Burntwood TOWN COUNCIL
BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
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Chasetown
BURNTWOOD WS7 4QH

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Our Ref: JM

08 May 2019

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Town Council to be held in the **Burntwood Library, Sankey's Corner, Burntwood WS7 2BX on Wednesday 15 May 2019** at which the business set out below will be transacted.

PLEASE NOTE: The meeting will commence immediately after the Annual Town Meeting which will commence at 6pm.

Yours sincerely

Jayne Minor

Jayne Minor (Ms)
Senior Administration Officer

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

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (please also refer to the guidance notes at the end of the Agenda).

PRAYERS

AGENDA

1. ELECTION OF TOWN COUNCIL CHAIRMAN FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE

2. ELECTION OF TOWN COUNCIL VICE-CHAIRMAN FOR THE ENSUING YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTERESTS AND DISPENSATIONS

5. CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY

6. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 13 March 2019 [Minute Nos. 73-87] [ENCLOSURE NO. 1].

7. APPOINTMENT OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS [ENCLOSURE NO. 2].

8. PLANNING COMMITTEE: MINUTES

A Member of the Planning Committee to move that the proceedings of the meetings held on 14 March 2019 [Minute Nos. 44-47] and 10 April 2019 [Minute Nos. 48-51] be received and where necessary approved and adopted [ENCLOSURE NOS. 3A AND 3B].

9. EVENTS COMMITTEE: MINUTES

A Member of the Events Committee to move that the proceedings of the meeting held on 18 March 2019 [Minute Nos. 69-78] and 15 April 2019 [Minute Nos. 79-86] be received and where necessary approved and adopted [ENCLOSURE NOS. 4A AND 4B].

10. POLICY AND RESOURCES COMMITTEE: MINUTES

A Member of the Policy and Resources Committee to move that the proceedings of the meeting held on 28 March 2019 [Minute Nos. 50-60] be received and where necessary approved and adopted [ENCLOSURE NO. 5].

11. NEIGHBOURHOOD PLAN COMMITTEE: MINUTES

A Member of the Neighbourhood Plan Committee to move that the proceedings of the meeting held on 24 April 2019 [Minute Nos. 1-4] be received and where necessary approved and adopted [ENCLOSURE NO. 6].

12. INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2019 [ENCLOSURE NO. 7 - TO FOLLOW WHEN RECEIVED FROM INTERNAL AUDITOR]

13. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

13.1 Income and Expenditure Account for the Year Ended 31 March 2019

Members are requested to resolve that the Income and Expenditure Account for the Year Ended 31 March 2019 be approved. On advice from the external auditors Mazars, and after discussion with internal auditor Alan Toplis, the figures for 2017/18 have been restated. The Council's purchase of units in the CCLA Local Authority Property Fund in June 2017 should have been treated in the accounts as a long term investment, rather than a current asset. Thus there is an additional payment of £82,224 in 2017/18 for the purchase of that asset and the General Fund balance at 31st March 2018 is reduced accordingly. [ENCLOSURE NO. 8].

13.2 Balance Sheet as at 31 March 2019

Members are requested to resolve that the Balance sheet as at 31 March 2019 is approved and that the Chairman be authorised to sign the document. As for item 14.1, the figures have been amended for the change in treatment of the Local Authority Property Fund investment. ([ENCLOSURE NO. 9].

13.3 Balances and Reserves as at 31 March 2019

Members are requested to resolve that the Balances and Reserves as at 31 March 2019 be approved [ENCLOSURE NO. 10].

13.4 Annual Return: Section 1 – Annual Governance Statement for the Year Ended 31 March 2019

Members are requested to consider the eight individual statements that comprise the Annual Governance Statement for the year ended 31 March 2019 and to resolve that they agree the individual "yes" responses on the Statement and that the Chairman and the Clerk be authorised to sign the Statement [ENCLOSURE NO. 11].

13.5 Annual Return: Section 2 – Accounting Statements for the Year Ended 31 March 2019

Members are requested to resolve that the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2019 are agreed and that the Chairman be authorised to sign the Statement. As for item 14.1, the figures have been amended for the change in treatment of the Local Authority Property Fund investment. [ENCLOSURE NO. 12].

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood have an opportunity to speak at each full Town Council meeting:

1. *The Public Forum session will usually be the first item on the Agenda.*

2. *The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).*

3. *Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council* ***with the exception of planning matters*** *which should be put to a meeting of the Planning Committee.*

4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Council.*

5. *You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*

6. *After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

7. *If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.*

MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD
ON WEDNESDAY 13 MARCH 2019 COMMENCING AT 6.00 PM

PRESENT

Councillor Mrs Stokes [in the Chair]
Councillors Mrs Bacon, Bamborough, Mrs Banevicius, Birch, Ms Brettell, Mrs Conolly, Mrs Constable, Drinkwater, Ennis, Mrs Evans, Miss Fisher [from 6.45 pm], Mrs Humphreys, Humphreys, Stokes, Mrs Tranter and Mrs Woodward.

In attendance
J G Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer
Six members of the public

PUBLIC FORUM

Mr Chamberlain representing Burntwood Action Group stated that he was sure Members would be aware of the Lichfield District Council Local Plan Review Preferred Options and Policy Directions consultation. Mr Chamberlain stated that this was a very important consultation for Burntwood's future in terms of the Town's infrastructure and in particular the fact that developers have put forward 18 Green Belt sites around Burntwood for housing developments.

Given its importance, Mr Chamberlain asked if Burntwood Town Council would be responding to the consultation. Mr Chamberlain explained that Burntwood Action Group had produced an easy response letter for individuals, copies of which would be left with the Senior Administration Officer for Councillors to sign if they wished. Mr Chamberlain stated that the Town Council's support is appreciated.

PRAYERS

The Chairman thanked the Reverend Wallace for his attendance. Prayers were led by Reverend M Wallace of St John's Community Church.

73. APOLOGIES FOR ABSENCE

Councillors Constable [Dispensation], Mrs Fisher and Pullen.

74. DECLARATIONS OF INTEREST AND DISPENSATIONS

No declarations of interest and dispensations were made.

75. TOWN COUNCIL: MINUTES

Councillor Drinkwater made reference to the Public Forum part of the meeting and in particular the plan referred to by Mr Chamberlain and asked if a copy of the plan could be forwarded to all Members. It was explained that the plan reference was a suggestion made by the

ENCLOSURE NO. 1

Burntwood Action Group however as Lichfield District Council were leading on this a plan had not been produced by the Town Council.

Councillor Drinkwater made reference to Minute No. 69 - Burntwood Town Deal and gave some background into the potential housing development proposed at Bleak House Farm however Councillor Mrs Stokes explained that the minutes were for accuracy purposes only.

RESOLVED That the Minutes of the Meeting of the Town Council held on 09 January 2019 [Minute Nos. 61-72] be received and where necessary approved and adopted.

76. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following statement:

"Since the last Council meeting I have been very busy attending the many small groups and charities in Burntwood.

My Charity Night was a roaring success, so I would like to publicly thank the Officers for their help. Special thanks to our DSM Nigel Caine for DJing for free.

The highlight of this month was attending the Investiture of Mr Noel Sweeney (Cameron Homes/Chasetown Civil Engineering). He was awarded the Papal Knighthood Order Of St Gregory, presented by the Archbishop of Birmingham. A lovely Sunday lunch followed the service. A letter has been sent to Mr Sweeney from Burntwood Town Council to congratulate him on his award.

As this is the last meeting of this Council, I take this opportunity to say good luck in whatever the future holds for you. I hope you will attend the Annual Town Meeting on Wednesday 15th May when I will be presenting my charities with their cheques."

With the permission of the Chairman, Councillor Ms Brettell sincerely thanked the Chairman and Vice-Chairman who she thought had done a sterling job even in light of the disrespect they had received from the opposition Members. Councillor Ms Brettell also expressed her view about the general conduct of the Labour Group.

Councillor Mrs Evans felt that this was an appalling comment to make which needed to be justified however she thanked her Labour colleagues for the sterling work they had done.

77. IMPLICATIONS OF VACANCY IN THE GORSTEY LEY WARD

Mr Brown explained that whilst the resignation of Councillor Mosson created a vacancy in the Gorstey Ley Ward, the opportunity for an election does not occur during the last six months of the life of current Town Council membership. However, Members may decide to co-opt a qualifying elector to fill the vacancy. Mr Brown stated that statutory notice of the vacancy had been given and applications to be co-opted had been received from Mr John Griffin and Mr Keith Willis-Croft.

