



BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

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Our Ref: JM

18 July 2019

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 **Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood WS7 4QH** on **Thursday 25 July 2019 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Graham Hunt

Graham Hunt
Town Clerk

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

ACT OF COMMITMENT

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 15 May 2019 [Minute No. 1-14] [ENCLOSURE NO. 1].

4. CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY

5. COMMUNITY AND PARTNERSHIPS COMMITTEE MINUTES

Chairman of the Community and Partnerships Committee to move that the proceedings of the meeting held on 18 June 2019 [Minute Nos. 1-8] and 18 July 2019 [Minute Nos. 9-] be received and where necessary approved and adopted [ENCLOSURE NO. 2A AND 2B - TO FOLLOW].

6. PLANNING AND DEVELOPMENT COMMITTEE MINUTES

Chairman of the Planning and Development Committee to move that the proceedings of the meeting held on 27 June 2019 [Minute Nos. 1-7] and 17 July 2019 [Minute Nos. 8 -] be received and where necessary approved and adopted [ENCLOSURE NO. 3A AND 3B - TO FOLLOW].

7. POLICY AND RESOURCES COMMITTEE MINUTES

Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 15 July 2019 [Minute Nos. 1-13] be received and where necessary approved and adopted [ENCLOSURE NO. 4].

8. MEMBERS QUESTIONS under Standing Order 9

9. BURNTWOOD TOWN DEAL

To receive an update.

10. RE-APPOINTMENT OF INTERNAL AUDITOR

Members are requested to approve

- the re-appointment of Toplis Associates Ltd as Internal Auditors for 2019/20 [ENCLOSURE NO. 5A]
- the Internal Audit Programme to be followed by the Internal Auditor for 2019/20 [ENCLOSURE NO. 5B].

11. 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.

12. POLICY AND RESOURCES COMMITTEE CONFIDENTIAL MINUTES

Chairman of the Policy and Resources Committee to move that the proceedings of the confidential meeting held on 15 July 2019 [Minute Nos. 10-13] be received and where necessary approved and adopted [ENCLOSURE NO. 6 - PINK].

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 ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEY'S CORNER, BURNTWOOD
ON WEDNESDAY 15 MAY 2019 COMMENCING AT 6.20 PM**

PRESENT

Mrs Stokes [in the Chair]

Councillors Bacon, Mrs Bacon, Mrs Banevicius, Birch, Mrs Bishop, Brown, Ennis, Mrs Ennis, Mrs Evans, Flanagan, Mrs Gittings, Mrs Greensill, Mrs Kirkham, Loughbrough Heron, Place, Norman, Taylor, Tapper [from 7.05 pm], Westwood, Willis-Croft and Mrs Woodward

In attendance

J Brown, Interim Town Clerk

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Mrs A James, Finance Officer

County Councillor Mrs Fisher

Five members of the public

PUBLIC FORUM

Mr Chamberlain representing Burntwood Action Group read out the following statement:

"Burntwood Action Group welcome the recent joint statement from the two main party political leaders that Burntwood Town Council is entering into a new era of co-operation.

We also welcome the five point plan that the Council has drawn up and we look forward to working with you for the benefit of Burntwood."

PRAYERS

Prayers were led by Mrs Stokes.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Mrs Diane Evans be elected Chairman of the Town Council for the ensuing year.

Councillor Mrs Evans made and signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Robert Birch be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Birch made and signed the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

Councillor Denton.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Banevicius declared an interest as a member of the Friends of Chasewater.

Councillor Mrs Woodward declared an interest as she is a Trustee of the Friends of Chasewater and as a County Councillor in respect of Planning Application 19/00395/FULM [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].

Councillor Birch declared an interest as a member of the Friends of Chasewater.

Councillor Mrs Evans declared an interest as a member of the Friends of Chasewater.

Councillor Mrs Bishop declared an interest as a member of the Friends of Chasewater.

Councillor Mrs Ennis declared an interest as a member of the Friends of Chasewater.

Councillor Ennis declared an interest as a member of the Friends of Chasewater.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made the following statement:

"The important aim of all of us sitting around this table tonight is to do our best for Burntwood and to ensure that during the next four years we make a difference for all residents.

To do this, I hope to see all of us showing respect for each other and remembering that we are all equal - nobody is more important or superior than anybody else, so I sincerely hope an air of co-operation will exist between us.

We will not always agree of course, but sensible discussion is healthy, so I hope you are agree with these sentiments - start as we mean to go on.

Regarding the charities I would like to support, I am still considering a number of options, so I will inform you of my decisions at the next Council meeting.

Before I finish I would just like to thank John Brown for all the work he has done for this Council over a rather longer period of time than I think he initially anticipated, but we appreciate the work you have done, so thank you.

Finally, I know we have some Members here who have also been elected onto Hammerwich Parish Council and it is their meeting tonight at 7.30pm so if this meeting has not finished, they will have to leave."

6. TOWN COUNCIL: MINUTES

The Chairman reminded Members that the Minutes were for accuracy purposes only.

Councillor Flanagan made reference to Minute No. 79 - Events Committee: Minutes and asked for clarification regarding the shortest fun run and whether the event is to be a bi-annual event [occurring twice a year]. Councillor Mrs Woodward stated that it had been suggested that the event be biennial [taking place every other year].

RESOLVED That the Minutes of the Meeting of the Town Council held on 13 March 2019 [Minute Nos. 73-87] be received and where necessary approved and adopted.

7. APPOINTMENT OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

Councillor Mrs Woodward explained the new restructuring of the Committees was to make them more transparent and it is an attempt to involve more Members in the decision making process.

Councillor Mrs Woodward stated that the Labour Group had set out a vision and are committed to ensuring that the new Council is:

- an **EFFECTIVE** community voice,
- an **OUTWARD-LOOKING** Council that focusses on the issues that affect Burntwood and its residents,
- a council that is **AMBITIOUS** for the town,
- an **ENABLING** Council that engages with residents and community groups and focusses on priorities,
- a **CONSENSUAL** Council that recognises different opinions and develops a positive tone and culture, internally and externally.

RESOLVED That the Chairmen, Vice-Chairmen and Members of Committees, etc be as indicated.

8. PLANNING COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 49 - General Declarations of Interests and Dispensations and stated that all Members present had declared an interest in Planning Application 19/00384/COU [The Old Mining College Centre - Change of use to flexible use comprising use classes A1, A2, B1 and D1].

RESOLVED That the Minutes of the Meetings of the Planning Committee 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.

9. EVENTS COMMITTEE: MINUTES

Councillor Flanagan made reference to Minute No. 73 – Notes of a Meeting with Mrs A Brady, Kean Styles dated 14 March 2019 and asked if the word “informed” in the third paragraph could be amended to “inform”.

Councillor Birch and Councillor Ennis made reference to Minute No. 78 - Banners around the Town and asked if this could be an item for discussion at a future meeting of the Planning and Development Committee. Councillor Ennis made reference in particular to the Direct Services Manager investigating the possibility of removing the banners and asked if this had been carried out as he had not received confirmation of this.

RESOLVED That the Minutes of the Meetings of the Events Committee 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.

10. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Birch made reference to the fact that only one member of the public was present and hoped that this would change by engaging with residents.

Councillor Mrs Woodward endorsed Councillor Birch’s comments and mentioned that newly elected Councillor Westwood had been a regular visitor to Town Council and Committee meetings over the past four years.

