



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

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

Our Ref: GH/JM

02 January 2020

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held at **St John's Community Church, High Street, Chase Terrace on Wednesday 08 January 2020 commencing at 6:00 pm** at which the business set out below will be transacted.

Yours sincerely

Graham Hunt
Town Clerk

PRESENTATION BY CITYLIFE

PUBLIC FORUM

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. 30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. So that the Members of the meeting can be properly briefed in order to enable them to provide considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chairman of the meeting has the right to reject any representations that he/she considers not to be appropriate for the particular meeting.

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.

PRAYERS

AGENDA

1. APOLOGIES FOR ABSENCE

- 1.1 To formally receive and approve Councillor Taylor's request that he be granted a Leave of Absence from attendance at meetings from 08 January 2020 on compassionate grounds until the end of the municipal year.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 28 November 2019 [Minute No. 44-63] [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 02 December 2019 [Minute Nos 35-43] be received and where necessary approved and adopted [ENCLOSURE NO. 2].

6. OVERVIEW AND SCRUTINY COMMITTEE MINUTES

The Chairman of the Overview and Scrutiny Committee to move that the proceedings of the meeting held on 04 December 2019 [Minute Nos. 1-7] be received and where necessary approved and adopted [ENCLOSURE NO. 3].

7. PLANNING AND DEVELOPMENT COMMITTEE MINUTES

Chairman of the Planning and Development Committee to move that the proceedings of the meeting held on 11 December 2019 [Minute Nos 42-50] be received and where necessary approved and adopted [ENCLOSURE NO. 4].

8. MEMBERS QUESTIONS under Standing Order 9

9. FINANCIAL RISK ASSESSMENT AND MANAGEMENT [ENCLOSURE NO. 5].

To receive and approve the updated Financial Risk Assessment and Management document, which now includes an additional column for the 'Risk after Mitigation', as well as updates for other identified risks and changes in roles, responsibilities and procedures.

10. **REVIEW OF ANTI FRAUD AND CORRUPTION POLICY [ENCLOSURE NO. 6 AND APPENDIX 1].**
To receive and consider adoption of an updated Anti-Fraud and Corruption Policy, the previous version dating back to 2009. Amendments take account of updated legislation and changes to staff roles and responsibilities.
11. **BUDGET 2020/21 [ENCLOSURE NO. 7 AND APPENDIX 1]**
To receive and approve the budget for the next financial year.
12. **UPDATE FROM COUNTY COUNCILLORS/DISTRICT COUNCILLORS**
To receive a verbal update[s] from county/district councillors.

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD
ON THURSDAY 28 NOVEMBER 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Banevicius, Birch, Bishop, Brown, L Ennis, Flanagan, Gittings, Greensill, Kirkham, Loughbrough Rudd [from 6.30 pm], Place, Norman, Tapper, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

County Councillor M Tittley

A Bullock

Mrs M Place

W Ho

Seven members of the public

DEMENTIA FRIENDS TRAINING

The Chairman welcomed Councillors and members of the public to the meeting and stated that several Councillors [with work based knowledge] would be giving an insight into understanding of dementia and its symptoms as this was a very important issue and was the Chairman's charity for her municipal year.

Councillor Banevicius and Councillor Bishop gave a brief explanation of what is dementia [it is not part of normal aging - it is a disease; it is more than just forgetfulness - which is part of normal aging and it makes independent life impossible] and common symptoms.

Councillor Gittings gave a brief example of work based dementia and Councillor Norman made reference to the Attendance Allowance, Carers Allowance and Pension Credit and explained that there was a lot of help out there for people in need.

The Chairman thanked the Councillors concerned for their input and confirmed that Marisha Place [Dementia Friends Champion] would be delivering dementia training at the next Town Council Meeting [08 January 2020].

PRAYERS

Prayers were led by Reverend M Eales who represented the Methodist Churches.

PUBLIC FORUM

Mr K Leadbeater, Vice-Chairman, Burntwood Action Group read out the following statement:

"Burntwood Action Group congratulates the Town Council on all the hard work which has been done, since the last local election, to review its many policies and create a robust and inclusive sub-committee structure.

However, we are concerned about the overall impact of this structure on the development of plans for the future of Burntwood.

The deliberations of the Town Deal, a major source of input to the future of Burntwood, is to be in the hands of the Policy and Resources Committee; development issues such as economic development and the Green Belt are within the scope of the Planning and Development Committee; the Neighbourhood Plan will be progressed through the newly named Neighbourhood Plan Task and Finish Group.

AND by the way:

(Our Committee is very concerned about the introduction of the word FINISH! A review of Lichfield District Council's Local Plan was begun some time before the complete Plan was adopted and it would appear that the Local Plan will be under almost constant review. We believe that the Neighbourhood Plan should also be under constant review and improvement and we are alarmed that Burntwood Town Council might believe that the adoption of the current draft would be the finish of it!).

