



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

Tel: 01543 677166
Email: graham.hunt@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: GH/JM

11 November 2021

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Main Hall, Burntwood Memorial Institute, Rugeley Road, Burntwood on Tuesday 16 November 2021 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Graham Hunt
Town Clerk

LOCAL POLICING ISSUES

T/Chief Inspector Beverley Rounds, Lichfield NPT Commander, Staffordshire Police and PCSO Thomas Passmore to give an update on local policing issues.

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

- 1.1** To formally receive and approve Councillor Brown's request that he be granted a Leave of Absence from attendance at meetings from 16 November 2021 on compassionate grounds until 31 March 2022.

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 14 September 2021 [Minute No. 61-71] 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. NOTICE OF CONCLUSION OF AUDIT

The Town Council is recommended to note that Mazars have completed the external audit of the 2020/21 accounts and did not identify any issues nor any minor scope for improvement. The Notice of Conclusion of Audit and the audited AGAR [**ENCLOSURE NO. 2 – APPENDIX 1 AND 2**] were published on the Council's website, as required, on 23rd September.

7. OLD MINING COLLEGE IMPROVEMENTS

The Town Council is recommended to confirm whether or not it wishes to proceed with the tender for the proposed upgrade of the intruder alarm, and if so, that it retains Stirling Homes to provide the project management and that appropriate training is provided for all Councillors in respect of the tendering processes [**ENCLOSURE NO. 3, APPENDIX 1 AND 2**]

8. UPDATES TO THE TOWN COUNCIL'S WRITTEN RULES

The Town Council is recommended to agree the following changes to its written rules:

i) **Standing Order 9(a) Questions** be re-worded to read "A Councillor may seek an answer to a question concerning any business of the Council provided 3 working days' notice of the question has been given to the Proper Officer."

ii) **Financial Regulation 11.1h) Contracts** be re-worded to read "...for contracts between £10,000 and £1,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk shall seek

to obtain three quotations (priced descriptions of the proposed supply)." [ENCLOSURE NO. 4].

9. OPTIONS FOR REPLACING PHOTOCOPIER

The Town Council is recommended to authorise the Town Clerk to explore options for the replacement of the photocopier [ENCLOSURE NO. 5].

10. COMMUNITY GOVERNANCE REVIEW

This report is for information purposes only and does not require the Town Council to take any action at this stage [ENCLOSURE NO. 6].

11. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

The Town Council is asked to note the current financial position against the approved budget [ENCLOSURE NO. 7 AND APPENDIX 1].

12. COUNCIL BUDGET 2022-23

The Town Council is recommended to approve the budget for 2022/23 [ENCLOSURE NO. 8 AND APPENDIX 1].

13. MERCIAN COMMUNITY WOODLAND

The Town Council is recommended to accept the offer of sponsorship from Mercian Labels and authorise the Town Clerk to sign the license heads of terms [ENCLOSURE NO. 9, PLAN 1, APPENDIX 1 AND APPENDIX 2].

14. MOTION: MARKETS

Following the last Community and Partnerships Committee meeting, this Council resolves to take forward the recommendations that were made in regard to the establishment under the Food Act 1984 Part III of a new 'Producer's Market' to take place on the Second Sunday of the month and 'Christmas Market' on last Saturday in November, and authority to enter into a preliminary agreement with Bert & Gerts to provide this market.

15. MOTION: ALTERNATIVE PROPOSED BUDGET FOR 2022/2023

The Town Council is recommended to consider that the budget be cut by 5%, allowing for a 5% reduction in the rate of the precept made by Burntwood Town Council [ENCLOSURE NO. 10 AND APPENDIX 1].

16. PLANNING AND DEVELOPMENT COMMITTEE - 21 SEPTEMBER 2021 & 13 OCTOBER 2021

For information purposes only. No decision is required by the Council as the respective Committee meeting will approve the Minutes [ENCLOSURE NO. 11A AND 11B].

17. COMMUNITY AND PARTNERSHIPS COMMITTEE - 28 SEPTEMBER 2021 & 19 OCTOBER 2021

For information purposes only. No decision is required by the Council as the respective Committee meeting will approve the Minutes [ENCLOSURE NO. 12A AND 12B].

18. POLICY AND RESOURCES COMMITTEE - 30 SEPTEMBER 2021

For information purposes only. No decision is required by the Council as the respective Committee meeting will approve the Minutes [ENCLOSURE NO. 13].

19. 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.

20. POLICY AND RESOURCES COMMITTEE - 30 SEPTEMBER 2021

For information purposes only. No decision is required by the Council as the respective Committee meeting will approve the Confidential Minutes [ENCLOSURE NO. 14- PINK].

PUBLIC FORUM

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

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

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

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

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON
TUESDAY 14 SEPTEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

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

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Cox

County Councillor Wilcox

One member of the public

PUBLIC REALM WORKS AT SANKEY'S CORNER

Councillor Evans explained that the public realm works presentation would not be taking place tonight due to Covid-19.

PUBLIC FORUM

No questions were raised by members of the public.

61. APOLOGIES FOR ABSENCE

Councillors Banevicius, Bishop, Brown and Ho.

62. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Agenda Item 9 [update on income and expenditure compared to budget] as it refers to Church Street car park [Chasewater Friends].

63. 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 10 August 2021 [Minute Nos. 50-60] be received and where necessary approved and adopted.

64. CHAIR'S REPORT

The Chair read out the following statement:

"The market last Sunday was very successful and the survey response was very positive. The weather was kind to us and the stalls did well as the footfall was good. The artisan bread stall and the cake stall did particularly well again as did the cheese stall.

Our Town Council stall was busy and a number of Councillors helped to run it and conduct the surveys. Numerous people took patterns and posters towards our important dementia friendly project and were very interested in our aim to make Burntwood a Dementia Friendly Town.

The market itself shows we have responded to the public request and our aim towards making a Better Burntwood.

Our important Dementia Friendly Town project is moving ahead. We had a good zoom meeting last week with Ideas Alliance, the company commissioned to help us to develop and highlight it and it also included Caroline Bruno who is the Scheme Manager from MHA Communities here in Burntwood. The plan is that Ideas Alliance will be communicating with people with dementia and their carers so that before Christmas there will be a display of their photographs and findings around the town. Caroline Bruno will also be applying for grant funding for the sensory garden in the grounds of the Old Mining College and you may be aware MHA Communities run the dementia groups there.

We have already received a number of knitted forget-me-knots, which is the flower for dementia and other items suitable for display and we know others are being produced.

Various businesses, shops, churches and other organisations have also been contacted for help, including requesting donations of materials, money or raffle prizes, so if anybody knows of anyone who may be interested in sponsoring the scheme in any way, please get in touch with me or Carole Payne at the Old Mining College. G E Collis and Sons Limited have already offered some decking offcuts and framing offcuts in order to make the planters."

65. MEMBERS QUESTIONS

Councillor Flanagan asked the following question:

"A number of Burntwood residents have reported they are receiving a particularly sporadic postal service at present. While we were aware in the height of the pandemic that a large percentage of postal workers were off work through Covid-19 or by isolating, I am currently unaware of any specific issues in relation to a delayed service. While I note this is not specifically within the remit of Burntwood Town Council, looking after our constituents needs is. Can I therefore ask the Leader if, as a council, we can approach the postal service to ascertain if they are having any operational problems/issues that may cause delays to the delivery of hospital appointments and other urgent post for our constituents and local businesses?"

Councillor Woodward made the following response:

She explained that even though it was not directly in our remit, if it was a concern to residents, it was a concern to the Town Council. We could use lobbying powers on behalf of the residents.

She stated that she had written earlier in the year regarding this problem however she was happy to write again.

Councillor Woodward stated that Government figures show that Covid-19 cases are increasing every day and Royal Mail's key targets are: first class mail, a minimum of 93 per cent delivered the next working day and second class mail a minimum of 98.5 per cent delivered within three working days. However, if resourcing issues, associated self-isolation and safety measures prevent this, they will deliver at least every other day. It's only in extreme cases, where offices are severely affected by absence levels, that this may not be possible. However, there was no offices currently listed as exceptions.

AGREED That Councillor Woodward, as Leader of the Town Council, writes again to Royal Mail and reports back to a future meeting of the Town Council.

Councillor Taylor asked the following question:

"I'm sure the Leader is aware of Burntwood's residents' unhappiness and anger with parts of Sankey's Corner in particular, the former Bill Stickers/The Oak public house. I know that numerous Councillors have made efforts in the past to address this. However, could I ask the Leader what actions the Council might be able to take now and in the immediate future to remedy this? Particularly with the success of Burntwood Producers' Market drawing more attention to the location."

Councillor Woodward made the following response:

She explained that even though it was not directly in our remit, it was a long-standing concern of our residents. In the past, Councillors have used Staffordshire County Council's Divisional Highways Programme/Fund to repair the drains outside of Heron Food. With regard to the former public house, she was, several years ago, working in partnership with Beacon Church to create some murals. She also stated that Councillor Greensill had recently tidied up the area.

Councillor Woodward stated that she, together with Councillor D Ennis, had made contact with both MAP Properties Investments Limited and the brewery in the hope of working in partnership.

As a point of clarity, Councillor R Place asked if all Members had seen sight of the questions beforehand. He was informed that as the questions were directed to the Leader, only the Leader had seen them.

66. APPROVAL OF PAYMENTS FROM 21 JULY TO 15 SEPTEMBER 2021

Councillor R Place referred to Page 2 of the payment list and in particular the payment referring to room hire for meetings. Councillor Woodward explained that it was the intention of the Town Council to move around the town for meetings to make them more accessible to the public thus supporting and encouraging use of venues in the town. The Town Clerk explained that due to social distancing there is a limited number of venues available and the Deputy Clerk confirmed that the meetings on 28 and 30 September at St John's Community Church would incur no charges and the meeting on 21 September at the Library would incur a smaller fee as the Library is a County Council building.

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

RESOLVED That the payments from 21 July to 15 September in the sum of £47,379.12 be approved.

67. ENVIRONMENT PLAN

Councillor Norman referred to paragraph 3.3 [Progress to date] and asked if the progress report could be submitted to the October meeting of the Overview and Scrutiny Committee and not the December meeting.

Councillor Birch referred to the Appendix to the report and in particular the section on objecting to New Development and explained that the Town Council must consider Planning Law when making their observations relating to planning applications.

Councillor Norman referred to the adopted Burntwood Neighbourhood Plan and in particular the Vision and read out the following statement "By 2029 Burntwood will be a positive, outward facing but internally connected and coherent community that is sustainable, successful, serves the needs of all its people and is open to opportunities and potentials that will continue to enhance and strengthen its position". Councillor Norman also referred to Policy B5 of the Plan - Sustainability.

Following a unanimous show of hands it was

RESOLVED That the report be received and noted and that the Environment Plan be reviewed to the Overview and Scrutiny Committee in October.

68. FINANCIAL RISK ASSESSMENT AND MANAGEMENT

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

RESOLVED That the updated Financial Risk Assessment be noted and approve the recommended actions.

69. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

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

RESOLVED That the report be received and noted.

70. PLANNING ADVISORY GROUP - 23 JULY 2021

Councillor Evans explained that these were draft Minutes only and the respective Committee meeting will approve the Minutes.

RESOLVED That the Minutes be received and noted.

71. PLANNING AND DEVELOPMENT COMMITTEE – 17 AUGUST 2021

Councillor Evans explained that these were draft Minutes only and the respective Committee meeting will approve the Minutes.

Councillor Birch explained Councillor Flanagan had submitted his apologies via text message however this had not been picked up until after the meeting. This would be verified at the next Committee meeting on 21 September.

RESOLVED That the Minutes be received and noted.

[The Meeting closed at 6.29 pm]

Signed

Date

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2021

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for the Council/Meeting (a) for the year ended 31 March 2021 has been concluded.	(a) Delete as appropriate
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to: (b) <u>GRAHAM HUNT TOWN CLERK</u> <u>THE OLD MINING COLLEGE CENTRE</u> <u>QUEEN STREET, CHASETOWN</u> <u>BURNWOOD WS7 4QH</u>	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
2. Copies will be provided to any local government elector on payment of £0.36(c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>ALISON JAMES, FINANCE OFFICER</u>	(d) Insert name and position of person placing the notice
Date of announcement: (e) <u>23.9.2021</u>	(e) Insert date of placing of the notice

Annual Governance and Accountability Return 2020/21 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

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

Publication Requirements

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

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	N/A	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

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

BURNTWOOD TOWN COUNCIL

www.burntwood-tc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered*
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments of income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	N/A		✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

15/06/2020

12/03/2021

07/06/2021

Name of person who carried out the internal audit

Alan Toplis - Toplis Associates Ltd

Signature of person who carried out the internal audit



Date

07/06/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

BURNWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

24/06/21

and recorded as minute reference:

34.3

www.burnwood-tc.gov.uk

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

Chairman

Clerk

CDEvans

GMHut

Section 2 – Accounting Statements 2020/21 for

BURNTWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	407,793	444,835	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	318,690	349,016	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	108,715	105,378	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	153,087 RE-STATE	143,363	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	237,276 RE-STATE	159,719	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	444,835	596,147	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	427,703	621,236	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	285,609	284,232	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Alison James

Date

9.6.2021

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

24/06/21

as recorded in minute reference:

34.4

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

C. Evans

In respect of

Burntwood Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

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

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

Not applicable.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

Not applicable.

