



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

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Our Ref: SL/JM

09 November 2022

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Main Hall, Burntwood Memorial Institute, Rugeley Road, Burntwood on Wednesday 16 November 2022 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Steve Lightfoot
Town Clerk

BURNTWOOD BE A FRIEND

Joanne Dodds, Burntwood Be A Friend Project Co-ordinator to give a presentation on Burntwood Be A Friend.

PUBLIC FORUM

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

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

Applications to be co-opted have been received from Mrs Bacon and Mr Hiley.

Mrs Bacon and Mr Hiley will have the opportunity to speak at the meeting and Members may ask questions. Members are invited to vote either in favour or against the co-option of Mrs Bacon or Mr Hiley as a Councillor for the Hunslet Ward. A vote by ballot will be held. If a co-option takes place then Members need to decide which Committee if any Mrs Bacon or Mr Hiley is to serve on. For Members information there is currently a vacancy on the Overview and Scrutiny Committee, Planning and Development Committee and Planning Advisory Group.

If Members vote for a co-option the successful candidate will be invited to sign the Declaration of Acceptance of Office and take their place at the table.

4. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 14 September 2022 [Minute Nos. 31-49] be received and where necessary approved and adopted [**ENCLOSURE NO. 1**].

5. CHAIR'S REPORT

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

6. MEMBERS QUESTIONS

7. NOTICE OF CONCLUSION OF AUDIT FOR 2021/22

The Council is asked to note that Mazars completed their external audit of the 2021/22 accounts on 13th September and gave a satisfactory opinion in the external auditor's report within the Annual Governance and Accountability Return (AGAR) [**ENCLOSURE NO. 2**] *Copy of External auditor's page of audited AGAR*). Within the subsequent box, it was noted that the Council had not carried out a comprehensive assessment of risks in 2021/22 but had already made arrangements to prepare a comprehensive assessment for 2022/23 (and had also correctly answered No to question 5 on the Annual Governance Statement about appropriate assessment and management of risks), thereby avoiding any qualification to the audit. The Notice of Conclusion of Audit and a copy of the audited AGAR were put on the website and noticeboards shortly afterwards, as required.

8. NAMING OF THE NEW MEETING ROOM

To consider suggestions for a name for the new meeting room at the Old Mining College to make it clear to staff, Members and visitors which room we are referring to. Members are asked to submit their suggestion by noon on Friday 11 November 2022.

9. RISK REGISTER

To consider the Risk Register for adoption [**ENCLOSURE NO. 3**].

10. FINANCIAL UPDATE FOR FIRST HALF OF CURRENT FINANCIAL YEAR

The Council is asked to note the report of income and expenditure compared to budget for the first 6 months of the financial year, April to September. [**ENCLOSURE NO. 4**] About 93% of budgeted income had been received by end September, consisting of all the precept and 65% of other income, with traffic island sponsorship and investment interest higher than originally expected and an insurance pay out received for the previous year's cancelled Christmas event. Expenditure was on track, being 47% of budget after half the year. A transfer has now been made in the accounts from the Events earmarked reserve to cover the additional spend on the Jubilee Wakes.

11. PLANNING AND DEVELOPMENT COMMITTEE – 13 SEPTEMBER 2022 & 12 OCTOBER 2022

Chair of the Planning and Development Committee to move that the proceedings of the meeting held on 13 September 2022 [Minute Nos. 25-29] and 12 October 2022 [Minute Nos. 30-36] be received and where necessary approved and adopted [**ENCLOSURE NO. 5A AND 5B**].

12. POLICY AND RESOURCES COMMITTEE – 13 OCTOBER 2022

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 13 October 2022 [Minute Nos 26-38] be received and where necessary approved and adopted [**ENCLOSURE NO. 6**].

13. COMMUNITY AND PARTNERSHIPS COMMITTEE – 19 OCTOBER 2022

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 19 October 2022 [Minute Nos 25-36] be received and where necessary approved and adopted [**ENCLOSURE NO. 7**].

14. EXCLUSION OF THE PRESS AND PUBLIC

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

15. MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 14 September 2022 [Confidential Minute Nos. 46-49] be received and where necessary approved and adopted [**ENCLOSURE NO. 8 - PINK**].

16. POLICY AND RESOURCES COMMITTEE – 13 OCTOBER 2022

Chair of the Policy and Resources Committee to move that the proceedings of the meeting held on 13 October 2022 [Confidential Minute Nos 36-38] be received and where necessary approved and adopted [**ENCLOSURE NO. 9 - PINK**].

PUBLIC FORUM

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

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

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

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD IN THE MAIN HALL AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD,
BURNTWOOD ON WEDNESDAY 14 SEPTEMBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Bishop, Bullock, Coe, D Ennis, Evans, Flanagan, Gittings, Greensill, Ho, Norman, Taylor, Willis-Croft and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms A James, Finance Officer

County Councillor Wilcox

County Councillor Loughbrough Rudd

One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

31. APOLOGIES FOR ABSENCE

- 31.1** Councillors Banevicius, Brown [Dispensation], L Ennis, Kirkham, M Place, R Place and Westwood.

Councillor Birch informed Members that Councillor R Place would like his apologies for absence recorded as he does not feel it appropriate to attend meetings during the mourning period.

- 31.2 RESOLVED** That Members formally received and approved Councillor Brown's request that he be granted a Leave of Absence from attendance at meetings from 14 September 2022 on compassionate grounds until the end of the Municipal Year.

31.3 Planning and Development Committee Membership

Councillor Woodward explained that due to Councillor Brown's dispensation and the recent resignation of Councillor Tapper, she felt it would be appropriate, to ensure quorate, to replace Councillor Brown with Councillor Bishop.

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

RESOLVED That Councillor Bishop be appointed to the Planning and Development Committee.

32. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

33. 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 Norman, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 20 July 2022 [Minute Nos. 17-30] be received and where necessary approved and adopted.

34. CHAIR'S REPORT

Councillor Birch read out the following statement:

My Chair's announcements this evening will focus on the passing of Her Late Majesty Queen Elizabeth II. Whilst we were all aware of the Queen's advancing years it was still a shock to hear of her passing on Thursday 08 September 2022. There has been a national outpouring of grief since her death, and we will all have seen the footage going back decades showing her lifetime of service to our own nation and beyond in the Commonwealth.

The coverage we have seen over the last few days is evidence of the deep respect that the nation has for her memory, and it is in her memory that I would like us to hold this meeting this evening.

Some have questioned if the meeting should still take place whilst we are in national mourning and that is a discussion that it is right to have, I also questioned it myself. I have taken in to account all the views I have heard, and I have reached the conclusion that the best way we can honour Her Majesty is to continue to serve the public she loved with the determination and diligence that she herself lived by. Through all manner of national and personal tragedy she stoically and unwaveringly continued to serve us all. I believe that we too should serve as we mourn and by doing so, we honour her memory and continue with the ethos of public service that she lived her life by.

We have taken the decision to postpone the Burntwood Memory Walk that was to take place this coming weekend. The purpose of the walk was to raise awareness of the issues caused by dementia and it was planned to be a community event that would see us celebrating the carers of those with dementia as well as gathering people together who have a shared interest in the issues around the disease. As it was to take place on the eve of Her Majesty's funeral, we felt it would be better held at a later date when people were in a lighter mood.

On Saturday myself and Councillors D Ennis, Flanagan and Ho attended Lichfield Cathedral where the proclamation from the Privy Council was read to the people of the District. I attended to specifically represent the people of Burntwood and yourselves as Councillors. It was a sombre event in many ways due to the overriding mood of those present, but it was also uplifting for many to hear the new words of the national anthem and the crowd gave three cheers for King Charles III.

We must of course place on record that the Royal Family are in our thoughts at this time. For them this is a very personal bereavement as she was not just our Queen. She was to them a mother, grandmother, great grandmother and so much more. She was the figurehead of their family and not just our nation. On behalf of you all I want to send my deepest condolences to The King and the Royal Family.

You will recall that my chosen charity for this municipal year is the suicide prevention charity Papyrus. It was World Suicide Prevention Day on Saturday and at this time it is more important than ever for us to look at how mental health can be impacted by all manner of events including those that are seemingly external to our own day to day lives. At this time of national loss, it is a timely reminder that grief can and will affect us all at some point and it is important for us to all look after ourselves and each other at times of stress and sadness. I will be working with the Town Clerk to arrange a fundraising event prior to Christmas so that we can raise both funds and awareness of this important cause.

I would now like to take this opportunity to use my discretion as Chair to invite Councillors who wish to do so to say a few words to express their respect for Queen Elizabeth II and King Charles III if anyone feels they would like to do so. I know that Councillor Woodward as Council Leader would like to lead the tributes.

Councillor Woodward said that she concurred with the words of the Chair and that the Queen had given a lifetime of public service and our own public service was a small reflection of that service of which she was proud. She always felt very close to the Queen as she was born a few months after the Queen became Queen. The Queen was the best-known face in the world and represented everyone of us. Councillor Woodward recalled a Garden Party which she had attended in 2016 at Buckingham Palace. May she rest in peace and God Save the King.

Councillor Ho made the following statement

I like I am sure everyone else here was very sad to hear about the passing of our much beloved Queen. Her Majesty Queen Elizabeth II gave our nation a lifetime of service. She provided us with consistency, courage and hope. Whenever I say that I am proud to be British, it was our Queen who was an integral element of that pride. Queen Elizabeth II was not just the Queen; she was our Queen. She was the head of our Great British family. She was a mother, a grandmother, and great grandmother. She will be missed by millions and millions of people for all different reasons. Not just in the United Kingdom and the Commonwealth, but all over the world. I had the good fortune of meeting Her Majesty the Queen in 2002 at her Golden Jubilee. As leaders of the Chinese community, my family was honoured to perform the traditional unicorn dance of our Hong Kong village. We were part of the royal procession leading Her Majesty the Queen on her visit to Burton on Trent. At one point she looked down at me and asked if I was war in "there". I giggled nervously and replied yeah, just a little bit. I hope I am a little more eloquent in my tribute to her today. If you ever visit my family's restaurant, you can see this moment in photographs. I was a hot sweaty mess. I would like to finish by using two quotes which I hope will offer some relief and hope to those of us desperately feeling the loss of our beloved queen: Never give up never despair, when life seems hard, the courageous do not lie down and accept defeat, instead, they are all the more determined to struggle for a better future. And to echo the words of Paddington Bear to our Queen on her Platinum Jubilee "Thank you for everything."