Government guidance on the production of neighbourhood plans states: "Neighbourhood plans have to be owned by the neighbourhood. It is as if the pages are put together in ring binders. They change and evolve over time, being strategic programs of action mostly for neighbourhood residents, property owners, and their supporters."

Returning to the different sub-committees, there is the newly established Planning Advisory Committee which, I understand, has still to hold its first meeting. It will be interesting see the terms of reference of this new committee and how it will feed into Burntwood Town Council's vision for the future of Burntwood.

I think all those present would agree that Burntwood has been allowed to grow through developer led development and has always suffered from the lack of a coherent plan. With all the possible inputs to Burntwood Town Council's vision for the future of Burntwood and inevitable delays in analysing and amalgamating them we are very concerned that the formulation of a coherent, realistic vision will be sometime in the distant future.

Lichfield District Council's Friarsgate debacle and its inability to produce a worthwhile plan for the future of the City have led it to employ consultants to suggest possible ways forward. These consultants have followed an evidence gathering approach and have come up with some possible avenues for the development of the City.

In many ways Burntwood is more complex than Lichfield City and BAG urges this Town Council, particularly those members who also serve on LDC to press for the financing of consultants to study how Burntwood could be made better for all of us who live or work here.

Finally, I'm sure you are all aware of paragraph 14 of the Government's Guidance on Neighbourhood Planning which states:

"Where a parish or town council chooses to produce a neighbourhood plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan or Order."

We are grateful that our Chairman Vic Chamberlain was invited to sit on the Neighbourhood Planning Committee but found it completely unacceptable that, on the few occasions when Vic was unable to attend a meeting, the Chairman of the Committee refused to allow a substitute from Burntwood Action

Group to attend. Hopefully the new Chairman of that Committee will act differently if the situation arises in the future.”

Councillor Birch, as Chairman of the Planning and Development Committee, read out the following response:

“Thank you for coming to tonight’s meeting and setting out your Group’s thoughts on the planning process in Burntwood. The Town Council appreciates your acknowledgement that it has begun a process of reviewing its meetings structure. These changes are designated to facilitate greater transparency in decision making and provide more opportunity for community involvement in our meetings.

The delegation of more power to the Planning and Development, Community and Partnerships and Policy and Resources committees will also enable the Council to be more effective. Such delegation of power is permissible under the provisions of Section 101 of the Local Government Act 1972 and is particularly encouraged for larger local councils, like Burntwood, which have many functions. We have also increased the number of councillors sitting on each committee again to increase the transparency of decision making.

We agree with your comments regarding the use of the word ‘finish’ in relation to the Neighbourhood Plan process and can see it could be misleading. We also agree that the Neighbourhood Plan is a live document subject to review and modification. Furthermore I would point out that at no point has the Town Council said that the process stops once the Plan has been approved and adopted.

The Town Council is in regular dialogue with both Lichfield District Council and Staffordshire County Council about the future needs of the town. It will continue to lobby for the towns’ interests. In respect of planning the key route of influence is the Local Plan and we will prioritise our response to any future review or reiteration.

Finally, I can confirm that Burntwood Town Council remains committed to ensuring that the local community continues to have the opportunity to participate in the work of the Council. The Planning Advisory Group that is currently under consideration will build on the inclusive approach that was adopted in respect of the Neighbourhood Plan and we would expect the Burntwood Action Group to be a key member of the new Group. I would also add there is no objection to the Burntwood Action Group fielding a substitute at any Council meetings that it has been invited to attend.

Thank you again for your comments and I look forward to continuing our discussions on these issues to achieve our shared goal of a ‘Better Burntwood’.”

DOING OUR BIT

County Councillor Tittley [Lichfield Rural West] gave a presentation on Doing Our Bit and explained that we can make Staffordshire an even better place to live and work, despite far less money coming from Government. It means working together differently, where the County Council priorities its legal duties and cares for the most vulnerable people in our communities and everyone does one more thing to help themselves and those around them. Small actions make a big difference [focus on small things that help yourself, your family and the place you live]. County Councillor Tittley explained that Doing Our Bit focuses on three simple asks:

- Look after you and your family’s health and wellbeing
- Help out others who might need a hand

- Help to keep your local area safe, clean and green

County Councillor Tittley advised that the website [<https://www.staffordshire.gov.uk/DoingOurBit/Doing-Our-Bit.aspx>] suggests small things such as give your child the best start, eat more fruit and veg, know your heart's age, check on your mental health and wellbeing, air aware, go on ... trim that hedge, getting clued up about recycling and being the countryside's eyes and ears. However, County Councillor Tittley explained that these were only ideas for people, it is about doing something that makes a difference e.g. help with a daily task, strike up a conversation with an older person, talk to a parent who may be struggling and helping a carer to take time out.