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

20 September 2021

Burntwood Town Council

Tuesday 16th November 2021

Old Mining College Improvements

1.0 Purpose of the Report

1.1 To provide a response to concerns raised by the Policy and Resources Committee about the tendering process in respect of the planned upgrading of the intruder alarm system.

2.0 Background

2.1 At its meeting on 10th August 2021 the Town Council authorised the Town Clerk to undertake a tendering process in respect of works to upgrade the existing intruder alarm system. The work was advertised and the tendering process managed in accordance with the Town Council's Financial Regulations.

2.2 The Town Council received 2 tenders which were reported to the Policy and Resources Committee on 30th September 2021. The Committee decided to refer the matter back to the Town Clerk as they felt there must be at least 3 tenders and that the work should be re-tendered to take account of the additional work in the basement.

2.3 The Committee also questioned the need for a project manager to oversee the work. Stirling Homes had already been commissioned to manage the tendering process and provide project management.

2.4 The Committee requested that a post meeting note be attached addressing its concerns. This note is attached as Appendix 1.

2.5 Following a further challenge to the advice given by the Town Clerk the views of the Town Council's Internal Auditor were sought regarding the Committee's concerns. The relevant comments from the Internal Auditor's response are attached as Appendix 2.

3.0 Response councillor to concerns about the tendering process used in respect of the upgrading of the intruder alarm.

3.1 The advice provided by the Town Clerk and endorsed by the Internal Auditor (see Appendix 1 and 2 respectively) confirm that the tendering process used was compliant with the Town Council's Financial Regulations. Furthermore the Town Council can accept the tender that was offered. The Internal Auditor does go on to say in respect of the need to get 3 tenders the wording in the Financial Regulations could be changed to say 'seek' rather than 'get' to give a more accurate description of the process. This issue is dealt with in a separate report on the agenda of this meeting. He has also flagged up the potential cost of re-tendering and the associated loss of credibility for the Town Council.

3.2 It is of concern that over 2 years into this administration some councillors still do not understand the tendering process. The same concerns are being raised regularly. To help councillors understand the process better the Town Council will provide appropriate training. The training will be optional but there is an expectation that all members of the Policy and Resources Committee will undertake the training.

3.3 With regard to the issue of project management if the Town Council chooses not to appoint a project manager for the upgrade of the alarm system the work will not be able to

go ahead. The same situation will apply with any other planned improvements to the Old Mining College. None of the existing Town Council staff are qualified to provide project management to the level needed. So the Council will have to either appoint an additional member of staff with the appropriate skills or use an external project manager with it wants to carry any further improvements.

4.0 Financial Considerations

4.1 This report raises no new financial issues for the Town Council. The original cost of the work and the appointment of the project manager are all ready provided for in the budget. Due to the delay caused by not accepting the tender recommended to the Policy and Resources Committee it is possible that the price offered will no longer be valid and a higher price may be specified.

5.0 Legal Context

5.1 The concerns raised by the Policy and Resources Committee regarding the tendering process have been answered adequately by the Town Clerk and those comments have been endorsed by the Internal Auditor. Currently the Town Council would be ill advised to proceed with the planned upgrade of the intruder alarm system without the support of a appropriately qualified project manager.

6.0 Conclusion

6.1 Although the tendering processes of the Town Council are consistent with its Financial Regulations and have been throughout the tenure of the current administration, some councillors have raised concerns. Hopefully these concerns have now been addressed. It is however felt to be helpful if councillors could have access to appropriate training, particularly those who are members of the Policy and Resources Committee. If the Town Council wants to proceed with the current tender for the upgrade of the intruder alarm it is advised that it should be with the support of an appropriately qualified project manager.

7.0 Recommendation

7.1 The Town Council is recommended that:

- i) it confirms whether it wishes to proceed with the tender for the proposed upgrade of the intruder alarm,
- i) and if so, that it retains Stirling Homes to provide the project management.
- ii) it provides appropriate training for all councillors in respect of tendering processes.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Appendix 1

Policy and Resources Committee Meeting 30/9/21 Post Meeting Advice Note

In view of the nature of the Committee's concerns the advice of the Internal Auditor has been sought. The views set out below have been endorsed by him.

As these proposed works were expected to be above the £1000 threshold a minimum of three written quotations needed to be sought. On this occasion four companies were invited to submit quotations in respect of the work. Only two chose to respond.

The Council's Financial Regulations require the Council to try and obtain three quotes, but it has the option to proceed with less if it cannot get all three. As it did in respect of the upgrading of the fire alarm system and the loft insulation. A commonsense approach is needed otherwise some projects may never get off the ground, particularly where there are supply issues such as during the current pandemic.

The two companies who did not submit a quotation were contacted to find out why. One said it was too busy and the other has did not respond.

Regarding the additional works in the basement the Town Council could opt to re-tender. However, it is not necessary as the additional works are the same as those already covered in the tender and so the same price per unit cost can be applied. There will be an additional cost for the re-tendering and no guarantee that the same companies will re-submit, and if they do, offer the same price. The point made by Cllr Flanagan also applies concerning the companies who did submit tenders and concerns they may have that they would be at a commercial disadvantage.

The existing intruder alarm system although outdated is working. It is not unfit for purpose and does not pose any liabilities in respect of the Town Council's insurance cover. However, some parts of it are over 20 years old and some parts are proving difficult to get hold of. The number of engineers call outs are increasing. This involves staff time in dealing with the call outs plus there is a fee for each call out.

The Internal Auditor has confirmed that the tender process used in respect of the upgrading of the intruder alarms is sound and there is no need to re-tender. However, the Town Council has the option to re-tender.

Appendix 2

Extract from response from Internal Auditor

From: Alan Toplis <alan.toplis@toplis.co.uk>
Sent: 26 October 2021 11:13
To: Graham Hunt <graham.hunt@burntwood-tc.gov.uk>
Subject: Re: PMS3 Tendering Process ***BURNTWOOD TOWN COUNCIL
CONFIDENTIAL ***

Dear Graham

Thank you for your query regarding the tendering process. In making my reply I have sought additional confirmation of my advice but at your request I have not shown any of your actual documents or disclosed your council's name to any third party.

One of the overriding pieces of advice I was given was "Safeguard the council's credibility with suppliers and potential suppliers". Whilst the caveat "the customer is always right" might apply you have to bear in mind that after spending considerable time on working up a first quote perfectly good suppliers might naturally balk at making a second quote just to satisfy "The process".

Firstly, the fact that you went out to four perfectly respectable and apparently capable vendors for tenders and that two came back with quotes within less than one percent of each other indicates that there is a "market price" for the equipment. Your invitation to tender to a "standard" was correct and shows that you were safeguarding the council assets and funds. Two vendors quoted (despite one not being compliant) and you attempted to follow up on the two non-responders. By the way you are not bound to remind bidders during the process or chase up missing bids.

NALC are very clear that they never intended councils to keep reiterating if they did not get a full hand of responses and as long as you have shown best efforts and got at least some quotes within 10% of each other you would satisfy both Internal and External Audits. Most councils Fin Regs state "strive to". To go back round the circuit again or to try to find another set of suppliers just to make up the numbers and satisfy a number was not what NALC ever intended.

Unless there is doubt on either the viability or credibility of your suppliers I do not see the requirement for a further full iteration and would point out that the overhead cost (the Clerk's time, councils time, project delay) of a further reiteration is not in the interests of BTC.

I would point out to you that getting actual quotes for supplies at this time following lockdown is actually very difficult. One local Town Council had to try 14 suppliers before actually getting a single written quote to satisfy their Financial Regs. To paraphrase the Clerk "they are so busy and in demand that they don't have the time to write quotes".

Burntwood Town Council

Tuesday 16th November 2021

Updates to the Town Council's written rules of operation

1.0 Purpose of the Report

1.1 To seek the approval of the Town Council to update its Standing Orders and Financial Regulations

2.0 Background

2.1 Local councils are encouraged to adopt standing orders as the written rules of governance to regulate the business and proceedings of the authority. A council has the power to make and revoke its standing orders.

2.2 A council's financial regulations form a discrete part of its standing orders. The purpose of financial regulations is to regulate and control the financial affairs and accounting procedures of the council.

2.3 The Town Council's Standing Orders are based on a model produced by NALC and have been updated from time to time.

3.0 Update to the Town Council's Standing Orders

3.1 Currently under the provisions of Standing Order 9(a) councillors can seek an answer to a question concerning any business of the Council provided 2 clear days' notice of the question has been given to the Town Clerk. Whilst the Public Forum arrangements for meetings requires members of the public to give 3 working days' notice if they wish to ask a question. There is no reason for this discrepancy and for reasons equality and open government both councillors and the public should be required to give the same notice. 3 working days' notice would be consistent with the publication of the agenda.

4.0 Update to the Town Council's Financial Regulations

4.1 In response to councillor concerns (see the report on the agenda concerning the proposed upgrade to the intruder alarm system) the Internal Auditor has looked at the guidance in the Financial Regulations regarding obtaining quotes. He advises that the Town Council changes the wording of Regulation 11.1h) relating to Contracts to read "...the Town Clerk shall **seek to** obtain three quotations..." rather than obtain three quotations.

4.2 Currently the Financial Regulations are too tightly worded requiring the Town Council to obtain 3 quotations which may not always be possible. The proposed change would not apply to works over £10,000 which would be subject to a full tendering process

5.0 Financial Considerations

5.1 The issues covered in this report raise no new financial implications for the Town Council. The proposed change to the Financial Regulations could save the Town Council staff time and possible cost if the need to re-tender is reduced.

6.0 Legal Context

6.1 As stated in paragraph 2.1 the Town Council has the power to update its Standing Orders.

7.0 Conclusion

7.1 The proposed updates set out in sections 3 and 4 of this report are needed to ensure that the Town Council's written rules are kept up to date and fit for purpose.

8.0 Recommendation

8.1 The Town Council is recommended to agree the following changes to its written rules:

- i) Standing Order 9(a) Questions be re-worded to read "A Councillor may seek an answer to a question concerning any business of the Council provided 3 working days' notice of the question has been given to the Proper Officer."
- ii) Financial Regulation 11.1h) Contracts be re-worded to read "...for contracts between £10,000 and £1,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk shall seek to obtain three quotations (priced descriptions of the proposed supply)."

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

Tuesday 16th November 2021

Options for replacing Photocopier

1.0 Purpose of the Report

1.1 The purpose of this report is to seek permission from the Town Council for the Town Clerk to explore options for replacing the existing photocopier.

2.0 Background

2.1 The Town Council's current photocopier is over 10 years old. It is no longer possible to get replacement parts. In response to the most recent breakdown the Rioch engineers confirmed that the machine cannot be repaired.

2.2 The Town Council bought the photocopier outright so there is not a contract in place to facilitate an automatic replacement. This gives the Town Council the opportunity to review its needs and consider alternative printing options.

3.0 Replacement Options

3.1 A like for like replacement would incur rental charges of between £600 to £700 per annum. However, the printing needs of the Town Council have changed in recent years as it moves to a paper light operation. It is therefore likely that a replacement machine would be big and complex for the Town Council's current needs. Copying numbers are relatively low. So far this financial year nearly 7400 black and white and 4450 colour copies have been produced.

3.2 It may be that a smaller combined printer and scanner could adequately meet the needs of the Town Council.

4.0 Financial Considerations

4.1 This report raises no new financial commitments at this stage for the Town Council. A further report outlining the preferred option will be reported back to the Town Council for consideration.

5.0 Legal Context

5.1 This report raises no new legal considerations for the Town Council.

6.0 Conclusion

6.1 The Town Council needs to replace the broken photocopier. The combination of the Town Council's changing usage and improvements in technology means that there are other options other than a like for like replacement.