Councillor Mrs Tranter proposed that the co-option be dealt with by a secret ballot.

Councillor Mrs Woodward asked if both candidates could give brief details on why they think they should be co-opted onto the Town Council.

Mr Griffin gave a presentation on why he would like to be co-opted.

Mr Willis-Croft gave a presentation on why he would like to be co-opted.

REFERRING TO STANDING ORDER 7 [j], STANDING ORDER 1[r] WAS SUSPENDED TO ENABLE THE MEMBERS TO VOTE FOR THEIR PREFERRED CANDIDATE VIA A BALLOT PAPER.

The Interim Town Clerk announced the result of the ballot:

Griffin, John – 7
Willis-Croft, Keith – 9
Neither – 0

The Chairman welcomed Mr Willis-Croft to the Town Council and thanked Mr Griffin for his application and presentation.

Mr Willis-Croft signed the Declaration of Acceptance of Office after which he took his place at the table.

Mr Brown explained that now a co-option had taken place Members needed to decide which Committees if any Councillor Willis-Croft is to serve on. For Members information Mr Brown explained that between now and the May Elections there are scheduled meetings of Planning, Events and Policy and Resources Committee.

RESOLVED That Councillor Willis-Croft replace Councillor Constable as a member of the Planning Committee.

Mr Brown explained that Councillor Mosson was the Chairman of the Neighbourhood Plan Committee and following his resignation Councillor Mrs Bacon as Vice-Chairman had inherited that role.

RESOLVED That Councillor Mrs Bacon continue in her role as Chairman of the Neighbourhood Plan Committee.

78. IMPLICATIONS OF VACANCY IN THE SUMMERFIELD AND ALL SAINTS WARD

Mr Brown explained that whilst the resignation of Councillor Mrs Rigby created a vacancy in the Summerfield and All Saints Ward, the opportunity for an election does not occur during the last six months of the life of current Town Council membership. However, Members may decide to co-opt a qualifying elector to fill the vacancy. Mr Brown stated that statutory notice of the vacancy had been given with a closing date for applications of 12 March 2019 and applications to be co-opted had been received from Mr Brian Bacon and Mrs Laura Ennis.

Councillor Mrs Tranter proposed that the co-option be dealt with by a secret ballot.

Mr Bacon gave a presentation on why he would like to be co-opted.

Councillor Ennis on behalf of Mrs Ennis gave a presentation on why she would like to be co-opted.

REFERRING TO STANDING ORDER 7 [j], STANDING ORDER 1[r] WAS SUSPENDED TO ENABLE THE MEMBERS TO VOTE FOR THEIR PREFERRED CANDIDATE VIA A BALLOT PAPER.

The Interim Town Clerk announced the result of the ballot:

Bacon, Brian - 10
Ennis, Mrs Laura – 7
Neither – 0

The Chairman welcomed Mr Bacon to the Town Council and thanked Councillor Ennis for Mrs Ennis's application and his presentation.

Mr Bacon signed the Declaration of Acceptance of Office after which he took his place at the table.

Mr Brown explained that now a co-option had taken place Members needed to decide which Committees if any Councillor Bacon is to serve on. For Members information Mr Brown explained that between now and the May Elections there are scheduled meetings of Planning, Events and Policy and Resources Committee.

RESOLVED That Councillor Bacon replace Councillor Miss Fisher as a member of the Planning Committee.

79. EVENTS COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 55 – Wakes Festival 2019 and in particular asked if the Direct Services Manager had obtained three quotations for the event commentator. Councillor Mrs Tranter confirmed that the correct procedure had been followed and that Members of the Events Committee had felt that this was a fair price. The Chairman explained that in previous years a personal friend had undertaken the task of event commentator for free.

Councillor Mrs Woodward made reference to Minute No. 58 – Shortest Fun Run and thought this was going to be a bi-annual event. Councillor Mrs Woodward also made reference to the Friends of Prince's Park and suggested that this group could be involved in organising such events.

Councillor Mrs Tranter explained that it had been agreed that perhaps it should be a bi-annual event however K P Events had asked if the event could be held again this year and this was an agenda item for discussion at the Events Committee to be held on 18 March 2019.

RESOLVED That the Minutes of the Meetings of the Events Committee held on 07 January 2019 [Minute Nos. 52-58] and 04 February 2019 [Minute Nos. 59-68] be received and where necessary approved and adopted.

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80. PLANNING COMMITTEE: MINUTES

Councillor Ennis made reference to the Public Forum part of the meeting held on 08 January 2019 and in particular to the public participation section of that meeting as a member of the public [not a resident of Burntwood] had asked to speak at the meeting regarding a particular planning application and Councillor Ennis felt that the public participation [Standing Order 1(E)] in relation to the Planning Committee was not clear and asked for clarification.

Mr Brown explained that the Senior Administration Officer had spoken to him on this matter and he felt that the key was that when a person wished to make representations on behalf of an organisation then an agent who lived outside of the Parish of Burntwood may speak.

RESOLVED THAT

a) The Minutes of the Meetings of the Planning Committee held on 08 January 2019 [Minute Nos. 36-39] and 13 February 2019 [Minute Nos. 40-43] be received and where necessary approved and adopted.

b) The next meeting of the Policy and Resources Committee consider if any changes needed to be made to the way representations are submitted to the Planning Committee.

81. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Mrs Evans made reference to Minute No. 40 – Review of Training Room and asked if any discussions had taken place regarding the possibility of holding an open day for community groups to have a look around and it had been suggested the event could take place in Spring 2019 so that any information obtained could be used by the new Council in making decisions. It had also been suggested that this could be mentioned at the Grant Aid Presentation Evening [25 January 2019] and Councillor Mrs Evans asked if this had been mentioned on the evening.

In the absence of Councillor Pullen, Councillor Mrs Tranter read out the following statement:

"We have not set anything up for this yet, at this stage this would be better dealt with by the new Council for continuity".

Councillor Mrs Tranter stated that to the best of her knowledge it had not been mentioned at the Grant Aid Presentation Evening.

Councillor Birch made reference to Minute No. 43 – Photocopier. In the absence of Councillor Pullen, Councillor Mrs Tranter read out the following statement:

"That whilst a recommendation was made to lease a photocopier, additional information has now come to light about the lease which means we will now revisit this decision, and as such this recommendation is not being put to Council today."

Councillor Mrs Woodward stated that whilst Councillor Ennis was present at the Policy and Resources Meeting when this matter was heard he could not comment as he was not a Member of that Committee. Councillor Ennis had expressed the view after the meeting that he felt that this was not best value for money as only one quotation had been provided by the Direct Services Manager and there may be a conflict of interest.

ENCLOSURE NO. 1

Councillor Mrs Evans made reference to Minute No. 45 – Town Strategy Expenditure [45b – Community Funded School Crossing Patrols] and said that she was extremely glad that common sense had prevailed on this occasion but sensed that this may not have gone away. Councillor Mrs Evans congratulated the public and County Councillor Mrs Woodward for the work they had undertaken [for example the petition etc].

Councillor Mrs Woodward also congratulated Councillor Mrs Fisher [Cabinet Member for Highways] who had proposed a motion to withdraw the previous proposal and she stated that she works closely with Councillor Mrs Fisher for the benefit of the community.

Mr Brown informed Members that in view of the comments received the Community Funded School Crossing Patrols would not be discussed at the next Policy and Resources Committee meeting scheduled for 28 March 2019.

Councillor Mrs Woodward made reference to Minute No. 46 – Earmarked Additional Expenditure 2018/19 [46d – Speed Indicator Devices] and asked if feedback could be given to all Members. Councillor Mrs Woodward asked if clarification could be given as she understood that the Speed Indicator Devices were not moveable.

Councillor Mrs Tranter explained that the poles are sighted permanently in High Street, Chasetown; Stables Way; Spinney Lane; Highfield Road and St Matthews Road however the two Speed Indicator Devices are locked onto the poles and can be moved. They are currently located on the poles in Highfield Road and St Matthews Road for approximately 2 to 3 weeks and then will be moved to the other locations.

<u>RESOLVED</u> That the Minutes of the Meeting of the Policy and Resources Committee held on 17 January 2019 [Minute Nos. 37-496-11] be received and where necessary approved and adopted.