County Councillor Tittley made reference to sources of funding. The People Helping People Fund is a Staffordshire County Council fund. Each elected member of the County Council has £2,500 a year to invest in community run projects supporting people to do more to improve health and wellbeing or help out children and families.

County Councillor Tittley stated that local councils can get involved by spreading the word [let residents know about Doing our Bit and the website], sharing experiences and inspiring others and promoting the People Helping People Fund if you know any groups who might benefit.

The Chairman agreed that starting a different, honest and collaborative conversation was a good way forward and Councillor Woodward endorsed County Councillor Tittley's presentation [different ways of doing things] and explained that the organisations applying for People Helping People Fund needed to obtain match funding which encouraged community groups to look at other sources of funding.

The Chairman thanked County Councillor Tittley for his attendance and presentation.
County Councillor Tittley left the meeting at 7pm.

44. APOLOGIES FOR ABSENCE

Councillors D Ennis, Taylor and Westwood.

The Chairman explained that Councillor Taylor was quite ill at present and it be recorded that the Town Council's good wishes be passed to Councillor Taylor.

45. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Banevicius made reference to any items of business relating to CCGs [Clinical Commissioning Groups].

46. NOTICE OF CASUAL VACANCY – COUNCILLOR J DENTON [CHASETOWN WARD]

Members formally noted that the Town Clerk had declared a casual vacancy on the Town Council on 27 September 2019 following the resignation of Mr Jamie Denton.

47. SUMMERFIELD AND ALL SAINTS WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

The Chairman asked Marisha Place if she still wished to be co-opted onto the Town Council and Mrs Place confirmed that she still wished to be considered for the Summerfield and All Saints Ward.

Councillor Woodward explained to Members that the vacancies had been advertised and that no notice requesting an election had been made.

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

RESOLVED That Marisha Place be co-opted onto the Town Council to represent the Summerfield and All Saints Ward.

48. HIGHFIELD WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

The Chairman asked Wai-Lee Ho if he still wished to be co-opted onto the Town Council and Mr Ho confirmed that he still wished to be considered for the Highfield Ward.

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

RESOLVED That Wai-Lee Ho be co-opted onto the Town Council to represent the Highfield Ward.

49. CHASETOWN WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

The Chairman asked Andrew Bullock if he still wished to be co-opted onto the Town Council and Mr Bullock confirmed that he still wished to be considered for the Chasetown Ward.

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

RESOLVED That Andrew Bullock be co-opted onto the Town Council to represent the Chasetown Ward.

Councillor Woodward welcomed the new Councillors to the Town Council and confirmed that Marisha Place would serve on the Policy and Resources Committee, Community and Partnerships Committee, Planning Advisory Group and Neighbourhood Plan Task and Finish Group; Wai-Lee Ho would serve on the Overview and Scrutiny Committee and would be Deputy Leader of the Opposition Group and Andrew Bullock would serve on the Planning and Development Committee.

The successful co-optees signed the Declaration of Acceptance of Office after which they took their places at the table.

50. TOWN COUNCIL: MINUTES

For clarity, Councillor Birch made reference to Minute No. 32 - Planning and Development Committee: Minutes and explained that if banners were causing a highway problem then they needed to be reported to Staffordshire County Council. Councillor Birch made reference to recent social media coverage and advised that the Christmas banners [previously used] had not been erected because they did not comply with Class 3 [D] [the advertisement permitted by Class 3[D] must not exceed 0.6 of a square metre].

It was proposed by Councillor Woodward and seconded by Councillor Banevicius and

RESOLVED That the Minutes of the Meeting of the Town Council held on 26 September 2019 [Minute Nos. 27-43] be received and where necessary approved and adopted.

51. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed Members that she had attended a number of engagements within the District [Burntwood Lions Christmas Fayre, Lichfield District Council's Civic Service, 10 Year Anniversary of Burntwood Breast Care, CASES Annual General Meeting, etc] and that she was working towards fundraising events for her chosen charity.

52. PLANNING AND DEVELOPMENT COMMITTEE: MINUTES

Councillor Banevicius made reference to Minute No. 33 - Matters Arising and in particular the planning application referring to the retention of the two storey modular building for NHS walk in health clinic located at Burntwood Leisure Centre. Councillor Birch explained that even though the Planning and Development Committee had no objection in principle as long as the building was still fit for purpose concern had been expressed at the meeting that if the permission was granted this may result in a permanent building not being built which was urgently needed.