7.0 Recommendation

7.1 The Town Council is recommended to authorise the Town Clerk to explore options for the replacement of the photocopier.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

Tuesday 16th November 2021

Community Governance Review

1.0 Purpose of the Report

1.1 To provide the Town Council with an update on the Community Governance Review

2.0 Background

2.1 The Review was announced in September 2019 but put on hold because of the disruption to normal working caused by Covid 19. The aim of the review is to give the community an opportunity to consider the appropriateness of the existing administrative boundaries within the district. The review will be undertaken by Lichfield District Council (LDC).

2.2 An update of the review was requested by Cllr. Robin Place.

3.0 Updated Programme

3.1 LDC has decided to resume the review and a report detailing proposed terms of reference and a revised timetable will be considered at the Council's December meeting. The intention is that the review will be completed by December 2022. The main community consultation will take place over the summer.

4.0 Financial Considerations

4.1 This report raises no immediate financial issues for the Town Council. However, any significant change to the parish boundary could have an impact on the Town Council's income.

5.0 Legal Context

5.1 Again this report raises no immediate issues, but any significant boundary change could also have legal implications for the Council

6.0 Conclusion

6.1 This report is for information purposes only and does not require the Town Council to take any action at this stage.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

Tuesday 16th November 2021

Update on income and expenditure compared to budget

1.0 Purpose of Report

1.1 To update the Town Council on its income and expenditure position after 6 months of the financial year.

2.0 Background

2.1 The original budget for 2021/22 was approved by Council at its meeting in December 2020. Revisions were approved in June 2021 in light of various changes including a virement which was agreed at July Council to accommodate the revised approach for cemetery gatekeeping. Income and expenditure compared for the first 4 months of the financial year compared to the annual budget were reported to Council in September. The attached table updates the position to the end of September (6 months). The actual figures for that period, the annual budget and the % of budget spent (or % of income received so far) are shown for each budget item and cost centre.

3.0 Key points on income and expenditure and variances from budget

3.1 Overall, 42% (£173,852) of this financial year's budgeted expenditure had been spent by the end of September.

3.2 Within that headline figure, the largest single area of expenditure – employee costs - was as expected at around 48% of budget. OMC energy costs amounted to 38% of budget so far, but as that covered the lower energy usage period, an overspend after the winter bills are included is possible. Community projects show a large overspend against budget but it was agreed that the costs of the Dementia Project would be taken from earmarked reserves. This year's budget for OMC refurbishment works was 12% overspent after 6 months and Council may wish to consider the use of the earmarked reserves for further expenditure.

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

3.4 Looking at income, the precept is paid in full by LDC in late April and CIL money must be earmarked for certain allowed projects. If these are excluded from the figures, 58% of other budgeted income had been received by the end of September. This includes traffic island sponsorship, which is normally received at the start of the financial year and OMC sundry income, which is higher than budgeted due to the disposal of certain assets no longer required such as IT Suite equipment.

3.5 In terms of unit rent and service charge, 42% of budgeted annual income had been received after 6 months and this is expected to pick up with certain tenancies starting later in the financial year. Cemetery income is obviously unpredictable but at 53% of budget was slightly above what would be expected outside the winter period.

3.6 Amendments are currently being made to procedures and the accounts system to, amongst other things, capture committed expenditure earlier but, at the moment, it is not included in the table.

4.0 Legal context

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

5.0 Conclusion

5.1 The Town Council is at present on track to achieve a balanced budget

6.0 Recommendation

5.1 The Town Council is asked to note the current financial position against the approved budget.

Contact Officer

Alison James

Finance Officer

alison.james@burntwood-tc.gov.uk

01543 677166

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Corporate								
1176 Precept	349,016	344,734	344,734	0			100.0%	
1199 CCLA Interest	3,729	1,576	3,200	1,624			49.3%	
1205 Bank Account Interest	52	0	50	50			0.0%	
1206 CIL money	14,694	19,479	0	(19,479)			0.0%	
Corporate :- Income	367,491	365,790	347,984	(17,806)			105.1%	0
Net Income	367,491	365,790	347,984	(17,806)				
6001 less Transfer to EMR	14,694	0						
Movement to/(from) Gen Reserve	352,797	365,790						
104 OMCC								
1025 Sundry Income	226	875	756	(119)			115.7%	
1070 OMCC: Unit Rents	21,550	8,188	18,844	10,656			43.5%	
1071 OMCC: Unit Service Charges	14,097	6,392	15,551	9,159			41.1%	
1072 OMCC: Room Hire	334	687	180	(507)			381.7%	
1074 OMCC: Unit Cleaning	93	0	0	0			0.0%	
OMCC :- Income	36,301	16,143	35,331	19,188			45.7%	0
4019 Employee costs	12,063	5,976	12,387	6,411		6,411	48.2%	
4022 NNDR	7,610	7,610	7,610	0		0	100.0%	
4023 Water Rates	1,497	521	1,706	1,185		1,185	30.5%	
4040 Cleaning Contract	5,021	2,581	5,052	2,471		2,471	51.1%	
4041 Unlocking/Locking	326	0	1,000	1,000		1,000	0.0%	
4055 Energy	9,807	5,070	13,390	8,320		8,320	37.9%	
4056 Building & Grounds Maintenance	13,286	4,813	11,900	7,087		7,087	40.4%	
4057 Telephones & Broadband	981	191	950	759		759	20.1%	
4058 IT Suite expenditure	495	0	0	0		0	0.0%	
4059 Other Supplies and Services	1,998	1,840	5,000	3,160		3,160	36.8%	
4180 Professional Fees	2,070	1,325	7,382	6,057		6,057	17.9%	
4221 Insurance premiums	100	0	112	112		112	0.0%	
OMCC :- Indirect Expenditure	55,253	29,927	66,489	36,562	0	36,562	45.0%	0
Net Income over Expenditure	(18,952)	(13,784)	(31,158)	(17,374)				
105 Transport								
4064 Members Travel Expenses	0	0	50	50		50	0.0%	
Transport :- Indirect Expenditure	0	0	50	50	0	50	0.0%	0
Net Expenditure	0	0	(50)	(50)				

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Supplies & Services								
1025 Sundry Income	0	7	0	(7)			0.0%	
Supplies & Services :- Income	0	7	0	(7)				0
4019 Employee costs	129,364	63,158	130,382	67,224		67,224	48.4%	
4057 Telephones & Broadband	4,083	1,170	2,800	1,630		1,630	41.8%	
4059 Other Supplies and Services	296	945	1,000	55		55	94.5%	
4060 Car Mileage: Employees	302	130	0	(130)		(130)	0.0%	
4120 Postage	100	386	200	(186)		(186)	192.9%	
4125 Franking Machine	1,149	309	1,500	1,191		1,191	20.6%	
4139 Computers & other office equip	10,237	3,837	7,000	3,163		3,163	54.8%	
4140 Website	575	400	1,500	1,100		1,100	26.7%	
4165 Advertising	0	615	500	(115)		(115)	122.9%	
4166 Newsletter	1,170	0	1,480	1,480		1,480	0.0%	
4170 Subscriptions to other bodies	25	250	500	250		250	50.0%	
4180 Professional Fees	1,270	999	1,300	301		301	76.8%	
4211 General office expenses	619	565	2,000	1,435		1,435	28.3%	
4212 Training & conferences	1,273	85	3,000	2,915		2,915	2.8%	
4220 Bank Charges	251	113	350	237		237	32.3%	
4221 Insurance premiums	3,592	4,061	4,061	0		0	100.0%	
4234 Audit	1,450	550	1,600	1,050		1,050	34.4%	
Supplies & Services :- Indirect Expenditure	155,755	77,572	159,173	81,601	0	81,601	48.7%	0
Net Income over Expenditure	(155,755)	(77,565)	(159,173)	(81,608)				
201 Street Lighting								
4055 Energy	509	0	736	736		736	0.0%	
4241 Maintenance	425	0	410	410		410	0.0%	
4242 Replacement	0	0	1,500	1,500		1,500	0.0%	
Street Lighting :- Indirect Expenditure	934	0	2,646	2,646	0	2,646	0.0%	0
Net Expenditure	(934)	0	(2,646)	(2,646)				
202 Bus Shelters								
1025 Sundry Income	3,095	0	0	0			0.0%	
Bus Shelters :- Income	3,095	0	0	0				0
4241 Maintenance	0	0	4,120	4,120		4,120	0.0%	
4242 Replacement	4,221	0	0	0		0	0.0%	
Bus Shelters :- Indirect Expenditure	4,221	0	4,120	4,120	0	4,120		0
Net Income over Expenditure	(1,126)	0	(4,120)	(4,120)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203 Christmas Lights								
4260 General Expenses	2,684	12	2,500	2,488		2,488	0.5%	
Christmas Lights :- Indirect Expenditure	2,684	12	2,500	2,488	0	2,488	0.5%	0
Net Expenditure	(2,684)	(12)	(2,500)	(2,488)				
204 Public Conveniences								
4241 Maintenance	0	0	14,000	14,000		14,000	0.0%	
Public Conveniences :- Indirect Expenditure	0	0	14,000	14,000	0	14,000	0.0%	0
Net Expenditure	0	0	(14,000)	(14,000)				
205 Traffic Islands								
1030 Traffic Islands: Sponsorship	7,432	3,200	3,000	(200)			106.7%	
Traffic Islands :- Income	7,432	3,200	3,000	(200)			106.7%	0
4241 Maintenance	7,290	0	7,420	7,420		7,420	0.0%	
4304 Signage	0	392	500	108		108	78.4%	
4306 NNDR: Traffic Islands	312	225	312	87		87	72.0%	
Traffic Islands :- Indirect Expenditure	7,602	617	8,232	7,615	0	7,615	7.5%	0
Net Income over Expenditure	(170)	2,583	(5,232)	(7,815)				
206 Hanging Baskets & Planters								
4241 Maintenance	351	118	1,600	1,482		1,482	7.4%	
Hanging Baskets & Planters :- Indirect Expenditure	351	118	1,600	1,482	0	1,482	7.4%	0
Net Expenditure	(351)	(118)	(1,600)	(1,482)				
207 Flagpole								
4241 Maintenance	0	30	110	80		80	27.3%	
Flagpole :- Indirect Expenditure	0	30	110	80	0	80	27.3%	0
Net Expenditure	0	(30)	(110)	(80)				
209 Coulter Lane Burial Ground								
4241 Maintenance	887	460	3,330	2,870		2,870	13.8%	
Coulter Lane Burial Ground :- Indirect Expenditure	887	460	3,330	2,870	0	2,870	13.8%	0
Net Expenditure	(887)	(460)	(3,330)	(2,870)				

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
211 Burntwood Town Strategy								
4754 BTS Projects	0	0	20,984	20,984		20,984	0.0%	
Burntwood Town Strategy :- Indirect Expenditure	0	0	20,984	20,984	0	20,984	0.0%	0
Net Expenditure	0	0	(20,984)	(20,984)				
213 Events Committee								
1101 Christmas	0	250	0	(250)			0.0%	
1102 Play in Parks/Summer Picnic	0	100	0	(100)			0.0%	
1110 Other events income	0	3,000	0	(3,000)			0.0%	
Events Committee :- Income	0	3,350	0	(3,350)				0
4262 Christmas Events	63	50	4,000	3,950		3,950	1.3%	
4390 Wakes (all expenditure)	544	0	15,000	15,000		15,000	0.0%	
4399 Other events expendit inc mkts	0	3,269	0	(3,269)		(3,269)	0.0%	
4761 Play in Parks/Summer Picnic	0	2,598	7,000	4,402		4,402	37.1%	
Events Committee :- Indirect Expenditure	607	5,917	26,000	20,083	0	20,083	22.8%	0
Net Income over Expenditure	(607)	(2,567)	(26,000)	(23,433)				
214 Community Projects								
4764 Other Community Projects	215	5,799	2,000	(3,799)		(3,799)	290.0%	5,673
Community Projects :- Indirect Expenditure	215	5,799	2,000	(3,799)	0	(3,799)	290.0%	5,673
Net Expenditure	(215)	(5,799)	(2,000)	3,799				
6000 plus Transfer from EMR	0	5,673						
Movement to/(from) Gen Reserve	(215)	(126)						
215 SCAMP								
4550 SCAMP: Maintenance	0	0	155	155		155	0.0%	
4551 SCAMP: Insurance	0	0	390	390		390	0.0%	
SCAMP :- Indirect Expenditure	0	0	545	545	0	545	0.0%	0
Net Expenditure	0	0	(545)	(545)				
216 Neighbourhood Plan								
4728 Neighbourhood Plan expenditure	0	303	2,500	2,197		2,197	12.1%	
Neighbourhood Plan :- Indirect Expenditure	0	303	2,500	2,197	0	2,197	12.1%	0
Net Expenditure	0	(303)	(2,500)	(2,197)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Civic Expenses								
1062 Fundraising	45	0	0	0			0.0%	
Civic Expenses :- Income	45	0	0	0				0
4360 Chairman's Expenses	93	0	100	100		100	0.0%	
4361 General Expenses	0	0	500	500		500	0.0%	
4368 Fundraising - Distribution	0	0	100	100		100	0.0%	
Civic Expenses :- Indirect Expenditure	93	0	700	700	0	700		0
Net Income over Expenditure	(48)	0	(700)	(700)				
6001 less Transfer to EMR	45	0						
Movement to/(from) Gen Reserve	(92)	0						
302 Better Burntwood incl. grants								
1020 External grants received	5,500	1,200	0	(1,200)			0.0%	
Better Burntwood incl. grants :- Income	5,500	1,200	0	(1,200)				0
4416 Better Burntwood expenditure	12,709	3,350	27,000	23,650		23,650	12.4%	
4417 External grant expenditure	5,000	30	0	(30)		(30)	0.0%	
Better Burntwood incl. grants :- Indirect Expenditure	17,709	3,380	27,000	23,620	0	23,620	12.5%	0
Net Income over Expenditure	(12,209)	(2,180)	(27,000)	(24,820)				
6001 less Transfer to EMR	500	0						
Movement to/(from) Gen Reserve	(12,709)	(2,180)						
310 Election Expenses								
4701 Election Expenses	23,028	0	10,000	10,000		10,000	0.0%	
Election Expenses :- Indirect Expenditure	23,028	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	(23,028)	0	(10,000)	(10,000)				
401 Burntwood Cemetery								
1000 Burial Fees/Licences/Headstone	34,419	14,595	27,200	12,605			53.7%	
1001 Memorial wall plaques	111	38	100	62			38.0%	
Burntwood Cemetery :- Income	34,530	14,633	27,300	12,667			53.6%	0
4019 Employee costs	1,936	491	3,113	2,622		2,622	15.8%	
4163 General Office Expenses	427	173	450	277		277	38.4%	
4810 Gravedigging: Main Contractor	5,420	2,740	5,440	2,700		2,700	50.4%	
4820 NNDR: Burntwood Cemetery	1,422	1,422	1,450	28		28	98.1%	