82. <u>MEMBERS QUESTIONS</u>

No Members questions were raised.

83. <u>2019/2020 CALENDAR OF MEETINGS</u>

Councillor Mrs Evans stated that there were no Neighbourhood Plan Committee Meetings included in the 2019/20 calendar of meetings.

Councillor Mrs Woodward made reference to the email received and circulated to all Members from Mr Stanley a member of the Neighbourhood Plan Committee and asked if an update could be provided to all Members and members of the Neighbourhood Plan Committee.

Mr Brown explained that there had been a legal challenge to the Plan which had suggested that an "Appropriate Assessment" needed to be carried out and this was due to be completed by 31 March 2019. Mr Brown reminded Members that the Burntwood Neighbourhood Plan had to conform to the emerging Lichfield District Local Plan which had not been finalised. Mr Brown stated that he had forwarded emails to Kirkwells for advice.

Councillor Mrs Woodward stated that it may be a good idea to hold a Neighbourhood Plan Committee meeting after 31 March 2019.

RESOLVED THAT

a) The 2019/2020 Calendar of Meetings be received and noted.

b) A meeting of the Neighbourhood Plan Committee be held after 31 March 2019.

84. EXPENDITURE FOR 10 MONTHS, APRIL 2018 TO JANUARY 2019

Councillor Mrs Woodward made reference to cost centre 213 - Events Committee and in particular income and expenditure.

Councillor Mrs Tranter explained that cuts in funding had contributed to the income and explained that in previous years the Town Council had been awarded a sum of money from the Commissioner's People Power Fund for the Play in the Parks however we were not successful last year. Members were informed that the Senior Administration Officer is applying for funding from the Commissioner's People Power Fund for this year on behalf of the Town Council.

Councillor Mrs Evans made reference to cost centre 207 – Flag Pole and stated that the flag located outside of Burntwood Library is in a terrible state.

Councillor Mrs Tranter stated that she was of the understanding that the Friends of Burntwood Library were now managing the flag pole requirements under the direction of the Town Council.

Mr Brown explained that the Friends of Burntwood Library had asked to take over the raising of the flag [subject to the appropriate training] and as part of that a new flag had been ordered.

Councillor Birch made reference to cost centre 301 – Civic Expenses and in particular income [£1,437] against expenditure [£3,517]. In the absence of Councillor Pullen, it was **PROPOSED** that Councillor Pullen would report back on this matter in due course.

RESOLVED That the expenditure for 10 months, April 2018 to January 2019 be received and noted.

85. PROPOSED EARMARKING OF RESERVES FOR 2018-19

Councillor Mrs Tranter made reference to the Defibrillators and confirmed that the figure in the reductions 2018/19 column should be £4,468 and the figure in the year end balances 31/03/2019 should be £1,232 [earmarked reserves to be used to cover overspend of budget in 2018/19. [Budget was £2,500 plus sponsorship of £1,475 received and estimated spend of £8,443 by year end]].

Councillor Mrs Banevicius thanked the Deputy Leader, Councillor Mrs Tranter, for all her hard work filling in for the Leader.

RESOLVED That the proposed earmarking of reserves for 2018-19 be received and noted.

ENCLOSURE NO. 1

86. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED That under the Public Bodies (Admissions to 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.

87. APPOINTMENT OF TOWN CLERK

Councillor Mrs Evans endorsed the recommendation of Councillor Pullen that Mr Graham Hunt be appointed as Town Clerk and thanked the Interim Town Clerk for his sterling work since the departure of the previous Chief Executive Officer.

Mr Brown advised Members that he had sought advice from the Town Council's Solicitors regarding the hours per week and the Solicitor had recommended a set figure. It was agreed that Mr Hunt would work 30 hour per week.

Councillor Birch queried the pro rata salary and details were provided.

Councillor Mrs Woodward made reference to the implications relating to a staffing structure and asked if a short confidential item could be included in the next meeting of the Policy and Resources Committee. Mr Brown stated that one of Mr Hunt's job would be to undertake a Business Plan and a staffing structure may be included in the overall Plan.

RESOLVED That Mr G Hunt be appointed as Town Clerk and that delegated authority be given to the Interim Town Clerk in consultation with the Leader, Deputy Leader and the Leader of the Labour Group to deal with any consequential issues.

[Councillor Mrs Woodward declared a personal interest in Confidential Agenda Item 15 [Appointment of Town Clerk] as the candidate is known to her].

[Councillor Drinkwater declared a personal interest in Confidential Agenda Item 15 [Appointment of Town Clerk] as the candidate is known to him].

[The Meeting closed at 7:06 pm]

Signed ....

Date ....

ENCLOSURE NO. 1

ENCLOSURE NO. 2

Burntwood TOWN COUNCIL | BONEY HAY BURNTWOOD CHASE TERRACE CHASETOWN

BURNTWOOD TOWN COUNCIL
APPOINTMENTS TO COUNCIL AND COMMITTEES
2019/2020

	LABOUR GROUP	CONSERVATIVE GROUP	NICOLA GREENSILL
Chairman of the Council	Diane Evans	-	
Vice-Chairman of the Council	Robert Birch	-	
Leader	Susan Woodward	Robin Place	
Deputy Leader	Darren Ennis	Norma Bacon	
Policy and Resources Committee = 10 Members [Finance; payments; budgeting; digital and website; Old Mining College Business Plan; refurbishment, Town Deal, lobbying, personnel]	7 Members	3 Members	
Planning and Development Committee = 10 Members [Planning applications etc as present and development issues/concerns for town e.g. economic development, Green Belt consultation etc]	7 Members	3 Members	

Community and Partnerships = 10 Members [Events and dementia initiative; young people; families; community engagement and development; grant aid, defibrillators, Stephen Sutton Bursary and hardship fund; liaison with other organisations e.g. police, NHS etc	7 Members	3 Members
Burial Grounds Sub Committee = numbers to be determined		
Neighbourhood Plan Sub Committee = 7 Members [plus representatives of the public]	5 Members	2 Members
Scrutiny Committee = 5 Members	3 Members	2 Members

ENCLOSURE NO. 2

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 14 MARCH 2019 COMMENCING AT 6.00 PM

PRESENT

Councillor Bamborough [in the Chair]
Councillors Mrs Bacon, Birch, Ms Brettell, Ennis, Mrs Stokes and Willis-Croft

In attendance

Ms J Minor, Senior Administration Officer
Two members of the public

PUBLIC FORUM

No issues were raised by members of the public.

44. APOLOGIES FOR ABSENCE

Councillors Bacon, Mrs Constable and Drinkwater [Dispensation].

45. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Willis-Croft declared a personal interest in planning application 19/00202/FUL - Inspire Dental Centre, Rugeley Road, Chase Terrace as he is a client of this dentist practice.

All 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.

46. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 13 February 2019 [Minute Nos. 40-43] be approved as a correct record.

47. PLANNING APPLICATIONS

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

(a)	19/00054/COU	Boney Hay and Central	Mr D Johnson Cannock Road Surgery 152 Cannock Road Burntwood	Change of use of Doctor's surgery to form ground floor office space and 2 no. one bedroom flats at first floor, including first floor

ENCLOSURE NO. 3A

				extensions to front and rear

No objection.

(b)	19/00215/FULH	Boney Hay and Central	Mr A Doyle 1 Squirrels Hollow Burntwood	First floor extension to side to form study

No objection.

(c)	19/00192/FULH	Gorstey Ley	A Mail 54 Church Road Burntwood	Single storey extension to side and rear to form kitchen/diner, 2 no. bedrooms, dressing room, en-suite and utility room

No objection.

(d)	19/00227/FULH	Summerfield and All Saints	Mr R Astbury 113 Springhill Road Burntwood	Installation of new gates and boundary wall to front and side of dwelling

No objection.

(e)	19/00202/FUL	Boney Hay and Central	Mr S Mulla Inspire Dental Centre Rugeley Road Chase Terrace	Two storey and first floor extension to form reception area, waiting room, staff room, office and associated facilities

No objection.

(f)	19/00214/FULH	Gorstey Ley	Mr C Rose 10 Tame Avenue Burntwood	Single storey extension to rear to form orangery replacing existing conservatory and part conversion of garage to form home office, utility and wet room

No objection.