Councillor Flanagan made reference to Minute No. 41.1 - Planning Advisory Group and explained that as the group was only advisory and not a decision making group the proposed amendments to the Terms of Reference for the group would need to go through the next meeting of the Planning and Development Committee scheduled for 11 December 2019 for approval.

It was proposed by Councillor Birch and seconded by Councillor Gittings and

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 10 October 2019 [Minute Nos. 30-35] and 07 November 2019 [Minute Nos. 36-41] be received and where necessary approved and adopted.

53. COMMUNITY AND PARTNERSHIPS COMMITTEE : MINUTES

Councillor Woodward made reference to previous meetings of the Community and Partnerships Committee where a representative of Together We're Better had failed to turn up however Mr Whitehouse, Director, Sustainability and Transformation Partnership [STP] had given a detailed presentation on 11 November 2019.

Councillor Norman made reference to the fact that there had been no mention of the Burntwood Health and Wellbeing Centre and the new GP surgery at the former Greenwood House site in Mr Whitehouse's presentation.

Councillor Banevicius made reference to Minute No. 31 - Update on Christmas Events and asked [following recent social media coverage] if Morley Road was agreed as an alternative venue would this mean that the tree at Bells Lane would no longer be used. Councillor Woodward confirmed that this was not the case and the Town Council was considering increasing the number of community events if local partners could be found. She was particularly pleased that Bromford had become involved with this year's Bells Lane event.

It was proposed by Councillor Woodward [as Vice-Chairman of the Committee] and seconded by Councillor L Ennis and

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 11 November 2019 [Minute Nos. 26-34] be received and where necessary approved and adopted.

54. POLICY AND RESOURCES COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 31 - Training and Development Policy and stated that investment in training was essential for both staff and councillors.

It was proposed by Councillor Woodward and seconded by Councillor Banevicius and

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 19 November 2019 [Minute Nos. 25-39] be received and where necessary approved and adopted.

55. MEMBERS QUESTIONS

No Members questions were raised.

56. BURNTWOOD TOWN DEAL

Councillor Woodward explained that the Town Deal was set up four years ago to make links between the three tiers of local government covering Burntwood. Semi-formal meetings are held with representatives from Staffordshire County Council, Lichfield District Council and the Town Council to try and smooth the path in decision making. It encourages lead members from each authority to talk to each other.

The last meeting of the Town Deal was held on 04 November 2019 where the Parish Council Boundary Review was discussed and environmental improvements proposed by Staffordshire County Council which could lead to a Town Centre for Burntwood.

57. FINANCIAL REPORT OF 6 MONTHS OUTTURN AGAINST BUDGET FOR 2019-20

Councillor Woodward made reference to the street lighting maintenance figure and explained that in previous years there had not been a replacement budget for street lights maintained by the Town Council and on this occasion the expenditure had been taken out of reserves.

Councillor Birch made reference to the Chairman's expenses and in particular the fundraising expenditure and the Town Clerk explained that this was a problem with timing [end of the financial year]. Due to the expenditure occurring at the end of the last financial year the amount of expenditure had appeared in this financial year. The Town Clerk confirmed that there was significantly more money raised than spent.

It was proposed by Councillor Woodward and seconded by Councillor Birch and

RESOLVED That the financial report of 6 months outturn against budget for 2019-20 be received and noted.

58. UPDATE FROM COUNTY COUNCILLORS/DISTRICT COUNCILLORS

Councillor Norman made reference to the cameras installed at the private Sankey's Corner car park which had seen users incorrectly fined and confirmed that the cameras have been suspended until the problem is fixed [there have been instances where residents who had parked for less than 20 minutes have received parking notices stating they had been parked for over 24 hours and were issued with fines].

Councillor Norman stated that he had contacted the British Parking Association suggesting that Civil Enforcement Limited, the operators of the car park, were in breach of the code of practice which states that the Automatic Number Plate Recognition [ANPR] equipment must be kept "in good working order" and that data collected is "accurate, securely held and cannot be tampered with". Councillor Norman confirmed that the cameras had been removed following questions about their accuracy. Councillor Norman stated that the British Parking Association had confirmed that Civil Enforcement Limited would cancel/refund the Parking Charges Notices and advised that they would cease enforcement at the site, until they have finished a thorough investigation.

59. MOTION: CLIMATE EMERGENCY

It was proposed by Councillor Woodward and seconded by Councillor Place and

RESOLVED That the proposed motion be received and adopted:

This Council recognises that the planet and all its inhabitants are facing a climate emergency, including Burntwood and its residents. Along with national Governments and many other local authorities, we commit to promoting and supporting actions across our town to mitigate the impacts of climate change and considering the implications of our Council decisions on climate change.

The Chairman thanked members of the public for their attendance.