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4863 Other Maintenance and Services	1,782	3,357	4,800	1,443		1,443	69.9%	
4864 Grounds maintenance	8,585	1,944	11,100	9,156		9,156	17.5%	
Burntwood Cemetery :- Indirect Expenditure	19,571	10,127	26,353	16,226	0	16,226	38.4%	0
Net Income over Expenditure	14,959	4,506	947	(3,559)				
<u>404 Church Street car park</u>								
4870 All maintenance & services	35	25	50	25		25	50.0%	
Church Street car park :- Indirect Expenditure	35	25	50	25	0	25	50.0%	0
Net Expenditure	(35)	(25)	(50)	(25)				
<u>501 Capital Works</u>								
4901 OMCC Refurbishment works	14,138	39,566	35,233	(4,333)		(4,333)	112.3%	
Capital Works :- Indirect Expenditure	14,138	39,566	35,233	(4,333)	0	(4,333)	112.3%	0
Net Expenditure	(14,138)	(39,566)	(35,233)	4,333				
Grand Totals:- Income	454,394	404,322	413,615	9,293			97.8%	
Expenditure	303,082	173,852	413,615	239,763	0	239,763	42.0%	
Net Income over Expenditure	151,312	230,470	0	(230,470)				
plus Transfer from EMR	0	5,673						
less Transfer to EMR	15,239	0						
Movement to/(from) Gen Reserve	136,073	236,143						

Burntwood Town Council

Tuesday 16th November 2021

Council Budget 2022-23

1.0 Purpose of the Report

1.1 This report sets out the Town Council's budget for the next financial year 2022-23

2.0 Background

2.1 The draft budget accompanying this report is the second version following exploratory talks between the respective leaderships of the Administration and the Opposition. It follows the process of recent years in providing members with an opportunity to contribute to the setting of the budget.

2.2 Following the joint discussions referred to above the Administration has decided to put forward a budget that takes into account of inflation. The first draft was based on a nil increase. The Town Council must submit an approved budget to the precept billing authority (Lichfield District Council) by its deadline, expected to be around 21st January 2022.

3.0 Draft 2022-23 Budget

3.1 The proposed budget set out in Appendix 1 is based on the following approach:

- An increase of 4% (the current rate of inflation) in the precept
- Broadly a similar increase of 4% in most expenditure items
- An exception to this is staff costs, which have been estimated from current costs and expected changes and then assumed pay awards of 2% for the current year (national pay award not yet agreed) and 2022-23
- Another exception is energy costs, where a 30% increase has been built in

3.2 An additional item has been built into the Community Projects budget for £5,000 to be available for community repairs and improvements. This will enable the Town Council to respond to community complaints about low level street scene issues such as overgrown hedges, broken fences and poor signage.

3.4 Income from units is based on the current and known future situation for tenants. There is a risk of tenants vacating units but recent developments have shown that units can generally be filled in a reasonable timescale and there is sufficient funding in the general reserve to cover such losses.

4.0 Legal Requirements

4.1 The Town Council is required under the provisions of the Local Government Act 1972 (Sec 151) to ".....make arrangements for the proper administration of its financial affairs..." and by the Local Government Act 2000 to ensure the "...the Full Council to approve the council's budget and council tax demand". This report forms part of those arrangements, which are designed to ensure that the Council starts the year with a balanced budget and can respond during the year to any budget variations.

5.0 Financial Context

5.1 The general reserve currently stands at just under £180,000 and is therefore sufficient to cover eventualities such as the loss of income from units or additional expenditure costs.

5.2 Lichfield District Council have yet to notify the likely change in the 'Council Tax base' which is calculated from the number of working age claimants of Local Council Tax Support. When received, this is likely to mean an adjustment to the budgeted precept (in currently unknown direction) if the primary intention is to keep the Band D Council tax increase to 4%.

6.0 Conclusion

6.1. The proposed budget will ensure that the Town Council can meet its commitments for the coming year and provision is made for increased costs including higher energy charges.

7.0 Recommendation

7.1 The Town Council is recommended to approve the budget for 2022/23 as set out in Appendix 1.

Officer Contact

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET (VERSION 3 - 5 NOVEMBER 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Draft budget</u>
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)					
100 Corporate					
1176	Precept	349,016	344,734	344,734	358,523
1199	CCLA interest	3,729	3,200	3,200	3,200
1205	Bank account interest	52	50	50	50
1206	CIL money (Has to be earmarked)	14,694	0	0	0
Total	Corporate Income	367,491	347,984	347,984	361,773
104 Old Mining College Centre					
1070	Unit rents	21,550	13,300	18,844	31,746
1071	Unit service charges	14,097	10,478	15,551	27,832
1072	Room hire	334	3,600	180	180
1074	Unit cleaning	93	0	0	0
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	226	100	756	756
Total	OMCC income	36,301	27,478	35,331	60,514
4019	Employee expenses - Caretaker and cleaner	12,063	12,387	12,387	18,777
4022	NNDR Rates	7,610	7,610	7,610	7,914
4023	Water rates	1,497	1,706	1,706	1,774
4055	Energy (Gas & electric)	9,807	13,390	13,390	20,000
4040	Cleaning contract/cover	5,021	5,052	5,052	550
4041	Locking/ unlocking	326	1,000	1,000	1,040
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	13,286	11,900	11,900	12,376
4057	Telephones & Broadband	981	950	950	988
4058	IT Suite	495	500	0	0
4180	Professional fees	2,070	1,700	7,382	7,677
4221	Insurance premiums (Lift inspection contract only)	100	112	112	116
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	1,998	5,000	5,000	5,200
Total	OMCC expenditure	55,254	61,307	66,489	76,413
105 Transport					
4064	Members travel costs	0	50	50	50

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET (VERSION 3 - 5 NOVEMBER 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Draft budget</u>
107 Supplies and Services, BTC					
1025 Sundry income		0	0	0	0
4019 Employee expenses - all staff except caretaker & cemetery gatekeeper		129,364	128,500	130,382	147,717
4060 Employees car mileage		302	Included above	Included above	Included above
4057 Telephones & Broadband		4,083	2,800	2,800	2,912
4120 Postage		100	200	200	500
4125 Franking machine		1,149	1,500	1,500	
4139 Computers, software and other office equipment		10,237	7,000	7,000	7,280
4140 Website		575	1,500	1,500	1,560
4165 Advertising (ATM and other adverts)		0	500	500	520
4166 Newsletter (Town Trader)		1,170	1,480	1,480	
4211 Office expenses (to include stationery, photocopier etc.)		619	2,000	2,000	1,500
4212 Training & conferences		1,273	3,000	3,000	3,120
4170 Subscriptions		25	500	500	520
4180 Professional fees		1,270	1,300	1,300	1,352
4220 Bank charges		251	350	350	364
4221 Insurance premiums		3,592	3,600	4,061	4,223
4234 Audit		1,450	1,600	1,600	1,664
4059 Other supplies and services		296	1,000	1,000	1,040
Total	BTC supplies & services expenditure	155,755	156,830	159,173	174,272
201 Street Lighting					
4055 Energy		509	736	736	765
4241 Maintenance		425	410	410	426
4242 Replacement		0	1,500	1,500	1,560
202 Bus Shelters					
1025 Sundry income		3,095	0	0	0
4241 Maintenance		0	4,120	4,120	3,000
4242 Replacement		4,221	0	0	0
203 Christmas Lights and Trees					
4261 Churches and community venues		0	0	0	0
4260 General expenses		2,684	2,500	2,500	2,600
204 Public Conveniences					
4241 Maintenance, cleaning etc.		N/A	20,000	14,000	20,000

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET (VERSION 3 - 5 NOVEMBER 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Draft budget</u>
205 Traffic Islands					
1030	Traffic Islands: Sponsorship	7,432	8,158	3,000	3,500
4304	Signage	0	500	500	520
4306	NNDR: Traffic Islands	312	312	312	324
4241	Maintenance (to include grass cutting, bedding plants etc.)	7,290	7,420	7,420	7,717
206 Hanging Baskets & Planters					
4241	Maintenance	351	1,600	1,600	600
207 Flagpole					
4241	Maintenance	0	110	110	114
209 Coulter Lane Burial Ground					
4241	Maintenance	887	3,330	3,330	3,463
211 Burntwood Town Strategy					
4754	BTS projects	0	20,984	20,984	22,240
213 Community Events					
1090	Wakes: Pitch fees	0	0	0	0
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	0	0	0	0
1102	Play in the Parks	0	0	0	0
1101	Christmas: Pitch fees	0	0	0	0
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	0	0	0	0
Total	Events income	0	0	0	0
4262	Christmas event - all expenditure	63	4,000	4,000	4,160
4390	Wakes - all expenditure	544	15,000	15,000	15,600
4761	Play in the Parks	0	7,000	7,000	7,280
4399	Other events expenditure	0	0	0	0
Total	Events expenditure	607	26,000	26,000	27,040
214 Community Projects					
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	0	0	0	0
New code	Community repairs/improvements	N/A	N/A	N/A	5,000
4764	Other Community Projects (incl. defibrillators & speed indic. devices)	215	2,000	2,000	2,080
215 SCAMP					
4550	SCAMP: Maintenance	0	155	155	161
4551	SCAMP: Insurance	0	390	390	406

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET (VERSION 3 - 5 NOVEMBER 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Draft budget</u>
216 Neighbourhood Plan					
1025 Sundry income		0	0	0	0
4728 Neighbourhood Plan expenditure		0	2,500	2,500	0
301 Civic Expenses					
1062 Fundraising (to be earmarked)		45	0	0	0
1025 Sundry income		0	0	0	0
4360 Chairman's Expenses		93	100	100	100
4368 Fundraising expenditure (Donations & distribution of funds raised)		0	100	100	100
4361 General expenses		0	500	500	500
302 Grant Aid & Better Burntwood Fund					
1020 External grants received		5,500	0	0	0
4760 Stephen Sutton Bursary (previously under 214 Community Projects)		0	2,000	2,000	1,000
4416 Better Burntwood expenditure		12,709	25,000	25,000	26,000
4417 External grant expenditure		5,000	0	0	0
310 Election Expenses					
4701 Election expenses		23,028	10,000	10,000	10,000
401 Burntwood Cemetery					
1000 Burial fees/ licences		34,419	27,200	27,200	28,288
1001 Memorial plaques		111	100	100	104
4019 Employee expenses - Cemetery gatekeeper		1,936	1,943	3,113	3,214
4810 Grave digging		5,420	5,440	5,440	5,658
4820 NNDR: Burntwood Cemetery		1,422	1,450	1,450	1,508
4864 Grounds maintenance		8,585	11,100	11,100	11,544
4863 Other maintenance and services (to include gritting, skips etc.)		1,782	4,800	4,800	8,692
4163 General office expenses (e.g. plaque engraving, ICCM)		427	450	450	468
Total	Cemetery expenditure	19,571	25,183	26,353	31,084
404 Church Street car park					
4870 All maintenance & services		35	50	50	

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET (VERSION 3 - 5 NOVEMBER 2021)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Draft budget</u>
501 Capital Expenditure					
4901	OMCC refurbishment works	14,138	35,233	35,233	36,642
4666	Capital works (any other)	0	0	0	0
	TOTAL INCOME	454,394	410,920	413,615	454,179
	TOTAL EXPENDITURE	303,082	410,920	413,615	454,179
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	151,312	0	0	0

Burntwood Town Council

Tuesday 16th November 2021

Mercian Community Woodland

1.0 Purpose of the Report

1.1 The purpose of this report is to seek the Town Council's acceptance of an offer of sponsorship from Mercian Labels to create a community woodland on the Stables Way Public Open Space.

