                    | 0                     | (264)                    |                          | (264)              | 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               | 15,457                 | 7,280                 | (8,177)                  |                          | (8,177)            | 212.3%       |                         |
| 4140 Website                                | 400                 | 450                    | 1,560                 | 1,110                    |                          | 1,110              | 28.8%        |                         |
| 4165 Advertising                            | 915                 | 76                     | 520                   | 444                      |                          | 444                | 14.6%        |                         |
| 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               | 2,885                  | 1,500                 | (1,385)                  |                          | (1,385)            | 192.4%       |                         |
| 4212 Training & conferences                 | 380                 | 760                    | 3,120                 | 2,360                    |                          | 2,360              | 24.4%        |                         |
| 4220 Bank Charges                           | 225                 | 202                    | 364                   | 162                      |                          | 162                | 55.6%        |                         |
| 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 | <b>158,496</b>      | <b>167,696</b>         | <b>174,272</b>        | <b>6,576</b>             | <b>0</b>                 | <b>6,576</b>       | <b>96.2%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>          | <b>(158,489)</b>    | <b>(167,273)</b>       | <b>(174,272)</b>      | <b>(6,999)</b>           |                          |                    |              |                         |
| <b>201 Street Lighting</b>                  |                     |                        |                       |                          |                          |                    |              |                         |
| 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     | <b>1,676</b>        | <b>1,377</b>           | <b>2,751</b>          | <b>1,374</b>             | <b>0</b>                 | <b>1,374</b>       | <b>50.1%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(1,676)</b>      | <b>(1,377)</b>         | <b>(2,751)</b>        | <b>(1,374)</b>           |                          |                    |              |                         |
| <b>202 Bus Shelters</b>                     |                     |                        |                       |                          |                          |                    |              |                         |
| 4241 Maintenance                            | 0                   | 633                    | 3,000                 | 2,367                    |                          | 2,367              | 21.1%        |                         |
| Bus Shelters :- Indirect Expenditure        | <b>0</b>            | <b>633</b>             | <b>3,000</b>          | <b>2,367</b>             | <b>0</b>                 | <b>2,367</b>       | <b>21.1%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>0</b>            | <b>(633)</b>           | <b>(3,000)</b>        | <b>(2,367)</b>           |                          |                    |              |                         |
| <b>203 Christmas Lights</b>                 |                     |                        |                       |                          |                          |                    |              |                         |
| 4260 General Expenses                       | 3,123               | 2,377                  | 2,600                 | 223                      |                          | 223                | 91.4%        |                         |
| Christmas Lights :- Indirect Expenditure    | <b>3,123</b>        | <b>2,377</b>           | <b>2,600</b>          | <b>223</b>               | <b>0</b>                 | <b>223</b>         | <b>91.4%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                      | <b>(3,123)</b>      | <b>(2,377)</b>         | <b>(2,600)</b>        | <b>(223)</b>             |                          |                    |              |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

|                                                    | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|----------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>204 Public Conveniences</u>                     |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 0                   | 0                      | 20,000                | 20,000                   |                          | 20,000             | 0.0%          |                         |
| Public Conveniences :- Indirect Expenditure        | <b>0</b>            | <b>0</b>               | <b>20,000</b>         | <b>20,000</b>            | <b>0</b>                 | <b>20,000</b>      | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>0</b>            | <b>0</b>               | <b>(20,000)</b>       | <b>(20,000)</b>          |                          |                    |               |                         |
| <u>205 Traffic Islands</u>                         |                     |                        |                       |                          |                          |                    |               |                         |
| 1030 Traffic Islands: Sponsorship                  | 4,742               | 7,938                  | 3,500                 | (4,438)                  |                          |                    | 226.8%        |                         |
| Traffic Islands :- Income                          | <b>4,742</b>        | <b>7,938</b>           | <b>3,500</b>          | <b>(4,438)</b>           |                          |                    | <b>226.8%</b> | <b>0</b>                |
| 4241 Maintenance                                   | 6,402               | 5,926                  | 7,717                 | 1,791                    |                          | 1,791              | 76.8%         |                         |
| 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            | <b>8,228</b>        | <b>6,393</b>           | <b>8,561</b>          | <b>2,168</b>             | <b>0</b>                 | <b>2,168</b>       | <b>74.7%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>(3,486)</b>      | <b>1,545</b>           | <b>(5,061)</b>        | <b>(6,606)</b>           |                          |                    |               |                         |
| <u>206 Hanging Baskets &amp; Planters</u>          |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 419                 | 328                    | 600                   | 272                      |                          | 272                | 54.6%         |                         |
| Hanging Baskets & Planters :- Indirect Expenditure | <b>419</b>          | <b>328</b>             | <b>600</b>            | <b>272</b>               | <b>0</b>                 | <b>272</b>         | <b>54.6%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(419)</b>        | <b>(328)</b>           | <b>(600)</b>          | <b>(272)</b>             |                          |                    |               |                         |
| <u>207 Flagpole</u>                                |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 30                  | 12                     | 114                   | 102                      |                          | 102                | 10.8%         |                         |
| Flagpole :- Indirect Expenditure                   | <b>30</b>           | <b>12</b>              | <b>114</b>            | <b>102</b>               | <b>0</b>                 | <b>102</b>         | <b>10.8%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(30)</b>         | <b>(12)</b>            | <b>(114)</b>          | <b>(102)</b>             |                          |                    |               |                         |
| <u>209 Coulter Lane Burial Ground</u>              |                     |                        |                       |                          |                          |                    |               |                         |
| 4241 Maintenance                                   | 2,232               | 1,133                  | 3,463                 | 2,330                    |                          | 2,330              | 32.7%         |                         |
| Coulter Lane Burial Ground :- Indirect Expenditure | <b>2,232</b>        | <b>1,133</b>           | <b>3,463</b>          | <b>2,330</b>             | <b>0</b>                 | <b>2,330</b>       | <b>32.7%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                             | <b>(2,232)</b>      | <b>(1,133)</b>         | <b>(3,463)</b>        | <b>(2,330)</b>           |                          |                    |               |                         |
| <u>211 Burntwood Town Strategy</u>                 |                     |                        |                       |                          |                          |                    |               |                         |
| 1120 BTS funding                                   | 0                   | 5,000                  | 0                     | (5,000)                  |                          |                    | 0.0%          |                         |
| Burntwood Town Strategy :- Income                  | <b>0</b>            | <b>5,000</b>           | <b>0</b>              | <b>(5,000)</b>           |                          |                    |               | <b>0</b>                |
| 4754 BTS Projects                                  | 0                   | 22,350                 | 22,240                | (110)                    |                          | (110)              | 100.5%        |                         |
| Burntwood Town Strategy :- Indirect Expenditure    | <b>0</b>            | <b>22,350</b>          | <b>22,240</b>         | <b>(110)</b>             | <b>0</b>                 | <b>(110)</b>       | <b>100.5%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                 | <b>0</b>            | <b>(17,350)</b>        | <b>(22,240)</b>       | <b>(4,890)</b>           |                          |                    |               |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