60. EXCLUSION OF THE PRESS AND PUBLIC

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

61. TOWN COUNCIL: CONFIDENTIAL MINUTES

It was proposed by Councillor Woodward and seconded by Councillor Banevicius and

RESOLVED That the Confidential Minutes of the Meeting of the Town Council held on 26 September 2019 [Minute Nos. 41-43] be received and where necessary approved and adopted.

62. COMMUNITY AND PARTNERSHIPS COMMITTEE: CONFIDENTIAL MINUTES

It was proposed by Councillor Woodward [as Vice-Chairman of the Committee] and seconded by Councillor Kirkham and

RESOLVED That the Confidential Minutes of the Meeting of the Community and Partnerships Committee held on 11 November 2019 [Minute Nos. 33-34] be received and where necessary approved and adopted.

63. POLICY AND RESOURCES COMMITTEE: CONFIDENTIAL MINUTES

Councillor Woodward encouraged all members to consider the draft budget proposals in detail and feedback any suggestions for additions or reductions via the Town Clerk for consideration.

It was proposed by Councillor Woodward and seconded by Councillor Banevicius and

RESOLVED That the Confidential Minutes of the Meeting of the Policy and Resources Committee held on 19 November 2019 [Minute Nos. 36-39] be received and where necessary approved and adopted.

[The Meeting closed at 7:50 pm]

Signed

Date

**MINUTES OF A MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 02 DECEMBER 2019 COMMENCING AT 6:00 PM**

PRESENT

Councillor D Ennis [in the Chair]

Councillors L Ennis, Evans, Gittings, Loughbrough Rudd, M Place, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Councillor D Ennis welcomed Councillor M Place to her first meeting following her co-option to the Town Council on 28 November 2019.

PUBLIC FORUM

No questions were raised by members of the public.

35. APOLOGIES FOR ABSENCE

Councillor Kirkham.

36. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

37. MINUTES

Councillor Ennis informed Members that the Minutes had already been proposed by Councillor Woodward and seconded by Councillor L Ennis at the Town Council meeting held on 28 November 2019.

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 11 November 2019 [Minute Nos. 26-34] be received and where necessary approved and adopted.

38. INFORMATION FROM THE MINUTES

There was no information from the minutes.

39. REVIEW OF THE CHRISTMAS EVENTS

Swan Island

Councillor D Ennis stated that even though the Town Council has very little input into this event this is still a Town event and confirmed that Councillor Evans, as Chairman of the Town Council, had performed the official switch on of the Christmas lights. It was confirmed that the Town Council provide the Christmas tree and Councillor Evans confirmed that the lights were sponsored by Crown Cutting. Councillor Ennis stated that it was important that community groups take the lead on such events however it may be appropriate to have some discussions with the Rotary Club to further development this event. The Town Clerk suggested that a meeting with organisations involved in the Christmas events could be arranged [similar to the one being arranged for those involved in the Play in the Parks events].

Bells Lane

Councillor D Ennis stated that he felt that this event attracted a bigger crowd this year and this may have been due to the fact that the Boney Hay School choir had been integrated into the event. Councillor Woodward thanked Bromford for their help and assistance on the night.

Councillor Woodward made reference to the picket fencing around the Christmas tree in Chasetown and asked if less intrusive fencing could be provided around the Christmas trees at Bells Lane and Sankeys Corner. The Town Clerk stated that the risk assessment would be re-visited to assess if the trees are at risk. Councillor D Ennis stated that the picket fencing would be assessed at the end to see if this type of fencing is fit for purpose.

Councillor D Ennis confirmed that he had had preliminary talks with the Co-op at Morley Road and the owner of the shops to see if they would be interested in holding an event [this would be adding to the events, not taking one away]. Councillor Woodward stated that the Town Council needed to look for other partners [encourage smaller community groups].

Chasetown Event

Councillor D Ennis stated that the Chasetown event showed when big businesses come together [Cameron Homes, Chasetown Civil Engineering etc] what could be achieved. Councillor D Ennis confirmed that the organisers had agreed to a minimum three more years for the Chasetown event. Councillor D Ennis stated that positive feedback had been received with over 1,500 people attending [good community spirit]. Councillor Woodward felt that this showed community engagement and that people are proud of Chasetown. Councillor Evans stated that she had spoken to Anthony Everall [former members of the Chasetown Chamber of Trade] who had been really impressed with the event.

Sankey's Corner Event

Even though it was cold, Councillor Woodward felt that the weather made the event feel very Christmassy. Councillor D Ennis stated that the Library did not give out as many presents as last year and Councillor Woodward felt that this may be due to the logistics of the queuing system.

Councillor D Ennis explained that Emmanuel Church had taken on board the comments made last year and had provided hot refreshments etc in the church.