Councillor Mrs Woodward made reference to Minute No. 52 - Minutes and for clarification purposes there had been meetings with Councillor Wilcox and Councillor Pritchard regarding capital spend in Burntwood however the outcome from those meetings had not come to fruition.

Councillor Mrs Woodward made reference to Minute No. 54a - Parish Council News and explained that at present there was no production of a newspaper dedicated to the Parish of Burntwood [Lichfield Mercury covered mainly Lichfield and the Chronicle covered mainly Cannock and Hednesford]. Councillor Place made reference to the TownTrader and asked if the Town Council could “piggy back” of this publication. The recommendation to Full Council that the Town Council supports the newsletter in principle was endorsed.

Councillor Mrs Woodward made reference to Minute No. 55a - Play Equipment in Burntwood Parks and in particular self-standing organisations for example Friends of Princes Park and Friends of Chase Terrace Park. The recommendation to Full Council that the Town Council earmark £10,000 towards play equipment in Burntwood Parks was endorsed.

Councillor Taylor made reference to the fact that the message has not got out to residents that the Town is no longer four hamlets. Councillor Mrs Bacon stated that it was difficult because there is two High Streets [one in Chasetown and one in Chase Terrace]. Councillor Mrs Woodward stated that the Town needed a collective identity and the logo made reference to that but it was also important to recognise the history of the area and particularly that there were four distinct communities.

The Chairman made reference to Minute No. 55b - Summer House/Conservatory and asked if this item could be deferred and discussed at a future meeting of the relevant Committee taking into account the Business Plan for the Old Mining College Centre which is being prepared by the Town Clerk in conjunction with Councillors. It was agreed to defer this item.

Councillor Mrs Woodward made reference to Minute No. 55c - Provision of Items for those deemed to be in need in the Parish of Burntwood and explained that Support Staffordshire had taken over the lease of Open House in Burntwood from 01 April 2019 in its current condition. The recommendation to Full Council that the Town Council make a contribution of £1,000 towards the refurbishment of the Open House building was endorsed.

Councillor Mrs Woodward made reference to the hardship fund and the recommendation to Full Council that a meeting be held with the organisations regarding the practicalities of achieving a scheme was endorsed.

Councillor Mrs Woodward made reference to Minute No. 55d - Princes Park, Burntwood and in particular the fact that the Town Council provides Christmas Trees around the Parish but not in the proximity of Princes Park and felt that permanent lighting was a good idea.

Councillor Mrs Woodward made reference to Minute No. 56 - Brightideas365 and the recommendation to Full Council that the Town Council supports Brightideas365 in principle and that the details be forwarded to all Town Council tenants be endorsed.

Councillor Mrs Banevicius made reference to Minute No. 57 - Boilers and stated that this item needed to be referred back to the Policy and Resources Committee. Councillor Ennis stated that he would like to see like for like [identical] quotations.

Councillor Mrs Banevicius made reference to Minute No. 58 – Separate Bank Account for Chairman’s Charity Fundraising and asked what the current situation was. The Finance Officer stated that the previous Chairman had raised concerns regarding the VAT payable on charity event ticket sales. Councillor Mrs Woodward felt that this was a relatively small amount of money and Councillor Ennis recommended that the matter should be dropped and the account not set up. This recommendation was accepted.

Councillor Ennis made reference to Minute No. 60 - Chasetown Football Club [Wall of Support] and the recommendation to Full Council that the Town Council purchases a plaque in the sum of £90 [to include the Town Council’s logo and wording “Burntwood Town Council”] be endorsed.

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 28 March 2019 [Minute Nos. 50-60] be received and where necessary approved and adopted.

11. NEIGHBOURHOOD PLAN COMMITTEE: MINUTES

RESOLVED That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 24 April 2019 [Minute Nos. 1-4] be received and where necessary approved and adopted.

12. MEMBERS QUESTIONS

No Members questions were raised.

13. INTERNAL AUDITOR’S REPORT FOR THE YEAR ENDED 31 MARCH 2019

RESOLVED That the Internal Audit report from the AGAR for the year ended 31 March 2019 be received and noted.

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

As this was a historic document, Councillor Mrs Woodward explained that the Town Council must trust the work undertaken by the Finance Officer and the Internal Auditor [Alan Toplis from Toplis Associates].

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

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2019 be approved.

14.2 Balance Sheet as at 31 March 2019

RESOLVED That the Balance Sheet for the year ended 31 March 2019 be approved and that the Chairman and the Responsible Financial Officer be authorised to sign the document.

14.3 Balances and Reserves as at 31 March 2019

RESOLVED That the Balances and Reserves as at 31 March 2019 be approved.

14.4 Annual Return: Section 1 - Annual Governance Statement for the Year Ended 31 March 2019

RESOLVED

That the following be agreed in order to comply with legislative requirements:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
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 on its finances.
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.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from 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 smaller authority and, where appropriate have included them in the accounting statements.
9. The Annual Return: Section 1 – Annual Governance Statement for the year ended 31 March 2019 be approved and the Chairman and Clerk be authorised to sign the document.

14.5 Annual Return: Section 2 - Accounting Statements for the Year Ended 31 March 2019

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2019 be approved and that the Chairman be authorised to sign the document.

[The Meeting closed at 7.15 pm]

Signed

Date

**MINUTES OF A MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON TUESDAY 18 JUNE 2019 COMMENCING AT 6:00 PM**

PRESENT

Councillor D Ennis [in the Chair]

Councillors N Bacon, L Ennis, Evans, Gittings [from 6.06 pm], Kirkham, Loughbrough Heron, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

1. APOLOGIES FOR ABSENCE

None as all Members were present.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None received.

3. NEW TERMS OF REFERENCE

Councillor Woodward thanked the Town Clerk for producing the Terms of Reference at short notice. Councillor Woodward explained that the new committee structure meant more members were involved in the decision making. There would be fewer meetings however there would be substantial items on each Agenda.

RESOLVED That the Terms of Reference as circulated be approved and adopted.

4. WAKES FESTIVAL 2019 UPDATE

Councillor D Ennis explained to members that the Wakes is currently run as a free festival at Burntwood Leisure Centre from 12 noon until 4pm and has built up over the last four years.

The Senior Administration Officer advised members what activities/entertainment had been booked by the previous administration.

Councillor D Ennis stated that Councillor Westwood had produced a template for the Wakes Programme which included time slots for the arena.

Councillor Woodward gave a brief background into the Wakes stating that it was originally a miner's holiday festival held at St Anne's Church. Councillor Westwood made reference to

payment of acts etc and the Senior Administration Officer explained that the majority of payments are made after the event however payments such as hire of leisure centre pitches, PPL/PRS Licence etc are paid beforehand.

Councillor Westwood made reference to security and the issues previously encountered [security personnel not wearing appropriate hi-vis clothing]. Councillor D Ennis explained that the Town Council had engaged the same security firm as last year as the company had ticked all the boxes.

5. PLAY IN THE PARKS 2019 UPDATE

Councillor D Ennis made reference to the matrix produced by the Senior Administration Officer which had been circulated at the meeting. Councillor D Ennis explained the partnership working and community engagement taking into account the size of the venue, capacity etc.

The Town Clerk explained that previously the health and safety aspect of the events had been carried out by an in-house staff member however areas of concerns had been raised. The Town Clerk stated that he together with Councillor D Ennis would on Monday 24 June 2019 meet with Seventeen43 Management, the company who produce the Event Management Plan for the Wakes Festival. It was yet to be decided if Seventeen43 Management would manage the whole of the events or just undertake the Risk Assessments.