|                                            | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>213 Events</b>                          |                     |                        |                       |                          |                          |                    |               |                         |
| 1090 Wakes - Pitch Fees                    | 0                   | 280                    | 0                     | (280)                    |                          |                    | 0.0%          |                         |
| 1100 Wakes Other Income                    | 0                   | 340                    | 0                     | (340)                    |                          |                    | 0.0%          |                         |
| 1101 Christmas                             | 200                 | 4,074                  | 0                     | (4,074)                  |                          |                    | 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                           | <b>5,325</b>        | <b>4,694</b>           | <b>0</b>              | <b>(4,694)</b>           |                          |                    |               | <b>0</b>                |
| 4262 Christmas Events                      | 4,560               | 5,643                  | 4,160                 | (1,483)                  |                          | (1,483)            | 135.7%        |                         |
| 4390 Wakes (all expenditure)               | 0                   | 36,601                 | 15,600                | (21,001)                 |                          | (21,001)           | 234.6%        | 19,577                  |
| 4399 Other events expendit inc mkts        | 4,497               | 7,547                  | 0                     | (7,547)                  |                          | (7,547)            | 0.0%          |                         |
| 4761 Play in Parks/Summer Picnic           | 2,598               | 7,766                  | 7,280                 | (486)                    |                          | (486)              | 106.7%        |                         |
| Events :- Indirect Expenditure             | <b>11,655</b>       | <b>57,556</b>          | <b>27,040</b>         | <b>(30,516)</b>          | <b>0</b>                 | <b>(30,516)</b>    | <b>212.9%</b> | <b>19,577</b>           |
| <b>Net Income over Expenditure</b>         | <b>(6,330)</b>      | <b>(52,862)</b>        | <b>(27,040)</b>       | <b>25,822</b>            |                          |                    |               |                         |
| 6000 plus Transfer from EMR                | 0                   | 19,577                 |                       |                          |                          |                    |               |                         |
| 6001 less Transfer to EMR                  | 5,325               | 0                      |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>(11,655)</b>     | <b>(33,285)</b>        |                       |                          |                          |                    |               |                         |
| <b>214 Community Projects</b>              |                     |                        |                       |                          |                          |                    |               |                         |
| 1025 Sundry Income                         | 0                   | 300                    | 0                     | (300)                    |                          |                    | 0.0%          |                         |
| Community Projects :- Income               | <b>0</b>            | <b>300</b>             | <b>0</b>              | <b>(300)</b>             |                          |                    |               | <b>0</b>                |
| 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 | <b>9,970</b>        | <b>1,549</b>           | <b>7,080</b>          | <b>5,531</b>             | <b>0</b>                 | <b>5,531</b>       | <b>21.9%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>         | <b>(9,970)</b>      | <b>(1,249)</b>         | <b>(7,080)</b>        | <b>(5,831)</b>           |                          |                    |               |                         |
| 6000 plus Transfer from EMR                | 8,510               | 0                      |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>      | <b>(1,460)</b>      | <b>(1,249)</b>         |                       |                          |                          |                    |               |                         |
| <b>215 SCAMP</b>                           |                     |                        |                       |                          |                          |                    |               |                         |
| 4550 SCAMP: Maintenance                    | 0                   | 0                      | 161                   | 161                      |                          | 161                | 0.0%          |                         |
| 4551 SCAMP: Insurance                      | 0                   | 0                      | 406                   | 406                      |                          | 406                | 0.0%          |                         |
| SCAMP :- Indirect Expenditure              | <b>0</b>            | <b>0</b>               | <b>567</b>            | <b>567</b>               | <b>0</b>                 | <b>567</b>         | <b>0.0%</b>   | <b>0</b>                |
| <b>Net Expenditure</b>                     | <b>0</b>            | <b>0</b>               | <b>(567)</b>          | <b>(567)</b>             |                          |                    |               |                         |
| <b>216 Neighbourhood Plan</b>              |                     |                        |                       |                          |                          |                    |               |                         |
| 4728 Neighbourhood Plan expenditure        | 303                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| Neighbourhood Plan :- Indirect Expenditure | <b>303</b>          | <b>0</b>               | <b>0</b>              | <b>0</b>                 | <b>0</b>                 | <b>0</b>           |               | <b>0</b>                |
| <b>Net Expenditure</b>                     | <b>(303)</b>        | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |               |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

|                                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|-------------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>301 Civic Expenses</b>                             |                     |                        |                       |                          |                          |                    |              |                         |
| 1062 Fundraising                                      | 386                 | 147                    | 0                     | (147)                    |                          |                    | 0.0%         |                         |
| Civic Expenses :- Income                              | <b>386</b>          | <b>147</b>             | <b>0</b>              | <b>(147)</b>             |                          |                    |              | <b>0</b>                |
| 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                | <b>12</b>           | <b>290</b>             | <b>700</b>            | <b>410</b>               | <b>0</b>                 | <b>410</b>         | <b>41.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                    | <b>373</b>          | <b>(143)</b>           | <b>(700)</b>          | <b>(557)</b>             |                          |                    |              |                         |
| 6001 less Transfer to EMR                             | 386                 | 0                      |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>(13)</b>         | <b>(143)</b>           |                       |                          |                          |                    |              |                         |
| <b>302 Better Burntwood incl. grants</b>              |                     |                        |                       |                          |                          |                    |              |                         |
| 1020 External grants received                         | 1,200               | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| Better Burntwood incl. grants :- Income               | <b>1,200</b>        | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |              | <b>0</b>                |
| 4416 Better Burntwood expenditure                     | 9,022               | 24,456                 | 26,000                | 1,544                    |                          | 1,544              | 94.1%        |                         |
| 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 | <b>9,052</b>        | <b>24,456</b>          | <b>27,000</b>         | <b>2,544</b>             | <b>0</b>                 | <b>2,544</b>       | <b>90.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                    | <b>(7,852)</b>      | <b>(24,456)</b>        | <b>(27,000)</b>       | <b>(2,544)</b>           |                          |                    |              |                         |
| 6001 less Transfer to EMR                             | 1,200               | 0                      |                       |                          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                 | <b>(9,052)</b>      | <b>(24,456)</b>        |                       |                          |                          |                    |              |                         |
| <b>310 Election Expenses</b>                          |                     |                        |                       |                          |                          |                    |              |                         |
| 4701 Election Expenses                                | 0                   | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%         |                         |
| Election Expenses :- Indirect Expenditure             | <b>0</b>            | <b>0</b>               | <b>10,000</b>         | <b>10,000</b>            | <b>0</b>                 | <b>10,000</b>      | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                                | <b>0</b>            | <b>0</b>               | <b>(10,000)</b>       | <b>(10,000)</b>          |                          |                    |              |                         |
| <b>401 Burntwood Cemetery</b>                         |                     |                        |                       |                          |                          |                    |              |                         |
| 1000 Burial Fees/Licences/Headstone                   | 30,708              | 20,816                 | 28,288                | 7,473                    |                          |                    | 73.6%        |                         |
| 1001 Memorial wall plaques                            | 114                 | 214                    | 104                   | (110)                    |                          |                    | 205.3%       |                         |
| Burntwood Cemetery :- Income                          | <b>30,822</b>       | <b>21,029</b>          | <b>28,392</b>         | <b>7,363</b>             |                          |                    | <b>74.1%</b> | <b>0</b>                |
| 4019 Employee costs                                   | 2,083               | 2,891                  | 3,214                 | 323                      |                          | 323                | 90.0%        |                         |
| 4163 General Office Expenses                          | 503                 | 759                    | 468                   | (291)                    |                          | (291)              | 162.2%       |                         |
| 4810 Gravedigging: Main Contractor                    | 5,380               | 3,590                  | 5,658                 | 2,068                    |                          | 2,068              | 63.5%        |                         |