Councillor Woodward explained that the Friends of Burntwood Library had confirmed that they had 88 chocolate advent calendars left [these could be donated to either Spark or the Foodbank], 23 foam advent clocks [which could be kept for next year] and 27 selection boxes

[these could be used for the children coming to the lantern parade at Chasewater and a couple of the foam clocks for any diary free children].

Councillor D Ennis explained that Seventeen43 Limited had confirmed that from their point of view the road closure team were excellent throughout the event, having so many Police and PCSOs in attendance was great, the new shorter layout compared to last year worked far better, the car park at Roseblade, Solicitors was ideal and the overall timings of closing off the road and the attractions arriving worked very well and to plan. The only issues were from stallholders arriving either late or wanting to leave at 6pm. Councillor D Ennis felt that more uniformity was needed for stallholders [similar to the Wakes, spaces can be agreed on a first come first serve basis].

Councillor Woodward confirmed that Councillor D Ennis had had discussions with the shopkeepers at Sankey's Corner. Councillor D Ennis stated that he had engaged with the businesses and needed the businesses to be more involved. Councillor D Ennis suggested engaging with the schools more [school choir/school band] and asked if the Library might take more control of the event.

It was proposed by Councillor Woodward and seconded by Councillor Westwood and

RESOLVED That

- a. the Friends of Burntwood Library make the decision on whether to donate the 88 chocolate advent calendars to either Spark and/or the Foodbank.
- b. 27 selections boxes be used for the children coming to the lantern parade at Chasewater and any leftover foam advent clocks be kept for next year.

40. REVIEW OF COMMUNITY GRANTS

The Town Clerk made reference to Minute No. 30 - Community Grants 2019/2020 [11 November 2019 refers] and advised Members that the purpose of the report was to provide a review of the existing community grants provided by the Town Council and seek the agreement of the Committee to a consolidated scheme.

Members were advised that currently the Town Council provides three separate community based grants schemes namely the general grant aid scheme, the hardship fund and the Stephen Sutton Bursary.

Members were advised that the general grant aid scheme had been in operation for a number of years and the scheme is normally over-subscribed. The information required to support each application is the same irrespective of the complexity or cost of the proposal.

Until this year, Members were advised that the Town Council did not indicate any priority action so its funding was not targeted. However, this year priority was given to applications that added to community capacity and were from applicants who had not recently received funding from the Council [the scheme is not intended to be a source of year on year funding].

Reference was made to the hardship fund and Members were advised that this was the second year that the Town Council had made funding available for this [the fund is designed to help families who are currently facing financial challenges buy essential household items such as

fridges, cookers and carpets]. Members were advised that the fund is not widely publicised and is being delivered on behalf of the Town Council by Burntwood Lions [who have delivered a similar scheme for a number of years].

Reference was made to the Stephen Sutton Bursary which had been introduced in 2015 as a lasting tribute to Stephen's life [the Town Council had agreed to make an annual bursary available to talented young people wanting to go onto greater achievements in the Arts, Sport or Academic fields. Two annual bursaries of up to £1,000 are available and that there are two age groups namely 11-14 years and 15-19 years]. Members were advised that the bursary had not attracted the level of interest that the Town Council had hoped.

Councillor M Place made reference to pupils from Burntwood who attended schools outside of Burntwood i.e. Cardinal Griffin School in Cannock who may not be aware of the scheme [need ways of communicating with other schools]. Councillor Evans confirmed that the pupils must be resident within the Burntwood Town Council boundaries. The Town Clerk confirmed that the information could be sent to schools outside of the parish boundary so that pupils who lived in Burntwood would be aware of the bursary.

Councillor Evans asked if the school consultation was a joint one or individual one as a spirit of co-operation between the schools is needed. It was confirmed that it would be a separate consultation.

Members were advised that the current grant aid arrangements needed to be refreshed [whilst the principle of supporting community activity remains valid] the application forms do not distinguish between small and large schemes; the general grant aid scheme is not targeted and is seen by many local groups as a source of year on year funding; the Stephen Sutton Bursary has a very low application rate and better promotion is needed to increase community awareness.

Members were advised that to maximise the benefits of the funding it was suggested that the three grants are consolidated to allow the Town Council, whilst maintaining the aims of the individual grants, to have greater freedom to respond to need and community responses.

It was proposed by Councillor Woodward and seconded by Councillor Evans and

RESOLVED That

- a. the general grant aid scheme, the hardship fund and the Stephen Sutton Bursary be consolidated into the Better Burntwood Fund [the hardship fund be renamed community support fund].
- b. the current rates of funding for each component of the Better Burntwood Fund be:
 - i. Pot 1 Community Project [small community projects ranging from £100 to £500 and not to require match funding] £5,000
 - ii. Pot 2 Essential Community Services [to support the initiation or safeguarding of community provided services] £10,000
 - iii. Community Support Fund [delivered by Burntwood Lions] £10,000
 - iv. Stephen Sutton Bursary £2,000

- c. the Town Clerk consults with Chase Terrace Technology College and Erasmus Darwin Academy Schools Councils regarding the future of the Stephen Sutton Bursary and how best the bursary can be used to support young people.