2.0 Background

2.1 The Town Council have been approached by local company Mercian Labels who wish to undertake some tree planting to help mitigate against climate change as part their social responsibility agenda. The company also saw the project as an opportunity to engage with the community, particularly young people.

2.2 Following discussions with Lichfield District Council (LDC) facilitated by the Town Council the Stables Way Public Open Space was identified as a suitable site for the project. The key benefits of using this site are:

- The new planting would add to the existing tree cover on the site
- The site is large enough to accommodate the extra trees without impacting on the existing use of the site (mainly dog walking)
- The planting will provide an additional buffer against noise and air pollution
- The site is close enough to Holly Grove Primary School to make it accessible for school use

3.0 Proposed Community Woodland Planting Scheme

3.1 The scheme is made up of two parts. The first part consists of the mass planting of trees that provide food for wildlife such as crab apple, hazel and dog rose. These trees will be planted in two groups as shown on Plan 1. The planting will be undertaken by pupils of Holly Grove Primary School as part of their citizenship activities.

3.2 The second part of the scheme consists of individual trees and a formal pleached avenue to provide an immediate impact on the site. Saplings will be used in the mass planting areas and will take a few years to become established. Again, species will be used that will provide a food source for wildlife. The planting of the individual trees will be undertaken by the employees of Mercian Labels.

3.3 Mercian Labels have already discussed with the school the future use of the woodland as a forest school providing a valuable outdoor teaching resource.

3.4 Local residents have been consulted about the scheme and have raised no objections. 35 letters of consultation were delivered to the nearest properties to the site. Only one response was received which was in favour of the planting.

3.5 The intention is that the woodland planting will be undertaken during National Tree Planting week which overlaps the last week of November and the first week of December. The individual trees and pleached avenue will be planted when suitable trees are available.

3.6 The current sponsorship offer covers the 5-year establishment period for the woodland planting. During this period the land will be made available to Burntwood Town Council. The land will be handed back to LDC at the end of the license. A further sponsorship deal will be negotiated in respect of Phase 1.

4.0 Financial Considerations

4.1 The sponsorship offer covers the maintenance of the woodland planting over the five-year establishment period. During this period the trees will be weeded and watered, and any losses replaced. The details of the sponsorship offer are provided in a letter of intent from Mercian Labels which is provided in Appendix 1.

4.2 The Woodland Trust has provided the trees for the woodland planting under the grant scheme it has set up for schools.

4.3 The proposed scheme does not require any initial expenditure by the Town Council. Some staff time has been provided to help secure the site, design the scheme and apply for grant aid from the Woodland Trust.

4.4 If for any unforeseen reason Mercian Labels were not able to meet the cost of the annual maintenance the Town Council would be expected to pick up this responsibility. By modifying the scheme this cost could be reduced to between £400 to £500 per annum.

5.0 Legal Context

5.1 Whilst LDC have been willing to make the site available for the project it is conditional on the Town Council taking on responsibility for the site during the establishment period. This will be achieved through a 5-year license based on the heads of terms listed in Appendix 2. The license is not onerous and does not impose any unreasonable conditions on the Town Council. It is merely a device to give control of the site to the Town Council to enable it to ensure that the scheme is implemented as agreed.

6.0 Conclusion

6.1 This scheme is the first sponsorship that the Town Council has received in some time. It will directly enhance an existing public open space, help to mitigate against the impact of climate change and create an environmental resource for the local school. The proposed planting will not impact on the existing users of the open space or the nearby housing.

6.2 The Town Council has worked closely with Mercian Labels to develop the scheme hopefully beginning a long-term relationship with the company. The risks to the Town Council are minimal.

7.0 Recommendation

7.1 The Town Council is recommended to accept the offer of sponsorship from Mercian Labels as set out in Appendix 1 and authorise the Town Clerk to sign the License heads of terms set out in Appendix 2.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166



Subject: FW: PMS1 Community Woodland Scheme

From: Shutt, Greg <Greg.Shutt@lichfielddc.gov.uk>
Sent: 06 October 2021 10:26
To: Graham Hunt <graham.hunt@burntwood-tc.gov.uk>
Subject: PMS1 Community Woodland Scheme

Morning Graham

Further to our meeting on Monday, I have pleasure in setting out below the terms of Burntwood Town Councils occupation of land at Stables Way Burntwood.

- **Term;** 5 years, at this stage I'm not sure as to whether the parties will be entering into a lease or licence and I will need to run this past LDC's solicitor. My own view is there is little in it and a lease will probably be more appropriate. The agreement to be specifically excluded from the Landlord and Tenant Act 1954 part 2 as amended i.e. there will not be an automatic right to renew the agreement upon its' expiry.
- **Rent;** £1 per annum if demanded.
- **Obligation;** Burntwood Town Council will be obliged to undertake the planting scheme, prepared by Mercian Labels. The works to be commenced no later than the 1st December 2021. Burntwood Town Council will maintain the land including the planting scheme during the establishment period i.e. the term of the agreement. An annual inspection will be undertaken by LDC's operational services department to ensure compliance. It is understood that LDC's operational services team have approved the planting scheme.
- **Costs;** Each party to bare its own costs.
- **Other Terms;** It is to be ascertained by the councils solicitors that the granting of the lease/licence dose not contravene any of the covenants that run with the land and all necessary permissions, if any are adhered with. The parties to enter into the agreement as soon as possible but in any event no later than 1st December 2021.
- **Conditions;** The above is subject to contract.

As discussed I feel this is a fairly easy matter to conclude within the proposed time frame. Can you confirm agreement to the above, and the solicitors who will be acting for Burntwood and I will then instruct LDC's solicitor to prepare and submit the documentation.

I trust the above is acceptable.

Greg

Greg Shutt
Property Services Surveyor
Lichfield District Council

District Council House, Frog Lane, Lichfield,
Staffordshire WS13 6YY

T: 01543 308116

M: 07811 714687

E greg.shutt@Lichfielddc.gov.uk

Lichfield
district council



Disclaimer

This e-mail and any attachment(s), is confidential and may be legally privileged. It is intended solely for the addressee. If you are not the addressee, dissemination, copying or use of this e-mail or any of its content is prohibited and may be unlawful. If you are not the intended recipient please inform the sender immediately and destroy the e-mail, any attachment(s) and any copies.

All liability for viruses is excluded to the fullest extent permitted by law. It is your responsibility to scan or otherwise check this e-mail and any attachment(s).

Unless otherwise stated (i) views expressed in this message are those of the individual sender (ii) no contract may be construed by this e-mail.

Emails may be monitored and you are taken to consent to this monitoring.

The Council is committed to handling any personal information provided to us by you in accordance with the law.

For further general information about this and the way we use your information visit

<https://www.lichfielddc.gov.uk/privacy>.

**ENCLOSURE NO. 9
APPENDIX 1**

Mr Graham Hunt
Town Clerk
The Old Mining College Centre
Queen Street,
Chasetown
Burntwood
WS7 4QH

Thursday, 11th November 2021

Dear Graham,

Further to our recent telephone conversation, I thought it would be useful to confirm our Sponsorship agreement in writing as follows:

This agreement relates to the land shown in Document 1, between Stables Way and Ironstone Road.

Mercian Labels will commit to:

- 1 Transforming the existing open space into a 'Community Woodland', consisting of Dog Rose, Hazel, Rowan, Elder, Blackthorn, Crab Apple, Whitebeam, Cherry and a pleached avenue of Beech trees. 420 sapling trees will be planted in area A (as shown on Plan 1)
- 2 Mercian Labels agrees to contribute to the maintenance and management of the site for a period of 5 years. This will include the maintenance and if necessary the replacement of trees, and watering and weeding of the new trees by Lichfield District Council staff and equipment in accordance with quotations provided by Lichfield District Council. Any maintenance currently carried out on the site to include grass cutting and management will remain the responsibility of Lichfield District Council.
- 3 After 5 years, the management of the Mercian Woodland will revert to Lichfield District Council, but the area will remain known as the Mercian Labels Woodland.
- 4 A 'Forest School' provision for use by Hollygrove School and other Schools and organisations within the local area.

Should you have any questions or require any further information, please do not hesitate to contact me. We look forward to working with you on this exciting and innovative project.

With best wishes,

ENCLOSURE NO. 9 – APPENDIX 2

Hugo Gell
Sales & Marketing Director

Mercian Labels Ltd
Unit 2 Plant Lane Business Park
Plant Lane Burntwood
Staffordshire WS7 3GN
Telephone: +44 (0)1543 431 070
Email: sales@mercianlabels.com
Web: www.mercianlabels.com



**DESIGN AND MANUFACTURE OF
WORLD-CLASS LABELS**

Registered in England No. 951963 Vat No. 278640427



Burntwood Town Council

Tuesday 16th November 2021

Alternative Proposed Budget for 2022 / 2023

1.0 Purpose of the Report

1.1 To present an alternative Budget to the full Council for consideration.

2.0 Background

2.1 The Council is required to agree a Budget for the 2022 / 2023 financial year taking into consideration expected income and its proposals for expenditure. One consideration is to whether increase the budget, decrease it or leave it static. An increase in the budget would mean an increase in the council tax and a decrease would mean a decrease in the council tax. Councillors therefore have to decide, as part of their deliberations, whether to ask the residents for more money or not.

Since the outbreak of the Covid19 pandemic there have been significant financial pressures for many residents of Burntwood. Food bank usage has increased and the community has rallied behind its residents in so many ways to help during a very difficult almost two year period. The Council has helped where it can and there have been many examples of individuals going above and beyond to help their neighbours. Councillors therefore have a decision to make in relation to whether we ask the residents of Burntwood for more money, keep the council tax at the current level or increase it.

The Council has £176,539 in the general reserve which equates to about five months of total yearly expenditure. In addition there is £79,752 in the earmarked revenue reserve for the Burntwood Town Strategy and £15,291 for the public toilets. The total of the earmarked revenue reserve is £326,905 and the total reserves amount to £580,856.

3.0 Proposal

3.1 The Conservative Group believe that now is not the time to increase the Council tax and that there are sufficient reserves. The proposal is that the budget be decreased by 5% with no detriment to the services provided by the Council. It is proposed that the saving be made by taking £20,000 from cost code 204 (Public Conveniences) and £2,000 from cost code 211 (Burntwood Town Strategy). The proposed budget is attached as Appendix 1.

Lichfield District Council have been talking for several years about handing the cost of the public toilets to Burntwood Town Council and yet there has been no firm proposal or commitment. There are sufficient reserves to cover this expenditure should this occur in the future.

There are no plans to spend funds earmarked for the Burntwood Town Strategy and therefore a reduction of £2,000 is proposed.

4.0 Recommendation

4.1 The budget be cut by 5%, as detailed above, allowing for a 5% reduction in the rate of the Precept made by Burntwood Town Council.