Councillor D Ennis explained that the events had started off simply as a get together in the parks however the events had grown over the years.

Councillor Woodward stated that the events had grown over the years without the proper risk assessments in place and that the Town Council needed to look at the resource implications in the future. Councillor Woodward felt that the role of the Town Council was to support the community [promote local social cohesion].

Councillor Woodward thanked Mrs Tranter for her work over the last four years and Councillor D Ennis confirmed that Mrs Tranter had agreed to support the events again this year.

RESOLVED that the Town Clerk would write to Mrs Tranter thanking her for all her help and support over the last four years with the Play in the Parks Events.

Councillor N Bacon stated that she had spoken to Mrs Tranter regarding volunteering at the events, however, reference was made to Enhanced DBS checks and Safeguarding [Children, Young People and Vulnerable Adults] Level 1.

As the Town Council is increasing the level of community engagement work, the Town Clerk stated that he would look at the level of cover provided by the Town Council's insurance and stated that adequate support would be given.

RESOLVED that the Town Clerk would provide a briefing note.

Councillor Woodward suggested that once the queries surrounding insurance, Enhanced DBS checks etc had been clarified by the Town Clerk an email be sent to all Councillors ascertaining their availability for the events.

Councillor Loughbrough Heron made reference to the risk assessments and costings etc. Councillor D Ennis stated that until he had attended the meeting with Seventeen43 Management a costing could not be given. However, Councillor Woodward confirmed that a contingency fund was in place and every safety angle needed to be covered.

6. CHRISTMAS EVENTS 2019 UPDATE

Councillor D Ennis explained that the idea for the two smaller events held at Bells Lane, Boney Hay and High Street, Chasetown had come from members of the public who had felt that apart from switching on of the Christmas lights there was very little else going on in those areas compared to the event at Sankey's Corner.

Councillor D Ennis explained that there was a rooted Christmas tree provided by Burntwood Town Council at Bells Lane, Boney Hay.

The Senior Administration Officer advised members what activities/entertainment had been booked by the previous administration and the partnership working with Burntwood Library.

Councillor D Ennis explained that both Emmanuel Church and Beacon Church are involved in the Christmas Festival and that all three events had grown over the years.

7. ANY OTHER BUSINESS

Councillor D Ennis suggested that "Any Other Business" should remain on future Agendas [for discussion purposes only] so that future Agenda items could be discussed.

7.1 Dementia Friendly Town

As one of the purposes of the Town Council was to ensure that it is fully engaged with the relevant organisations and groups working within the Parish it was suggested that the Town Council should be driving forward the dementia friendly town. Councillor Woodward stated that each member can directly get involved [each Ward] as the Town Council needed a base to which to start from. Councillor Kirkham stated that there are criteria that needs to be fulfilled and if you do not know what is going on, you have not got a starting point.

With regard to future events, Councillor Kirkham suggested an event could be organised to coincide the Dementia Awareness Week next year.

The Town Clerk explained that the dementia alliance in Cannock Chase had undertaken a gap analysis to identify what provision existed and where there were gaps. The Town Clerk confirmed that he had organised a meeting to discuss what could be done in Burntwood. Councillor Evans said that it was her intention to highlight dementia during her Chairman's year however we must also take care of the carer. Councillor N Bacon stated that there are different stages of dementia and at the first stage people with dementia like to meet people, go out on day trips etc. Councillor Ennis felt that the Town Council could offer a supporting role to the groups by allowing them access to funding. Councillor Kirkham felt that young on-set dementia seems to be forgotten.

RESOLVED that an audit of what goes on in the Town be produced.

7.2 Burntwood Business Community/Burntwood BID [Business Improvement District]

Councillor Westwood explained that a business forum called Burntwood Business Community had been originally set up to progress projects including improving road signage, new welcome signs in key retail areas and better promotion and marketing. The BBC worked with Burntwood retailers to shape plans for how to invest £50,000 share of the High Street Innovation Funding to boost the local area. All local Burntwood traders were welcome to join the BBC. Councillor D Ennis stated that only approximately just over £1,000 of the funding was left.

Councillor Westwood explained that the BBC were trying to set up a Burntwood BID similar to the Lichfield BID [the Lichfield BID Business Plan was created by all of the Lichfield Businesses who chose to take part during the BID consultation process. Workshops were run to determine the key issues and priorities for the businesses in the city. These workshops then translated projects in five key themes; A well-known city, an eventful city, a safer city, an attractive and a productive city].

Councillor D Ennis stated that the Town Council should be signposting new retailers towards Jonathan Percival, Economic Development Officer, Lichfield District Council who can assist with grants etc as start-up businesses need support and encouragement to keep open.

Councillor Woodward stated that she had heard that the Burntwood in Business Breakfast Group was thriving and that she had recently attended Mercian Labels Limited based in Plant Lane who were celebrating their 50th anniversary.

Councillor D Ennis confirmed that all of the hard work had been done to set up the Burntwood BID and it was suggested that an invitation be sent out to representatives from the BBC, Burntwood businesses, shop keepers, Jonathan Percival and the LEP [Local Enterprise Partnership].

Councillor Woodward stated that businesses need to be aware of opportunities available to them.

Councillor Loughbrough Heron asked if a "Business Advice Section" could be put on the Town Council's website.

7.3 Burntwood Youth Council

Councillor D Ennis made reference to Russell Banks who is a MYP [Member of Youth Parliament] for Staffordshire and attends Erasmus Darwin Academy. Councillor D Ennis suggested setting up a Burntwood Youth Council inviting representatives from both Erasmus Darwin Academy and Chase Terrace Technology College. This would be 100% run by the Burntwood Youth Council which would give them a platform/gateway to come to the Town Council with what they want [tabled to the Town Council].

Councillor Woodward stated that the Town Council could help facilitate the discussions however the Burntwood Youth Council must choose the subjects themselves.

The Town Clerk made reference to the Children's Trust Board that had been set up in Cannock Chase. Young people were invited to join the board but it soon became obvious that they

needed support to prepare them to be able to fully participate in board meetings. He suggested that a mentoring scheme might be helpful.

Councillor D Ennis suggested that the Chair of the Burntwood Youth Council could come forward with ideas for the Council.

Councillor Evans stated that the Town Council needed to be pro-active and listen to the young people in the area.

Councillor Woodward stated that the Town Council needed to be wary of raising expectations which could not be delivered. The Burntwood Youth Council needed to be realistic and that proper internet access should be provided together with a room at the Old Mining College Centre for them.

Councillor Kirkham stated that it was important to clarify expectations, to give them freedom so that they are the driving force but to also offer mentoring.

Councillor Willis-Croft asked if the Youth Parliament was political and Councillor D Ennis confirmed that the Youth Parliament was none political.

Councillor Evans stated that it was important that they met in a place that was not a school.

RESOLVED that the Town Clerk investigates the opportunities for setting up a Youth Council and reports back to the Committee on 16 September 2019.

7.4 Parish Councils - Partnership Working

Councillor Woodward suggested setting up a partnership with other Parish Councils which border the Town Council boundary i.e. Norton Canes, Hammerwich, Heath Hayes, Wimblebury etc [not just the Parishes within Lichfield District] as issues that affect us affect them. The initial meeting could perhaps be held at Chasewater Innovation Centre. The meeting could discuss what affects them [share the issues - talk to our neighbours].