Councillor Evans made the following statement:

Perhaps I am the only one in this room who remembers the death of George VI and the accession of Elizabeth II. I was actually at school when the Headteacher came into all the classrooms and said, "the King is dead" and so a new reign began. Therefore, I have experienced the whole realm of Queen Elizabeth and the dignified, devoted and amazing ways she conducted herself with fortitude since she pledged and committed to her country, the commonwealth and the world. I remember the Coronation which I was able to watch in black and white on a tiny 12" television screen, bought especially for the occasion. Before this, in school, we spent many months preparing and participating in ceremonies and activities while red, white and blue colours were everywhere and most houses had large flags hanging from their houses.

Over the years the Queen became a constant in our lives and so in many ways we have taken her presence for granted and her flamboyance, her sparkling personality and her smile will linger in our minds, partly due to modern technology where she was always immediately in the public eye. I was in the company of the Queen when she distributed the Maundy money at Lichfield Cathedral back in 1988 and then at lunch afterwards. Then I was so glad to observe that she ate her peas just like we sometimes do by chasing them around the plate with her fork. They must be one of the worst things to eat in public! I was also able to see her at one of the garden parties at Buckingham Palace. I was immensely touched when I saw the very frail, but still smiling Queen on Tuesday when Liz Truss went to Balmoral and then after a few hours to sadly hear of her demise. What an absolutely amazing feat, showing the strength and determination of a person who must have been in considerable pain and knowing she was again in the public eye before millions. I'm sure we hold her memory in our hearts as we welcome King Charles III and wish him a very successful and fruitful reign. Queen Elizabeth will be a very hard act to follow and our support also needs to go to the Royal Family who are grieving and mourning the great loss we are all experiencing. Rest in Peace Your Majesty our much beloved Queen and God Bless our new King Charles III.

Councillor Flanagan made the following statement:

Like so many others, up until last Thursday, my whole life has been lived with a single monarch on the throne of the United Kingdom. I feel unlucky in that I didn't get to meet the late Queen Elizabeth, but have always been impressed by her speeches, which showed a complete knowledge of both events you may consider she should be aware, as well as a detailed understanding in areas where you wouldn't, not to mention the smiles she left wherever she visited. In the height of the Covid pandemic, my mum had her 100th birthday. My family were lucky enough that the rules had relaxed sufficiently in that we had been able to meet her in her garden just outside Leeds for a kind of celebration. The minute we arrived; she told us about the card she'd received from Queen Elizabeth that morning. The postman had knocked on her door, knowing what she was delivering, given a full rendition of Happy Birthday to you at the top of his voice [from the Queen you understand] which mum found delightful, but more than that, was her enthusiasm for the card he had delivered. She proudly displayed it in her garden and ensured every person read and admired. Like me, she had also never met Her Majesty, but was so content that Queen Elizabeth had taken the time and effort to send her a card. Her day was very special. Queen Elizabeth lived in a similar age to my parents – so all the changes they saw in technology; how people lived; how long people lived; the war and travel [to name a few] have all been part of my everyday conversations. I was saddened to hear about Queen Elizabeth's death – to me it felt like a family member had been taken away and brought back memories of losing my mum last year. Throughout the Queen's adult life, she was always an advocate for the United Kingdom, Northern Ireland and the other realms she ruled over. I hope and pray that King Charles and his heirs will be of a similar mind during their reigns. Queen Elizabeth – may you rest in peace – thank you for all you have done for us.

Councillor Willis-Croft made the following statement:

It is a sad time for us all with the death of our Queen. The Queen was my boss for six years when I served in the armed forces which gave me confidence and self-discipline something that I find lacking in today's society. I have seen quite a few places in the world the one that I will never forget is my last army assignment to West Africa being sent to help Christian Aid deliver vehicles.

Councillor Coe referred to her being awarded the MBE in 2018, her visit to Buckingham Palace and her granddaughter's gift of a necklace for Her Majesty [necklace to match the one she had made for her Nan] and for which her granddaughter received a thank you letter on behalf of Her Majesty.

Councillor Norman recalled his time as Chair of the Council and attending a concert where he sat on the front row in his Chain of Office and he said that the Queen did this on a day-to-day basis. He also recalled attending a Garden Party at Buckingham Palace.

35. MEMBERS QUESTIONS

None received.

**36. NOTICE OF CASUAL VACANCY – COUNCILLOR SAMUEL TAPPER
[HUNSLET WARD]**

Members formally noted that the Town Clerk had declared a casual vacancy on the Town Council on 12 August 2022 following the resignation of Mr Samuel Tapper.

**37. ARRANGEMENTS FOR EXTERNAL AUDIT FOR THE 5-YEAR PERIOD BEGINNING 01
APRIL 2022**

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

RESOLVED That no action be taken, thereby the Council remains part of the central scheme for the appointment of external auditors for the 5-year period 2022-2023 to 2026-27.

38. UPDATE ON INCOME AND EXPENDITURE COMPARED TO BUDGET

The Finance Officer referred to Page 4 of the Income and Expenditure table which showed expenditure of £33,533 on the Jubilee Wakes to end July compared to a budget of £15,600, the percentage spent is therefore calculated as 215%. She explained that it had been agreed that the original annual budget set would be increased by taking an additional amount from the reserves earmarked for events. She confirmed that this transfer will be made later in the financial year or at the end of the year in the accounts system once the final Jubilee Wakes expenditure is known.

The Town Clerk confirmed that the Town Council currently had [as at 14 September 2022] £655,443.77 in the Unity Trust Bank.

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

RESOLVED That the current position against budget be noted.

39. BURRT UPDATE

The Town Clerk confirmed that the recruitment process had been completed and Mr Aaron Knox had been the successful candidate. The Town Clerk confirmed that Mr Knox's start date would be Monday 03 October 2022. He confirmed that 22 applications had been received and six potentials had been interviewed. The interviewing panel had consisted of the Town Clerk, Deputy Clerk and either Councillor

Norman or Councillor D Ennis. The skills test had been carried out under the guidance of the Caretaker.

The Town Clerk stated that BURRT had been an invaluable engagement tool over the summer attending all of the Play in the Parks events and Producers Markets. He confirmed that the Policy and Resources Committee would be looking at the process and it was hoped that all Councillors would have an input. He felt that it was a great asset for the Town.

Councillor Woodward felt that BURRT would be a useful resource for the Town and could explain to members of the public the separate responsibilities [i.e. of Lichfield District Council and Staffordshire County Council]. She explained that BURRT would provide a fairly swift response.

Councillor Ho felt that it would have been nice to have had a Conservative Group Member on the interviewing panel in order to have an input.

Councillor D Ennis felt that the recruitment process had been excellent and a credit to the staff involved, a true reflection of team work. Good questions had been asked and the Caretaker had carried out a good practical skills test and his feedback were invaluable.

40. BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION – TRUSTEE APPOINTMENT

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

RESOLVED That Councillor Taylor be appointed as a Trustee representing the Town Council up to May 2023.

41. COMMUNITY DEVELOPMENT WORKER

Councillor Woodward explained that there was at present a very small staff team and she felt that the Town Council was unable to take forward some of their aspirations even though they had carried out several community activities this year [i.e. Platinum Jubilee event, Play in the Parks events, Producers Markets, Ukraine event, Sun Flower competition, community seed share greenhouse] she wanted the Town Council to work alongside the community.

Councillor D Ennis pointed out that the previous Town Clerk had repeatedly said that the Town Council had no man power/capacity to carry out extra projects and he did not want to delay the projects.

Councillor Ho referred to Page 2 of the report and in particular section 4 – Funding and asked what was the reasoning behind this and what the current percentage of the budget would this be.

Councillor Ho referred to Page 1 of the report and in particular section 3 – Proposal and asked where the funding would come from after the two- year fixed term had ended. He stated that following research, he felt that the salary was more than the average person was earning in Burntwood. Councillor Ho questioned what the new postholder's responsibilities would be and felt that the majority could either be undertaken by Town Councillors or the current staff. He felt that Town Councillors could seek out charities,

community groups which could work in partnership with the Town Council and stated that all District Councillors had a small fund which could also be distributed locally.

Councillor Taylor pointed out that he had, over the last few months, carried out a considerable amount of volunteering hours to support the Platinum Jubilee event and Producers Markets but felt that the current staff should have additional support.

Councillor Norman felt that the role of a community development worker was a specific skills set and he referred to the newly formed Youth Council which has a District Council budget of £60,000. He also referred to the Burntwood Town Strategy document which was produced by Localecon Associates in March 2011. Councillor Norman confirmed that Councillor Ho's comments would be addressed at a future meeting of the Policy and Resources Committee.

Councillor Woodward stated that she personally does not want to sit on reserves but spend it on services which better serve our community.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a show of hands [11 For, 2 Against] it was

RESOLVED That the Town Council agrees in principle to this post but delegate first to Policy and Resources for further detail and scrutiny and in meantime advise the Town Clerk to buy in extra capacity on an ad hoc basis as needed, subject to the agreement of the Leader, Deputy Leader and Leader of the Conservative Group.

42. A WARMER WELCOME

Councillor Woodward stated that the Town Strategy could be used for this project. The Town Council could create a log of premises and this could go some way to address loneliness in all ages.

Councillor D Ennis stated that he had personally been approached by residents already e.g. regarding increasing heating bills, financial struggles.

Councillor Evans felt that it was an important initiative and it was vitally needed across the age ranges. She explained that she still telephones members of the public who express concerns especially now that the weather is getting colder. Councillor Evans stated that the more the Town Council can do the better.

Councillor Ho explained that he agreed in principle to the initiative but referred to costs again being taken from the Town Strategy. He felt that this should be a Town Councillor role in that Councillors could ask local churches etc in their Wards.

Councillor Flanagan wholeheartedly supported the initiative and felt that the current staff were at full capacity and the Town Council needed to employ someone to develop the scheme.

Councillor Woodward referred to the Cooperative Councils Innovation Network and explained that other Councils around the country were doing something similar and had not heard to date an initiative being undertaken by either the District Council or County Council.