AGENDA ITEM 8 - ENCLOSURE NO. 4

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Cost Centre Report

|                                                | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|------------------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4820 NNDR: Burntwood Cemetery                  | 1,422               | 1,422                  | 1,508                 | 86                       |                          | 86                 | 94.3%         |                         |
| 4863 Other Maintenance and Services            | 4,378               | 4,174                  | 8,692                 | 4,518                    |                          | 4,518              | 48.0%         |                         |
| 4864 Grounds maintenance                       | 9,450               | 9,659                  | 11,544                | 1,885                    |                          | 1,885              | 83.7%         |                         |
| Burntwood Cemetery :- Indirect Expenditure     | <b>23,215</b>       | <b>22,495</b>          | <b>31,084</b>         | <b>8,589</b>             | <b>0</b>                 | <b>8,589</b>       | <b>72.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>             | <b>7,607</b>        | <b>(1,466)</b>         | <b>(2,692)</b>        | <b>(1,226)</b>           |                          |                    |               |                         |
| <u>404 Church Street car park</u>              |                     |                        |                       |                          |                          |                    |               |                         |
| 4870 All maintenance & services                | 25                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| Church Street car park :- Indirect Expenditure | <b>25</b>           | <b>0</b>               | <b>0</b>              | <b>0</b>                 | <b>0</b>                 | <b>0</b>           |               | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(25)</b>         | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |               |                         |
| <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          | <b>47,749</b>       | <b>10,258</b>          | <b>36,642</b>         | <b>26,384</b>            | <b>0</b>                 | <b>26,384</b>      | <b>28.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                         | <b>(47,749)</b>     | <b>(10,258)</b>        | <b>(36,642)</b>       | <b>(26,384)</b>          |                          |                    |               |                         |
| 6000 plus Transfer from EMR                    | 12,516              | 0                      |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>          | <b>(35,233)</b>     | <b>(10,258)</b>        |                       |                          |                          |                    |               |                         |
| Grand Totals:- Income                          | <b>459,453</b>      | <b>459,561</b>         | <b>454,179</b>        | <b>(5,382)</b>           |                          |                    | <b>101.2%</b> |                         |
| Expenditure                                    | <b>338,952</b>      | <b>386,257</b>         | <b>454,176</b>        | <b>67,919</b>            | <b>0</b>                 | <b>67,919</b>      | <b>85.0%</b>  |                         |
| <b>Net Income over Expenditure</b>             | <b>120,501</b>      | <b>73,304</b>          | <b>3</b>              | <b>(73,301)</b>          |                          |                    |               |                         |
| plus Transfer from EMR                         | <b>21,026</b>       | <b>19,577</b>          |                       |                          |                          |                    |               |                         |
| less Transfer to EMR                           | <b>29,274</b>       | <b>0</b>               |                       |                          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>          | <b>112,253</b>      | <b>92,881</b>          |                       |                          |                          |                    |               |                         |

**BURNTWOOD TOWN COUNCIL**

**POTENTIAL EARMARKING OF RESERVES AT YEAR END 2022/23**

| DESCRIPTION                                         | OPENING<br>BALANCES<br>31/03/2022<br>(FINAL)<br>£ | POTENTIAL EARMARKING AT YEAR END 31/03/2023<br><br>(Where earmarking is dependent on unspent budget, principle of earmarking<br>can be approved and exact amount finalised on completion of annual accounts)                                                                          |
|-----------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EARMARKED CAPITAL RESERVES:</b>                  |                                                   |                                                                                                                                                                                                                                                                                       |
| BURNTWOOD CEMETERY                                  | 77,412                                            | No change                                                                                                                                                                                                                                                                             |
| <b>TOTAL EARMARKED CAPITAL RESERVES</b>             | <b>77,412</b>                                     |                                                                                                                                                                                                                                                                                       |
| <b>EARMARKED REVENUE RESERVES:</b>                  |                                                   |                                                                                                                                                                                                                                                                                       |
| ELECTIONS                                           | 37,706                                            | Add unspent 22/23 budget of £10,000, to build up this reserve to cover May 2023 elections.                                                                                                                                                                                            |
| TOWN STRATEGY                                       | 79,752                                            | No change                                                                                                                                                                                                                                                                             |
| COMMUNITY PROJECTS/BETTER BURNTWOOD FUND            | 72,958                                            | Add unspent 22/23 budget                                                                                                                                                                                                                                                              |
| STEPHEN SUTTON BURSARY                              | 3,000                                             | Add unspent 22/23 budget (£1,000 at end January)                                                                                                                                                                                                                                      |
| NEIGHBOURHOOD PLAN                                  | 15,250                                            | Retain this reserve for now, pending confirmation from Groundwork whether any of their grants must be returned to them. Thereafter remaining funds could be released to General Reserves.                                                                                             |
| OLD MINING COLLEGE                                  | 59,736                                            | At end January there was about £26,000 of unspent 22/23 budget. This could be added to the Earmarked Reserve or go into General Reserves at year end.                                                                                                                                 |
| DEFIBRILLATORS                                      | 1,232                                             | No change                                                                                                                                                                                                                                                                             |
| CIVIC EXPENSES (CHARITY FUNDRAISING)                | 431                                               | Transfer from this reserve to be made at year end for cost of making disabled toilet dementia-friendly. Fundraising received this year to be earmarked for future distribution to charity.                                                                                            |
| SCAMP: MAINTENANCE                                  | 500                                               | No change                                                                                                                                                                                                                                                                             |
| EVENTS                                              | 40,763                                            | £19,577 transferred from this reserve already, to cover additional net spend on Jubilee Wakes.                                                                                                                                                                                        |
| CIL MONEY                                           | 51,974                                            | CIL money can only be spent on specific items and therefore needs to be earmarked. Add CIL income received this year (£5,661) to this reserve. Take 22/23 CIL spend from this reserve (£21,000 spent by end January) to demonstrate that the earliest CIL income is being spent first |
| BUS SHELTERS                                        | 9,294                                             | 22/23 unspent budget could be added here or allowed to go into General Reserves                                                                                                                                                                                                       |
| STREET LIGHTING                                     | 1,500                                             | Unspent 22/23 budget for replacement (£1,560) could be added here if wanted or allowed to go into General Reserves                                                                                                                                                                    |
| PUBLIC CONVENIENCES                                 | 15,291                                            | Currently an unspent 22/23 budget of £20,000 which could be allowed to go into General Reserves                                                                                                                                                                                       |
| <b>TOTAL EARMARKED REVENUE RESERVES</b>             | <b>389,387</b>                                    |                                                                                                                                                                                                                                                                                       |
| <b>TOTAL EARMARKED CAPITAL AND REVENUE RESERVES</b> | <b>466,799</b>                                    |                                                                                                                                                                                                                                                                                       |
| <b>GENERAL RESERVES</b>                             | <b>249,848</b>                                    |                                                                                                                                                                                                                                                                                       |

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE  
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,  
BURNTWOOD ON TUESDAY 17 JANUARY 2023 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Flanagan [in the Chair]  
Councillors Bacon, Banevicius, Birch, Bullock, D Ennis, L Ennis and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk

**PUBLIC FORUM**

No questions were raised by members of the public.