Councillor L Ennis [also a Member of Hammerwich Parish Council] stated that Parish Councils needed to work more closely together [breaking down the walls].

Councillor Loughbrough Heron made reference to Longdon Parish Council and Councillor D Ennis stated that it was all Parish Councils that border us.

Councillor N Bacon stated that Chasewater came under the responsibility/jurisdiction of Staffordshire County Council. The Town Clerk confirmed that Chasewater Country Park, along with the wider countryside estate, was under review by the County Council.

RESOLVED that the Town Clerk sets up an initial meeting with neighbouring representatives from different Parish Councils.

8. INDUCTION

The Town Clerk explained that as the start of his employment had coincided with the election there had not been enough time to put into place a formal induction. However, the intention is over the coming weeks the information he was going to provide during the meeting would

be put on a councillor dedicated web page. This would be done as part of a proposed modernisation of the Council's IT systems. In addition, each councillor and staff member would have a dedicated email addresses [good practice, GDPR, looking more professional]. The Town Clerk confirmed that a report outlining the proposed improvements would go to the next Policy and Resources Committee scheduled on 15 July 2019.

The Town Clerk explained the new committee structure and stated that 10 Members were on each committee [Policy and Resources, Planning and Development and Community and Partnerships] and that each committee reports into Full Council. A new Scrutiny Committee was to be set up and that no member of the committee would sit on any other committee. Finally, the Town Clerk explained the Team Structure and briefly the roles of each staff member. The Town Clerk asked in the first instance that all emails should be forwarded to himself so that he could direct the work accordingly.

Councillor Woodward asked that when the Team Structure was uploaded to the website if it could include hours worked. The Town Clerk suggested that it could also include a brief description of each staff member's role.

The Town Clerk explained the role of a Councillor and confirmed that Councillors cannot make individual decisions, it is a collective responsibility [worked through the Committees].

The Town Clerk advised Councillors not to make any undertakings when dealing with members of the public but take their concerns to the Council.

Councillor Woodward stated that Councillors were democratically elected to a Ward and enquiries should be direct to that Ward Member [understanding boundaries].

The Town Clerk explained that the aim was to ensure that councillors would be, wherever possible, fully briefed to enable them to take information back into their respective communities. The Town Clerk explained the three-tier authority system and stated that an outline of the role of each authority would be uploaded to the website.

The Town Clerk stated that members of the public [and Councillors] should be encouraged to use Mystaffs app to report pot holes, highway issues etc as Staffordshire County Council will then prioritise the problems.

Councillor Loughbrough Heron asked if District Councillors, County Councillors and the MP could be uploaded onto the website.

The Town Clerk explained that Councillors must be aware of their limitation when dealing with Social Services [children and adults] as this is a statutory process and Councillors cannot influence the process.

The Town Clerk confirmed that the Town Council had a Code of Conduct, a copy of which would be circulated with the minutes. However, it would need to be reviewed in the light of the new GDPR's.

The Town Clerk explained the risks that need to be recognised when using social media. There needed to be a clear division between councillors were doing on behalf of the Town Council and their business and political activities. and members of the public. He particularly stressed the potential risk of engaging in political debate and comment.

Councillor Kirkham stated that it was important to look at the email trail before replying to an email.

The Town Clerk explained a "Protective Marking Policy" which the Town Council currently does not have and suggested to Councillors in the short term to use "Burntwood Town Council Strictly Confidential" on their emails when emailing the Town Clerk.

The Town Clerk explained that the Town Council was working towards becoming a paperless authority. Councillor Kirkham stated that this should be celebrated 'protecting the environment' and promoted on the website.

The Town Clerk explained that the Town Council would be looking at the training needs of both councillors and staff. But these will become once the Town Council has developed its strategies. The Town Clerk confirmed that performance management was not in place for the team or Councillors.

Councillor Kirkham made reference to equal opportunities and diversity etc and the Town Clerk confirmed that the policies in place were out dated and needed reviewing taking into account the GDPR [but we were not starting from scratch].

The Town Clerk stated that the Town Council may look at Quality Status [which had previously been obtained] and Green Flag Status for the Burial Ground. The Town Clerk suggested an open day/open evening prior to the next elections for potential candidates.

Councillor Woodward asked if "for information purposes only" all Councillors could be sent the agendas to the committees even if they are not on the said committee.

RESOLVED that the Senior Administration Officer would circulate all agenda's to all members.

[The Meeting closed at 8.09 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 27 JUNE 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Brown, Denton, D Ennis, Flanagan [from 6.29 pm], Gittings, Loughbrough Heron, Taylor and Willis-Croft

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Councillor Norman

Councillor Evans

Councillor Westwood

Two members of the public

PUBLIC FORUM

No issues were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillor Place.

2. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Willis-Croft declared a non-prejudicial interest in planning application 19/00718/FUH - 90 Springhill Road as the applicant is known to him.

Councillor Taylor declared a non-prejudicial interest in planning application 19/00718/FUH - 90 Springhill Road as the applicant is known to him.

Councillor Ennis declared a non-prejudicial interest in planning application 19/00718/FUH - 90 Springhill Road as the applicant is known to him.

Councillor Denton declared a non-prejudicial interest in planning application 19/00718/FUH - 90 Springhill Road as the applicant is known to him.

Councillor Loughbrough Heron declared a non-prejudicial interest in planning application 19/00599/FUH - 10 Victory Avenue as the applicant is known to him.

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.

3. NEW TERMS OF REFERENCE

Councillor Birch made reference to the new terms of reference and suggested that number 3 [Responsibilities] should be amended only to read "To liaise, where appropriate, with any potential developer, agency or interest group" and that the rest of the sentence should be deleted.

RESOLVED That the Terms of Reference as amended be approved and adopted.

4. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|--|-----------------------------------|
| (a) | 19/00689/FUL | Chasetown | Mrs I Walker
St Joseph and St Theresa Roman Catholic Primary School
High Street
Chasetown | Single storey classroom extension |
|-----|--------------|-----------|--|-----------------------------------|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (b) | 19/00676/FUL | Chasetown | London and Cambridge Properties Limited
Land off
Milestone Way
[Part of blue hoarded site]
Burntwood | Erection of a drive-thru restaurant [use classes A3/A5] including formation of an access off Robins Road, car parking, landscaping and associated works |
|-----|--------------|-----------|--|---|

No objection in principle however the Town Council would like to see what other statutory consultees have said implemented [i.e. a condition requiring a scheme of odour control, including details of system maintenance, a condition requiring a robust vehicle barrier is used to secure the site outside of hours of use, CCTV system with number plate recognition, external furniture should be of robust vandal and graffiti resistant design and should be fixed into the ground in order to prevent its theft and reduce the possibility of it being used for climbing or as a tool to create damage, lighting columns are preferred for all open areas].

However concerns were expressed by Members that Staffordshire County Council, as Highway Authority, were yet to respond to the application. As long as the Highway Authority does not have any objections the Town Council will therefore have no objection in principle.

It was suggested by Members that an email be sent to County Councillor Fisher, Cabinet Member for Highways and Transport, Staffordshire County Council.

- | | | | | |
|-----|--------------|-----------|---|--|
| (c) | 19/00661/FUL | Chasetown | Mr and Mrs Darby
Land rear
161-167 High Street
Chasetown | Erection of six dwellings and associated works |
|-----|--------------|-----------|---|--|

No objection in principle however concerns were raised regarding refuse/recycling/garden waste bins as the District Council does not normally take vehicles into private roads and courtyards and this development could potentially resulted in 6 to 12 bins [on collection days these receptacles have to be left on the front boundary of the property adjacent to the adopted highway]. That consideration be given to a bin store being located nearer to the entrance.