Councillor Woodward also asked if all Members could ask local churches, businesses etc if they would be willing to provide a Warmer Welcome and email the Town Clerk.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a show of hands [11 For, 2 Abstentions] it was

RESOLVED That the Council backs the Warmer Welcome Initiative and authorises the Town Clerk to progress the freelance of employment of a suitable person to development the scheme as an emergency priority with a Warmer Welcome budget of £2,000.

43. POLICY AND RESOURCES COMMITTEE – 10 AUGUST 2022

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 10 August 2022 [Minute Nos. 15-25] be received and where necessary approved and adopted.

44. PLANNING AND DEVELOPMENT COMMITTEE – 16 AUGUST 2022

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

RESOLVED That the Minutes of the Meeting of the Planning and Development Committee held on 16 August 2022 [Minute Nos. 19-24] be received and where necessary approved and adopted.

45. COMMUNITY AND PARTNERSHIPS COMMITTEE – 17 AUGUST 2022

Councillor Woodward referred to Minute No. 21 and in particular the grant which was given to Burntwood Platinum Amateur Boxing Club. She confirmed that she was led to believe that the lease was still with Beacon Community Church who had sub let to the Boxing Club which was against the terms of the lease. She asked if all District Councillors could put pressure on the Chief Executive, Officers and Councillors to get the terms of the lease sorted out.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 17 August 2022 [Minute Nos. 16-24] be received and where necessary approved and adopted.

46. EXCLUSION OF THE PRESS AND PUBLIC

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

47. MINUTES

See Confidential Minute.

48. POLICY AND RESOURCES COMMITTEE – 10 AUGUST 2022

See Confidential Minute.

49. COMMUNITY AND PARTNERSHIPS COMMITTEE – 17 AUGUST 2022

See Confidential Minute.

[The Meeting closed at 7:38 pm]

Signed

Date

Section 3 – External Auditor's Report and Certificate 2021/22

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 2022; 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 2021/22

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:

As acknowledged in the Annual Governance Statement at Section 1 and the Internal Audit report, the Council has not carried out a comprehensive assessment of its risks in 2021/22. However, the Council has already made arrangements to prepare a comprehensive risk assessment for 2022/23. In future, the Council should ensure that its risk register covers operational as well as financial risks and is reviewed annually.

3 External auditor certificate 2021/22

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 2022.

*We do not certify completion because:

Not applicable.

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

13 September 2022

Burntwood Town Council Risk Register

		Impact			
		Negligible (1)	Low (2)	Medium (3)	High (4)
Likelihood	High (4)	4	8	12	16
	Medium (3)	3	6	9	12
	Low (2)	2	4	6	8
	Negligible (1)	1	2	3	4

Date Created	Date Adopted	Date last reviewed	Date for next review
June 2022	n/a	July 2022	July 2023.

1. ORGANISATION

Reference	Risk	Probability	Impact	Risk Score	Policy	Owner	Frequency of Review	Risk after mitigation
1.1	Loss of Town Clerk (Responsible Officer)	Low (2)	Medium (3)	6	Continuity through Deputy Clerk. Arrange a Locum Town Clerk (SPCA for advice) Town Clerk's email account available to Deputy.	Chair	Twice annually. May & October	negligible
1.2	Loss of RFO	Low (2)	Medium (3)	6	Maintain up to date record. Locum support via SPCA. Deputy Clerk trained to cover essential tasks (eg Payroll)	Chair Town Clerk	Twice annually. May & October	Negligible
1.3	Loss of IT data	Low (2)	High (4)	8	Data Back Up in safe on hard drive daily. Work with IT suppliers to identify risks. Undertake training to spot threats	Town Clerk	Quarterly	low

1.4	Lone Working	Low 2	Medium 3	6	Policy adopted Ensure staff are aware of safety and their surroundings. Training. Contact process.	Town Clerk, All staff	Annually	low
1.5	Loss of a Councillor	Medium 3	Low 2	6	Guide to filling a casual vacancy in Standing Orders. Notify LDC.	Town Clerk	Annually (May)	low
1.6	Pandemic. Global health crisis (eg Covid 19)	Medium 3	Medium 3	9	Ensure good communication is cascaded. Review working from home issues. Check suitable IT equipment is available.	Town Clerk	Annually (May)	Medium

2. PLANNING

Reference	Risk	Probability	Impact	Risk Score	Policy	Owner	Frequency of Review	Risk after mitigation
2.1	Statutory /LDC Plans and Frameworks not met	Medium 3	Low 2	6	Maintain up to date references. Seek training where required	Council. Town Clerk	Annual	low
2.2	Town appearance, aesthetics etc. Neighbourhood impact degenerated.	Medium 3	Medium 3	9	Maintain awareness of local environmental and infrastructure issues. Keep list of town assets and maintenance schedules up to date. Work with and report to other authorities. Operate Repair and Response Team	Council. Town Clerk	Six Months.	low
2.3	Conflict with other authorities	Medium 3	Medium 3	9	Gather evidence and data to promote transparency. Regularly meet and liase (eg. Burntwood Town Deal) Involve other authorities at early stage.	Council. Town Clerk	Six Months	low

2.4	Enforcement	Low 2	Medium 3	6	Gather evidence and report appropriately. Operation of Repair and Response Team	Members. Town Clerk	Six Months	Low
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3. COMMUNITY SPACE & PARTNERSHIPS

Reference	Risk	Probability	Impact	Risk Score	Policy	Owner	Frequency of Review	Risk after mitigation
3.1	BTC infrastructure. Welcome Signs, Defib boxes, planters, bus shelters. – damaged or dirty	Low 2	Low 2	4	Inspect regularly. Take appropriate and timely action to repair or maintain. Operation and responsibility of Response Team	Town Clerk Response Team	Quarterly	low
3.2	Deterioration of other areas; litter, fly tipping, dog mess etc.	Medium 3	Medium 3	9	Support and work with local community organisations. Use grant schemes to help build capacity. Liaise with partners, collaborate with other authorities. Operation of Response Team	Town Clerk	Quarterly	low
3.3	Community Capacity, volunteers diminishing.	Medium 3	Medium 3	9	Maintain good contacts and communications with voluntary organisations. Support through	Chair. Council. Town Clerk	Quarterly	low

					grants, signposting. Offer visits from Chair to encourage.			
3.4	Repair and Response Team operations – Specific risks held on file. Dynamic risk assessment undertaken for tasks.	Medium 3	Medium 3	9	Detailed and dynamic risk assessments held. Team training. Policy and operation manual developed.	Town Clerk	Quarterly	low

4. DEMOCRACY

Reference	Risk	Probability	Impact	Risk Score	Policy	Owner	Frequency of Review	Risk after mitigation
4.1	Compliance with Code of Conduct	Low 1	High 4	4	Signed acceptance of office to ensure members abide by the Code of Conduct. Annual Review of Register of Members interest	Council. Town Clerk	May, October	Medium
4.2	Deficient Standing Orders	Low 1	Low 1	1	Standing Orders reviewed by Policy & Performance Committee annually. Clerk review quarterly and advise full council of any changing circumstances or potential issues that have arisen	Council. P&R Committee. Town Clerk	Annual	Negligible.

4.3	Inaccurate Minutes	Low 1	Medium 3	3	Drafts sent to Clerk and then Chair. Reviewed and approved at meeting	Chairs of Council & Committees Town Clerk	Six Month	Low
4.4	Loss of Minutes	Low 1	Medium 3	3	Electronic backup daily	Town Clerk	Six Months	Low
4.5	Image and Reputation of Council	Medium 3	High 4	12	Ensure social media and website content is appealing and up to date. Engage with community groups regularly. Undertake annual survey to help understand levels of satisfaction.	Council. Town Clerk	Annual	Medium

5. OLD MINING COLLEGE AND CEMETARY

Specific Risk Assessment Held on File

Reference	Risk	Probability	Impact	Risk Score	Policy	Owner	Frequency of Review	Risk after mitigation
5.1	Health, Safety and Wellbeing	Low 1	Medium 3	4	Specific day to day risk assessments are in place. First Aid kits checked regularly. List of qualified First Aiders maintained.	Town Clerk	Monthly	medium
5.2	Excessive costs for maintenance, utilities etc	Medium	Medium	9	Monitor costs and seek best value.	Town Clerk	Annually	medium
5.3	Vacant Units at OMC	Medium 3	Low 1	3	Use networks to promote business use of OMC	Town Clerk	Annually	low

5.4	Fire, burglary at OMC	Low 1	High 4	4	Alarm and maintenance and insurance contracts in place. Fire Marshal appointed. Regular drills and information available for staff and tenants.	Town Clerk.	Annually	low
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6. COMMUNITY EVENTS

Specific Risk Assessments on file and review before each event.

Reference	Risk	Probability	Impact	Risk Score	Policy	Owner	Frequency of Review	Risk after mitigation
6.1	Health, Safety Wellbeing	Low 1	Medium 3	3	Specific risks are assessed for each event and are held on file, and used to brief staff. A dynamic risk assessment is completed on the day to take into account factors such as weather	Town Clerk. Events Manager	Annual	low
6.2	Reputation. Expectation management	Low 1	Medium 3	3	Good clear communications on all available channels. Cost effective and review publicity.	Town Clerk	Quarterly	low