**48. APOLOGIES FOR ABSENCE**

Councillors Bishop, Gittings, Ho and R Place.

**49. 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.

**50. MINUTES**

The Chair reminded Members that the Minutes had been approved at Full Council on 12 January 2023.

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 14 December 2022 [Minute Nos. 43-47] be approved as a correct record.

**51. INFORMATION FROM THE MINUTES**

Councillor Flanagan referred to Planning Application 22/01374/FUL – The Drill Inn, 33 Springle Styche Lane [retention of engineering operations comprising the raising and levelling of the beer garden, and temporary retention of 4 no. outdoor dining cabins, associated pathway and marquee for a period of 2 years] and even though this Committee objected [Objection - the proposal is not sustainable development in the Green Belt. The proposal is over development in the Green Belt which is contrary to Green Belt policy], the Local Planning Authority granted permission on 20 December

2022. Councillor Birch informed Members that the application had been decided by an officer and not the full Planning Committee.

## 52. PLANNING APPLICATIONS

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

- |     |              |           |                                                                 |                                                                                                             |
|-----|--------------|-----------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| (a) | 22/01602/FUH | Highfield | Mr T Freeman<br>Nags Hill Farm<br>223 Rugeley Road<br>Burntwood | Demolition of domestic storage building and erection of detached building to form ancillary leisure complex |
|-----|--------------|-----------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

No objection in principle subject to the new detached building remaining ancillary to the existing property and not sold off separately as a dwelling. The Local Planning Authority to ensure that the proposal is not contrary to Green Belt policy.

- |     |              |                                  |                                                  |                                                           |
|-----|--------------|----------------------------------|--------------------------------------------------|-----------------------------------------------------------|
| (b) | 22/01642/ADV | Summerfield<br>and All<br>Saints | Colin Lee Opticians<br>6 Chase Road<br>Burntwood | Installation of 2 no. externally illuminated fascia signs |
|-----|--------------|----------------------------------|--------------------------------------------------|-----------------------------------------------------------|

No objection in principle however the Local Planning Authority to be mindful of the operating hours of the illuminated fascia signs [avoid unsociable hours] to minimise any detriment to nearby neighbours.

- |     |              |                          |                                              |                                                                |
|-----|--------------|--------------------------|----------------------------------------------|----------------------------------------------------------------|
| (c) | 22/01659/FUH | Boney Hay<br>and Central | Mr M Thomas<br>7 Sunnymead Road<br>Burntwood | Erection of single storey rear and first floor side extensions |
|-----|--------------|--------------------------|----------------------------------------------|----------------------------------------------------------------|

No objection.

- |     |              |                          |                                            |                                                                                              |
|-----|--------------|--------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------|
| (d) | 22/01644/FUH | Boney Hay<br>and Central | Mrs E White<br>45 Morley Road<br>Burntwood | Single storey rear and first floor front extension and enlargement of dormer windows to rear |
|-----|--------------|--------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------|

No objection.

- |     |               |  |                                                                                                                   |                                                                  |
|-----|---------------|--|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| (e) | 22/01667/PNPV |  | Dr A Steele<br>Mercian Labels Limited<br>Unit 2<br>Plant Lane Business Park<br>Phase 1<br>Plant Lane<br>Burntwood | Prior Notification:<br>Installation of roof mounted solar panels |
|-----|---------------|--|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|

No objection.

- |     |              |           |                                                              |                                                                                                                                                 |
|-----|--------------|-----------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| (f) | 22/01708/ADV | Chasetown | Kia UK Limited<br>Acorn Kia<br>Cannock Road<br>Chase Terrace | Installation of 1 no. internally illuminated totem sign, 6 no. internally illuminated fascia signs and 1 no. non-illuminated entrance gate sign |
|-----|--------------|-----------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

No objection in principle however the Local Planning Authority to be mindful of the accumulated effect of the previous applications and operating hours of the signs [avoid unsociable hours] to minimise any detriment to nearby neighbours.

- |     |              |           |                                                             |                                                                                                |
|-----|--------------|-----------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| (g) | 22/01703/FUH | Highfield | Mr and Mrs Osborn-Wilkes<br>325 Lichfield Road<br>Burntwood | Erection of two storey and single storey extensions including remodelling of existing dwelling |
|-----|--------------|-----------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------|

OBJECTION. This is a significant increase in the size of the dwelling and the impact on the Green Belt must be considered. The Planning Committee and Planning Officers need to address this in the context of Green Belt policy and consider whether it is believed it is over development in the Green Belt. The house can clearly be seen from the roadside so this may be impactful on the openness of the area.

- |     |              |           |                                                  |                                  |
|-----|--------------|-----------|--------------------------------------------------|----------------------------------|
| (h) | 22/01572/FUL | Chasetown | Mr D Risbridger<br>214A High Street<br>Chasetown | Erection of replacement dwelling |
|-----|--------------|-----------|--------------------------------------------------|----------------------------------|

No objection.

- |     |              |           |                                                |                                |
|-----|--------------|-----------|------------------------------------------------|--------------------------------|
| (i) | 22/01718/FUL | Highfield | Mr C Woodward<br>5 Ashmole Avenue<br>Burntwood | Erection of 1 no. new dwelling |
|-----|--------------|-----------|------------------------------------------------|--------------------------------|

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 as the current proposal is against the sustainability policy. The Local Planning Authority to also be mindful of the detrimental impact upon the character and appearance of the streetscene.

- |     |              |                       |                                                 |                                                               |
|-----|--------------|-----------------------|-------------------------------------------------|---------------------------------------------------------------|
| (j) | 22/01737/FUH | Boney Hay and Central | Mr A Wright<br>73 Rugeley Road<br>Chase Terrace | Erection of single storey rear extension and new pitched roof |
|-----|--------------|-----------------------|-------------------------------------------------|---------------------------------------------------------------|

No objection.

[The Meeting closed at 6.30 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 15 FEBRUARY 2023 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Flanagan [in the Chair]  
Councillors Bacon, Birch, Bishop, Bullock, D Ennis, L Ennis and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk

**PUBLIC FORUM**

No questions were raised by members of the public.

**53. APOLOGIES FOR ABSENCE**

Councillors Banevicius, Gittings and R Place.