Report Author

Cllr Robin Place
Conservative Group Leader
Burntwood Town Council
Boney Hay & Central Ward
robin.place@burntwood-tc.gov.uk

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET
ALTERNATIVE PROPOSAL (VERSION 1 - 10 NOVEMBER)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Alternative Budget</u>
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)					
100 Corporate					
1176	Precept	349,016	344,734	344,734	327,497
1199	CCLA interest	3,729	3,200	3,200	3,200
1205	Bank account interest	52	50	50	50
1206	CIL money (Has to be earmarked)	14,694	0	0	0
Total	Corporate Income	367,491	347,984	347,984	330,747
104 Old Mining College Centre					
1070	Unit rents	21,550	13,300	18,844	31,746
1071	Unit service charges	14,097	10,478	15,551	27,832
1072	Room hire	334	3,600	180	180
1074	Unit cleaning	93	0	0	0
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	226	100	756	756
Total	OMCC income	36,301	27,478	35,331	60,514
4019	Employee expenses - Caretaker and cleaner	12,063	12,387	12,387	18,777
4022	NNDR Rates	7,610	7,610	7,610	7,914
4023	Water rates	1,497	1,706	1,706	1,774
4055	Energy (Gas & electric)	9,807	13,390	13,390	20,000
4040	Cleaning contract/cover	5,021	5,052	5,052	550
4041	Locking/ unlocking	326	1,000	1,000	1,040
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	13,286	11,900	11,900	12,376
4057	Telephones & Broadband	981	950	950	988
4058	IT Suite	495	500	0	0
4180	Professional fees	2,070	1,700	7,382	7,677
4221	Insurance premiums (Lift inspection contract only)	100	112	112	116
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	1,998	5,000	5,000	5,200
Total	OMCC expenditure	55,254	61,307	66,489	76,413
105 Transport					
4064	Members travel costs	0	50	50	50

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET
ALTERNATIVE PROPOSAL (VERSION 1 - 10 NOVEMBER)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Alternative Budget</u>
107 Supplies and Services, BTC					
1025 Sundry income		0	0	0	0
4019 Employee expenses - all staff except caretaker & cemetery gatekeeper		129,364	128,500	130,382	147,717
4060 Employees car mileage		302	Included above	Included above	Included above
4057 Telephones & Broadband		4,083	2,800	2,800	2,912
4120 Postage		100	200	200	500
4125 Franking machine		1,149	1,500	1,500	
4139 Computers, software and other office equipment		10,237	7,000	7,000	7,280
4140 Website		575	1,500	1,500	1,560
4165 Advertising (ATM and other adverts)		0	500	500	520
4166 Newsletter (Town Trader)		1,170	1,480	1,480	
4211 Office expenses (to include stationery, photocopier etc.)		619	2,000	2,000	1,500
4212 Training & conferences		1,273	3,000	3,000	3,120
4170 Subscriptions		25	500	500	520
4180 Professional fees		1,270	1,300	1,300	1,352
4220 Bank charges		251	350	350	364
4221 Insurance premiums		3,592	3,600	4,061	4,223
4234 Audit		1,450	1,600	1,600	1,664
4059 Other supplies and services		296	1,000	1,000	1,040
Total	BTC supplies & services expenditure	155,755	156,830	159,173	174,272
201 Street Lighting					
4055 Energy		509	736	736	765
4241 Maintenance		425	410	410	426
4242 Replacement		0	1,500	1,500	1,560
202 Bus Shelters					
1025 Sundry income		3,095	0	0	0
4241 Maintenance		0	4,120	4,120	3,000
4242 Replacement		4,221	0	0	0
203 Christmas Lights and Trees					
4261 Churches and community venues		0	0	0	0
4260 General expenses		2,684	2,500	2,500	2,600
204 Public Conveniences					
4241 Maintenance, cleaning etc.		N/A	20,000	14,000	0

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET
ALTERNATIVE PROPOSAL (VERSION 1 - 10 NOVEMBER)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Alternative Budget</u>
205 Traffic Islands					
1030	Traffic Islands: Sponsorship	7,432	8,158	3,000	3,500
4304	Signage	0	500	500	520
4306	NNDR: Traffic Islands	312	312	312	324
4241	Maintenance (to include grass cutting, bedding plants etc.)	7,290	7,420	7,420	7,717
206 Hanging Baskets & Planters					
4241	Maintenance	351	1,600	1,600	600
207 Flagpole					
4241	Maintenance	0	110	110	114
209 Coulter Lane Burial Ground					
4241	Maintenance	887	3,330	3,330	3,463
211 Burntwood Town Strategy					
4754	BTS projects	0	20,984	20,984	11,214
213 Community Events					
1090	Wakes: Pitch fees	0	0	0	0
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	0	0	0	0
1102	Play in the Parks	0	0	0	0
1101	Christmas: Pitch fees	0	0	0	0
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	0	0	0	0
Total	Events income	0	0	0	0
4262	Christmas event - all expenditure	63	4,000	4,000	4,160
4390	Wakes - all expenditure	544	15,000	15,000	15,600
4761	Play in the Parks	0	7,000	7,000	7,280
4399	Other events expenditure	0	0	0	0
Total	Events expenditure	607	26,000	26,000	27,040
214 Community Projects					
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	0	0	0	0
New code	Community repairs/improvements	N/A	N/A	N/A	5,000
4764	Other Community Projects (incl. defibrillators & speed indic. devices)	215	2,000	2,000	2,080
215 SCAMP					
4550	SCAMP: Maintenance	0	155	155	161
4551	SCAMP: Insurance	0	390	390	406

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET
ALTERNATIVE PROPOSAL (VERSION 1 - 10 NOVEMBER)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Alternative Budget</u>
216 Neighbourhood Plan					
1025 Sundry income		0	0	0	0
4728 Neighbourhood Plan expenditure		0	2,500	2,500	0
301 Civic Expenses					
1062 Fundraising (to be earmarked)		45	0	0	0
1025 Sundry income		0	0	0	0
4360 Chairman's Expenses		93	100	100	100
4368 Fundraising expenditure (Donations & distribution of funds raised)		0	100	100	100
4361 General expenses		0	500	500	500
302 Grant Aid & Better Burntwood Fund					
1020 External grants received		5,500	0	0	0
4760 Stephen Sutton Bursary (previously under 214 Community Projects)		0	2,000	2,000	1,000
4416 Better Burntwood expenditure		12,709	25,000	25,000	26,000
4417 External grant expenditure		5,000	0	0	0
310 Election Expenses					
4701 Election expenses		23,028	10,000	10,000	10,000
401 Burntwood Cemetery					
1000 Burial fees/ licences		34,419	27,200	27,200	28,288
1001 Memorial plaques		111	100	100	104
4019 Employee expenses - Cemetery gatekeeper		1,936	1,943	3,113	3,214
4810 Grave digging		5,420	5,440	5,440	5,658
4820 NNDR: Burntwood Cemetery		1,422	1,450	1,450	1,508
4864 Grounds maintenance		8,585	11,100	11,100	11,544
4863 Other maintenance and services (to include gritting, skips etc.)		1,782	4,800	4,800	8,692
4163 General office expenses (e.g. plaque engraving, ICCM)		427	450	450	468
Total	Cemetery expenditure	19,571	25,183	26,353	31,084
404 Church Street car park					
4870 All maintenance & services		35	50	50	

BURNTWOOD TOWN COUNCIL - 2022-23 BUDGET
ALTERNATIVE PROPOSAL (VERSION 1 - 10 NOVEMBER)

		<u>2020-21</u>	<u>2021-22</u>	<u>2021-22</u>	<u>2022-23</u>
		<u>Actual</u>	<u>Approved Budget</u>	<u>Revised Budget</u>	<u>Alternative Budget</u>
501 Capital Expenditure					
4901	OMCC refurbishment works	14,138	35,233	35,233	36,642
4666	Capital works (any other)	0	0	0	0
	TOTAL INCOME	454,394	410,920	413,615	423,153
	TOTAL EXPENDITURE	303,082	410,920	413,615	423,153
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	151,312	0	0	0

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY, BRIDGE CROSS ROAD, BURNTWOOD
ON TUESDAY 21 SEPTEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Bullock, D Ennis, Gittings, M Place, R Place and Taylor

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

11. APOLOGIES FOR ABSENCE

Councillors Brown and Willis-Croft.

12. 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.

13. MINUTES

Councillor Birch referred to Minute No. 6 - Apologies for Absence and confirmed that Councillor Flanagan had submitted his apologies via a text message to himself however this had not been picked up until after the meeting. He also referred to Minute No. 8 - Minutes and asked that the words Councillor R Plant be replaced with Councillor R Place.

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 17 August 2021 [Minute Nos. 6-10] be approved as a correct record.

14. INFORMATION FROM THE MINUTES

Councillor Birch referred to planning applications 21/00605/FUL - 164 Cannock Road, Chase Terrace [erection of 1 no. detached two bedroom bungalow with associated parking and amenity plus creation of 2 no. parking spaces for existing dwelling] and 21/00567/FUL - Land rear of 79 Ironstone Road [erection of 1 no. detached two bedroom bungalow]. He confirmed that both of these had been passed by Lichfield District Council's Planning

Committee on 06 September 2021. The objections of this Committee were raised by himself and Councillor Evans and the vote was tied on the Cannock Road site. All Burntwood Councillors would have needed to be in attendance and voting against the application for it to have been refused. As the Chair had the casting vote, he voted along with convention and supported the recommendation of the planning officers to accept. This then led to the same outcome for the second application of similar type on Ironstone Road. This has implications for us when we come to form an opinion on future applications such as one on this agenda [101 Ironstone Road].

15. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-------------------------------|--|--|
| (a) | 21/01360/FUH | Summerfield
and All Saints | Mr Fernyhough
10 Keepers Close
Burntwood | Creation of vehicle
crossover and
driveway |
|-----|--------------|-------------------------------|--|--|

OBJECTION. This has a significant detrimental impact on the amenity of neighbouring properties by impacting on the off-street parking and turning area in the street. It turns what is currently an off-street parking area, for the use of all residents, into an access for just one dwelling and therefore denies all other residents the 2 communal parking spaces when they are already limited in number. Due to the density of housing and limited parking available this will be disproportionately detrimental to other residents.

- | | | | | |
|-----|--------------|-----------|--|--|
| (b) | 21/01505/FUH | Chasetown | Mr I Skipp
10 Union Street
Burntwood | First floor side and
single storey rear
extensions with flat
roofs including roof
lantern and
installation of dormer
to side |
|-----|--------------|-----------|--|--|

There are no plans available on the planning portal to show details of the proposed extension. OBJECTION based on the limited availability of information meaning that Burntwood Town Council are unable to ascertain the impact of the plans on the neighbouring properties or the compliance with planning law.

I would suggest we ask for this to be deferred until such time as plans are available.

- | | | | | |
|-----|--------------|-----------|---|---|
| (c) | 21/01514/FUH | Chasetown | Mr G Mason
217 Brownhills Road
Norton Canes | Single storey front
and rear extensions
and erection of
garage to side |
|-----|--------------|-----------|---|---|

OBJECTION based on this being overdevelopment in the Green Belt. This is a four car garage for a 3 bedroom bungalow and significantly increases the size of the dwelling. It is detrimental to the openness of the site. If the officer approves this then there should be conditions applied and enforced, that the garage use remains ancillary to the dwelling and is not used in any way in conjunction with the businesses on site.

- | | | | | |
|---------------|--------------|-------------------------------|--|---|
| (d) | 21/01532/FUH | Gorstey Ley | Mr S Richardson
17 Church Road
Burntwood | Widening of the
existing drop kerb |
| No objection. | | | | |
| (e) | 21/01603/FUH | Summerfield
and All Saints | Mr D Canavan
87 Nailers Drive
Burntwood | Erection of a single
storey rear extension
and new bay window
to front elevation |

OBJECTION. This almost doubles the footprint of the dwelling and takes up all the available private garden space. This will be contrary to the policy on space about dwellings. It is noted that there is a side garden that is currently open plan and in keeping with the other gardens on the estate. There is no indication of the intention to use the open plan side garden as the private garden space, but plans show bifold doors opening out onto what will be the property frontage. It would be odd to do this onto a garden that is not private. This would suggest that it may be the intention to enclose the side garden which would be detrimental to the openness of the street scene and not in keeping with neighbouring properties.

- | | | | | |
|-----|--------------|---------------|--|---|
| (f) | 21/00607/FUH | Chase Terrace | Mr and Mrs D Marshall
101 Ironstone Road
Burntwood | Erection of a new 3
bedroom detached
bungalow |
|-----|--------------|---------------|--|---|

No objection, however, officers should ensure that boundary treatments ensure the privacy of neighbours is maintained.

- | | | | | |
|-----|--------------|-------------------------------|---|---|
| (g) | 21/01537/ADV | Summerfield
and All Saints | Mr M Miller
Greenwood House Health Centre
Lichfield Road
Burntwood | Installation of 1 no.
post mounted folded
aluminium panel,
installation of 1 no.
illuminated
aluminium panel and
installation of 1 no.
aluminium text sign |
|-----|--------------|-------------------------------|---|---|

No objection, however, officers to be mindful of the brightness and hours of illumination [sensible level for a residential area].

- | | | | | |
|-----|--------------|-------------|--|--|
| (h) | 21/01615/FUH | Gorstey Ley | Mr A Lampitt
16 Mease Avenue
Burntwood | Two storey extension
to side and
installation of dormer
windows |
|-----|--------------|-------------|--|--|

No objection.