Detailed Income & Expenditure by Budget Heading 30/09/2022

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
<u>100</u>	<u>Corporate</u>								
1176	Precept	344,734	358,523	358,523	0			100.0%	
1199	CCLA Interest	3,241	2,584	3,200	616			80.7%	
1205	Bank Account Interest	8	0	50	50			0.0%	
1206	CIL income	22,363	3,856	0	(3,856)			0.0%	
	Corporate :- Income	<u>370,346</u>	<u>364,963</u>	<u>361,773</u>	<u>(3,190)</u>			<u>100.9%</u>	<u>0</u>
	Net Income	<u>370,346</u>	<u>364,963</u>	<u>361,773</u>	<u>(3,190)</u>				
6001	less Transfer to EMR	22,363	0						
	Movement to/(from) Gen Reserve	<u>347,983</u>	<u>364,963</u>						
<u>104</u>	<u>OMCC</u>								
1025	Sundry Income	1,458	706	756	50			93.4%	
1070	OMCC: Unit Rents	24,556	15,659	31,746	16,087			49.3%	
1071	OMCC: Unit Service Charges	19,409	13,546	27,832	14,286			48.7%	
1072	OMCC: Room Hire	1,202	585	180	(405)			324.7%	
	OMCC :- Income	<u>46,625</u>	<u>30,496</u>	<u>60,514</u>	<u>30,018</u>			<u>50.4%</u>	<u>0</u>
4019	Employee costs	15,866	9,125	18,777	9,652		9,652	48.6%	
4022	NNDR	7,610	7,610	7,914	304		304	96.2%	
4023	Water Rates	1,200	636	1,774	1,138		1,138	35.8%	
4040	Cleaning Contract	2,729	0	550	550		550	0.0%	
4041	Unlocking/Locking	0	0	1,040	1,040		1,040	0.0%	
4055	Energy	14,764	2,102	20,000	17,898		17,898	10.5%	
4056	Building & Grounds Maintenance	12,490	4,409	12,376	7,967		7,967	35.6%	
4057	Telephones & Broadband	127	0	988	988		988	0.0%	
4059	Other Supplies and Services	2,306	1,669	5,200	3,531		3,531	32.1%	
4180	Professional Fees	5,675	320	7,677	7,357		7,357	4.2%	
4221	Insurance premiums	0	0	116	116		116	0.0%	
	OMCC :- Indirect Expenditure	<u>62,767</u>	<u>25,870</u>	<u>76,412</u>	<u>50,542</u>	<u>0</u>	<u>50,542</u>	<u>33.9%</u>	<u>0</u>
	Net Income over Expenditure	<u>(16,141)</u>	<u>4,626</u>	<u>(15,898)</u>	<u>(20,524)</u>				
<u>105</u>	<u>Transport</u>								
4064	Members Travel Expenses	0	0	50	50		50	0.0%	
	Transport :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>50</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>0.0%</u>	<u>0</u>
	Net Expenditure	<u>0</u>	<u>0</u>	<u>(50)</u>	<u>(50)</u>				

AGENDA ITEM 10 - ENCLOSURE NO. 4

Detailed Income & Expenditure by Budget Heading 30/09/2022

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	7	423	0	(423)			0.0%	
Supplies & Services :- Income	7	423	0	(423)				0
4019 Employee costs	135,074	69,547	147,717	78,170		78,170	47.1%	
4057 Telephones & Broadband	1,859	1,030	2,912	1,882		1,882	35.4%	
4059 Other Supplies and Services	1,844	748	1,040	292		292	71.9%	
4060 Car Mileage: Employees	272	203	0	(203)		(203)	0.0%	
4120 Postage	390	0	500	500		500	0.0%	
4125 Franking Machine	309	0	0	0		0	0.0%	
4139 Computers & other office equip	8,385	3,850	7,280	3,430		3,430	52.9%	
4140 Website	400	450	1,560	1,110		1,110	28.8%	
4165 Advertising	915	41	520	479		479	8.0%	
4166 Newsletter	0	2,880	0	(2,880)		(2,880)	0.0%	
4170 Subscriptions to other bodies	250	35	520	485		485	6.7%	
4180 Professional Fees	999	999	1,352	353		353	73.9%	
4211 General office expenses	1,732	1,371	1,500	129		129	91.4%	
4212 Training & conferences	380	410	3,120	2,710		2,710	13.1%	
4220 Bank Charges	225	135	364	229		229	37.2%	
4221 Insurance premiums	4,061	4,596	4,223	(373)		(373)	108.8%	
4234 Audit	1,403	1,000	1,664	664		664	60.1%	
Supplies & Services :- Indirect Expenditure	158,496	87,296	174,272	86,976	0	86,976	50.1%	0
Net Income over Expenditure	(158,489)	(86,873)	(174,272)	(87,399)				
201 Street Lighting								
4055 Energy	475	0	765	765		765	0.0%	
4241 Maintenance	1,201	0	426	426		426	0.0%	
4242 Replacement	0	0	1,560	1,560		1,560	0.0%	
Street Lighting :- Indirect Expenditure	1,676	0	2,751	2,751	0	2,751	0.0%	0
Net Expenditure	(1,676)	0	(2,751)	(2,751)				
202 Bus Shelters								
4241 Maintenance	0	0	3,000	3,000		3,000	0.0%	
Bus Shelters :- Indirect Expenditure	0	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	0	(3,000)	(3,000)				
203 Christmas Lights								
4260 General Expenses	3,123	0	2,600	2,600		2,600	0.0%	
Christmas Lights :- Indirect Expenditure	3,123	0	2,600	2,600	0	2,600	0.0%	0
Net Expenditure	(3,123)	0	(2,600)	(2,600)				

AGENDA ITEM 10 - ENCLOSURE NO. 4

Detailed Income & Expenditure by Budget Heading 30/09/2022

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
<u>204 Public Conveniences</u>								
4241 Maintenance	0	0	20,000	20,000		20,000	0.0%	
Public Conveniences :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(20,000)</u>	<u>(20,000)</u>				
<u>205 Traffic Islands</u>								
1030 Traffic Islands: Sponsorship	4,742	7,938	3,500	(4,438)			226.8%	
Traffic Islands :- Income	<u>4,742</u>	<u>7,938</u>	<u>3,500</u>	<u>(4,438)</u>			<u>226.8%</u>	<u>0</u>
4241 Maintenance	6,402	0	7,717	7,717		7,717	0.0%	
4304 Signage	1,602	242	520	278		278	46.5%	
4306 NNDR: Traffic Islands	225	225	324	99		99	69.3%	
Traffic Islands :- Indirect Expenditure	<u>8,228</u>	<u>467</u>	<u>8,561</u>	<u>8,094</u>	<u>0</u>	<u>8,094</u>	<u>5.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,486)</u>	<u>7,471</u>	<u>(5,061)</u>	<u>(12,532)</u>				
<u>206 Hanging Baskets & Planters</u>								
4241 Maintenance	419	0	600	600		600	0.0%	
Hanging Baskets & Planters :- Indirect Expenditure	<u>419</u>	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>600</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(419)</u>	<u>0</u>	<u>(600)</u>	<u>(600)</u>				
<u>207 Flagpole</u>								
4241 Maintenance	30	0	114	114		114	0.0%	
Flagpole :- Indirect Expenditure	<u>30</u>	<u>0</u>	<u>114</u>	<u>114</u>	<u>0</u>	<u>114</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(30)</u>	<u>0</u>	<u>(114)</u>	<u>(114)</u>				
<u>209 Coulter Lane Burial Ground</u>								
4241 Maintenance	2,232	374	3,463	3,090		3,090	10.8%	
Coulter Lane Burial Ground :- Indirect Expenditure	<u>2,232</u>	<u>374</u>	<u>3,463</u>	<u>3,090</u>	<u>0</u>	<u>3,090</u>	<u>10.8%</u>	<u>0</u>
Net Expenditure	<u>(2,232)</u>	<u>(374)</u>	<u>(3,463)</u>	<u>(3,090)</u>				
<u>211 Burntwood Town Strategy</u>								
4754 BTS Projects	0	18,309	22,240	3,931		3,931	82.3%	
Burntwood Town Strategy :- Indirect Expenditure	<u>0</u>	<u>18,309</u>	<u>22,240</u>	<u>3,931</u>	<u>0</u>	<u>3,931</u>	<u>82.3%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(18,309)</u>	<u>(22,240)</u>	<u>(3,931)</u>				

AGENDA ITEM 10 - ENCLOSURE NO. 4

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
213 Events								
1090 Wakes - Pitch Fees	0	160	0	(160)			0.0%	
1100 Wakes Other Income	0	340	0	(340)			0.0%	
1101 Christmas	200	3,290	0	(3,290)			0.0%	
1102 Play in Parks/Summer Picnic	2,125	0	0	0			0.0%	
1110 Other events income	3,000	0	0	0			0.0%	
Events :- Income	5,325	3,790	0	(3,790)				0
4262 Christmas Events	4,560	1,042	4,160	3,118		3,118	25.1%	
4390 Wakes (all expenditure)	0	35,677	15,600	(20,077)		(20,077)	228.7%	19,577
4399 Other events expendit inc mkts	4,497	5,938	0	(5,938)		(5,938)	0.0%	
4761 Play in Parks/Summer Picnic	2,598	7,766	7,280	(486)		(486)	106.7%	
Events :- Indirect Expenditure	11,655	50,423	27,040	(23,383)	0	(23,383)	186.5%	19,577
Net Income over Expenditure	(6,330)	(46,633)	(27,040)	19,593				
6000 plus Transfer from EMR	0	19,577						
6001 less Transfer to EMR	5,325	0						
Movement to/(from) Gen Reserve	(11,655)	(27,056)						
214 Community Projects								
1025 Sundry Income	0	300	0	(300)			0.0%	
Community Projects :- Income	0	300	0	(300)				0
4764 Other Community Projects	9,970	1,182	2,080	898		898	56.8%	
4766 Community repairs/improvements	0	0	5,000	5,000		5,000	0.0%	
Community Projects :- Indirect Expenditure	9,970	1,182	7,080	5,898	0	5,898	16.7%	0
Net Income over Expenditure	(9,970)	(882)	(7,080)	(6,198)				
6000 plus Transfer from EMR	8,510	0						
Movement to/(from) Gen Reserve	(1,460)	(882)						
215 SCAMP								
4550 SCAMP: Maintenance	0	0	161	161		161	0.0%	
4551 SCAMP: Insurance	0	0	406	406		406	0.0%	
SCAMP :- Indirect Expenditure	0	0	567	567	0	567	0.0%	0
Net Expenditure	0	0	(567)	(567)				
216 Neighbourhood Plan								
4728 Neighbourhood Plan expenditure	303	0	0	0		0	0.0%	
Neighbourhood Plan :- Indirect Expenditure	303	0	0	0	0	0		0
Net Expenditure	(303)	0	0	0				

AGENDA ITEM 10 - ENCLOSURE NO. 4

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Detailed Income & Expenditure by Budget Heading 30/09/2022