**54. 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.

**55. MINUTES**

The Chair reminded Members that they were being asked to comment solely on the accuracy of the 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 17 January 2023 [Minute Nos. 48-52] be approved as a correct record.

**56. INFORMATION FROM THE MINUTES**

There was no information from the Minutes.

## 57. PLANNING APPLICATIONS

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

- |     |              |               |                                              |                                                     |
|-----|--------------|---------------|----------------------------------------------|-----------------------------------------------------|
| (a) | 23/00050/FUH | Chase Terrace | Mr G Wardle<br>33 Thorpe Street<br>Burntwood | Erection of detached outbuilding to provide storage |
|-----|--------------|---------------|----------------------------------------------|-----------------------------------------------------|

No objection in principle, however, the detached outbuilding in future should not be used, sold or let as a separate dwelling.

- |     |              |         |                                                 |                                                      |
|-----|--------------|---------|-------------------------------------------------|------------------------------------------------------|
| (b) | 23/00053/FUH | Hunslet | Mr and Mrs A Dolan<br>25 Rake Hill<br>Burntwood | Erection of replacement single storey side extension |
|-----|--------------|---------|-------------------------------------------------|------------------------------------------------------|

No objection in principle as long as it complies with Listed Building Consent criteria.

- |     |              |         |                                                 |                                                      |
|-----|--------------|---------|-------------------------------------------------|------------------------------------------------------|
| (c) | 23/00054/LBC | Hunslet | Mr and Mrs A Dolan<br>25 Rake Hill<br>Burntwood | Erection of replacement single storey side extension |
|-----|--------------|---------|-------------------------------------------------|------------------------------------------------------|

No objection in principle as long as it complies with Listed Building Consent criteria.

- |     |              |               |                                              |                                        |
|-----|--------------|---------------|----------------------------------------------|----------------------------------------|
| (d) | 23/00076/FUH | Chase Terrace | Ms B Hall<br>14 High Street<br>Chase Terrace | Erection of first floor rear extension |
|-----|--------------|---------------|----------------------------------------------|----------------------------------------|

No objection.

- |     |              |               |                                                    |                            |
|-----|--------------|---------------|----------------------------------------------------|----------------------------|
| (e) | 23/00103/FUH | Chase Terrace | Mr and Mrs Derby<br>2A Kingsdown Road<br>Burntwood | Erection of side extension |
|-----|--------------|---------------|----------------------------------------------------|----------------------------|

No objection.

[The Meeting closed at 6.05 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 WEDNESDAY 08 FEBRUARY 2023 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Taylor [in the Chair]  
Councillors Bishop, Coe, D Ennis, Gittings, Kirkham and Woodward

**In attendance**

S Lightfoot, Town Clerk  
Ms J Minor, Deputy Clerk  
Ms K Horner, Community Development and Engagement Officer

**PUBLIC FORUM**

No questions were raised by members of the public.

**45. APOLOGIES FOR ABSENCE**

Councillors Evans, Ho, M Place and R Place.

**46. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Woodward declared an interest in Burntwood Be A Friend as she is the Secretary to the Trust Board.

Councillor Woodward declared an interest in Chase Terrace Methodist Church as a former Steward.

Councillor Taylor declared an interest as he attends the Burntwood Memorial Institute's committee meetings as a representative of Burntwood Town Council.

**47. 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 12 January 2023.

Councillor Woodward referred to Minute No. 41 - Community Engagement and in particular the Memory Walk and thanked all organisations who had contributed to the Memory Walk. She also referred to Minute No. 42.1 – Burntwood Be A Friend and in particular the resolution referring to the application from Burntwood Be A Friend and asked if the word "Home" could be replaced with the word "Friend".

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

**RESOLVED** That the Minutes of the Community and Partnerships Committee held on 09 December 2022 [Minute Nos. 37-44] be approved as a correct record.

#### **48. INFORMATION FROM THE MINUTES**

Councillor Woodward referred to Minute No. 42.1 - Burntwood Be A Friend and in particular the resolution. She explained the current situation regarding the increasing energy costs and that the organisation had now submitted a formal complaint to the Housing Ombudsman.

#### **49. COMMUNITY ENGAGEMENT**

Councillor D Ennis referred to a recent meeting he had attended with representatives from Cameron Homes, Keon Homes and Chasetown Civil Engineering where a discussion had taken place regarding potential sponsorship for the Wakes Festival and Play in the Parks events. He stated that a Noel Sweeney Foundation had been set up where three large companies would invest annual funds. *[The Noel Sweeney Foundation is a charitable trust, set up to support local communities and is governed by a Board of Trustees. Their aim is to predominantly support young people and those who are disadvantaged through programmes that provide learning, education, and better quality of life. They also seek to support the education of young people seeking a career in the construction industry. They can assist and support projects or initiatives that help communities to grow, prosper and provide a service that benefits the widest group of people, support education and development of children and young people].*

Councillor Woodward explained that she had been invited to visit some newly formed allotments [30 half plots] just inside the Hammerwich Parish boundary. She had been led to believe that all plots had been taken up and they were also in negotiation with Hammerwich Parish Council. Councillor Woodward also referred to previous discussions which this Council had had regarding allotments *[Small Holdings and Allotments Act 1908]*.

Councillor Woodward referred to the CASES building located at Sankey's Corner which was under utilised at the moment. She confirmed that discussions were currently taking place between CASES and another organisation in order that they may work together to make that building more user friendly.

Councillor Taylor stated that he had taken on the role of Trustee of Burntwood Memorial Institute and attends the Burntwood Memorial Community Association committee meetings as a representative of Burntwood Town Council. He explained that the committee currently had no chairman and that there were concerns about its finances. They currently employ two cleaners and one admin staff. They needed more volunteers and perhaps one or two more Trustees. Councillor Woodward suggested approaching Councillor Ho who had shown an interest. It was **AGREED** that the Town Clerk would contact Councillor Ho.

#### **50. BETTER BURNTWOOD FUND**

The Town Clerk referred to Minute No. 42.1 - Burntwood Be A Friend and in particular the resolutions and outlined the options available to Members as the Town Council is currently unable to award £5,000 from the Better Burntwood Fund. The Town Clerk explained that the Better Burntwood Fund "re-starts" again from 01 April 2023.

Councillor Woodward felt that this was not an easy decision to make as it was not a quick fix and Councillor D Ennis felt that the resolution should be left as it is until further information was available.

### **50.1 Chasetown Football Club**

The Town Clerk referred to the application from Chasetown Football Club which related to a project estimated to cost in the region of £850,000. The project would turn the natural grass pitch at The Scholars Ground into an artificial surface, known as a Football Turf Pitch. He explained that the Club were seeking funds of £5,000 and that funding was being sourced from other organisations.

Councillor D Ennis raised concerns as £150,000 from Premier League Club Development Fund was only "in principle" and even with the other forms of funding, if secured, there is still a shortfall.

Councillor Woodward was not convinced that £5,000 would make a great difference or benefit the Town in the short term.

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

**RESOLVED** That the Town Clerk emails Chasetown Football Club saying that the Town Council is fully supportive of the idea however that the Club contacts us again in the future when they are closer to their target of £850,000 to discuss opportunities from the Town Council to assist them.