The Parish Council hope that the six dwellings proposed [if granted] count towards the housing allocation for Burntwood.

The Town Clerk suggested that an email be sent to Lichfield District Council as Local Planning Authority to ascertain what the windfall allocation for Burntwood is.

- | | | | | |
|-----|--------------|-----------------------|---|--|
| (d) | 19/00599/FUH | Boney Hay and Central | Mr P Bailey
10 Victory Avenue
Burntwood | Two storey extension to side, single storey extension to rear and new porch to front |
|-----|--------------|-----------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|----------------------------|--|--|
| (e) | 19/00707/FUH | Summerfield and All Saints | Ms L Parkes
70 Norton Lane
Burntwood | Single storey extension to rear to form dining room and bathroom |
|-----|--------------|----------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|----------------------------|--|---------------------------|
| (f) | 19/00718/FUH | Summerfield and All Saints | Mr R Stretton
90 Springhill Road
Burntwood | First floor ear extension |
|-----|--------------|----------------------------|--|---------------------------|

No objection.

- | | | | | |
|-----|--------------|-----------------------|--|---------------------------------|
| (g) | 19/00728/FUH | Boney Hay and Central | Mr R Welch
76 Chorley Road
Burntwood | Single storey extension to rear |
|-----|--------------|-----------------------|--|---------------------------------|

No objection.

- | | | | | |
|-----|--------------|-----------|--|--------------------------------|
| (h) | 19/00644/FUL | Highfield | Mr and Mrs Timmins
Cresswell Green Cottage
Coulter Lane
Burntwood | Installation of a dropped kerb |
|-----|--------------|-----------|--|--------------------------------|

No objection in principle as long as Staffordshire County Council, as Highway Authority, are satisfied with access, egress, visibility etc.

- | | | | | |
|-----|--------------|---------------|--|---|
| (i) | 19/00756/FUH | Chase Terrace | Mr M and Mrs J Hayward
1 Fair Lady Drive
Burntwood | Erection of outbuilding to form detached garage |
|-----|--------------|---------------|--|---|

OBJECTION the 10 metre long pre-fabricated garage almost directly onto the footway will have, it is considered, a negative visual impact on the **streetscene**. The area around this property enjoys, by and large, wide verges and a well treed open aspect.

- | | | | | |
|-----|--------------|-------------------------------|--|--|
| (j) | 19/00706/COU | Summerfield
and All Saints | Mrs L Lawrence
19 Chase Road
Burntwood | Change of use from
domestic property [C3]
to childrens nursery
[D1] |
|-----|--------------|-------------------------------|--|--|

No objection in principle however the Local Planning Authority must ensure that adequate parking provision is provided for staff as well as visitors.

- | | | | | |
|-----|--------------|-------------------------------|--|---|
| (k) | 19/00809/FUH | Summerfield
and All Saints | Mr S Curley
90 Bridge Cross Road
Burntwood | Two storey extension
to side and single
storey extension to
rear, including
rendering of front
elevation |
|-----|--------------|-------------------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|--|
| (l) | 19/00852/FUH | Highfield | Mr and Mrs A Whitehouse
3 Reid Close
Burntwood | Single storey extension
to front and side to link
property with detached
garage |
|-----|--------------|-----------|--|--|

No objection.

5. OUTSTANDING HIGHWAYS ISSUES

Councillor Birch explained to Members that the purpose of the Planning and Development Committee was not just to consider and make recommendations in respect of planning applications but to look at the wider aspect relating to highway issues.

The Town Clerk explained that the purpose of the report was to outline a process which would enable the Town Council to identify and prioritise for action any outstanding highway defects and issues.

The Town Clerk highlighted that one of the main sources of community complaints that councillors have to respond to are problems relating to the public highway. These complaints can range from broken paving slabs and pot holes in the carriageway through to wider concerns about road design.

The Town Clerk explained that Staffordshire County Council, in its capacity as the Highway Authority is responsible for managing the public highway. It has in recent years introduced a new system of reporting defects which automatically trigger a site inspection and prioritisation for repair. Due to the significant number of outstanding repairs there is sometimes a long delay before the work is carried out.

The Town Clerk pointed out that where the land is not part of the public highway and is in private ownership it is often very difficult to get repairs done.

The Town Clerk explained that the Town Council does not have any direct responsibility or power to deal with highway issues, however, it is well placed to identify problems at the local level. The Town Council could also facilitate joint action working through both the County Council and private landowners, arguably offering the only real way to resolve long standing issues on private land.

The Town Clerk explained that to enable the Town Council to better respond to community concerns about outstanding highways issues it will be necessary for all relevant defects to be identified. To do this it is proposed that town councillors be asked to list all of the defects that they are aware of in their respective wards. Councillors will need to provide the location of the defect [ward maps will be provided], a description of the damage and a photograph. This information will then be used to prioritise repairs. It is proposed that the Town Council uses the same prioritisation system as the County Council. There are several benefits to doing this:

- It avoids the process being stalled whilst the Town Council and County Council agree any amendments to the existing definitions. The system currently used by the County Council is a sensible one based on level of risk and impact on traffic/pedestrian movement. The main issues relating to defect that are the County Council's responsibility are the speed of repair and sometimes quality of repair. Although Community sensitivity does not appear to be a key consideration in determining priorities.
- It will ensure a town wide approach to addressing highway issues which will support more effective forward planning. As a transparent process it will also help to underpin an approach of dealing with issues objectively and according to need.
- It will enable the Town Council to focus on the key priorities particularly where the problem is long standing and those which are not a County Council responsibility.

Such an approach will also help to reassure the community that the Town Council is listening to their concerns and is working, with other partners where appropriate, to resolve highway issues and improve the town. It will allow the Town Council to put forward a community perspective which will complement the work of Staffordshire County Council.

The Town Clerk explained that once councillors have provided the information for their respective wards the Town Clerk will prepare a report for the Planning and Development Committee which will identify the repairs needed, acknowledge any planned works and suggest priorities. These priorities will be for the Town Council and will be additional to any existing prioritisation that have been determined by the County Council. For example, the County Council may have identified a number of Category 1 schemes [highest priority] for Burntwood and the additional information provided by the Town Council could help determine a work programme to deliver these repairs. It will be an opportunity to augment judgements about risk and traffic movements with awareness of community sensitivity. This

would be particularly helpful where the risk and traffic movement implications of all schemes are similar.

In addition, the planned work will allow the Town Council to identify problems that are not the responsibility of the County Council and where appropriate, prioritise them for its own action.

The Town Clerk explained that as highway issues are a constant concern for the community it is recommended that this work is started now. Should the Planning and Development Committee approve the working methodology outlined above the following timetable is proposed:

- 28 June – A briefing note and ward maps sent out to all councillors asking them to identify defects in their respective areas.
- 02 August – Councillors return their surveys to the Town Clerk.
- 28 August – Town Clerks report available for Pre-Agenda meeting for the Planning and Development Committee.
- 04 September – Report sent out to members of the Planning and Development Committee.
- 11 September – Planning and Development Committee

The Town Clerk explained that at present the Town Council does not have a sufficient understanding of the scale or nature of highways defects in the town. Consequently, it is not in the position to identify priorities for action over and above the work undertaken by Staffordshire County Council in its capacity as Highway Authority. In particular highways defects on private land are often very difficult to address. The approach being suggested in this report will better inform the Town Council about these issues and enable it to ensure that community sensitivity is taken into account when devising work programmes and develop an alternative approach where land ownership is a potential barrier to improvement.