[The Meeting closed at 6.40 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MAIN HALL, BURNTWOOD MEMORIAL INSTITUTE,
RUGELEY ROAD, BURNTWOOD
ON WEDNESDAY 13 OCTOBER 2021 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk
Councillor Evans
Councillor Westwood
Councillor Woodward

PUBLIC REALM WORKS AT SANKEY'S CORNER

Councillor Gittings welcomed Mr Will Spencer, Connectivity Strategy Officer, Transport and the Connected County, Staffordshire County Council and Mr Sandeep Aheer, Project Leader, Amey to the meeting.

Mr Spencer explained to Members that the draft Feasibility Report now submitted considered the comments made by Members following their last visit on 13 February 2020. The report gives budget estimates, recommendations and a proposed phasing of projects based on the likely ease of implementation and budgetary constraints.

The report focused on the following main issues identified in the brief:

- Assessment of High Street/Rugeley Road/Cannock Road signal-controlled junction and consideration of modifications to improve connectivity for all users;
- Consideration of High Street as part of a sustainable transport corridor;
- Improvements to existing traffic calming measures on Cannock Road;
- De-cluttering of town centre area in terms of removal of unnecessary signs, posts and street furniture;
- Consideration of location and upgrade of main bus terminus currently on Rugeley Road;
- Define and provide a sense of "place" for Burntwood Town Centre to include creation of town centre gateways;
- Assessment of Cannock Road/Stables Way/Attwood Road roundabout in terms of traffic capacity and consideration of public realm enhancements which reflect the design principles utilised along the corridor;
- Assessment of A5190 Milestone Way/Bridge Cross Road/Sycamore Road roundabout including investigation of function/operation and pedestrian connectivity across and around this junction;

- Sustainable links between the town centre and Chasewater – to follow on from recent study works with Sustrans particularly along the A5190 Milestone Way corridor; and
- Traffic data collection on Cannock Road to better understand HGV usage and general traffic volumes.

[6.20 pm Councillor Gittings suspended Standing Orders to allow Councillor Woodward to provide further background information relating to the turning right into the Aldi car park issue. 6.25 pm Councillor Gittings resumed Standing Orders].

Summary

The report identified and investigated a range of options to help deliver the vision for Burntwood as the Town Council works in partnership with Lichfield District Council and Staffordshire County Council to create jobs, homes and health, education and leisure opportunities to benefit its residents.

The proposals can be categorised under short term gains and long term aspirations.

Short Term Aspirations

- Car Park Signage
- Local Area Signage
- High Street – footway widening
- High Street Sustainable Corridor [bus stop upgrades]
- HGV Routing Signage and Ring Road Junction
- Cannock Road Traffic Calming Enhancements

Long Term Aspirations

- Public realm enhancements and decluttering
- High Street Sustainable Corridor [traffic calming extension and pedestrian enhancements]
- A5190 Milestone Way/Bridge Cross Road roundabout improvements
- Cannock Road/Attwood Road roundabout improvements

Mr Spencer explained it is expected that due to the level of funding required to deliver these schemes, particularly those seen as long term aspirations with a high value, new funding streams would have to be sought alongside any developer contributions as new planning applications are approved. New funding opportunities seem to be arising more frequently as the Government seeks to “build back better” by investing in infrastructure projects in the wake of the Covid-19 pandemic. However, Mr Spencer was pleased to report that funding had already been secured from LEP for the A5190 Milestone Way Cycle Improvements.

PUBLIC FORUM

No questions were raised by members of the public.

16. APOLOGIES FOR ABSENCE

Councillors Birch, Brown, Bullock, D Ennis and M Place.

17. 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.

18. MINUTES

It was proposed by Councillor Taylor and seconded by Councillor R Place and

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 21 September 2021 [Minute Nos. 11-15] be approved as a correct record.

19. INFORMATION FROM THE MINUTES

Members were informed that planning application 21/01360/FUH – 10 Keepers Close [Creation of vehicle crossover and driveway] had been withdrawn by the applicant on 04 October 2021. As Keepers Close is an unclassified road, along with the fact that the proposed hardstanding has an appropriate soakaway, the works fall under permitted development, thus planning permission is not required in this instance. The applicant has been informed by the Highways Team that prior to the access being constructed, they will require Section 184 Notice of Approval from Staffordshire County Council.

20. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|--|---|
| (a) | 21/00853/CLE | Highfield | Dr Brown
Maple Hayes Hall School
Abnalls Lane
Lichfield | Certificate of Lawfulness [Existing]: Installation of ground source heat pump which is connected to and powers an existing building on site that is used in connection with the existing school |
| | | | No objection. | |
| (b) | 21/01560/FUH | Chasetown | Mrs D Paul
27 Oakley Road
Burntwood | Loft conversion with dormer windows to front |
| | | | No objection. | |
| (c) | 21/01505/FUH | Chasetown | Mr I Skipp
10 Union Street
Burntwood | First floor side and single storey rear extensions with flat roofs including roof lantern and installation of dormer to side |

No objection.

- | | | | | |
|-----|--------------|----------------------------------|--|--|
| (d) | 21/01639/FUL | Summerfield
and All
Saints | Mr J Douglas
49 New Road
Burntwood | Erection of 1 no.
detached dwelling |
|-----|--------------|----------------------------------|--|--|

No objection, however, the Highways Department should be mindful of potential parking issues.

- | | | | | |
|-----|--------------|-----------|--|---|
| (e) | 21/01682/FUH | Chasetown | Mr M Fitch
22A Bridge Cross Road
Burntwood | Single storey extension to
rear, first floor extension to
side and exterior works to
include new windows
and rendering to all walls |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|--------------------------|---|---|
| (f) | 21/01676/FUH | Boney Hay
and Central | P Geraghty
17 Californian Grove
Burntwood | Retention of single storey
extension to rear |
|-----|--------------|--------------------------|---|---|

No objection.

- | | | | | |
|-----|--------------|------------------|--|--------------------------------|
| (g) | 21/01573/FUH | Chase
Terrace | Mr J Wright
1 Eights Croft
Burntwood | Retention of boundary
fence |
|-----|--------------|------------------|--|--------------------------------|

Concerns were raised by Members as to the height of the boundary fence and a potential precedent being set along Stables Way. If officers are mindful to grant permission, the fencing needs to be set back one metre from the footpath with substantial planting installed in front.

[Councillor Flanagan informed Members that he would be asking District Councillor Norman, as Ward Member, to call in this application].

[The Meeting closed at 7.27 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD AT ST JOHN'S COMMUNITY CHURCH, HIGH STREET, CHASE TERRACE
HELD ON TUESDAY 28 SEPTEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Westwood [in the Chair]

Councillors L Ennis (left the meeting at 7pm), Evans, Gittings, Kirkham, M Place, R Place and Woodward.

In attendance

G Hunt, Town Clerk

Councillor Willis-Croft

Councillor Taylor

PUBLIC FORUM

There were no questions raised by the public.

1. APOLOGIES FOR ABSENCE

Councillor D Ennis.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Evans declared an interest in respect of item 6. She confirmed that she was a trustee of CASES who might be referred to in any discussions concerning this item.

3. MINUTES

Councillor Woodward pointed out the following errors:

- Item 53 should read Staffordshire Fire and Rescue Service **Authority** and not Panel
- Item 58 should read to **record** (not recall) our thanks to Angela Brady

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 16 March 2020 [Minute Nos. 52-60] be approved as a correct record.

4. INFORMATION FROM THE MINUTES

There was no additional information provided.

5. CHRISTMAS EVENTS

During a discussion of the arrangements for this event the following key points were made:

- The report did not refer to the Morley Road event as this was being delivered independently by the Co-op. The only support that the Town Council provides is the donation of the Christmas tree.
- Bromford Housing had provided a grant of £200 towards the Bells Lane event (which had previously been supported by the Co-op).
- The cost had increased this year due to additional expenditure on new items (Christmas market and new Christmas tree lights) but there was unspent funding in the budget to cover the increased cost.

Mr Hunt informed the meeting that permission to use private forecourts at Sankey's Corner had not been received yet. The lack of formal permission could have implications for the Town Council's public liability cover.

6. BETTER BURNTWOOD FUND

Mr Hunt outlined to the Committee the proposed arrangements for allocating funding this year. It would be based on a commissioning model rather than the traditional allocation of grants. It would be focused on supporting community services that provided early help (Tier 1). The meeting discussed the scope that the Town Council had to support local action and recognised that other partners would lead on the support and delivery of higher tier (tiers 2 to 4) services. The discussion touched on alcohol and drug services. Whilst it was recognised that these services were generally complex and set at tier 2 and above there was acknowledgement that the Town Council might in the future be able to help with any early intervention awareness raising activities. The idea of piloting a commissioning model was welcomed.

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

RESOLVED That the Town Clerk be authorised to let contracts for the following essential community services:

- i) First Contact community telephone helpline with supporting website [estimated contract value £1,500]
- ii) Community Transport [estimated contract value £1,500]
- iii) Income Maximisation [estimated contract value £4,000]
- iv) Volunteer Training [estimated contract value £2,000]

[Councillor L Ennis left the meeting at 7pm]

7. COMMUNITY DIAGNOSTIC HUBS

During the discussion of this report the Committee expressed its disappointment that previous guarantees to provide new services following the closure of St Matthews and Hammerwich Hospitals had not been kept. It was recognised that the location of a diagnostic hub in or within easy reach of Burntwood (by public transport) would address many of the limitations of the current health care arrangements for the town. It would also future proof the town against the

likely impact of an aging population. The Committee asked the Town Clerk to respond to the consultation on behalf of the Town Council based on the views set out in paragraph 2 of the report.

8. **BURNTWOOD MARKET**

The consensus of the Committee was that the markets had been well received by the public. It was also agreed that a market in some capacity should be held in the town. However, the Committee felt that further research was needed before any definite commitments were made. Key issues raised were.

- The public's appetite for regular markets needed to be tested. The idea of a social media-based survey was welcomed. The survey held at the last market was helpful but the number of people completing the survey was too small to be meaningful
- The cost was high. The public were unaware of the cost and the expectations for future markets are often consequently unrealistic
- The frequency of markets needed to be determined particularly in respect the impact of the weather and other competing events on attendance
- Opportunities for better promotion needed to be explored especially regarding people who do not use social media
- The market needed to be supported by more local businesses based at Sankey's Corner
- The toilets needed proper sign posting and cleaning.

9. **WAKES/EVENTS [QUEEN'S PLATINUM JUBILEE] 2022**

The Committee recognised the need to prepare for the Platinum Jubilee.

10. **COMMUNITY ENGAGEMENT**

Councillor M Place reported on community meetings that she had attended. She wondered if there was a means by which Councillors could report on such meetings. Mr Hunt suggested that it might be possible to set up a drop box which could be used by Councillors to report on the meetings that they had attended. This information would then be available to all Councillors. The Committee were supportive on this idea being explored. It was also agreed that prior to each committee meeting the councillors would be invited to share any updates/news from groups in their wards.

11. **DEMENTIA FRIENDLY TOWN**

Cllr Evans updated the Committee on the work that the Dementia Working Group had started to raise awareness of the needs of people living with dementia and their carers.

12. **INFORMATION OR ITEMS FOR NEXT MEETING**

No items were reported

[The Meeting closed at 8 pm]

Signed Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY,
BRIDGE CROSS ROAD, BURNTWOOD
HELD ON TUESDAY 19 OCTOBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor D Ennis [in the Chair]
Councillors L Ennis, Evans, Gittings, M Place, R Place, Westwood and Woodward.

In attendance

Ms J Minor, Deputy Clerk
Councillor Willis-Croft

PUBLIC FORUM

There were no questions raised by the public.

13. APOLOGIES FOR ABSENCE

Councillors Kirkham and Tapper.

14. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

15. MINUTES

Councillor D Ennis reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 28 September 2021 [Minute Nos. 1-12] be approved as a correct record.

16. INFORMATION FROM THE MINUTES

Councillor D Ennis referred to Minute No. 10 - Community Engagement and in particular the drop box and stated that he would be asking for an explanation from the Town Clerk as to what exactly goes into the drop box and how Councillors can access this.

Councillor Woodward referred to Minute No. 5 - Christmas Events and in particular the formal permission needed by the landlord to use the private forecourts at Sankey's Corner. Members were informed that MAP Property Investments had given their approval via an email.