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Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	Civic Expenses								
1062	Fundraising	386	38	0	(38)			0.0%	
	Civic Expenses :- Income	386	38	0	(38)				0
4360	Chairman's Expenses	0	0	100	100		100	0.0%	
4361	General Expenses	12	170	500	330		330	34.0%	
4368	Fundraising - Distribution	0	0	100	100		100	0.0%	
	Civic Expenses :- Indirect Expenditure	12	170	700	530	0	530	24.3%	0
	Net Income over Expenditure	373	(132)	(700)	(568)				
6001	less Transfer to EMR	386	0						
	Movement to/(from) Gen Reserve	(13)	(132)						
302	Better Burntwood incl. grants								
1020	External grants received	1,200	0	0	0			0.0%	
	Better Burntwood incl. grants :- Income	1,200	0	0	0				0
4416	Better Burntwood expenditure	9,022	11,691	26,000	14,309		14,309	45.0%	
4417	External grant expenditure	30	0	0	0		0	0.0%	
4760	Stephen Sutton Bursary	0	0	1,000	1,000		1,000	0.0%	
	Better Burntwood incl. grants :- Indirect Expenditure	9,052	11,691	27,000	15,309	0	15,309	43.3%	0
	Net Income over Expenditure	(7,852)	(11,691)	(27,000)	(15,309)				
6001	less Transfer to EMR	1,200	0						
	Movement to/(from) Gen Reserve	(9,052)	(11,691)						
310	Election Expenses								
4701	Election Expenses	0	0	10,000	10,000		10,000	0.0%	
	Election Expenses :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
	Net Expenditure	0	0	(10,000)	(10,000)				
401	Burntwood Cemetery								
1000	Burial Fees/Licences/Headstone	30,708	12,849	28,288	15,439			45.4%	
1001	Memorial wall plaques	114	175	104	(71)			167.8%	
	Burntwood Cemetery :- Income	30,822	13,024	28,392	15,369			45.9%	0
4019	Employee costs	2,083	1,571	3,214	1,643		1,643	48.9%	
4163	General Office Expenses	503	195	468	273		273	41.7%	
4810	Gravedigging: Main Contractor	5,380	2,100	5,658	3,558		3,558	37.1%	

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4820 NNDR: Burntwood Cemetery	1,422	1,422	1,508	86		86	94.3%	
4863 Other Maintenance and Services	4,378	2,853	8,692	5,839		5,839	32.8%	
4864 Grounds maintenance	9,450	948	11,544	10,597		10,597	8.2%	
Burntwood Cemetery :- Indirect Expenditure	23,215	9,089	31,084	21,995	0	21,995	29.2%	0
Net Income over Expenditure	7,607	3,935	(2,692)	(6,627)				
<u>404 Church Street car park</u>								
4870 All maintenance & services	25	0	0	0		0	0.0%	
Church Street car park :- Indirect Expenditure	25	0	0	0	0	0		0
Net Expenditure	(25)	0	0	0				
<u>501 Capital Works</u>								
4901 OMCC Refurbishment works	47,749	8,849	36,642	27,793		27,793	24.2%	
Capital Works :- Indirect Expenditure	47,749	8,849	36,642	27,793	0	27,793	24.2%	0
Net Expenditure	(47,749)	(8,849)	(36,642)	(27,793)				
6000 plus Transfer from EMR	12,516	0						
Movement to/(from) Gen Reserve	(35,233)	(8,849)						
Grand Totals:- Income	459,453	420,970	454,179	33,209			92.7%	
Expenditure	338,952	213,719	454,176	240,457	0	240,457	47.1%	
Net Income over Expenditure	120,501	207,252	3	(207,249)				
plus Transfer from EMR	21,026	19,577						
less Transfer to EMR	29,274	0						
Movement to/(from) Gen Reserve	112,253	226,829						

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY, BRIDGE CROSS ROAD,
BURNTWOOD ON TUESDAY 13 SEPTEMBER 2022 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk
Mrs Woodward

A minute's silence was held following the death of Her Majesty Queen Elizabeth II.

Following the minute's silence, Councillor Flanagan thanked attendees and explained that this meeting was taking place as planned, primarily as our residents expected us to provide responses on their behalf within the timeline dictated to.

PUBLIC FORUM

Mrs Woodward raised objections to planning application 22/00743/FUL – Abattoir, Eastgate Street [Demolition of two existing flats and erection of a refrigerated storage building, enclosure of offal yard and waste collection area and creation of parking area]. She stated that she had lived near to the site for over 40 years. Mrs Woodward believed that the proposal was completely inappropriate in a high-density residential area. She explained that local residents had suffered many forms of nuisance from the site for many years. In spite of commitments to address the problems, for example, the blood tank and offal collection. There was a commitment to address this specific problem by installing a roof/cover but this has become a form of "Trojan Horse" with plans to increase capacity and activity at the site now being included.

Mrs Woodward felt that the proposed refrigeration unit would have an adverse effect on the streetscene in spite of attempts to disguise it with false windows etc. Residents do not know or can have any absolute assurance about, additional potential noise nuisance from this unit.

Mrs Woodward explained that with an increase in activity and staff on the site, there would be an increase in the amount of traffic, including large HGVs, accessing the site. She said the roads are not suitable for these size vehicles.

Mrs Woodward stated that the company seems to have little regard for the sensitivities of residents regarding animal welfare issues and refrigerated vans are already seen on the street with doors open showing animal carcasses. Staff with blood-stained clothing are frequently to be seen on the street. She referred to the ethical veganism which was classified under law as a philosophical belief which is one of the nine protected characteristics listed under the Equality Act 2010.

Mrs Woodward referred to the curtilage of the premises which are constantly littered with smoking debris. The planting around the site is left unmaintained and strewn with litter.

Mrs Woodward also referred to the loss of affordable rented housing and stated that local planning applications have been refused on this basis alone in the past.

Finally, she explained that Chase Terrace Methodist Church in Princess Street had not been approached regarding parking and confirmed that it had ceased to be a place of worship on 31 August 2022.

25. APOLOGIES FOR ABSENCE

Councillors Banevicius, Brown [dispensation], L Ennis, Ho and R Place.

26. 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.

27. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 16 August 2022 [Minute Nos. 19-24] be approved as a correct record.

28. INFORMATION FROM THE MINUTES

Councillor Flanagan referred to planning application 22/01077/FUH - 47 Morley Road [erection of first floor extension over existing garage] and explained that an amended application had been received. He explained that the amendment referred to the fact that the applicant had dropped the extension roof height and set back the frontage of the building. They are still applying for the same thing in principle. He stated that due to time restrictions that the same comment i.e. "No Objection" had been submitted to the Local Planning Authority.

29. PLANNING APPLICATIONS

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

(a)	22/00743/FUL	Chase Terrace	Mr K Edwards H P Westwood Limited Abattoir Eastgate Street Burntwood	Demolition of two existing flats and erection of a refrigerated storage building, enclosure of offal yard and waste collection area and creation of parking area
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STRONG OBJECTION. The proposal is contrary to the Burntwood Neighbourhood Plan, in that the expansion of the business is in an area not designated for business in the Plan. Loss of residential accommodation [affordable] is contrary to housing needs of

the district. Loss of amenity for local residents in that there will be increased heavy goods traffic in small streets as well as the potential for additional noise and increased smell.

[Members were informed that Councillor Norman had called in this application as a District Councillor for the Chase Terrace Ward].

- | | | | | |
|-----|--------------|-------------|--|---|
| (b) | 22/01222/FUH | Gorstey Ley | Mr R Evans
34 Leam Drive
Burntwood | Erection of single storey double garage with stores |
|-----|--------------|-------------|--|---|

No objection.

- | | | | | |
|-----|--------------|----------------------------|---|---|
| (c) | 22/01187/FUL | Summerfield and All Saints | Mr C Marchant
Colin Lee Opticians
6 Chase Road
Burntwood | Installation of 3 no. condenser units to the existing commercial property |
|-----|--------------|----------------------------|---|---|

No objection in principle however the Local Planning Authority should be mindful of the noise generated from the condenser units which may have an impact on local residents.

- | | | | | |
|-----|--------------|-----------|---|--|
| (d) | 22/01164/COU | Highfield | Mr W Adams
222 Chorley Road
Burntwood | Change of use from garage to separate two-bedroom dwelling |
|-----|--------------|-----------|---|--|

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

Members asked if the Planning Officer could check the planning conditions relating to when the garage was initially erected and whether it was subject to the garage not being used, sold or let as a separate dwelling unit.

- | | | | | |
|-----|--------------|----------------------------|---|----------------------------|
| (e) | 22/01253/FUH | Summerfield and All Saints | Mr Hines
2 Boney Hay Road
Burntwood | Erection of side extension |
|-----|--------------|----------------------------|---|----------------------------|

No objection.

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (f) | 22/01232/FUH | Boney Hay and Central | Mr M Bartram
2 Spinney Close
Burntwood | Erection of new 1.8m timber fence with concrete posts and gravel boards |
|-----|--------------|-----------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (g) | 22/01262/FUL | Chasetown | Wm Morrison Supermarkets Ltd
Morrisons
Milestone Way
Burntwood | Erection of a car park valeting pod within existing car park |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|-----|---------------|-----------|--|--|
| (h) | 22/01263/ADV | Chasetown | Wm Morrison Supermarkets Ltd
Morrisons
Milestone Way
Burntwood | Installation of 8 no. fascia signs, 2 no. hoarding signs and 2 no. double sided banners |
| | No objection. | | | |
| (i) | 22/01225/FULM | Chasetown | LCP Properties Limited
Land to the West of Cannock Road and North of Robin Road
Burntwood Business Park Zone 3
Cannel Road
Burntwood | Erection of 4 industrial buildings consisting of 3 buildings containing 9 units [3,305 sqm total] class B8 with ancillary offices, trade counters and showroom; and 1 detached building [1,450 sqm] class B8/B2 with access and associated service yard, car parking and landscaping |
| | No objection. | | | |

[The Meeting closed at 6:42 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE BOARD ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 12 OCTOBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]
Councillors Banevicius, Birch, Bishop [from 6.13 pm], Bullock, D Ennis, L Ennis, Gittings, Ho and Willis-Croft

In attendance

Ms Minor, Deputy Clerk
Councillor Taylor
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

30. APOLOGIES FOR ABSENCE

Councillor R Place.

31. 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.

32. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 13 September 2022 [Minute Nos. 25-29] be approved as a correct record.

33. INFORMATION FROM THE MINUTES

Councillor Flanagan referred to planning application 22/01222/FUH – 34 Leam Drive [erection of single storey double garage with stores] and explained that an amended application had been received. He explained that the amendment related to a reduction in the proposal size. He stated that due to time restrictions that the same comment i.e. "No Objection" had been submitted to the Local Planning Authority.