### **50.2 Cherry Orchard Garden Services**

The Town Clerk referred to the application from COGS [Cherry Orchard Garden Services] who were a vibrant and active organisation based at the Memorial Institute. The grant would go primarily towards operational support costs.

Councillor D Ennis explained that previously the Town Council had refused applications from organisations just to pay their rent and he felt that this would send out the wrong message. The grant needs to fund a project for the benefit of Burntwood.

Councillor Woodward felt that more detail was needed i.e., how many residents they provide services to in the Parish of Burntwood and what are the current charges.

Councillor Taylor explained that he, together with the Community Development and Engagement Officer had visited COGS and he explained that the grant would also go towards maintaining their customers residential gardens at the same price as 2022.

Councillor Woodward said that she had seen no promotion of the service on social media platforms and asked how do residents access COGS services.

Councillor Kirkham felt that the Town Council should not set a precedent relating to paying of rent. She confirmed that some houses in Crane Drive [in the Parish of Hammerwich] used COGS services, however, she also felt that there was not sufficient information in the application. Councillor Kirkham referred to the Dementia Friendly Town initiative and asked if there could be a connection between COGS services and people living with dementia and asked how do they assess vulnerable people.

Councillor D Ennis stated that the Town Council was supportive of the good service provided by COGS around the Town but the grant needed to support a project and clarification of the current 2022 charges was needed.

The Town Clerk stated that previously COGS had been involved with MHA Communities but did not know the extent of it now.

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

**RESOLVED** That the Town Clerk emails COGS saying that the Town Council is fully supportive of the organisation. Pending discussions with the Town Clerk, regarding a specific project and how many residents they provide services to in the Parish of Burntwood and what are the current charges then £3,600 be allocated from the Better Burntwood Fund.

### **50.3 South East Staffordshire Citizens Advice Bureau [trading as Citizens Advice South East Staffordshire – CASES]**

The Town Clerk referred to the application from South East Staffordshire Citizens Advice Bureau [CASES] which primarily related to maintenance costs. He explained that the organisation were seeking funds of £5,000. He also stated that CASES had received year on year funding from the Town Council.

Councillor Woodward felt that CASES are a big organisation and should therefore have a sinking fund for maintenance. She explained that discussions were currently taking place with another organisation potentially moving into the CASES building for the benefit of the town and this organisation would pay rent to CASES which would offset their costs. If this came to fruition it was hoped that the building would be more open to the public.

Councillor Taylor said that he was not sure the Town Council should be funding the fact that CASES have not kept up with maintenance. He suggested splitting the grant and perhaps doing the front of the building to make it more attractive.

Councillor D Ennis referred to the Charity Commission website and the fact that CASES have [two years out of the last three years] put money into reserves. Currently their free reserves stands at £129,242. He also explained that potentially CASES could rent out the "shop" frontage and work from the first floor.

Councillor Woodward stated that given the level of reserves they should have a clear maintenance programme.

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

**RESOLVED** That £1,750 be awarded from the Better Burntwood Fund to CASES on the strict understanding that it is spent on the following items:

- Painting front doors and window frames - £480
- Replace film to the front windows - £400
- External lockable noticeboard - £200
- Replace back door - £670

It was noted that £4,110.38 remained unspent in the Better Burntwood Fund for 2022/23. Councillor D Ennis stated that previously the unspent budget went into general reserves.

It was proposed by Councillor Taylor and seconded by Councillor Woodward and following a show of hands [6 For, 1 Abstention] it was

**RESOLVED** That the £4,110.38 from the Better Burntwood Fund for 2022/23 be rolled forward to the 2023/24 budget and go towards reactive grants awarded on a similar basis to the current process.

## **51. BETTER BURNTWOOD FUND**

The Community Development and Engagement Officer explained that she felt that there was no real guidance on how larger grants were currently distributed and the new 3-year commissioning model would focus on delivering specific services to meet pre identified priorities within the town. Hopefully, this would broaden the net to bring more services to Burntwood.

Councillor Kirkham stated that hopefully the new commissioning process would have more impact and more sustainability, however, a gap analysis should be undertaken at the start and at the finish.

Councillor Taylor felt that the new commissioning process would offer less opportunity for other organisations to apply. The Town Clerk confirmed that the up to £500 Better Burntwood Fund would still remain.

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

**RESOLVED** That the Town Clerk be authorised to implement a 3-year commissioning model and support the process of consultation before the planned launch in the summer.

## **52. STEPHEN SUTTON BURSARY**

The Community Development and Engagement Officer explained the background to the Stephen Sutton Bursary and the adjustments proposed. She stated that applications would be particularly welcomed from students who are in receipt of free school meals and from children in care.

Councillor Woodward felt that serving our residents was important and applications should be received from residents living in the Parish of Burntwood. She also stated that we needed to consult with Jane Sutton on the relaunch of the Bursary.

Councillor D Ennis pointed out that since March 2020 no-one had approached the Town Council regarding the Bursary and he felt that if the Town Council was going to re-launch the Bursary perhaps a re-branding was needed.

Councillor Taylor and Councillor Coe suggested another title may be appropriate but to still include "In Memory of Stephen Sutton".

Councillor Gittings pointed out that children in care already receive help and assistance to access Bursaries etc.

Councillor Woodward suggested Burntwood Bursary [in Memory of Stephen Sutton] but would prefer this to be discussed with Jane Sutton.

Members were informed that at the end of March 2023 there will exist an earmarked reserve of £4,000. It was suggested that this money could be used as a special one-off grant to develop youth engagement and support, working with partners. It was **AGREED** that the Community Development and Engagement Officer could report back with specific proposals for Members to consider.

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

**RESOLVED** That the re-launch of the Bursary be supported and be open to students who live within the Parish of Burntwood. That for 2023/24 the budget be revised to £2,000 [offering two Bursaries] and consider a possible change of name in consultation with Jane Sutton and that the remainder of the reserve be invested in youth engagement opportunities, subject to a further report to this committee.

### **53. HIS MAJESTY KING CHARLES III CORONATION – GIFTS TO SCHOOL CHILDREN**

The Town Clerk asked whether or not Members wished to explore and consider options to commemorate the Coronation of His Majesty King Charles III which will take place on Saturday 06 May 2023.

Councillor Kirkham said that she was not convinced with regard to the bookmarks but liked the idea of trees and the link to sustainability. Councillor Kirkham referred to re-cycled bookmarks.

Councillor D Ennis stated that in primary schools reading is a big part of their curriculum and he liked the idea of bookmarks as they appeared to be good value for money. He hoped that with regard to the tree planting this could involve BuRRT. Councillor D Ennis pointed out however that there was no allocation budget at the moment for any expenditure.

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

**RESOLVED** That £1,000 be allocated for Town Council branded re-cyclable bookmarks to be given to all primary aged children within the Parish of Burntwood and an English bareroot Oak Sapling to be delivered and planted to the eight primary schools within the Parish of Burntwood.