41. INFORMATION OR ITEMS FOR NEXT MEETING

Councillor D Ennis made reference to the Burntwood Wakes and the date suggested was Saturday 11 July 2020. Councillor Woodward felt that the Town Council needed to think carefully on what the Town Council gave for free and what is subsidised [i.e. funfair rides]. Councillor D Ennis confirmed that he had already had initial discussions with the funfair company and asked if initial discussions could take place with Freedom Leisure etc.

Councillor L Ennis made reference to the Play in the Parks events for 2020 and the Town Clerk confirmed that following a meeting with the organisations involved in the events [05 December 2019], it would be early January 2020 before any dates could be confirmed.

42. EXCLUSION OF THE PRESS AND PUBLIC

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

43. MINUTES: CONFIDENTIAL

Councillor Ennis informed Members that the Minutes had already been proposed by Councillor Woodward and seconded by Councillor Kirkham at the Town Council meeting held on 28 November 2019.

RESOLVED That the Confidential Minutes of the Meeting of the Community and Partnerships Committee held on 11 November 2019 [Minute Nos. 33-34] be received and where necessary approved and adopted.

[The Meeting closed at 7.10 pm]

Signed

Date

**MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON WEDNESDAY 04 DECEMBER 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Norman [in the Chair]
Councillors Bishop, Greensill, Ho and Tapper

In attendance

G Hunt, Town Clerk

PUBLIC FORUM

No questions were raised by members of the public.

1. APOLOGIES FOR ABSENCE

None as all members attended the meeting

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None

3. TERMS OF REFERENCE

Cllr. Norman introduced this item. He outlined the role of the Committee in providing a robust but supportive challenge to the Town Council. The scrutiny process was an important opportunity to take stock of progress and evaluate outcomes.

Cllr Ho asked if there was an issue for councillors who were also district councillors talking to their staff about Burntwood matters. Mr Hunt said that whilst it was not an issue in principle it was important from the onset that the councillor made it clear on what basis they were asking questions, for example were they acting as a town or district councillor, was it a confidential matter, etc.

Cllr Ho asked what arrangements there were to chair the meeting if Cllr Norman was unavailable. Cllr Norman thought that as the group was so small there was not really a need for a deputy. Mr Hunt suggested that if such a situation arose the councillors could decide amongst themselves a temporary chair for the meeting.

4. HEALTH AND SAFETY

Mr Hunt reported to the Committee that the Town Council had in September approved its Health and Safety Policy. This set up the actions that it would undertake to mitigate and manage any risks associated with its activities. He referred to Enclosure 2A which provided a report on progress in carrying out these actions. He confirmed that there were no real issues to report but acknowledged the need to replace the automatic door opening system for the main entrance as a new action.

In response to Mr Hunt's explanation of the health and safety arrangements that had been put in place for the community events run by the Town Council Cllr Greensill wanted to know if they would be

subject to competitive tendering. Mr Hunt confirm that the contract for next year's programme of events he would be seeking a minimum of three quotations.

The meeting then discussed the risk of fire evacuation procedures. Cllr Norman was particularly aware of the specific issues relating to the evacuation of many of Burntwood Live at Home clients. Mr Hunt confirmed that he had spoken to Burntwood Live at Home and they had agreed to share their evacuation plan with him.

Cllr Norman asked if any staff had taken the opportunity for an eye test. Mr Hunt confirmed that he had completed a Display Screen Equipment assessment for all relevant team members which had resulted in some changes to workstation's and one person going for an eye test.

The councillors agreed that they would like page numbers on all reports.

Cllr Greensill asked if all tenants were aware of the Health and Safety Policy. Mr Hunt confirmed that the Policy had been sent to all councillors, staff and tenants.

Cllr Norman said he was pleased to see that the Asbestos Management Plan had been updated and was being referred to by contractors.

Mr Hunt confirmed that Staffordshire County Council had been retained as specialist advisers and would be undertaking their first six monthly inspection in January.