(g)	19/00216/COU	Gorstey Ley	Mr M Williams Ammnet House 3 Lichfield Road Burntwood	Change of use from existing retail unit to form coffee shop/café [A3 use] and associated works

No objection.

ENCLOSURE NO. 3A

(h)	19/00278/FUL	Boney Hay and Central	Mr S Hayer 43A Bells Lane Burntwood	Removal of condition no. 5 of application 11/01348/COU relating to the retention of entrance gates

No objection.

(i)	19/00279/FUL	Boney Hay and Central	Mr S Hayer 43A Bells Lane Burntwood	Retention of entrance gates and boundary wall [increased height]

No objection.

(j)	19/00084/COU	Chasetown	Mr A Willis J Way Limited 90 High Street Chasetown	Change of use of ground floor shop to form 1 no. 2 bedroom flat

No objection.

(k)	19/00311/FULH	Highfield	Mrs S Allen 16 Nightingale Walk Burntwood	Single storey extension to front to form porch

No objection.

(l)	19/00327/FULH	Summerfield and All Saints	Mr S Curley 90 Bridge Cross Road Burntwood	Two storey side and single storey rear extension to form kitchen and bedrooms

No objection.

(m)	19/00347/FULH	Boney Hay and Central	Mr P M Harper Miss S A McKie 21 Shakespeare Road Burntwood	Two storey side and porch extension [with canopy] to extend garage and utility and form 2 no. bedrooms

No objection.

(n)	19/00340/FULH	Boney Hay and Central	Mr L Gauntlett 122 Chorley Road Burntwood	Single storey extension to rear to extend kitchen, including demolition of existing conservatory

No objection.

ENCLOSURE NO. 3A

(o)	19/00358/FULH	Chase Terrace	Mr T Wright 50 Princess Street Burntwood	Single storey extension to side and rear to form porch and bathroom

No objection.

(p)	19/00336/COU	Chasetown	Mr L Lai The Gourmet 11 High Street Chasetown	Conversion of existing outbuilding to 2 bedroom apartment

The proposed dwelling lies within the Zone of Influence of the Cannock Chase Special Area of Conservation and Members stated that the proposal must satisfactorily demonstrate that the development would not have an unacceptable impact on the ecological importance of this Special Area of Conservation.

Concerns were raised over lack of parking facilities.

(The Meeting closed at 6.13 pm)

Signed ....

Date ....

ENCLOSURE NO. 3A

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
WEDNESDAY 10 APRIL 2019 COMMENCING AT 6.00 PM

PRESENT

Councillor Bamborough [in the Chair]
Councillors Mrs Bacon, Birch, Ms Brettell, Ennis, Mrs Stokes and Willis-Croft

In attendance

Ms J Minor, Senior Administration Officer
Three members of the public

PUBLIC FORUM

No issues were raised by members of the public.

48. APOLOGIES FOR ABSENCE

Councillors Bacon, Mrs Constable and Drinkwater [Dispensation].

49. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Willis-Croft declared an interest in planning application 19/00469/FUL - 175 Rugeley Road [variation of condition 9 of application 15/00302/FUL relating to boundary treatment] as he lives in close proximity.

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

50. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 14 March 2019 [Minute Nos. 44-47] be approved as a correct record.

51. PLANNING APPLICATIONS

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

(a)	19/00377/FULH	Chase Terrace	Mr M Stanley 26 High Street Chase Terrace	Single storey extension to rear to form playroom and shower room

No objection.

ENCLOSURE NO. 3B

(b)	19/00317/OUT	Chase Terrace	TEK Holdings Limited Land adjacent to 155 Cannock Road Chase Terrace	Erection of 7 no. three bedroom dwellinghouses [outline relating to access, appearance, layout and scale]

As the site is located at the junction of Cobbett Road and Cannock Road, concerns were expressed by Members as to access/egress by vehicular traffic and pedestrians. Members felt that the proposal would cause an obstruction in view for drivers existing Cobbett Road and asked that Staffordshire County Council, as Highway Authority, visit the location and assess the situation in great detail.

(c)	19/00384/COU	Chasetown	Burntwood Town Council The Old Mining College Centre Queen Street Burntwood	Change of use to flexible use comprising use classes A1, A2, B1 and D1

No comment.

(d)	19/00367/FULH	Hunslet	Mr and Mrs D Perry 11 Wilkinson Close Burntwood	Erection of single storey detached garage in front garden

If the proposal is approved it should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 11 Wilkinson Close and shall not be used, sold or let as a separate dwelling.

(e)	19/00395/FULM	Summerfield and All Saints	Staffordshire County Council Greenwood House Lichfield Road Burntwood	Demolition of existing building and construction of single storey medical centre with pharmacy, new vehicular access and associated parking and landscaping

No objection.

(f)	19/00450/FUL	Chasetown	Mr A Javad Napolis Pizza 16 High Street Chasetown	Variation of condition 3 of permission 04/00065/COU relating to opening hours

No objection.

(g)	19/00369/REMM	Summerfield and All Saints	Bromford Developments Ltd Land at Mount Road Burntwood	Application for approval of reserved matters relating to appearance, landscaping, layout and scale for erection of 95 dwellings in accordance

ENCLOSURE NO. 3B

				with application 17/00139/OUTM
	No objection.			
(h)	19/00469/FUL	Boney Hay and Central	Mr G Pritchard 175 Rugeley Road Chase Terrace	Variation of condition 9 of application 15/00302/FUL relating to boundary treatment
	No objection.			
(i)	19/00485/FULH	Gorstey Ley	Mr and Mrs Wickes 22 Dove Close Burntwood	Single storey extension to front and rear to form cloakroom and extend kitchen and dining room and associated internal alterations
	No objection.			
(j)	19/00487/FULH	Summerfield and All Saints	Mrs Sutton 44 Nailers Drive Burntwood	Single storey extension to rear to form wet room
	No objection.			
(k)	19/00481/FULH	Chase Terrace	Mr and Mrs Sutton 27 Princess Street Burntwood	Two storey extension to rear to extend dining room, sitting area, master bedroom and form study, replacing existing rear conservatory
	No objection.			
(l)	19/00491/FULH	Summerfield and All Saints	Mr and Mrs Graham 152 Chase Road Burntwood	Two storey extension to the rear of property
	No objection.			
(m)	19/00480/FULH	Boney Hay and Central	Mr C Bula 71 Boney Hay Road Burntwood	Conversion of garage/ workshop building to form residential annex including first floor extension to rear to form 1 no. bedroom and side/roof extension to link annex to main dwelling and match

ENCLOSURE NO. 3B

				roofing

If the proposal is approved it should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 71 Boney Hay Road and shall not be sold or let as a separate dwelling.

(n)	L.19/02/895W		Mr S Barnard Unit 5a Plant Lane Burntwood Business Park Burntwood	Retrospective application for a transfer station of gully emptying and road sweeping waste

No objection.

(o)	19/00451/FUL	Summerfield and All Saints	Mr S Stretton 88 Springhill Road Burntwood	Demolition of existing dwelling and erection of 2 no. three bedroom detached dwellings and associated works

No objection.

(p)	19/00477/FUL		LCP Properties Limited Land off Milestone Way Burntwood	Retention of temporary fencing to site boundary

No objection.

(q)	19/00520/FULH	Chase Terrace	Mr P Cheshire 24 Princess Street Burntwood	Two storey extension to side to extend garage and existing bedroom

No objection.

[The Meeting closed at 6.15 pm]

Signed ……………………………………………

Date ……………………………………………

ENCLOSURE NO. 3B

MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 18 MARCH 2019 COMMENCING AT 6:06 PM

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Bamborough, Mrs Conolly, Ennis, Mrs Evans, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]
N Caine, Direct Services Manager [DSM]

69. APOLOGIES FOR ABSENCE

None - as all Members were present.

70. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non-pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

71. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 13 November 2018 [Minute Nos. 41-46] be received and where necessary approved and adopted.

72. NOTES OF A MEETING WITH THE FUN CLUB DATED 06 MARCH 2019

Councillor Mrs Tranter updated Members on the current position regarding Open House and confirmed that Support Staffordshire were going to be taking on the lease of Open House with effect from 01 April 2019. It is the intention of Support Staffordshire that Open House be a real community hub. Support Staffordshire would like as many different services to be operated from the building as possible. The success and sustainability of this endeavour will rely heavily on the support of the community. It is Support Staffordshire's intention to keep the costs of the rental as low as possible but of course they will have to ensure that they cover all associated costs.