### **54. EMAIL NEWSLETTER REVIEW**

Councillor Taylor informed Members that two newsletters had been issued [January and February] and would welcome feedback from Members. He stated that each newsletter took about four hours to produce and he had invited other organisations i.e., the Police to provide some content. Councillor Taylor confirmed that currently there was 194 subscribers.

Councillor D Ennis felt the more platforms we have to communicate with residents the better but asked that the information circulated around the table identifying subscribers email addresses could be blanked out in future.

Councillor Woodward confirmed that an email from the Deputy Clerk had been circulated to all Members encouraging them to "share" information on our social media platforms.

The Town Clerk confirmed that cards would be available at the forthcoming markets asking residents to sign up to the newsletter.

**55. 2023 WAKES**

Councillor Taylor thanked the Deputy Clerk for the work undertaken on the Wakes so far and that there had been some sponsorship interest for the "music festival" part of the event.

The Town Clerk confirmed that an initial email had been sent out to organisations by the Deputy Clerk and three companies had shown an interest in sponsoring the event. He confirmed that he, together with Councillor Taylor and the Deputy Clerk would be meeting with Steve Trow, Marketing Manager from Lesters Packaging on Thursday 09 February to firm up sponsorship. The Town Clerk confirmed that he would be inviting the other organisations to come in for a chat. He also confirmed that he would be meeting with Kerry Dove, Chief Operating Officer from Lichfield District Council on 14 February 2023 to ascertain what support the District Council could offer.

Councillor Taylor felt that there was no firm agreement with regard to sponsorship received and whether or not this was deducted from the budget of £16,000.

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

**RESOLVED** That any sponsorship received would be added to the budget of £16,000.

[The Meeting closed at 7.50 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 09 FEBRUARY 2023 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Norman [in the Chair]  
Councillors D Ennis, Evans, Ho, Taylor and Woodward

**In attendance**

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

**PUBLIC FORUM**

No questions were raised by members of the public.

**50. APOLOGIES FOR ABSENCE**

Councillors Bacon, Birch, Flanagan, M Place, R Place and Westwood.

**51. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Woodward declared an interest in Agenda Item 11 - Purchase of the Former Chase Terrace Methodist Church Building as she was a former member of the Church.

**52. 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 12 January 2023.

Following a unanimous show of hands, it was

**RESOLVED** That the Minutes of the Policy and Resources Committee held on 01 December 2022 [Minute Nos. 39-49] be approved as a correct record.

**53. SCHEDULE OF PAYMENTS**

For clarity, Councillor Evans confirmed that money raised during her time as Chair had paid for the refurbishment works to the disabled toilet at the Old Mining College Centre to make it dementia friendly.

Councillor D Ennis referred to individual employees' names being recorded on the schedule of payments and said that he would prefer to see "employee expenses". Councillor Woodward stated that these are the type of items she thought would have been paid out of petty cash.

The Town Clerk referred to Minute No. 42 – Schedule of Payments (01 December 2022 refers) where it was agreed that the Town Clerk would provide Members with a list of petty cash expenditure and this was circulated at the meeting.

Councillor D Ennis reiterated his opinion on having physical money onsite and gave a brief background on how his business operates a “card” system. It was **AGREED** that the Town Clerk would look into different ways of operating a card system and report back to the Committee in due course.

Councillor Ho stated that even though we are moving towards a cashless society we needed to mitigate the risk of having a small amount of money on the premises against a card system and sharing of pin codes etc. Councillor D Ennis stated there were lots of ways around this e.g. setting a limit on a top up card.

The Town Clerk referred to Agenda Item No. 8 - Appointment of New Internal Auditor and confirmed that the level of payments that needed to be recorded and reported, and petty cash would be reviewed following advice received from the new internal auditor. He confirmed that he had researched other local authorities on how they reported expenditure and found that they reported similar to how we operate at the moment.

Councillor Woodward referred to a payment made to Lichfield District Council relating to the traffic islands - weedkilling paviour surrounds and asked if the District Council were weedkilling the pavements why they could not “jet wash” them as they were in a terrible state. She stated that this had been asked before and the reason given was “health and safety” however if the weedkilling was being undertaken on the pavements why not jet washing of the pavements.

Following a unanimous show of hands, it was

**RESOLVED** That the payments from 23 November 2022 to 31 January 2023 in the sum of £99,734.61 be approved.

#### **54. REPLACEMENT OF CEMETERY BENCHES**

The Town Clerk asked Members to consider whether or not they wished to replace the current wooden benches at Burntwood Cemetery.

Councillor D Ennis stated that perhaps an option could be to replace all of the eight benches with the Queen Elizabeth Memorial Bench as this bench comes with a 25-year guarantee. However, he supported the recycled plastic outdoor bench sought from a Burntwood business.

Councillor Woodward suggested perhaps having one Queen Elizabeth Memorial Bench and seven others.

The Town Clerk confirmed that there were concrete bases already in-situ and that the installation would be undertaken inhouse.

Following a unanimous show of hands, it was

**RESOLVED** That eight benches [recycled plastic outdoor bench – Option 2] be ordered together with two plaques [one spare] to be inscribed with the wording In Memoriam Her Majesty Queen Elizabeth II 1926 – 2022 be purchased.

## **55. HIGHWAYS FUNDING**

The Town Clerk referred to a request made from the County Councillor for Burntwood South for a contribution to the Highways Fund to help fix priority highways defects.

Councillor D Ennis referred to the Town Deal Meetings and stated that he thought a figure of £5,000 [a contribution from the Town Council] had been mentioned but not agreed however he was supportive of this partnership working.

Councillor Taylor felt that £20,000 was not a lot in comparison to the number of pot holes currently in Burntwood and referred to the annual Council Tax Bill and the amount already paid to Staffordshire County Council and he thought that residents would not be happy if the Town Council agreed a substantial amount and the residents did not see a significant difference.

Councillor Woodward asked why should Burntwood residents pay twice as there were other priorities. She also referred to two CIL applications which had recently been submitted to Lichfield District Council. Councillor Woodward stated that they had been advised to submit the applications [one from Staffordshire County Council relating to Traffic Management at Sankey's Corner and one from the Town Council relating to The Oak] however both applications had been unsuccessful. She also questioned whether £5,000 would make any difference. Councillor Woodward also referred to the BuRRT initiative which is already picking up some of the County Council's jobs/responsibilities.

Councillor Ho agreed with Councillor Woodward with why should Burntwood residents pay twice. He stated that even though the two CIL bids were unsuccessful in this round of bidding there would be other bid rounds available in the future.

Councillor Norman stated that he was mindful to support but wanted to know what the Town Council would get for their money.

Councillor D Ennis stated that the money would help to "speed the pot hole up the list".

Councillor Taylor stated that he felt that if the pot holes on Sycamore Road were not bumped up the priority list, then residents would say that the Town Council had misspent the money.

Councillor Evans stated that the number of pot holes would increase even more if nothing were done.

Councillor D Ennis felt that we should subsidise the County Council if it gives the Town Council a say on the priority list - it is worth the investment. He thought that there were three choices (a) to give £5,000 in total; (b) to give £5,000 to Burntwood South Division and £5,000 to Burntwood North Division; (c) or give nothing.