It was agreed that the Town Clerk would provide a briefing note to all councillors.

RESOLVED That the Planning and Development Committee recommend that the working methodology outlined above and the timescale be received and adopted.

6. NEIGHBOURHOOD PLAN TASK AND FINISH GROUP

Councillor Birch welcomed Councillor Norman as Chairman of the Neighbourhood Plan Task and Finish Group to the meeting.

Councillor Norman gave a brief background into the Neighbourhood Plan.

RESOLVED That the recommendations made in the Neighbourhood Plan Task and Finish Group Minutes dated 21 June 2019 [Minute Nos. 1-4] be received and adopted.

7. INDUCTION

The Town Clerk explained that the induction was an early opportunity to set out issues so that councillors can effectively carry out their duties on behalf of Burntwood Council.

However, the intention is over the coming weeks the information he was going to provide during the meeting would be put on a councillor dedicated web page. This would be done as part of a proposed modernisation of the Council's IT systems.

The Town Clerk explained the new committee structure and stated that 10 Members were on each committee [Policy and Resources, Planning and Development and Community and Partnerships] and that each committee reports into Full Council. A new Scrutiny Committee was to be set up and that no member of the committee would sit on any other committee. Finally, the Town Clerk explained the Team Structure and briefly the roles of each staff member. The Town Clerk asked in the first instance that all emails should be forwarded to himself so that he could direct the work accordingly.

The Town Clerk explained the role of a Councillor and confirmed that Councillors cannot make individual decisions, it is a collective responsibility [worked through the Committees].

The Town Clerk advised Councillors not to make any commitments when dealing with members of the public but to undertake to take their concerns to the Council.

The Town Clerk explained that the aim was to ensure that councillors would be, wherever possible, fully briefed to enable them to take information back into their respective communities. The Town Clerk explained the three-tier authority system and stated that an outline of the role of each authority would be uploaded to the website.

The Town Clerk confirmed that the Town Council had a Code of Conduct, a copy of which would be circulated with the minutes. However, it would need to be reviewed in the light of the new GDPR's.

The Town Clerk explained the risks that need to be recognised when using social media. There needed to be a clear division between what councillors were doing on behalf of the Town Council and their own business and political activities. He particularly stressed the potential risk of engaging in political debate and comment.

The Town Clerk explained a "Protective Marking Policy" which the Town Council currently does not have and suggested to Councillors in the short term to use "Burntwood Town Council Strictly Confidential" on any emails relating to sensitive or confidential matters.

The Town Clerk explained that the Town Council was working towards becoming a paperless authority.

The Town Clerk explained that the Town Council would be looking at the training needs of both councillors and staff. But these will become clearer once the Town Council has developed its strategies. The Town Clerk confirmed that performance management was not in place for the team or Councillors.

The Town Clerk suggested an open day/open evening prior to the next elections for potential candidates.

[The Meeting closed at 7.11 pm]

Signed

Date

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 15 JULY 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward [in the Chair]

Councillors N Bacon, Birch, D Ennis, Evans, Flanagan, Place, Westwood and Willis-Croft

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Councillor Greensill

Councillor Loughbrough Heron

One member of the public

1. APOLOGIES FOR ABSENCE

Councillor Banevicius.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Westwood declared a non-pecuniary interest in items relating to Haywoods Contracts Limited, Lichfield District Council and William Collis and Son.

Councillor D Ennis declared a pecuniary interest in items relating to Haywoods Contracts Limited.

3. TERMS OF REFERENCE

The Town Clerk made reference to the governance section of the Terms of Reference and highlighted that:

- a. The Committee will make decisions by majority vote. In the event of a tie the Chair will have a casting vote. The quorum for the meeting is one third of the voting members [3].
- b. The Committee Chairman and Vice-Chairman will be elected at the Annual Town Council meeting in May annually.
- c. The Committee should meet at least four times per year. [This does not mean that the Committee cannot meet more if required to do so].
- d. Deliberations of the Committee reports to the Full Council.

- e. The Committee is authorised to incur expenditure on behalf of the Town Council [where provision has already been provided within the revenue budget] on matters connected to its role and responsibilities.
- f. The Town Clerk is authorised to take the appropriate action[s] to implement the decision[s] made by the Committee.

RESOLVED That the Terms of Reference as circulated be approved and adopted.

4. INDUCTION

The Town Clerk explained that as the start of his employment had coincided with the election there had not been enough time to put into place a formal induction. However, the intention was over the coming weeks the information he was going to provide during the meeting would be put on a councillor dedicated web page [intra-net]. This would be done as part of a proposed modernisation of the Council's IT systems. In addition, each councillor and staff member would have a dedicated email addresses [good practice, GDPR, looking more professional].

The Town Clerk explained the new committee structure and stated that 10 Members were on each committee [Policy and Resources, Planning and Development and Community and Partnerships] and that each committee reports into Full Council. A new Scrutiny Committee was to be set up and that no member of the committee would sit on any other committee. The Town Clerk explained the Team Structure and briefly the roles of each staff member.

The Town Clerk explained the role of a Councillor and confirmed that Councillors cannot make individual decisions, it is a collective responsibility [worked through the Committees].

The Town Clerk advised Councillors not to make any undertakings when dealing with members of the public but take their concerns to the Council.

The Town Clerk explained that the aim was to ensure that councillors would be, wherever possible, fully briefed to enable them to take information back into their respective communities. The Town Clerk explained the three-tier authority system and stated that an outline of the role of each authority would be uploaded to the website.

The Town Clerk explained that Councillors must be aware of their limitation when dealing with Social Services [children and adults] as this is a statutory process and Councillors cannot influence the process.

The Town Clerk confirmed that the Town Council had a Code of Conduct, a copy of which would be circulated with the minutes. However, it would need to be reviewed in the light of the new GDPR's.

The Town Clerk explained the risks that need to be recognised when using social media. There needed to be a clear division between councillors were doing on behalf of the Town Council and their business and political activities and members of the public. He particularly stressed the potential risk of engaging in political debate and comment.

The Town Clerk explained that the Town Council would be looking at the training needs of both councillors and staff. But these will become once the Town Council has developed its strategies.

The Town Clerk confirmed that performance management was not in place for the team or Councillors.

Councillor Woodward made reference to social media and in particular sharing racist posts and confirmed that Councillors must adhere to the Code of Conduct. Councillor Woodward made reference to performance management for Councillors in that Councillors were elected for four years however it was not just their attendance at meeting that counted but their contribution to debate as well.

Councillor Evans thanked the Town Clerk for his very good presentation and Councillor Willis-Croft stated that councillors needed to uphold the highest standards.

The Town Clerk stated that an open day/open evening prior to the next elections for potential candidates would be held.

Councillor Woodward thanked the Town Clerk for the induction.

5. SCHEDULE OF PAYMENTS

Councillor N Bacon queried the payments made to the energy companies and South Staffs Water. Councillor D Ennis explained that the payments made to Npower for example would include all of the business units as well.

Councillor Birch asked if the Town Council had an energy efficiency policy and Councillor Woodward explained that this would be incorporated into the business plan for the Old Mining College Centre.