Councillor Mrs Stokes made reference to the Co-op Store in Morley Road and confirmed that she would be personally visiting the store to ask for donation of cakes and/or if the Co-op would consider the Fun Club as one of their weekly charities.

RESOLVED That the Notes of the Meeting with the Fun Club held on 06 March 2019 be received and noted.

ENCLOSURE NO. 4A

73. NOTES OF A MEETING WITH MRS A BRADY, KEAN STYLES DATED 14 MARCH 2019

Councillor Mrs Tranter informed Members that she thought that the meeting with Mrs Brady [Kean Styles] was a productive meeting and that Mrs Brady had seemed very keen however she stated that businesses needed to become more involved and it was not primarily the responsibility of the Town Council. Councillor Ennis stated that getting other businesses on board was very difficult. Councillor Mrs Tranter explained that the problem with putting stalls down the precinct was the "wind tunnel".

Councillor Mrs Stokes made reference to the Stephen Sutton Motorbikes and Councillor Ennis suggested that now Costa Coffee was being constructed on the forecourt of the former Tesco Store, that the paved area at the bottom of the precinct could be utilised. It was AGREED that Councillor Mrs Stokes would speak to a Committee member and ask if eight to ten motorbikes could be provided.

Councillor Mrs Evans made reference to the comment made by Mrs Brady "you needed to plant the idea in the heads of the children etc". Councillor Mrs Tranter explained that Mrs Brady had suggested that Members of the Town Council visit youth clubs in the area to gauge the views of young people who would then informed their teachers etc.

RESOLVED That the Notes of the Meeting with the Mrs A Brady of Kean Styles held on 14 March 2019 be received and noted.

74. WAKES FESTIVAL 2019

Councillor Stokes informed Members that Mr Williams from Seventeen43 Management had already prepared the draft Event Management Plan for submission. Councillor Stokes confirmed that he had personally visited C Robinson and Sons Butcher at Swan Island, Burntwood but they were unable to provide a pig roast or similar for the event. Councillor Stokes stated that he would be preparing a site plan for the event [before 02 May 2019].

Councillor Mrs Stokes informed Members that she had made contact with Burntwood Tae Kwon Do and stated that the instructor needed to speak to his pupils to ascertain if they were prepared to perform in the arena again this year.

Members considered a request from Crown who were in the process of trying to promote opportunities from the HS2 project around the areas affected by the route – how to get a job, apprenticeship or win contracts with HS2. They would be looking at bringing along a 7m trailer. Councillor Ennis queried whether this was relevant to the Wakes and felt that this was not the venue. It was AGREED that the Senior Administration Officer would email Crown suggesting that they speak/email Julie Poppleton [Chase Terrace Technology College] who organised last year's careers convention and who networks with the businesses in the area.

Councillor Mrs Tranter made reference to the Hungry Hippos Game [4 players, suitable for all ages] and it was AGREED that the Senior Administration Officer would book the Hungry Hippos Game at a cost of £275 plus VAT and enquire how the company manage the crowd [i.e. booking form, time slot etc].

Members considered a request from a singer/songwriter from the West Midlands who had asked if he could perform at this year's Wakes Festival. Members felt that it was too late in the

ENCLOSURE NO. 4A

day to consider the singer/songwriter's request but wished him well for the future. It was **AGREED** that the Senior Administration Officer would email the singer/songwriter.

75. PLAY IN THE PARKS 2019

Councillor Mrs Tranter informed Members that following the success of the Play in the Parks event in 2018 the Senior Administration Officer had recently emailed Spark after they had indicated that they had wanted to be involved again this year. Unfortunately no response had been received. Councillor Mrs Evans stated that she would personally contact Spark to ascertain if they would be interested in either Monday 29 July or Monday 12 August. It was **AGREED** that a cut-off date for Spark would be 25 March 2019 as the venues needed to be firmed up.

Councillor Mrs Tranter stated that the St Matthews event would be held on Wednesday 31 July.

76. CHRISTMAS EVENTS 2019

Councillor Stokes informed Members that he would personally visit Chase Plant Hire to ascertain if they could provide [free of charge] better barriers/signage.

Councillor Mrs Tranter informed Members that she would be speaking to County Councillor Mrs Fisher, Cabinet Member for Highways, Staffordshire County Council to ascertain if barriers/signage could be borrowed [free of charge] for the event.

For information, Councillor Mrs Tranter informed Members that the new Bromford housing development being built on the Cannock Road would be finished by approximately Christmas 2019 with people moving in in approximately January 2020.

Councillor Stokes stated that the layout plan would be different this year as Costa Coffee is being constructed on the frontage of the former Tesco Store which had been used previously.

The Senior Administration Officer informed Members that Councillor Mrs Tranter had spoken to Boney Hay School who would be willing to participate in the Bells Lane event and that the Caretaker would be taking up the role of Santa [situated in the Library].

77. SHORTEST FUN RUN

Councillor Mrs Tranter made reference to Minute No. 58 [07 January 2019] and Minute No. 68 [04 February 2019] and informed Members that K P Events had approached her some four/five weeks ago asking if the event could be run again this year. Members referred to the agreement made on 07 January 2019 when Members felt that this was a unique event for Burntwood however, if it was annually it may dilute it a bit and it was **AGREED** that perhaps it should be a bi-annual event.

Members made reference to Burntwood Action Group [Friends of Princes Park] who were hoping to lease the Park from Lichfield District Council and it was **AGREED** that K P Events should contact Burntwood Action Group if they wanted to hold the event in 2019.

ENCLOSURE NO. 4A

78. BANNERS AROUND THE TOWN

Councillor Mrs Tranter made reference to the increasing number of banners around the Town and it was AGREED that the Direct Services Manager would investigate the possibility of removing the banners etc.

[The Meeting closed at 7.10 pm]

Signed ....

Date ....

ENCLOSURE NO. 4A

MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 15 APRIL 2019 COMMENCING AT 6:03 PM

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Bamborough, Ennis, Mrs Evans, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer [SAO]
N Caine, Direct Services Manager [DSM]
One member of the public

79. APOLOGIES FOR ABSENCE

Councillor Mrs Conolly.

80. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non-pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

81. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 18 March 2019 [Minute Nos. 69-78] be received and where necessary approved and adopted.

82. NOTES OF A MEETING WITH SEVENTEEN43 MANAGEMENT DATED 18 MARCH 2019

Members were informed that Mr Williams had already drafted the Event Management Plan and was waiting for Freedom Leisure to sign it off.

RESOLVED That the Notes of the Meeting with Seventeen43 Management dated 18 March 2019 be received and noted.

83. NOTES OF A MEETING WITH MRS ALLEN, SPARK DATED 02 APRIL 2019

RESOLVED That the Notes of the Meeting with the Mrs Allen held on 02 April 2019 be received and noted.

ENCLOSURE NO. 4B

84. WAKES FESTIVAL 2019

Councillor Stokes informed Members that the layout plan was now completed and Seventeen43 Management had agreed to mark out the site. It was AGREED that the PA system and arena would be managed on the day by the Direct Services Manager.

The Senior Administration Officer informed Members that there were seven food stalls, twenty two charity stalls and twenty two craft stalls.

The Direct Services Manager was reminded that the vampire boards needed to be erected two weeks before the event and that the no parking signs needed to be erected on the day [as early as possible].

It was AGREED that one thousand two hundred programmes would be printed [two hundred for each entrance].

Councillor Ennis confirmed that Travelwood would be providing the same as last year.

Councillor Stokes informed Members that he has spoken to Chase Plant Hire who had agreed to provide plastic barriers and a 6.5kv generator for the day [to be dropped off on site by 10am].

It was AGREED that the incoming Chairperson would officially open the 2019 Wakes.

85. PLAY IN THE PARKS 2019

Councillor Mrs Tranter confirmed the following dates and venues for the Play in the Parks events for 2019:

Monday 29 July – Spark [Springhill Academy]
Wednesday 31 July – St Matthews Cricket Ground
Monday 05 August – Chase Terrace Park
Wednesday 07 August – Open House, Cherry Close
Monday 12 August – Elder Lane Park
Wednesday 14 August – Redwood Park
Monday 19 August – Chase Terrace Park
Wednesday 21 August – Redwood Park

Councillor Mrs Stokes informed Members that she had donated crafts items for the Play in the Parks events and advised that the Town Council would need to purchase some coloured pencils and/or crayons.