17. COMMUNITY ENGAGEMENT

Councillor Woodward informed Members that Burntwood Be A Friend and Spark had been successful in obtaining a lottery grant. She also referred to a Community Food Store based at St Anne's Church every Monday from 10am to 1pm. They work in partnership with Fareshare to help prevent food waste. Anybody can become a member for £2 a year and can then choose a set number of items once a week to make up a small or large bag at a cost of £5 or £10. The store is stocked with donated items and short dated supermarket surplus from the Fareshare project and are worth more than £5 or £10 you pay.

Councillor Woodward informed Members that Spark and Fun Club had achieved the Queen's Award for Voluntary Service which is the highest award given to local volunteer groups across the UK to recognise outstanding work done in their own communities. It was created in 2002 to celebrate the anniversary of The Queen's coronation. It is the MBE for volunteer groups. Any group doing volunteer work that provides a social, economic or environmental service to the local community can be nominated for the award. Each group is assessed on the benefit it brings to the local community and its standing within that community.

Following a unanimous show of hands it was **AGREED** that Councillor Evans, as Chair would write to Spark and the Fun Club congratulating them on their Award.

18. CHRISTMAS EVENTS

Councillor D Ennis updated Members on the progress to date. He confirmed that the Library could not be involved this year and that the train and petting zoo would also not be in attendance. However, Emmanuel Church would be hosting Santa as the building would allow a lateral flow and was user friendly.

Following a unanimous show of hands it was **AGREED** that a donation in the sum of £100 would be given to Emmanuel Church towards heating etc. It was confirmed that the £100 would come from the Events Budget.

Councillor D Ennis informed Members that as part of their corporate responsibility Roadtech Cutting Services Limited have agreed to reduce the cost of the Christmas road closure.

Councillor Evans confirmed that the District Council had called a special Regulatory and Licensing Committee meeting on the same night as the Bells Lane event, however, Bromford had made a donation of £200 towards refreshments and would also be sending along staff members.

Councillor R Place referred to the overspend and referred to cost centre 203 4260. It was confirmed that the three Christmas trees, erection of fencing and the installation and removal of Christmas lights would come out of this cost centre.

Councillor D Ennis confirmed that the Co-op would be donating 1,000 mince pies which would be distributed at the events.

Councillor Woodward referred to the market and explained that it is a normal market at the Christmas festival and not a Christmas market.

Members referred to community stalls at the market and Councillor D Ennis explained that due to the limited stalls on the road that it makes sense that these are left for retail style stalls. In previous years charity stalls have been outside of the shops and this can happen again this year. To date, 13 retail style stalls have signed up and CAB would be having a stall outside of their building. However, to fill the space it was **AGREED** that any available space on the road [from 01 November 2021] would be opened up for community stalls. However, it was explained that Bert & Gerts allowed three community stalls during the pilot markets, thus would need to be agreed with the market organisers this time round together with costings.

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

RESOLVED That £4,113.84 be transferred from within cost centre 213 from nominal code 4390 to nominal code 4262 to enable the planned expenditure to be undertaken in full.

19. **WAKES/EVENTS [QUEEN'S PLATINUM JUBILEE] 2022**

Councillor D Ennis explained that the May Bank Holiday weekend will be moved to Thursday 02 June and an additional Bank Holiday on Friday 03 June will see a four-day weekend in 2022.

Councillor D Ennis felt that the Town Council had a couple of options available to them i.e. do a joint Jubilee/Wakes event or separate events. It was confirmed that the underspend in this year's budget could be vired over into next year's budget.

Councillor M Place explained that she would like to see the Town Council push the idea of street parties, as following Covid, [and people going back to work] it would be good to bring back sense of community. Councillor D Ennis felt that the closing of streets around the town would be pragmatic. Councillor Woodward stated the Town Council could encourage streets to have a party and not necessary a street party to encourage community spirit.

Councillor D Ennis explained that theoretically the Town Council could hire four pitches at Burntwood Leisure Centre for a joint Jubilee/Wakes event. This venue was targeted as most people could walk to the Centre.

Councillor R Place raised caution to putting all eggs into one basket and the event would be weather dependent and asked if perhaps there could be a compromise [half indoors, half outdoors] and perhaps hire a big marquee.

Councillor D Ennis explained that the Town Council would need to engage with an events management company on what they could offer/do. He stated that he had spoken to Lichfield District Council and Lichfield City Council both of whom have not made any plans at this stage.

Councillor R Place stated that the Committee needed to fix a date now so that enquiries could be made. Following a unanimous show of hands it was **AGREED** that Saturday 04 June 2022 would be the date and that the Leisure Centre would be approached to ascertain if the Sports Hall together with all of the fields could be hired.

Councillor Woodward suggested that a 1950's themed event might be appropriate and Councillor D Ennis confirmed that décor and entertainment could be focused around a theme. He also mentioned that at previous Wakes Burntwood Heritage had

had a stall and Peter Walker who is Lichfield Cathedral's Artist in Residence had had a marquee.

20. PLAY IN THE PARKS 2022

Councillor D Ennis hoped that normality would return in 2022 so that the events could take place. The emphasis would be on the community groups to organise and run the events [supported by the Town Council].

Councillor M Place explained that a funding source for the community groups would be the PCC Space project.

Councillor Woodward explained that Spark organised their own events this year at Springhill Academy as did the Fun Club.

Following a unanimous show of hands it was **AGREED** that a provisional email would be sent to the community groups to ascertain their interest.

21. BETTER BURNTWOOD FUND

Councillor D Ennis explained that the application for grant [funding of up to £500] had been placed on the Town Council's website however there was no closing date as applications received would go to Community and Partnership Committees for ratification until the budget had been spent.

In the past, Councillor Woodward explained that the Town Council had received applications from the same organisations every year and Councillor R Place stated that repeat offenders is a problem at Hammerwich Parish Council as well. Councillor M Place felt that we needed to check if the organisation was also approaching other authorities/sources for funding.

22. INFORMATION OR ITEMS FOR NEXT MEETING

Councillor D Ennis stated that he felt the need to bring back the subject of markets as no resolution was included in the previous minutes. He explained that the previous report to this Committee had highlighted a cost of £18,000 based on 12 markets per year. However, there would be no markets during the winter months which would bring the markets down to 8 [one of which could be included in the Wakes event and one as a permanent fixture at the Christmas Festival event].

Councillor D Ennis explained that he had been in discussion with Lichfield City Council on how their markets are run and the Market Charter route using the provisions of Part III of the Food Act 1984 which appears in principle to be the simplest route. He felt that it had been prudent to talk to Lichfield City Council first to ascertain if they had any objections. The Town Council would need to specify the same day every month i.e. the 2nd Sunday.

Councillor D Ennis informed Members that as part of their corporate responsibility Roadtech Cutting Services Limited have agreed to reduce the cost of any future road closures in respect of the markets.

Councillor D Ennis confirmed that he had provided a resolution and costings to the Town Clerk and in order to move this matter forward, a resolution would be going to the next Town Council meeting.

[The Meeting closed at 7.28 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT ST JOHN'S COMMUNITY CHURCH, HIGH STREET, CHASE TERRACE
HELD ON THURSDAY 30 SEPTEMBER 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]

Councillors Birch, D Ennis, Evans, Flanagan, R Place, Westwood and Willis-Croft.

In attendance

Ms J Minor, Deputy Town Clerk

Councillor Taylor

PUBLIC FORUM

No questions were raised by members of the public. In the absence of any questions raised, Councillor Woodward used the opportunity to say that following concerns raised by Councillor Flanagan under Minute No. 65 - Members Questions [14 September 2021 Town Council Meeting] relating to a number of Burntwood residents having reported that they are receiving a particularly sporadic postal service at present, she had written to Royal Mail. She confirmed that a response had been received from Royal Mail saying that the delays had been due to Covid-19 and there had been a large amount of sick which had been causing delivery issues, however, they are now back on track and everything is being delivered daily.

Councillor Woodward asked Members to stand for a few moments in memory of Sarah Everard and referred to our collective duty, as public servants, to pass on concerns regarding inappropriate behaviour.

Councillor Woodward moved that the report relating to the Equal Opportunities Policy be moved into the confidential part of the meeting. This was agreed.

1. APOLOGIES FOR ABSENCE

None received.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

3. MINUTES

Councillor D Ennis referred to Minute No. 47 - Adoption of Redundant Telephone Kiosks to house Defibrillators and confirmed that this had been delayed due to Covid-19 restrictions. However it was still the plan to adopt the former telephone kiosks at the Morley Road Shopping Centre, Oakdene Road and Fernleigh Avenue.

Councillor R Place referred to Minute No. 48 - Information or Items for Next Meeting and Councillor Woodward asked that Councillor Place's request for a report on the Community Governance Review be on a future agenda.

Councillor Birch referred to Minute No. 50 - Confidential Minutes. Members asked if clarification could be obtained from the Town Clerk regarding best practice for recording confidential items.

Post Minute Note

Town Clerk

Best practice is that the Town Council should only use the confidential part of the agenda where there are genuine concerns regarding confidentiality and wider data protection. It should not be used as a cover for discussions that may be uncomfortable to the Town but will not cause the Council to disclose confidential information or breach data protection legislation.

Any minutes that are taken during the confidential agenda should remain confidential and should only be re-considered during the confidential part of another appropriate meeting.

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

RESOLVED That the Minutes of the Policy and Resources Committee held on 16 January 2020 [Minute Nos. 40-50] be approved as a correct record.

4. SCHEDULE OF PAYMENTS

Councillor R Place referred to the monthly payment made to TechCare Limited. The payment represents monthly managed support per computer, Microsoft 365 business basic & standard secure per user, WatchGuard T15 and Firewall Management Services.

Councillor Woodward referred to the expenditure associated with the pilot markets and confirmed that a £3,000 grant had been received from Lichfield District Council.

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

RESOLVED That the payments from 08 September to 30 September 2021 in the sum of £4,691.92 be approved.

5. TREE REPORT

Councillor Woodward pointed out that at its meeting on 29 July 2020 the Town Council agreed to reduce the length of time between surveys to 3 years. Visual inspections are carried out annually between the surveys.

RESOLVED That the Tree Report be received and noted.

6. OLD MINING COLLEGE IMPROVEMENTS

Councillor Flanagan referred to 3.0 - Response to Invitation to Tender and in particular that only two parties had returned their bids.

Councillor D Ennis asked how does the procurement policy work. For example are the parties who did not submit i.e. Jefferies & Law Security asked why, did they receive the tender/email in the first place?

Post Minute Note Town Clerk

In view of the nature of the Committee's concerns the advice of the Internal Auditor has been sought. The views set out below have been endorsed by him.

As these proposed works were expected to be above the £1000 threshold a minimum of three written quotations needed to be sought. On this occasion four companies were invited to submit quotations in respect of the work. Only two chose to respond.

The Council's Financial Regulations require the Council to try and obtain three quotes, but it has the option to proceed with less if it cannot get all three. As it did in respect of the upgrading of the fire alarm system and the loft insulation. A commonsense approach is needed otherwise some projects may never get off the ground, particularly where there are supply issues such as during the current pandemic.

The two companies who did not submit a quotation were contacted to find out why. One said it was too busy and the other has did not respond.

Regarding the additional works in the basement the Town Council could opt to re-tender. However, it is not necessary as the additional works are the same as those already covered in the tender and so the same price per unit cost can be applied. There will be an additional cost for the re-tendering and no guarantee that the same companies will re-submit, and if they do, offer the same price. The point made by Cllr Flanagan also applies concerning the companies who did submit tenders and concerns they may have that they would be at a commercial disadvantage.

The existing intruder alarm system although outdated is working. It is not unfit for purpose and does not pose any liabilities in respect of the Town Council's insurance cover. However, some parts of it are over 20 years old and some parts are proving difficult to get hold of. The number of engineers call outs are increasing. This involves staff time in dealing with the call outs plus there is a fee for each call out.

The Internal Auditor has confirmed that the tender process used in respect of the upgrading of the intruder alarms is sound and there is no need to re-tender. However, the Town Council has the option to re-tender.

Councillor R Place referred to the Town Council's Financial Regulations [adopted 14 July 2021] which states the requirement for three written quotations.

Councillor Birch asked if the Town Council's insurance was valid if the current outdated intruder alarm system was not fit for purpose. He suggested that the Town Council re-tender so that the basement could be included in the proposed works as the current bids did not include the basement.

Councillor Flanagan referred to the bids submitted by the Yee Group & Chubb Group which were in the public domain and felt that other companies were now at an advantage when submitting their bids.

RESOLVED That the matter be referred back to the Town Clerk.

7. **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.

8. **EQUAL OPPORTUNITIES POLICY**

See Confidential Minute.

9. **BURNTWOOD TOWN DEAL ACTION PLAN**

See Confidential Minute.

[The Meeting closed at 7.30 pm]

Signed

Date