Councillor Woodward made reference to the payment made to Chase Engraving and it was confirmed that this was for memorial plaque [Burntwood Cemetery].

Councillor Price made reference to the payment made to Lion FPG Limited and explained that there may be a cheaper cost available. Councillor Woodward explained that the Chronicle deals with the Cannock area more and the Mercury deals with the Lichfield area more and that Burntwood falls in between.

Councillor Westwood made reference to the payment made to G E Collis and Sons and it was **AGREED** that the Senior Administration Officer would provide the invoice with full details of expenditure.

Councillor Birch queried the payment made to Staffordshire County Council and the Senior Administrative Officer confirmed that this was for room hire at the Library for the Town Council's AGM.

RESOLVED That the schedule of payments made between 29 March 2019 and 28 June 2019 totalling £114,630.41 be received and noted.

6. UPDATING OF TOWN COUNCIL IT CAPABILITY

The Town Clerk explained that the purpose of the report was to seek the approval of the committee for the proposed replacement of the existing computers used by staff, the upgrading of the operating system from Windows 7 to Windows 10 and the creation of individual town council email addresses for councillors and staff.

By way of background, the Town Clerk explained that the existing computers used by staff are now over 5 years old and are becoming less efficient. The current operating system, Windows 7, is now also outdated and in need of replacement. At present councillors are using their own email addresses for Town Council business. The recent introduction of the General Data Protection Regulations [GDPR] places greater responsibility on councils to manage and protect the data that they hold. It is not good practice for individual addresses to be used in this way as it undermines a consistent approach to data protection and prevents overview and scrutiny. Public bodies now face significant fines if they are found to be in breach of the GDPR.

The Town Clerk explained that advice had been sought from the Council's IT providers, TechCare Limited, concerning the options available for upgrading the current system. TechCare Limited recommended that the existing PCs are replaced with a middle of the range computer [with an i5 processor and 8 GB RAM memory] which will have more than enough capacity for the functions that staff undertake. In addition, it was also proposed to provide a tablet for the caretaker which can be used onsite avoiding the need to return to the office to report on incidents or obtain additional information. The tablet, which can also be used as a phone, will also contribute to improved health and safety in respect of a lone worker. An estimate of cost for the replacement computers is between £4,000 to £4,500. The provision of standardised email addresses managed through the Town Council will provide greater control and protection for the Council. It also offers a more professional look for the Council. The cost estimated of between £1,100 to £1,200 to set up the email accounts which will be hosted on the Office 365 Cloud includes engineer support time to support the set up and enhanced security. There will be an ongoing monthly hosting charge per email address of £8 [current charge].

The Town Clerk explained that although the need to replace the computers and upgrade the operating system to Windows 10 had been recognised no provision had been made in the budget. This proposal therefore represents new expenditure. There is a sum of £25,000 currently unallocated in the budget which could be used for this purpose.

The Town Clerk stated that the current IT provision is outdated and impacting on staff efficiency. The system also lacks the latest security measures which is further compounded by the use of individual email addresses. The proposed upgrade would also enable the Council to present a more professional image online.

Councillor Woodward stated that the Town Council needed to come into the 21st century, needed to be fit for purpose and needed to be more professional.

Councillor Place made reference to costings and felt that it was a little on the high side however the Town Clerk explained that the costings included 5 new computers, software, tablet etc. Councillor Woodward stated that the Town Council needed to over budget and hopefully under spend. Councillor D Ennis explained that that costings referred to set up costs, sinking into our server etc.

Councillor Willis-Croft asked if the computers could be leased instead of purchased.

Councillor Place asked if the tablet could be purchased from a mobile phone company.

The Town Clerk confirmed that the email addresses would all end in @burntwood-tc.gov.uk.

Councillor N Bacon asked if the quotations received would come before this Committee and Councillor Woodward confirmed that proper processes would be followed.

Councillor Westwood asked if there would be a monitoring programme on the tablet and Councillor Woodward stated that adequate policies were in place.

Councillor Place asked if Burntwood companies would be included in the quotations process and Councillor Woodward confirmed that where possible local companies were used.

Councillor Willis-Croft asked if malware was going to be installed onto the computers.

The Town Clerk confirmed that he would be producing a brief so that quotations received would be like for like.

RECOMMENDED that the Policy and Resources Committee agree for expenditure up to a maximum of £5,700 for the proposed new IT system as outlined above and authorise the Town Clerk to seek written quotations from at least 3 companies [including the current service provider].

7. PROTECTIVE MARKING POLICY

The Town Clerk explained that the purpose of the report was to outline a proposed protective marking scheme [PMS] for correspondence and reports for use by the Town Council.

By way of background the Town Clerk explained that the General Data Protection Regulations place very clear responsibilities on organisations for the data that they hold and use. If the Town Council were to suffer a serious data control breach it could lose its reputation with clients, residents and partners. Under the new Data Protection Regulations, the Information Commissioner can fine organisations up to a maximum of £2 million for data security breaches. The use of a protective marking scheme is one measure that can be used to help ensure the security of the information that the Council holds.

Protective marking is a way of assigning information to a security level which is based on a range of pre-defined controls designed to ensure the information is handled properly. The primary aim of using a PMS is to protect against data loss by proactively indicating the limits of circulation and access. All staff and councillors should use the PMS to securely mark their documents. Marking for emails should appear in the subject field and for letters at the top immediately below the Burntwood Town Council logo. [The security levels are set out below]:

Public	No need to mark public documents
BTC use	Not for release to the public
Restricted	Not for release to all staff or councillors
Confidential	Would cause serious damage if released

The Town Clerk explained that the introduction of a PMS would have no financial implications for the Town Council.

The Town Clerk stated that the lack of a consistent and robust system to control the circulation of and access to the data, which is held and used by the Town Council, exposes the organisation to an increase risk of data security breaches. The financial penalties faced by organisations in respect of data security breaches are now significant. These fines are in addition to reputational and relationship break caused by data security breaches. The PMS outlined provides a proactive management process to minimise this risk. It will require no additional expenditure.

Councillor Woodward stated that the Town Council needed to tighten up on their procedures and Councillor Birch asked if Councillors [and staff] would have the appropriate training as it was not easy to determine the levels.

RECOMMENDED that the Policy and Resources Committee approves the Protective Marking Scheme and consideration would be given to training needs.

8. LAUNCH OF THE GRANT AID SCHEME

Councillor Woodward explained that the purpose of the report was to inform the Committee of the arrangements this year for the launch and administration of the Council's grant scheme.

By way of background, in the longer term the Town Council plans to review the scheme, however, this year the Council intended to run with the scheme as with previous years. A review would take place after this year's scheme and recipients invited to take part.

The keys dates for the grant scheme this year were:

- 15 July - Proposed arrangements approved by the Policy and Resources Committee
- 16 July - Press Release announcing launch of the scheme
- 22 July - Scheme open
- 7 October - Deadline for applications
- 5 November - Draft report for Leaders
- 19 November - Recommendations to the Policy and Resources Committee
- 28 November - Ratification by Full Council
- January 2020 Presentation Evening [venue to be confirmed]

RECOMMENDED that the Policy and Resources Committee approve the grant administration arrangements.

9. VENUES FOR TOWN COUNCIL MEETINGS

The Town Clerk explained that the report sets out suggested arrangements for venues of future Full Council meetings.