Councillor Mrs Stokes informed Members that she may know of someone [a craft volunteer] who may be able to assist with the crafts. It was AGREED that Councillor Mrs Stokes would obtain contact details.

ENCLOSURE NO. 4B

86. CHRISTMAS EVENTS 2019

Councillor Stokes informed Members that he had spoken to Chase Plant Hire regarding signage and cones. Members were informed that the Library still had the bunting and the cone covers made by Councillor Mrs Stokes.

It was AGREED that at the appropriate time 500 advent calendars would be purchased and that "other items" would also be purchased to take into account children who were allergic to chocolate.

Members were reminded that an agreed date would be needed in order to wrap the Christmas presents.

[The Meeting closed at 6.40 pm]

Signed ....

Date ....

ENCLOSURE NO. 4B

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 28 MARCH 2019 COMMENCING AT 6.00 PM

PRESENT

Councillor Mrs Tranter [in the Chair]
Councillors Mrs Bacon, Mrs Evans, Mrs Fisher and Mrs Woodward

In attendance

J G Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer
Councillor Ennis
One member of the public

In the absence of Councillor Pullen, Councillor Mrs Tranter was elected Chairman for the meeting.

GETTING ACTIVE IN THE COMMUNITY - CHASEWATER

Julia Kendrick the new Active Communities Manager for Freedom Leisure attended the meeting and explained that she was based at Burntwood and Friary Grange Leisure Centres. Working alongside the Active Lichfield team, her role will be focused on delivering and supporting and advertising projects across the District to get people active as well as giving opportunities for all to improve their physical and mental health.

With links to Chasewater Park, Ms Kendrick explained that the Active Communities team are encouraging young people across Burntwood and the surrounding areas to be more active through the programme Xplorer. Xplorer is a British Orienteering initiative to get people active and map reading in a fun way. Ms Kendrick was looking to offer Xplorer to the whole of the community throughout the year. Targeting young people and families in general, they are also looking to work with a care homes/ Sheltered housing organisations to offer a specifically designed course for older people to also get involved. Ms Kendrick was keen to offer this project for free for anyone to attend.

Councillor Mrs Tranter asked if any dates for the events were yet known and if there was any existing orienteering groups in Burntwood. Ms Kendrick explained that no dates had been agreed to date and she knew of no specific groups in Burntwood. Ms Kendrick was looking at holding 6/7 events throughout the year.

Councillor Mrs Woodward explained that some Members were currently part of the Leisure, Parks and Waste Management [Overview and Scrutiny] Committee, were members of the Friends of Chasewater Park and were County Councillors. Councillor Mrs Woodward explained the difficulties with access to Chasewater Park and car parking issues [Church Street car park and The Sportsway]. Mr Brown explained that he had been informed that Chasetown Football Club were going to open and shut the gates however he stated that he had tried to contact the Football Club several times to ascertain specific times etc but to no avail. With regard to The Sportsway, Mr Brown explained that the Town Council had agreed in principle to support this project, however, no further information had been received. It was agreed that Mr Brown would follow that up to ascertain what the current situation was regarding The Sportsway.

ENCLOSURE NO. 5

Councillor Mrs Fisher stated that it was important not to duplicate things and that the Town Council needed to be kept in the loop to avoid this happening.

Ms Kendrick explained that she would like to deliver the project free of charge and asked if the Town Council was willing to contribute £250 towards the mapping facilities etc.

It was RECOMMENDED TO FULL COUNCIL that

a. Burntwood Town Council make a contribution of £250 towards the mapping facilities etc [Xplorer].

b. Mr Brown made enquiries regarding the current situation in respect of The Sportsway.

50. APOLOGIES FOR ABSENCE

Councillors Pullen and Stokes.

51. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Woodward declared an interest as a County Councillor and member of the Friends of Chasewater.

Councillor Mrs Fisher declared an interest as a County Councillor and member of the Friends of Chasewater.

Members present indicated that they may have an interest in some of the grant aid applications and would declare them if a specific discussion took place on a particular application.

52. MINUTES

Councillor Mrs Evans made reference to Minute No. 40 - Review of Training Room and Mr Brown explained that all of the units, the suite and training room were being renewed [for a term of 5 years with a break clause after the first year].

Councillor Mrs Evans made reference to Minute No. 41 - Schedule of Payments and in particular her comment made that one invoice could be issued by G E Collis and Sons Limited every month and stated that this statement should have been recorded as part of the decision.

Councillor Mrs Evans made reference to Minute No. 43 - Photocopier and Members were reminded of the recommendation made at the Town Council Meeting held on 13 March 2019 [that whilst a recommendation was made to lease a photocopier, additional information has now come to light about the lease which means we will now revisit this decision, and as such this recommendation is not being put to Council today]. It was agreed that a progress report would be sought.

Councillor Mrs Woodward made reference to Minute No. 48 - Play Equipment in Burntwood Parks and advised Members that her meeting with Councillor Wilcox, Leader of Lichfield District

ENCLOSURE NO. 5

Council and Councillor Pritchard, Deputy Leader of Lichfield District Council regarding capital spend in Burntwood has not come to fruition.

Councillor Mrs Tranter made reference to S106 monies allocated to Burntwood Leisure Centre and stated that she was of the understanding that there may be some of the money left over however the amount was unknown. Councillor Mrs Woodward stated that the Town Council should have received some form of consultation on how the money was being spent.

Councillor Mrs Tranter made reference to Burntwood Park and stated that that the park had only received a lick of paint and two second hand pieces of equipment over recent years.

Mr Brown explained that he had received an email undertaking from Councillor Latham [Cabinet Member for Operational Services, Leisure and Waste at Lichfield District Council] giving an undertaking that the Town Council would be fully consulted on the spend.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 17 January 2019 [Minute Nos. 37-49] be approved as a correct record subject to the comment of Councillor Mrs Evans.

53. SCHEDULE OF PAYMENTS

Councillor Mrs Woodward made reference to the grant aid scheme and in particular Spark and Members were informed that it was a team effort in resolving the issues.

Councillor Mrs Evans made reference to the payments made to Angel Springs Limited and asked if an account could be set up so that one invoice is issued.

Councillor Mrs Woodward made reference to the payments made to Ansons in respect of professional charges in connection with renewal of leases and stated that she was not made aware of the costs which would be involved [more transparent to have known the costs involved]. Mr Brown explained that the leases were for 5 years [£540 ÷ 5 years = £108] with a break clause after the first year.

Councillor Mrs Woodward made reference to the payment made to Lion FPG Limited [town trader advert] and was informed that this was the January 2019 edition [double middle page spread].

Councillor Mrs Evans made reference to the payment made to Free Spirit Horse Memorial and raised concerns regarding the price of the tickets.

RESOLVED That the schedule of payments made between 25 January 2019 and 15 March 2019 totalling £78,649.73 be received and noted.

54. BURNTWOOD TOWN STRATEGY EXPENDITURE

54a Parish Council News

Members were informed that following the last Policy and Resources Committee [Minute No. 49 refers] enquiries have been made about the production of a magazine dedicated to the

ENCLOSURE NO. 5

Parish of Burntwood however information had been received that such a magazine would not be viable. However, as an alternative it had been suggested that a newsletter could be produced. The company involved would provide three newsletters per annum and they would design, edit, print and distribute to 3,000 homes in the Parish of Burntwood. It would be for the Town Council to provide stories and updates to fill the pages. The cost would be £6,000 per annum.

Councillor Mrs Tranter raised concerns that every household would not receive a copy and Councillor Mrs Fisher stated that she would not support this item as she felt that people were moving away from print and were moving more towards digital.

Councillor Mrs Woodward gave an example of Nottingham City Council where members of the public who were surveyed had indicated that they preferred a printed copy.

Mr Brown suggested that the organisation to whom the Town Council gave grant aid to could write an article for the newsletter in order to fill the space.

Councillor Mrs Evans suggested that Councillors contact details could be provided in the newsletter.

It was RECOMMENDED TO FULL COUNCIL that the Town Council support the newsletter in principle however that the Town Clerk in consultation with the new Council looks into the practicalities of providing a newsletter to every household in the Parish of Burntwood.