Councillor Flanagan referred to planning application 22/01225/FULM – Land to the west of Cannock Road and north of Robin Road, Burntwood Business Park, Zone 3, Cannel Road [erection of 4 industrial buildings consisting of 3 buildings containing 9 units [3,305 sqm total] class B8 with ancillary offices, trade counters and showroom; and 1 detached building [1,450 sqm] class B8/B2 with access and associated service yard, car parking and landscaping] and explained that an amended application had been received. He stated that following an email sent to Committee Members on 26 September 2022 and having reviewed the amended plans he felt that the Committee needed to provide an updated response. He stated that following Committee Members responses and due to time restrictions that “No objection in principle however the Local Planning Authority should be mindful of the comments made by the Environmental Health Officer and the Flood Risk Officer” had been submitted to the Local Planning Authority.

Councillor Flanagan referred to planning application 19/01162/COUM – Former Southwinds Nursing Home, 17 Chase Road [change of use from residential care home [class C2] to 10 no. flats [class C3]. Works including window amendment to front elevation with balcony to rear elevations] and confirmed that even though the Committee had made an Objection [Objection even though in principle flats in Burntwood are acceptable, the proposed development fails to provide sufficient parking provision. The development is therefore considered to have a detrimental impact and is contrary to Policy ST2 [Parking Provision] and the large dormer roof and balcony to the rear elevations would have a detrimental impact on properties in Fairford Gardens], the Planning Authority had granted permission on 22 September 2022.

34. PLANNING APPLICATIONS

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

- | | | | | |
|---------------|--------------|----------------------------------|---|---|
| (a) | 22/01307/FUH | Chase
Terrace | Mr C Eastup
60 Cannock Road
Chase Terrace | Erection of single storey
rear and first floor side
extension over existing
garage |
| No objection. | | | | |
| (b) | 22/00588/FUL | Chasetown | Midland Heart
Uxbridge Court
High Street
Chasetown | Replacement of windows,
doors and associated
works |
| No objection. | | | | |
| (c) | 22/01324/DEM | Summerfield
and All
Saints | Mr A Sandhu
Former Fulfen Practice
Burntwood Health Centre
Hudson Drive
Burntwood | Prior Notification:
Demolition of former
health centre building |

No objection.

[Councillor Birch informed Members that the application had been approved on 11 October 2022].

- | | | | | |
|--|--------------|----------------------------|--|--|
| (d) | 22/00991/FUH | Highfield | Mr J Garvey
Edial Farm
Lichfield Road
Burntwood | Widening of existing access |
| No objection. | | | | |
| (e) | 22/01378/FUH | Summerfield and All Saints | Mr K Bailey
7 Summerfield Road
Burntwood | Erection of two storey side extension to form bedrooms, kitchen and dining room |
| No objection. | | | | |
| (f) | 22/01178/FUL | Highfield | Mr C Woodward
5 Ashmole Avenue
Burntwood | Erection of new two storey three-bedroomed detached dwelling |
| No objection in principle however the Local Planning Authority to be mindful that if the proposal is granted that secure weatherproof cycle storage facilities are included in the conditions as the current proposal is against the sustainability policy. | | | | |
| (g) | 22/01399/FUH | Gorstey Ley | Mr T Pugh
3 Canterbury Drive
Burntwood | Erection of replacement roof including existing conservatory, installation of 1 no. roof light and solar panels, erection of front porch canopy, change of material on entrance wall and internal alterations |
| No objection. | | | | |
| (h) | 22/01374/FUL | Highfield | Mr N and Mr A Tully
The Drill Inn
33 Springle Styche Lane
Burntwood | Retention of hard standing, outdoor kitchen and engineering operations and retention of a marquee extension, 4 no. outdoor dining cabinets, shipping container and trailer bar for a temporary period of 2 years |
| Following a lengthy debate, it was proposed by Councillor Birch and seconded by Councillor L Ennis and following a show of hands [5 For, 3 Against, 1 Abstention] it was agreed that the following Objection would be forwarded to the Local Planning Authority: | | | | |
| Objection - the proposal is not sustainable development in the Green Belt. The proposal is over development in the Green Belt which is contrary to Green Belt policy. | | | | |
| (i) | 22/01434/FUH | Chase Terrace | Mr K Adams
164 Cannock Road
Chase Terrace | Proposed first floor extension |
| No objection. | | | | |

Councillor Flanagan informed Members that due to time restrictions and the Committee cycle, the following two CIL applications would be considered and determined by this Committee. He stated that members of the Planning Advisory Group had been emailed on 29 September 2022 with full details of the two applications and comments had been received back. The Group, in principle, had been supportive of the applications.

35. COMMUNITY INFRASTRUCTURE LEVY [CIL] APPLICATION – BURNTWOOD LEISURE CENTRE PLAY PARK EQUIPMENT

Members considered in depth an application from Lichfield District Council in respect of Burntwood Leisure Centre play park. Members were informed that the project is to replace the existing play park equipment which is over 20 years old and at the end of its usable life. Due to the equipment being determined as unsafe, the area is currently closed off from public use.

Councillor Ho supported the contribution towards the replacement of the play equipment and informed Members that he had had several discussions with the Leader of the District Council, District Councillor Pullen regarding this matter.

Councillor D Ennis was also supportive of this project and confirmed that he had had meetings with stakeholders for over 12 months but he felt that in comparison to what had been spent at Burntwood Park [c£116,000] the £29,389.07 total cost for this project would only result in replica equipment being installed. He stated that he would have liked to have seen more equipment.

Councillor Birch was also 100% in favour of this project as there was not much provision in the Chasetown Ward however he agreed with Councillor D Ennis in that the project would only provide the same as what is there at the moment.

Councillor Banevicius stated that it was disappointing to note that nothing was included in the project for children with disabilities, such as autism. She felt that the project should be inclusive of all children with special needs as they are encouraged to use the facilities inside the leisure centre but will be unable to access the new play park equipment outside.

Councillor Ho totally agreed with Councillor Banevicius and confirmed that the new play equipment at Chasewater was for the use of all children with or without special needs. He also suggested that due to the siting of the new play equipment near to the car park, if a barrier/fencing could be erected around the site.

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

RESOLVED That the application from Burntwood Leisure Centre Play Park in the sum of £5,000 [from the Community Infrastructure Levy Fund] be approved however the Committee asks that Lichfield District Council looks again at the equipment to be provided so that it is suitable for children with or without special needs.

36. COMMUNITY INFRASTRUCTURE LEVY [CIL] APPLICATION – TOILET BLOCK

Members considered in depth an application from Chasetown Football Club in respect of a toilet block. Members were informed that the Club were in desperate need of a new toilet block to provide suitable facilities.

Councillor D Ennis informed Members that the Club were working strongly with the community and provided accommodation for a Bright Beginnings Toddle Waddle Group, Fun Club Youth Club etc during the week.

Councillor Birch was supportive of the proposal however the project name "Toilet Block – Ladies, Disabled with Baby Change Facilities" was not inclusive and needed to be renamed e.g. "Toilet Block – Parents, Disabled with Baby Change Facilities".

Councillor Flanagan informed Members that Burntwood Action Group also mentioned in their comments the need to be mindful that changing facilities should be accessible to fathers and male carers as well as mothers/women.

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

RESOLVED That the application from Chasetown Football Club – Toilet Block in the sum of £16,000 [from the Community Infrastructure Levy Fund] be approved subject to clarification about labelling of the toilets and use [e.g. gender neutral - suitable for, applicable to, or common to both male and female genders].

[The Meeting closed at 6:54 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD IN THE BOARD ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON THURSDAY 13 OCTOBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Norman [in the Chair]

Councillors Birch, D Ennis, Evans, Flanagan, M Place, R Place, Taylor, Westwood and Woodward.

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Town Clerk

Councillor Willis-Croft

PUBLIC FORUM

No questions were raised by members of the public.

26. APOLOGIES FOR ABSENCE

Councillor Ho.

27. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

28. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 14 September 2022.

Councillor Woodward referred to Minute No. 21 - Flower Displays for the Town 2023 and in particular the resolution. The resolution had stated that an interim report on capital costs and maintenance costs would be submitted to this meeting. The Town Clerk confirmed that the interim report would be an agenda item for discussion at the 01 December 2022 meeting.

Following a unanimous show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 10 August 2022 [Minute Nos. 15-25] be approved as a correct record.

29. SCHEDULE OF PAYMENTS

Councillor Norman referred to the payment made to Citylife Magazine and the Town Clerk confirmed that this was the last payment. Councillor Woodward referred to the

October edition of the magazine and in particular Page 8 – Tributes to HM Queen Elizabeth II and said that it was disappointing to note that no reference was made to our Chair's message of condolence.

Councillor R Place felt that it had been a mistake to use the Citylife Magazine in the first place and the TownTrader was his preferred publication. Councillor Norman pointed out that the TownTrader had no journalism in it just adverts. Councillor Woodward felt that trialling the use of the Citylife Magazine was not a mistake as the Town Council needed to address communication. She also referred to the 12 Month Communication Plan which was discussed at the last meeting. Councillor R Place felt that social media was the way forward.

Councillor Taylor referred to the payment made to smallpdf.com and felt that there were free alternatives available. The Town Clerk explained that this was a tool which converted, compressed, merged and edited documents such as PDFs, JPG, Word etc however, he would be looking at alternative methods.

Councillor Norman referred to the payments made to TechCare Limited for monthly IT support. The Town Clerk confirmed that he was currently working towards a review.

Councillor Woodward referred to the payments made to the Yee Group Limited for attendance on site relating to the alarm system and asked if the issues with the alarm system had now been identified. The Town Clerk confirmed that discussions had taken place with tenants to make sure that they had all of the information in order to operate their own alarms. Councillor D Ennis stated that as there was a turnover of tenants that perhaps a section in their contracts relating to the alarm system should be added.

Councillor Woodward said that it was good to see that Burntwood Platinum Boxing Club had received their funding and that the lease at Redwood Park was hopefully now sorted.

Following a unanimous show of hands it was

RESOLVED That the payments from 28 July 2022 to 14 October 2022 in the sum of £68,927.93 be approved.

30. TERMS OF REFERENCE AND DELEGATION

Councillor Norman proposed a work programme for each of the Committees. The Town Clerk confirmed that he had already populated a Forward Plan on the shared drive. Councillor Woodward seconded Councillor Norman's proposal and felt that the audit of decisions already started was a good starting point.