Councillor Norman referred to the sentence "A contribution would help extend the work that can be carried out and would commence in the financial year 2023/24" and stated that Members needed clarity on the date "2023/24".

The Town Clerk confirmed that BuRRT had been out and about in Burntwood report on priority highways defects and listed many fresh and serious potholes.

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

**RESOLVED** That a contribution of £5,000 in total be allocated to Staffordshire County Council for highway improvements.

## **56. REVIEW OF ENVIRONMENT PLAN**

The Town Clerk has been investigating the potential to install solar panels at the Old Mining College and confirmed that he had been in touch with several providers and possible funders to determine the feasibility. However, this was more complex than first thought i.e., a survey would be needed to see if solar panels were feasible and the fact that the Town Council do not own the building.

The Town Clerk confirmed that his predecessor had agreed a 36-months fixed contract with Octopus Energy (ending June 2024) where the Town Council is paying 15.46p/kWh for electricity and 3.54p/kWh for gas.

Councillor Woodward stated that a lot of difficulties had been encountered i.e., obtaining quotations and the fact that the Town Council do not own the building and she felt that sometimes solar panels can distract from the appearance of an attractive building.

Councillor Norman felt that perhaps the Town Clerk should do a "light touch" investigation.

Councillor D Ennis felt that there were other environmentally friendly options available.

The Town Clerk confirmed that some of the current lighting had been replaced with new LED lighting which would reduce energy by 25% and were much brighter – it was part of an ongoing maintenance programme.

Councillor Taylor stated that small scale wind power was also an alternative.

With regard to the Environment Policy Action Plan, Councillor Norman suggested a small task group (three Councillors and one Officer) be set up to look at the Plan in detail.

Councillor D Ennis felt that some of the proposed actions had been undertaken already and Councillor Woodward stated that raising awareness of Councillors of environmental issues by providing briefing notes etc could be provided to Councillors following the May 2023 elections to make the new Council fully aware.

Councillor D Ennis felt that changes being made to the lighting at the Old Mining College Centre and BuRRT was part of this Policy. Councillor Woodward mentioned the recycled benches discussed earlier in the meeting together with the tree planting initiative discussed at the Community and Partnerships Committee meeting held on 08 February 2023.

Following a unanimous show of hands, it was

### **RESOLVED**

**(a)** That the content of the report be noted.

**(b)** That the Committee directs the Town Clerk to further investigate, with a light touch, the installation of solar panels for the Old Mining College Centre, work with

the appropriate supplier, and produce a further report to this Committee to consider in due course.

- (c) That a task group be set up consisting of Councillor D Ennis, Councillor Ho and Councillor Norman together with an officer to discuss the Environmental Plan in more detail and report back with an updated version in June 2023 (following the May 2023 elections).

## **57. APPOINTMENT OF NEW INTERNAL AUDITOR**

Councillor D Ennis felt that the Town Council needed to rely on the information provided by the Finance Officer and could see no reason not to agree the recommendation.

The Town Clerk stated that the Finance Officer had emailed with a suggestion saying that it might be worth getting approval for "B" as a backup just in case there had been any change in circumstances since the bids had been submitted.

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

### **RESOLVED**

- (a) That the Committee agrees the choice of Auditor A for appointment as Internal Auditor for the current 2022/23 financial year and for the subsequent 3 financial years ending 2025/26 and recommends the Town Council to ratify this appointment at its next meeting. Terms of appointment should be included in a review after completion of each year's audit and AGAR work to ensure satisfaction on each side.
- (b) That as a backup just in case there had been any change in circumstances since the bids had been submitted, the Committee agrees the choice of Auditor B for appointment as Internal Auditor for the current 2022/23 financial year and for the subsequent 3 financial years ending 2025/26 and recommends the Town Council to ratify this appointment at its next meeting. Terms of appointment should be included in a review after completion of each year's audit and AGAR work to ensure satisfaction on each side.

## **58. PLANTERS AND FLOWER DISPLAYS**

Councillor Norman gave a brief background and confirmed that he had spoken to Mr Brownridge, Operational Services Manager, Lichfield District Council to ascertain his advice on where the planters could be suitably located which would give the biggest impact. The Town Clerk confirmed that he had emailed Mary Lee of Staffordshire County Council who had agreed to take a look at the preferred locations.

Following a unanimous show of hands, it was

### **RESOLVED**

- (a) That the content of the report be noted.
- (b) That the Committee authorises the Town Clerk to work with other authorities to assess suitable locations for the planters.

- (c) That the money in the reserves for Public Convenience [which are not being pursued at the moment] be used for planters and flowers displays around the Town.

## **59. WORKS PROGRAMME**

Councillor Norman informed Members that this would be a standard item on the agenda. Councillor Woodward stated that we needed to be mindful of putting on Confidential Items.

Councillors reviewed the Works Programme and suggested that the Terms of Reference for Committees should be reviewed every four years following the elections and once the agenda items had been resolved and no further action is needed, they should be removed.

The Town Clerk confirmed that the target date for the replacement bus shelter on Chase Road was February 2023 and Councillor Norman confirmed that he would be speaking to the undertakers regarding the Rules and Regulations relating to Burntwood Cemetery in March 2023. The Town Clerk confirmed that the target date for the restoration of the finger posts was Spring 2023 and he confirmed that he together with the Deputy Clerk had had a meeting with Bert and Gerts and following the meeting had forwarded a letter of agreement to Bert and Gerts setting out terms and conditions.

## **60. PURCHASE OF THE FORMER CHASE TERRACE METHODIST CHURCH BUILDING**

The Town Clerk confirmed that things had moved on from when he had prepared his report asking if the Committee wished to consider whether or not they wished to pursue the purchase of the Church. He stated that as the timescale were very tight and following discussions with the Leadership Team, he had in fact submitted a bid of £175,000. Unfortunately, an email had been received from Boot and Son letting us know that our bid was not acceptable at this time.

Councillor Woodward felt that Boot and Son and even the Methodist Church were unsure as to what an Asset of Community Value (ACV) meant. She had a vision for the Church similar to that of The Hub at St Mary's in Lichfield which provides an arts and community space.

The Town Clerk confirmed that a further email had been sent to Boot and Son explaining the implications of the ACV and asking for clarification on what is meant by a "qualified offer" and "then the community will know the amount of funds which are necessary".

Councillor Ho thanked the Leader for keeping him in the loop at all times.

Councillor Woodward stated that perhaps an independent valuation survey was needed however, Councillor Taylor pointed out that this would be part of the purchasing process.

Following a unanimous show of hands, it was

**RESOLVED** That, if the Town Council's offer is accepted then the Town Council agree to purchase the property (subject to due diligence), release the bond into the

Town Council's current account, and authorise the Town Clerk to instruct solicitors to complete the purchase.

**61. 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.

**62. CONFIDENTIAL MINUTES**

See Confidential Minutes.

**63. OLD MINING COLLEGE CENTRE – TENANTS SERVICE CHARGE**

See Confidential Minutes.

[The Meeting closed at 7.50 pm]

Signed .....

Date .....