55. EARMARKED ADDITIONAL EXPENDITURE 2018/19

55a Play Equipment in Burntwood Parks

Members were informed that at the last meeting of the Policy and Resources Committee it was agreed to defer the matter so that it can be considered in the light of information obtained at the Lichfield District Council presentation to Members on open spaces which was held on 23 January 2019.

Councillor Mrs Tranter informed Members that she had, and was still having, conversations with Councillor Wilcox, Leader of Lichfield District Council.

Councillor Mrs Woodward stated that the Town Council needed to be realistic on what could be purchased.

It was RECOMMENDED TO FULL COUNCIL that the Town Council earmark £10,000 towards play equipment in Burntwood Parks.

55b Summer House/Conservatory

Councillor Mrs Woodward made reference to the report produced by the Direct Services Manager and felt that there was insufficient information provided to make a decision and stated that there was still no Business Plan for the Old Mining College Centre.

Councillor Mrs Evans made reference that the Family History Group had been omitted from the report [current usage].

ENCLOSURE NO. 5

It was RECOMMENDED TO FULL COUNCIL that this item be left to the new Council and that the Town Clerk prepare a Business Plan for the Old Mining College Centre.

55c Provision of Items for those deemed to be in need in the Parish of Burntwood

Councillor Mrs Tranter informed Members that Support Staffordshire was going to be taking on the lease of Open House in Burntwood from 01 April 2019. It was the intention of Support Staffordshire that Open House be a real community hub. They would like as many different services to be operated from the building. The success and sustainability of the building will rely heavily on the support of the community. It is their intention to keep the costs of the rental as low as possible but of course they will have to ensure that they cover all associated costs.

Councillor Mrs Tranter informed Members that Support Staffordshire were taking over Open House in its current condition and will have to give it back in its current condition or better and referred to the café area. Councillor Mrs Tranter stated that a quotation had been obtained for carpet and vinyl.

Councillor Mrs Woodward stated that she was happy to support this as the building had been empty for several months.

Members were informed that following the last meeting of the Policy and Resources Committee [Minute No. 46c refers] an email had been sent to local housing associations, CASES, Pathway and Burntwood Lions asking for their views on the proposal. Positive responses have been received from CASES, Pathway and Burntwood Lions all of which were willing to be involved in principle.

It was RECOMMENDED TO FULL COUNCIL that

a. The Town Council make a contribution of £1,000 towards the refurbishment of the Open House building.

b. A meeting be held with the three organisations regarding the practicalities of achieving a scheme for providing items for those in need in the Parish of Burntwood.

55d Princes Park, Burntwood

Members were advised that Burntwood Action Group have advised that they have had discussions on the future maintenance and improvements of Princes Park at Burntwood Green. In connection with that the Group would like to introduce three or four concrete/stone planters together with the installation of decorative lights in the trees.

STANDING ORDERS WERE SUSPENDED TO ALLOW MR CHAMBERLAIN, CHAIRMAN OF THE BURNTWOOD ACTION GROUP TO SPEAK

Mr Chamberlain informed Members that agreement had been agreed to work in partnership with Lichfield District Council however the District Council would still own the park. Mr Chamberlain stated that the majority of the maintenance would be undertaken by the Action Group. Mr Chamberlain stated that Burntwood should be proud of the park however it had been terribly neglected in the past. Mr Chamberlain informed Members that Lichfield District Council had already refurbished the gate and made the access safer.

Mr Chamberlain stated that the Town Council fund Christmas trees around the Parish however the Action Group was looking at installing permanent lights in the trees [one off expenditure].

Councillor Mrs Woodward stated that she felt that permanent lighting was a good ideas and could be considered within the context of the Christmas trees/lighting [cost centre/budget].

It was RECOMMENDED TO FULL COUNCIL that the funding of permanent lighting at Princes Park be deferred to the new Council to consider.

56. BRIGHTIDEAS365

Members were informed that Brightideas365 was an online magazine with features, discounts on goods and services [with smaller local companies as well as big national chains], competitions, puzzles and brain teasers, what's ons [with direct booking], classic e-books, podcasts from across the world, and much more.

It was RECOMMENDED TO FULL COUNCIL that the Town Council supports Brightideas365 in principle and that the details be forwarded to all Town Council tenants.

57. GAS BOILERS

Councillor Mrs Woodward made reference to the report produced by the Direct Services Manager and felt that there was insufficient information provided to make a decision [no rolling programme, sinking fund etc].

STANDING ORDERS WERE SUSPENDED TO ALLOW COUNCILLOR ENNIS TO SPEAK

Councillor Ennis explained that the gas boilers had been discussed at the Task and Finish Group Meetings and stated that the quotations did not appear to be like for like [price ranging from £27,840 - £113,616].

Councillor Mrs Woodward made reference to the tendering process as no quotation had been received from British Gas.

It was RECOMMENDED TO FULL COUNCIL that the gas boilers be deferred to the new Council and in the meantime that procurement advice be obtained from Staffordshire County Council.

58. SEPARATE BANK ACCOUNT FOR CHAIRMAN'S CHARITY FUNDRAISING

Councillor Mrs Fisher stated that this item had been discussed previously whilst under the Chairmanship of Councillor Miss Fisher. Councillor Mrs Tranter informed Members that ticket sales totalled £1,143 of which £190.50 was VAT.

Councillor Mrs Woodward stated that she felt that with having a separate bank account civic expenditure etc could be looked at more closely.

It was RECOMMENDED TO FULL COUNCIL that the Finance Officer investigate the implications of setting up a separate bank account taking into account the comments/decisions previously made.

59. PUBLIC FORUM SESSION AT PLANNING COMMITTEE MEETINGS

Members were informed that following the request at the Town Council Meeting held on 13 March 2019 the guidance for the public forum session at Planning Committee Meetings had been amended and it was submitted for approval.

RESOLVED That the public forum session at Planning Committee Meetings be amended as submitted.

60. CHASETOWN FOOTBALL CLUB - WALL OF SUPPORT

Members were informed that Chasetown Football Club had asked if the Town Council would wish to participate in their Wall of Support. The 100 x 300mm granite plaques are priced at £50 each.

It was RECOMMENDED TO FULL COUNCIL that the Town Council purchases a plaque in the sum of £50 and that the logo and the wording "Burntwood Town Council" appears on the plaque.

[The Meeting closed at 7:40 pm]

Signed ....

Date ....

ENCLOSURE NO. 5

MINUTES OF A MEETING OF THE BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON WEDNESDAY 24 APRIL 2019 COMMENCING AT 6:00 PM

PRESENT

Councillor Mrs Bacon [in the Chair]
Councillors Mrs Banevicius and Birch
V Chamberlain, Mrs Fletcher, S Norman, K Stanley and Mrs Taylor [from 6.12 pm]

Also in attendance

J Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer [SAO]
G Hunt [from 6.05 pm], Prospective Town Clerk
Councillor Mrs Evans
M Wellock, Kirkwells Consultancy

1. APOLOGIES FOR ABSENCE

Councillors Mrs Conolly and Mrs Fisher.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

Mr Norman made reference to Minute No. 4 - Burntwood Neighbourhood Plan [Page 2] and stated that the word "has" in paragraph six should be replaced with the word "as".

RESOLVED That the Minutes of the Meeting of the Burntwood Neighbourhood Plan Committee held on 03 July 2018 [Minute Nos. 1-4] be received and approved.

4. BURNTWOOD NEIGHBOURHOOD PLAN

Mr Wellock explained that overall there was not much to say however he updated Members on the actions taken. Following the Committee Meeting on 03 July 2018 the revised Plan [following the Regulation 14 Draft Consultation] had been submitted to Lichfield District Council.

In preparing the Regulation 14 Draft Plan, the Plan had been screened for the purposes of Strategic Environmental Assessment [SEA] and Habitat Regulations Assessment [HRA]. The conclusion of those screenings was that there was no need for a full Strategic Environmental Assessment or Habitat Regulations Assessment.

Mr Wellock explained that a judgement had been handed down by the European Courts saying that it was not sufficient to deal with issues outstanding through mitigation. Following a letter

ENCLOSURE NO. 6

received by Lichfield District Council from Natural England saying that they were not happy with the screening [Habitat Regulations Assessment], Lichfield District Council had sought legal advice and it was agreed that another Habitat Regulations Assessment screening was needed. Mr Wellock informed Members that BSG Ecology had undertaken a Stage 2 and 3 Habitat Regulations Assessment Report and that the conclusion of the report was that no significant environmental impact had been identified. Mr Wellock stated that Lichfield District Council may need to consult Natural England, Environment Agency etc again. Mr Wellock recommended that the Town Council does not make any significant changes at this stage [just updates]. Mr Wellock gave a timescale of June 2019 for the consultation following the new Habitat Regulations Assessment screening.