Councillor Flanagan referred to the Governance on all Committees and confirmed that the quorum for the meeting is one third of the voting members should read 4 and not 3 as the composition was now 12 elected Members. He queried the quorum for the Planning Advisory Group as this was made up of 6 elected Members and 5 representatives from community and interest groups.

Councillor Birch referred to the Governance section on the Planning Advisory Group and felt that No. 3 – the Advisory Group will meet as and when appropriate, needed to be nailed down [e.g. they need a reason to meet]. Councillor R Place felt that they should meet at least twice per year or more if required. Councillor Woodward stated that she had had discussions with the Chair of the Planning Advisory Group [Councillor Bullock] and said that their agenda will change in the future. It was

AGREED that the Planning Advisory Group would meet at the discretion of the Chair but at least twice a year.

31. BUS SHELTER – CHASE ROAD

Councillor Norman stated that Councillor Ho, in his absence, had emailed him to say that he was inclined towards the wooden bus shelter saying he thought it was more in keeping with the town.

Councillor Flanagan referred to the Options paragraph in the report and stated that the figures did not add up.

Councillor Taylor stated that he had driven passed the bus stop and saw members of the public standing there waiting for a bus. He stopped and spoke to them and they confirmed that they use the bus stop 2/3 times a week. Even though it was an unscientific survey it was good to know. He said that his preference would be for a shelter with some form of seating. He also pointed out that on social media members of the public had said that the old bus shelter had blocked their view when they tried to reverse off their driveways.

Councillor Evans said that it was important to have a seat and queried the length of the seat shown on Option 2. The Town Clerk confirmed that the short length of seat was designed so that wheelchair users and/or pushchairs could also access the shelter.

Councillor Woodward felt that the location of the bus shelter in Chase Road was more urban than rural, however, she preferred Option 3 as the sides of Option 2 were mesh.

Councillor D Ennis said that the Town Council needed to consider ongoing maintenance and confirmed that Option 1 [the wooden bus shelter] would be expensive to maintain in the future. He felt that the mesh sided bus shelter was not a good option and preferred Option 3 which also gave the opportunity for some signage. However, he stated that the total cost was needed e.g. cost of bus shelter, bench, signage, installation etc.

Councillor Taylor stated that the wooden bus shelter would be his preference but it was not practicable and he agreed with Councillor D Ennis that we needed the whole cost [as above] which also included guttering.

Councillor M Place preferred Option 3 with clear sides however she felt that the advertising panel should be on the back and not on the side. Councillor R Place agreed that for public safety the sides needed to be clear.

Councillor Birch asked who was going to advertise in the bus shelter and Councillor Taylor said that he would like to see an advertising board in all of the bus shelters maintained by the Town Council. The advert could be replaced on a regular basis.

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

RESOLVED That Option 3 be agreed with the bench and installation costs delegated to the Clerk and Chair of the Policy and Resources Committee.

32. BURRT OPERATING NOTES

Councillor Flanagan asked who was licensed to drive BURRT. The Town Clerk confirmed that any Member/Officer over the age of 25 and with a full driving licence could. However, Councillor R Place questioned that if the person driving BURRT had say 9 points on their licence then the insurance company may deem that person uninsurable.

Councillor D Ennis said that there needed to be a heading titled Van and Equipment which included PPE, tools/equipment etc. He also referred to No. 2 – Work Plans and queried when problems are reported by members of the public – is there a timeframe and is this open to “all” e.g. police, schools etc. Councillor D Ennis said that there needed to be a heading titled Health and Safety which included training, risk assessments. There also needed an evaluation report.

Councillor Norman said that there were so many unknowns at this stage and that there would be teething problems as it was a new service and we would need regular reviews.

Councillor Woodward said that we needed to balance demand and have a clear protocol. She stated that the relevant Town Council Ward Member should endorse any work/action taken. She thought it was the role of the Ward Member[s] [case work] to go out and have a look at the tasks before any work is carried out. She felt that as we are collectively responsible for BURRT, jobs should be channelled through Ward Members. All work should be reported to the Ward Member[s] before and after.

Councillor Birch referred to No. 2 – Work Plans and in particular other authorities and felt that jobs for BURRT should not be coming from District Councillors or County Councillors – not doing jobs other authorities have funding for. He said that it was imperative that under Health and Safety a safe scheme of work is produced. He said that in the unlikely event of a speeding, parking or other driving offence being committed, the driver will be directly responsible, then a driving log is needed.

Councillor Taylor queried the reporting process in particular notifying Ward Members first when in fact small jobs could be undertaken under the direction of the Town Clerk. He referred to a recent moss incident on Chase Vale which had been dealt with swiftly by BURRT.

The Town Clerk confirmed that the document was only Version 1. He said that Mary Lee from Staffordshire County Council had been very helpful in providing “How To” guides and that he had a lot of confidence in this project.

Councillor Woodward stated that she had had good feedback from County Councillor Wilcox who may be willing to pay for some tasks undertaken by BURRT out of the divisional highway pot. She confirmed that we also have a good working relationship with Gary Brownridge relating to disposal of waste.

RESOLVED That the Clerk would provide an updated Operating Notes document to the next meeting of the Policy and Resources Committee.

33. COMMUNITY DEVELOPMENT AND ENGAGEMENT OFFICER

Councillor Norman stated that Councillor Ho, in his absence, had said that he liked the idea of such an officer existing but believed it should be a District Officer rather

than a parish Officer and that he would prefer to see resources spent directly with community groups and organisations rather than paying an intermediary.

The Town Clerk stated that he would like to develop the Town Council's vision to engage with the community e.g. stakeholders, schools, clubs, voluntary organisations.

Councillor Flanagan referred to Funding part of the report and in particular an earmarked reserve of £76,000 which had been identified from the Town Strategy. He felt that the Town Council should bring in the reserve as and when needed e.g. 3 months, 12 months, 9 months. Councillor Flanagan referred to the Person Specification and in particular No. 10 of the Criteria and felt that experience of grant applications and working with grant funded projects should be desirable and not essential as training could be given.

Councillor Taylor said that he was not a fan of restrictive job descriptions and need to give the right candidate scope.

Councillor Norman stated that we need to attract the right person for the job as this was tax payers money and accepted that we could agree that the grant application aspect could be in the "desirable" category.

Councillor R Place felt that No. 10 of the Criteria was essential.

Councillor Woodward moved the recommendation as she felt that there was gaps in capacity at the moment. Councillor D Ennis seconded the recommendation but asked that this job be filtered into the budget now and he queried that parts of the bullet points referred to in the Town Clerk's report were already undertaken by someone else.

Councillor M Place asked what research had been taken regarding the proposed pay scale and felt that some candidates may be put off if No. 10 was an essential. The Town Clerk confirmed that he had researched many similar posts/roles. Councillor M Place felt that the District Council should be appointing someone to cover the Burntwood area and should be held to account.

Councillor Birch felt that a clear job description was needed in order to hold staff to account if the jobs are not undertaken. He also referred to costs and said that oncosts were needed which included NI, pension etc.

Following a unanimous show of hands it was

RESOLVED That the Committee authorises the creation of the post of Community Development and Engagement Officer and directs the Town Clerk to make a suitable appointment in consultation with the Leader of the Council based on the changes to the Job Description as discussed.

34. RISK REGISTER

The Town Clerk confirmed that the External Auditor [Mazars] had picked up on the Internal Auditor's report that the Town Council had not carried out a comprehensive assessment of its risks in 2021/22. In order to tick the box, Mazars had acknowledged that the Town Council has already made arrangements to prepare a comprehensive risk assessment for 2022/23 which covers operational as well as financial risks and is reviewed annually.

The Chairman introduced the report saying that the column titled "Policy" could really be called "Mitigation".

Cllr Flanagan agreed but said that some of the columns had been added up and not multiplied and that the scored needed to be checked.

Councillor Birch referred to item 1, in particular whether we had access to the Finance Officer's emails and said that there should be a Lone Working Policy for both inside the OMCC and outside working. Councillor D Ennis queried the frequency of the review and Councillor Taylor said that IT data should be stored on the Cloud and it was old fashioned to be kept on a hard drive in the safe.

Councillor Taylor referred to item 2, saying that BuRRT should be included, re: No. 3, that BuRRT should be included and No. 4, that Minutes etc should be stored on the Cloud and No. 6 he referred to the employment of a third party.

AGREED That the Clerk incorporates these suggestions into the Risk Register.

35. CHASE TERRACE PARK

Councillor Norman confirmed that following a long process, the equipment, a roundabout and a seesaw and reinstalling fencing, had been agreed and ordered for Chase Terrace Park, with a current lead time of approximately 12-14 weeks. Councillor Woodward stated that this had involved a lot of procurement however this was a good example of working in partnership. She confirmed that the Town Council were still committed to looking to do something at Chaseview Park.

36. 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.

37. CONFIDENTIAL MINUTES

See Confidential Minutes.

38. BURRT PRINCIPAL TEAM MEMBER SALARY REVIEW

See Confidential Minutes.

[The Meeting closed at 7.47 pm]

Signed

Date

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE BOARD ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 19 OCTOBER 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor Taylor [in the Chair]

Councillors Bishop, Coe, D Ennis, Evans, Gittings, Greenhill, Ho, Kirkham and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

25. APOLOGIES FOR ABSENCE

Councillors M Place and R Place.

26. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in the Better Burntwood Fund application received from Active 60s Group as following her visit to the Group earlier this week, along with Councillor D Ennis, she has enrolled as a member.

27. MINUTES

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

Councillor Woodward referred to Minute No. 20 - Community Engagement and in particular Burntwood Producers Market and explained that the Punch and Judy man had come to the Market following cancellation of the Wakes. Councillor Woodward also referred to Co-operative Councils' Innovation Network - Warm Spaces and in particular the Warm Space Grant [of up to £2,000] and explained that principal authorities had already got their Warm Spaces in place and the project needed to have started by 01 October 2022. She stated that under consideration was the production of a brochure detailing the Warm Spaces available in Burntwood which could be distributed around the town.

Councillor Ho referred to Minute No. 22 - 2023 Wakes and queried the paragraph relating to Lichfield District Council and the fact that they sponsor the Bower. Councillor Taylor confirmed that on the Bower's financial accounts there is a contribution from Lichfield District Council.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 17 August 2022 [Minute Nos. 16-24] be approved as a correct record.

28. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

29. COMMUNITY ENGAGEMENT

Chasetown Football Club

Councillor D Ennis explained the work and support that the Club is giving to the community. He stated that Katherine Lamb is now on board helping different community groups to access the Club. He is in consistent conversation with them.

Memory Walk

Councillor Woodward reminded Members of the memory walk which is due to take place on Sunday 30 October. She encouraged Members to mention the walk to any community groups that they may be involved in. Councillor Woodward confirmed that there would be a Dementia Working Group Meeting on Thursday 20 October which she would be chairing in the absence of Councillor Evans who had a prior commitment.

Platinum Boxing Club

Councillor Woodward confirmed that Platinum Boxing Club had now been given the lease to the Redwood Park building. She explained that the Boxing Club had only found out through an article on Lichfield Live that this was the case.

Councillor Coe explained to Members that she was going round to different organisations in Burntwood and had recently visited Spark. Councillor Ho confirmed that his wife is a volunteer at Spark and explained that all volunteers and paid staff do a wonderful job. Councillor Taylor stated that due consideration could be given to an award in recognition of all voluntary groups. Councillor Kirkham said that this could tie in with National Volunteers Week.

Councillor Evans felt that we needed to recognise all volunteer groups, as the groups had done a tremendous job during and after Covid-19 pandemic.

Reference was made to the local PCSOs and Members were informed that PCSO Tom Passmore was leaving [no date given as yet] together with PCSO Leon Worden [leaving date of 02 November] and PCSO Darren Matthews [who had only recently come to Burntwood]. Members were informed that we now had PCSO Chelsea Humphreys. Councillor Woodward asked if we could find out who else was coming to Burntwood. Councillor Evans referred to PCSO Passmore who had covered Burntwood for approximately 14 years, who know the area well, who was friendly and responded when asked. Councillor Kirkham said that she chairs the Independent Advisory Group relating to the Police and would raise this issue at the meeting due to be held on Saturday 22 October. Councillor Ho said that he would like it recorded the service provided to the community by PCSO Passmore.

Councillor Woodward explained that under the Conservative Police and Crime Commissioner, Staffordshire Police's performance had dropped to a level rated "Inadequate" or "Requires Improvement" in almost all areas under the Police Efficiency, Effectiveness and Legitimacy (PEEL) programme.

30. BETTER BURNTWOOD FUND

30.1 Burntwood St Matthews Cricket Club

The Town Clerk explained that the Club had been in existence since 1897 and the purpose of the grant was to replace the Astro-turf training strip, which had been damaged after having a hole burnt in the middle of it.

Councillor D Ennis raised a concern regarding the full cost of replacing the Astro-turf training strip, as a total figure was unknown and asked where the other funding was coming from. He was afraid that the £500 from the Town Council would just sit in a pot and would possibly be spent on another project.

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

RESOLVED That £500 be awarded from the Better Burntwood Fund to Burntwood St Matthews Cricket Club.

30.2 Emmanuel New Life Church

The Town Clerk explained that he had recently had a meeting with John Blackah who wanted to be more engaging with the community and to expand the operating hours of the Community Hub.

Councillor Taylor worried whether this would set a precedent for other churches to apply. Councillor D Ennis felt that the Town Council should be supporting this however queried whether £500 was a lot of money when potentially they were only providing tea and biscuits.

Councillor Evans stated that this was a centrally located church and had a large room which could accommodate many people. She said that Churches want to be more involved in the community.

Councillor Ho explained that if this application was unsuccessful here then they could apply to the District Council's Warm Spaces Programme for funding.

It was proposed by Councillor Ho and seconded by Councillor Greensill and following a show of hands [4 For, 6 Abstention] it was

RESOLVED That £500 be awarded from the Better Burntwood Fund to Emmanuel New Life Church.

30.3 Burntwood Be A Friend

Councillor Woodward explained that she was a stakeholder and attended their meetings. She stated that the organisation had made a huge difference in tackling the cost-of-living crisis and responded well during the Covid-19 pandemic. She felt that the £500 contribution could go towards obtaining moveable storage/shelving to enable them to use the space as a signposting hub etc however she suggested that they needed to apply for longer term funding for example utility costs through the Town Council's Pot 2 Essential Community Services.

Councillor D Ennis stated that because his premises were opposite the community store he sees first-hand the continuance usage of the building.

Councillor Ho agreed with Councillor Woodward in that the organisation should be encouraged to apply for Pot 2.

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

RESOLVED That £500 be awarded from the Better Burntwood Fund to Burntwood Be A Friend and that the organisation should be encouraged to apply for Pot 2 funding to assist with the added costs of opening the Hub on 1 or 2 days extra per day.

30.4 Burntwood Action Group

The Town Clerk explained that meetings had been held with members of Burntwood Action Group in an attempt to work more closely with the organisation. He explained that a report will be going to the next P&R Committee meeting on 01 December relating to Burntwood Planting Team – a Brighter Burntwood. The Town Clerk stated that the Town Council would hold the money, purchase the plants and BAGs volunteers would plant the winter plants and BuRRT could help.

Councillor Taylor confirmed that the report going to the P&R Committee in December would provide a wider plan of ideas.

Councillor Woodward asked if confirmation could be given on where the planters are located and Councillor Ho asked if maintaining the flowers could be a condition.

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

RESOLVED That £500 be awarded from the Better Burntwood Fund to Burntwood Action Group and that the money be drawn down [released when needed] in consultation with the Leader and Deputy Leader.

30.5 Active 60s Group

The Town Clerk referred to the Committee meeting held on 22 March 2022 when it was resolved that the application be deferred until more detail on how the proposed grant would be spent was received. He explained that an income and expenditure account had been received which confirmed that their income came from subs and table top sales. He confirmed that traditionally the Town Council had not funded speakers and day trips outside of Burntwood.

Councillor D Ennis stated that he, together with Councillor Woodward, had been invited to attend the Active 60s Group which was held at the Library. He said that the Group was starting to bring in more people following the Covid-19 pandemic.

Councillor Ho felt that the organisation had worthwhile objections and Councillor Evans felt that the organisation was centrally located and fulfilled a need.

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

RESOLVED That £500 be awarded from the Better Burntwood Fund to Active 60s Group.

31. 2023 WAKES UPDATE AND REVIEW OF WAKES CHARITY STALLS REFUND

The Town Clerk confirmed that the date and venue had been confirmed and booked and he felt that a Working Group should be set up shortly to shape the format of the event. With regard to the charity stalls refund it related to a policy which holds refund deposits.

Councillor Taylor felt that the charity stalls which were situated in the hall this year worked well. Councillor D Ennis stated that the hall had limited space. Councillor Taylor suggested a £20 charge which would be refundable upon attendance or within a fixed time period of cancellation [e.g. not less than one month]. Councillor Woodward felt that £20 may be a little bit much for smaller charities. Councillor D Ennis agreed that a time frame was needed.

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

RESOLVED That a £20 holding deposit be agreed for charity stalls; thus being refundable upon attendance or within a fixed time period of cancellation [not less than 1 month].

32. PLAY IN THE PARKS 2023

The Town Clerk asked Members whether or not they wished to undertake the play in the parks again in 2023 as this was a budget pressure.

Councillor D Ennis stated that the Town Council undertook 10 events this year with the understanding that some of them would be held in Hammerwich [which did not happen]. He felt that the Town Council needed to do the free events however the question was "How we do them". He felt that the Town Council needed to look at doing them smarter and look at how they are run. He felt that we needed to revert back to 8 events.

Councillor Kirkham felt that we needed to look at more creative solutions. Councillor Woodward felt that with the appointment of the Community Development and Engagement Officer this would give more opportunities to engage with community groups and obtain funding.

Councillor D Ennis pointed out that if we agreed the dates sooner rather than later we could email Tasmin Turner, Sports Development Officer, Lichfield District Council and ask if her team could attend all events [get in first before any other organisation].

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

RESOLVED That 8 to 10 [subject to budget] Play in the Parks events continue in 2023.

33. UPDATE ON CHRISTMAS EVENT

The Town Clerk confirmed that the Town Council events had been booked with Cost Cutters donating 500 presents for the event on Saturday 26 November at Sankey's Corner.

Councillor Evans referred to the event on Monday 21 November at Bells Lane and asked if more publicity could be provided i.e. usual residents letter and if a flyer could be given to the school. The Town Clerk confirmed that BuRRT could help with delivery.

Councillor D Ennis stated that the two Town Council events would include the Town Council gazebo where Councillors [as volunteers] would be giving out free refreshments.

The Town Clerk confirmed that funding had been obtained from County Councillor Cox [£100], County Councillor Loughbrough Rudd [£200] and County Councillor Wilcox [£150]. He also mentioned that he had applied to We Love Lichfield Fund but was waiting a decision.

34. REVIEW OF THE MARKETS

The Town Clerk informed Members that a confidential report would be going to the next P&R Meeting scheduled for 01 December relating to the markets.

Councillor D Ennis thought the markets were a crown jewel for the Town Council and had provided a community engagement platform. It also offered support for local businesses.

Councillor Ho stated that despite the feedback received they had been positive events but queried the cost of the road closure. Councillor Taylor explained that the cost included supply and installation of the advance signs, supply and installation of the proposed diversion route, cones and physical pedestrians barriers. Operatives remain on site and re-open the road, removal all signs, barriers and the diversion route at the end of the event. Councillor D Ennis stated that the original quotation was well over the current price paid. He confirmed that he had spoken to the company and as part of their corporate responsibility they had reduced the quotation.

Councillor Woodward said that it would be good to see more local businesses opening up for the market. Councillor D Ennis explained that some local businesses had promised to open up but had not. It may be appropriate to send a letter to the businesses setting out the dates of the market [2nd Sunday] and encouraging them to participate. Councillor Ho felt that they should be encouraged as there would be no stall price charge for them.

Councillor Taylor said that he had spoken to stallholders who had felt that the last three events had seen a fall in footfall and perhaps a refresh of publicity for the market was needed for 2023.

35. 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.

36. CONFIDENTIAL MINUTES

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

RESOLVED That the Confidential Minutes of the Community and Partnerships Committee held on 17 August 2022 [Minute Nos. 23-24] be approved as a correct record.

[The Meeting closed at 7:32 pm]

Signed

Date