By way of background the Town Clerk explained that generally the Full Council meetings are held in the Ron Bradbury Room at the Old Mining College Centre. The room can accommodate the councillors but it struggles to deal with members of the public. Even then it is a tight fit and consequently not very welcoming for the public. The Annual General Meeting was however held in Burntwood Library where there is more room to accommodate the public.

The Town Clerk explained that the new administration have indicated that it wants to be an outward looking council. One way of more effectively engaging with local residents is to make the proceedings of the council more accessible and inviting. At the moment public attendance at full council meetings is very low. One of the possible ways to increase attendance would be to hold the meeting in the various locations that make up Burntwood [so the meeting could be rotated between venues in Chasetown, Chase Terrace, Burntwood and Boney Hay].

The Town Clerk stated that there are several venues in the parish which could be used to host the Full Council. The Library had already been used successfully. Other possibilities are:

- Chasetown - Chasetown Football Club
- Chase Terrace - St John's Community Church, Scout HQ, Chase Terrace Technology College, Emmanuel Church and Beacon Church
- Boney Hay - Working Men's Club and Boney Hay Primary School
- Burntwood - Burntwood Memorial Hall, St Matthews Sports and Social Club, Burntwood Methodist Church, Highfield School and Fulfen School

The Town Clerk explained that as the majority of Full Council meetings have been held at the Old Mining College no provision had been made in the budget for room hire. It is estimated that the room hire charges that the Town Council could incur for the current year could be up to £500. This amount of new expenditure could be met from the £25,000 currently unallocated in the budget.

The Town Clerk stated that holding key meetings in the communities that the Town Council serves potentially offers a fairly simple way of increasing engagement. It will certainly raise the profile of the Council in the relevant communities. It is also an idea that can easily be tested. It is suggested that such a trial would be best carried out over a 12 month period and then evaluated.

Councillor Evans stated that offering alternative venues would give more members of the public the opportunity to attend the Full Council meetings.

Councillor Birch stated that more engagement with the local community he felt was good however he highlighted the fact that some of the premises were licenced and adequate parking needed to be considered.

Councillor Willis-Croft stated that the whole idea of moving to the Old Mining College Centre was that the Town Council would not pay for room hire elsewhere.

Councillor Place explained that in principle he was not against other venues however confusion over where the meetings were being held could arise.

Councillor Birch asked if the Town Council had a communications strategy and stated that the meeting venues would need to be well advertised to avoid confusion.

Councillor Westwood asked if the full Council meetings could be available on Facebook via a live stream. The Town Clerk advised that Government were encouraging filming at meetings however Members [and staff] would need training. Councillor Woodward stated that this needed to be step and step and may be considered in the future.

RECOMMENDED that the Policy and Resources Committee authorise the Town Clerk to organise venues, other than the Old Mining College Centre in the communities of Boney Hay, Burntwood, Chasetown and Chase Terrace for meetings of the Full Council for the year 2019-20 and agree that the sum of £500 be allocated from the budget for room hire.

It was noted that Councillor N Bacon voted against the recommendation.

10. 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.

11. HEALTH AND SAFETY

See Confidential Minute.

12. OPERATION BRIDGE

See Confidential Minute.

13. REPLACEMENT OF BOILERS AT THE OLD MINING COLLEGE CENTRE

See Confidential Minute.

[The Meeting closed at 8:26 pm]

Signed

Date

Burntwood Town Council

25th July 2019

Appointment of Internal Auditor for 2019/20

1.0 Purpose of report

- 1.1 To provide information to enable the appointment of an internal auditor for 2019/20.

2.0 Background

- 2.1 Toplis Associates Ltd acted as internal auditor for 2017/18 and 2018/19, replacing the previous internal auditor who had carried out the work for 2015/16 and 2016/17.
- 2.2 Toplis Associates Ltd quoted a fee for 2018/19 of up to £420 plus expenses and VAT. A quote for 2019/20 has been requested but has not yet been received due to Alan Toplis' extended holiday. However, it is anticipated to be of a similar size to previous years, with a small inflationary increase.
- 2.3 Toplis Associates Ltd has good experience, both of audit but also specifically audit of parish councils. The fee is considered reasonable and compared favourably with those obtained last year from other potential auditors. Also, in view of recent changes of staff, there would be value in using an auditor that is familiar with the Council and its financial procedures and so can more readily identify any changes and highlight any concerns.
- 2.4 Also, in practice, nearly 4 months of the financial year has now passed and the first interim visit was arranged some time ago for 24th July, to follow up on last year's audit and to meet the new Town Clerk.
- 2.5 It is proposed to use that meeting to clarify current responsibilities and the scope of Internal Audit. This information can then contribute to a review of the effectiveness of internal audit and internal control, especially in the light of recent events at Rugeley Town Council.

3.0 Recommendation

- 3.1 The Council is recommended to re-appoint Toplis Associates Ltd as internal auditor for 2019-20.

Contact Officer

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Finance Officer

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**BURNTWOOD TOWN COUNCIL
2019/20 AUDIT PROGRAMME**

	Yes	No
1) Appropriate books of account have been properly kept throughout the year?		
▪ Are the cashbooks maintained and up to date?		
▪ Are the cashbooks arithmetically correct?		
▪ Are the cashbooks regularly balanced?		
2) The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.		
▪ Has the Council formally adopted standing orders and financial regulations?		
▪ Has a Responsible Financial Officer been appointed with specified duties?		
▪ Are payments in the cashbooks supported by invoices, authorised and minuted?		
▪ Has VAT on payments been identified, recorded and reclaimed?		
▪ Where necessary, is S137 expenditure separately recorded and within statutory limits?		
3) The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		
▪ Does a scan of the minutes identify any unusual financial activity?		
▪ Do the minutes record the Council carrying out an annual risk assessment?		
▪ Is insurance cover appropriate and adequate?		
▪ Are internal financial controls documented and regularly reviewed?		
4) The annual precept requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate.		
▪ Has the Council prepared an annual budget in support of its precept?		
▪ Is actual expenditure against budget regularly reported to the Council?		
▪ Are there any significant unexplained variances from budget?		
5) Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for.		
▪ Is income properly recorded and promptly banked?		
▪ Does the precept recorded in the cashbook agree to the District Council's notification?		
▪ Are security controls over cash adequate and effective?		

	Yes	No
6) Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.		
Is all petty cash spent recorded and supported by VAT invoices/receipts?		
7) Salaries to employees and allowances to members were paid in accordance with Council approvals and PAYE and NI requirements were properly applied.		
Do salaries paid agree with those approved by the Council?		
Are any other payments to officers reasonable and approved by the Council?		
Has PAYE/NI been properly operated by the Council as an employer?		
Are Pension contributions properly calculated and accounted for?		
8) Asset and Investments registers were complete and accurate and properly maintained.		
Does the Council keep an asset register of all material assets owned?		
Are the Assets/Investments registers up to date?		
Do asset insurance valuations agree with those in the asset register?		
9) Periodic and year end bank account reconciliations were properly carried out.		
Is there a bank reconciliation for each account?		
Is a bank reconciliation carried out regularly on receipt of statements?		
Are there any unexplained balancing entries in any reconciliation?		
10) Year end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cashbooks, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.		
Are year end accounts prepared on the correct accounting basis (Receipts and Payments/Income and Expenditure)?		
Do accounts agree with the cashbooks?		
Is there an audit trail from underlying financial records to the accounts?		
Where appropriate, have debtors and creditors been properly recorded?		