Mr Chamberlain made reference to the consultation date of June 2019 and asked why the delay and asked how long was the consultation.

Mr Wellock explained that there was a statutory period of five weeks for Natural England to respond and then Regulation 16 would be a six week period.

Mr Norman stated that the judgement was made in April 2018 and if the Plan had been adopted this could have been avoided. Mr Norman also made reference to the loss of the 10% CIL monies. Mr Norman supported Mr Wellock's recommendations not to change the Plan at this stage.

Mr Brown reminded Members that the Plan needed to go through Lichfield District Council's Cabinet and then Full Council before the Referendum.

Mr Wellock stated that if the consultation formally starts in June 2019, it would mean that the responses could be received by September 2019 [six/eight week's consultation period]. After that time an Independent Examination around November 2019 with an Examination Report back in December 2019 would follow.

Mr Chamberlain asked if there was anything the Committee could do to hurry up the process. Mr Stanley stated that he was frustrated with the delays and that time was of the essence.

Mr Brown reminded Members that the Burntwood Neighbourhood Plan needed to comply with the Local Plan Strategy, Local Plan Allocations Document [once adopted] and other material considerations including the National Planning Policy Framework [NPPF].

Mrs Taylor stated that her interpretation was that the Committee were not happy with the current Plan as the regeneration of Burntwood was not in it. Mr Chamberlain stated that the Plan must conform to the Local Plan and he explained that Lichfield District Council had promised that Burntwood Action Group would have an opportunity to have an input into the Local Plan when appropriate. Mr Norman stated that no doubt the Town Council would also be lobbying Lichfield District Council regarding this.

RECOMMENDATION TO FULL COUNCIL for the purposes of the Burntwood Neighbourhood Plan it was agreed that the Plan should remain as it was following recommendations from Mr Wellock.

[The Meeting closed at 6.26 pm]

Signed ....

Date ....

ENCLOSURE NO. 6

Burntwood Town Council Current Year

Income and Expenditure Account for Year Ended 31st March 2019

31st March 2018 RESTATED		31st March 2019
	Operating Income	
330,456	Corporate	334,358
48,503	OMCC	59,346
8	Supplies & Services	13
2,895	Bus Shelters	0
1,142	Traffic Islands	4,355
969	Burntwood in Bloom	0
5,996	Events Committee	3,647
5,149	Community Projects	6,475
0	Neighbourhood Plan	2,580
2,681	Civic Expenses	2,067
24,745	Burntwood Cemetery	29,553
422,543	Total Income	**442,393**
	Running Costs	
82,224	Corporate – PURCHASE OF L.A. PROPERTY FUND UNITS	0
170,684	Employee Expenses	0
40,454	OMCC	53,846
1,350	Transport	0
22,780	Supplies & Services	156,701
856	Street Lighting	974
4,505	Bus Shelters	0
4,368	Christmas Lights	2,702
7,133	Traffic Islands	7,403
1,570	Hanging Baskets & Planters	1,899
250	Flagpole	23
2,764	Burntwood in Bloom	0
9,814	Coulter Lane Burial Ground	904
19,683	Events Committee	20,742
4,542	Community Projects	16,612
360	SCAMP	0
3,428	Neighbourhood Plan	4,790
1,598	Civic Expenses	4,086
15,301	Grant Aid	15,383
0	Election Expenses	12,925
19,575	Burntwood Cemetery	19,525
1,584	Capital Works	46,599
414,823	Total Expenditure	**365,114**
	General Fund Analysis	
103,069	Opening Balance	110,789
422,543	Plus : Income for Year	442,393
525,612		553,181
414,823	Less : Expenditure for Year	365,114
110,789		188,068
0	Transfers TO / FROM Reserves	90,249
110,789	**Closing Balance**	**97,819**

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Printed on : 01/05/2019

At : 17:22

Burntwood Town Council Current Year

Balance Sheet as at 31st March 2019

31st March 2018 RESTATED				31st March 2019
		Current Assets		
1,312		Debtors	2,739	
4,727		VAT Refunds	5,711	
3,019		Prepayments	3,775	
39,789		Unity Trust Current A/c	127,405	
203,966		CCLA Public Sector Deposit Fun	203,966	
134		Petty Cash	44	
82,224		Barclays Deposit A/c	82,620	
335,171			**426,262**	
	335,171	**Total Assets**		**426,262**
		Current Liabilities		
181		Lloyds Multipay Card	634	
1,243		Creditors	15,567	
2,737		Accruals	1,265	
497		Receipts in Advance	1,002	
4,658			**18,469**	
	330,514	**Total Assets Less Current Liabilities**		**407,793**
		Represented By		
	110,789	General Fund		97,819
	219,725	Earmarked Reserves		309,974
	330,514			**407,793**

The above statement represents fairly the financial position of the authority as at 31st March 2019 and reflects its Income and Expenditure during the year.

Signed : Chairman ______________________ Date : ______________

Signed : Responsible Financial Officer Alison James Date : 1.5.19.

ENCLOSURE NO. 9

BURNTWOOD TOWN COUNCIL

2018/19 YEAR END BALANCES SHOWING BREAKDOWN OF EARMARKED RESERVES

DESCRIPTION	BALANCES 31/03/2018 (PER ANNUAL RETURN 2017/18)	OPENING BALANCES 31/03/2018 (AFTER RETROSPECTIVE EARMARKING FOR 2017/18 APPROVED BY COUNCIL IN JULY 2018 AND CORRECTION OF TREATMENT OF CCLA LOCAL AUTHORITY PROPERTY FUND)	ADDITIONS TO EARMARKED RESERVES 2018/19 (APPROVED BY COUNCIL IN MARCH 2019)	REDUCTIONS TO EARMARKED RESERVES 2018/19 (APPROVED BY COUNCIL IN MARCH 2019)	YEAR END BALANCES 31/03/2019
		£	£	£	£
EARMARKED CAPITAL RESERVES:					
BURNTWOOD CEMETERY	89,902	89,902	0	12,490	77,412
TOTAL EARMARKED CAPITAL RESERVES	**89,902**	**89,902**	**0**	**12,490**	**77,412**
EARMARKED REVENUE RESERVES:					
ELECTIONS	8,631	19,631	9,000	7,925	20,706
TOWN STRATEGY	9,002	24,002	15,000	0	39,002
COMMUNITY PROJECTS	22,475	0	50,000	0	50,000
NEIGHBOURHOOD PLAN	22,799	15,000		2,000	13,000
OLD MINING COLLEGE	60,890	90,390	0	14,000	76,390
DEFIBRILLATORS	5,700	5,700	0	4,468	1,232
CIVIC EXPENSES	326	326	800	326	800
SCAMP: MAINTENANCE	0	500	0	0	500
EVENTS	0	14,700	0	0	14,700
CIL MONEY	0	0	11,232	0	11,232
BUS SHELTERS	0	0	4,000	0	4,000
STEPHEN SUTTON BURSARY	0	0	1,000	0	1,000
TOTAL EARMARKED REVENUE RESERVES	**129,823**	**170,249**	**91,032**	**28,719**	**232,562**
TOTAL EARMARKED RESERVES (CAPITAL AND REVENUE)	**219,725**	**260,151**	**91,032**	**41,209**	**309,974**
GENERAL FUND	**193,013**	**70,363**			**97,819**
TOTAL RESERVES	**412,738**	**330,514**			**407,793**

ENCLOSURE NO. 10

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BURNTWOOD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 201~~8~~9, that:

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.burntwood-tc.gov.uk

ENCLOSURE NO. 11

Section 2 – Accounting Statements 2018/19 for

BURNTWOOD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	RESTATED 322,794	330,514	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	308,800	313,645	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	113,743	128,748	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	176,377	143,802	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	238,446	221,311	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	330,514	407,793	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	325,933	413,402	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	272,055	299,991	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.* *N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Alison Jones

Date 01/05/2019

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

as recorded in minute reference:

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

ENCLOSURE NO. 12