ACTION all pages in reports to be numbered

5. THE TOWN STRATEGY AND TERMS OF REFERENCE FOR THE TOWN DEAL

Cllr Norman began the discussion on this item by referring to the Terms of Reference of the Town Deal Meeting. He thought that the modus operandi was a bit vague but he recognised that much of the discussion could be confidential. He then went onto to outline the background to the Town Strategy. He suggested that many of the key objectives were still relevant today but probably could be reviewed. The meeting then looked at each objective. Key comments that emerged from this examination were:

- **Action area 1:** Cllr Ho questioned the notion of a single town centre for Burntwood and wondered where it was to have been located. Cllr Norman confirmed that the intention was that it would have been sited on the Blue Hoarding site but opposition from adjoining local authorities at the Public Inquiry and lack of interest by developers had delayed the scheme being progressed on the site owned by London and Cambridge Properties. Mr Hunt confirmed that a fresh approach to the landowners is going to be made through the Town Deal Meeting
Cllr Bishop wanted to ensure that any new development would be dementia friendly. Mr Hunt suggested that it could be an issue that the Planning Advisory Group investigated. The councillors agreed that would be helpful
- **Action area 4:** Cllr Tapper pointed out that the Strategy's objective for housing was at odds with the community's current concern about an increase in housing development. Mr Hunt again suggested that this could be an issue for the Planning and Advisory Group which was also accepted by the Committee
- **Action area 5:** Cllr Tapper was unsure of what formal links existed between the Town Council and the business community. He was keen to see a closer working relationship
- **Action area 10:** Health provision remained a concern. Cllr Norman was unhappy that no progress had been made in respect of the two health centres. Cllr Greensill wanted to know when Greenwood House was to be demolished and replaced by one of these new health facilities

- **Action area 6:** Cllr Norman acknowledged that Anti-Social Behaviour appeared to be less of an issue than at the time the Strategy was written (2011) although there were ongoing problems at Redwood Park and McDonalds
- **Action area 8:** Cllr Bishop was keen to see new opportunities for young people. Mr Hunt confirmed that discussions had started and it was intended to invite a young person's representative onto the Planning and Advisory Group.

Cllr Ho asked if the Town Council had a research capability. For example, he was interested in journey to work and leisure facility times. Cllr Norman confirmed that in the past the Town Council had commissioned research in respect of both the Town Strategy and the Neighbourhood Plan. Mr Hunt referred the Committee to the Staffordshire Observatory which contained a great deal of local data and information. He undertook to provide a link to the site.

The discussion was concluded with the councillors agreeing to refer the Burntwood Town Strategy to the Planning and Advisory Group to be reviewed.

AGREED that the Planning and Advisory Group be asked to review the Burntwood Town Strategy, including identifying opportunities dementia friendly design

ACTION for Mr Hunt to provide a link to the Staffordshire Observatory to councillors

6. TOWN COUNCIL'S CURRENT BUDGET AND FUTURE EXPENDITURE

Mr Hunt introduced the budget and explained that it was still in draft form. The final version of the budget would be considered by the Town Council at its meeting on 8th January before the precept was set. At the moment the current draft made provision for existing commitments but no new projects had been included. Mr Hunt went on further to say that there would be another Leadership Team Meeting (to which the Leader and Deputy Leader are invited) to decide on any new areas of expenditure before the Council Meeting. He confirmed that the role of the Committee in respect of the budget was to oversee the budget to ensure it followed the correct procedures and to scrutinise the validity of any decisions made.

7. WORK PROGRAMME

Cllr Norman invited the Committee to put forward items for inclusion in the work programme. Mr Hunt suggested that if the Town Council decide to investigate the benefits of taking on the parks and open spaces it might like to take on the scrutiny of the development of the business case, and if the Town Council did decide to take them on, overview of the transfer from Lichfield District Council to Burntwood Town Council. The Committee agreed that in such an eventuality parks and open spaces should be included in the work programme.

AGREED that should it go ahead the transfer of parks and open spaces be included on the Committee's work programme

[The Meeting closed at 7.42 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
WEDNESDAY 11 DECEMBER 2019 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Brown, Bullock [from 6.04 pm], D Ennis, Gittings, Loughbrough Rudd and Willis-Croft

In attendance

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

PUBLIC FORUM

No members of the public were present.

42. APOLOGIES FOR ABSENCE

Councillor Flanagan, Place and Taylor.

43. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor D Ennis declared a prejudicial interest in Agenda Item No. 8 - Local Plan Review as he sits on the Local Plan Scrutiny Committee at Lichfield District Council.

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.

44. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 07 November 2019 [Minute Nos. 36-41] be approved as a correct record.

45. INFORMATION FROM THE MINUTES

There were no matters arising from the Minutes.

46. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|---------------|--|---|
| (a) | 19/01502/FUH | Chase Terrace | Mr and Mrs Sutton
27 Princess Street
Burntwood | First floor extension to rear and installation of new pitched roof to rear ground floor section |
|-----|--------------|---------------|--|---|

Whilst there are no objections to the principle of the works, the Town Council does recognise the concerns of the neighbouring property and asks that the Local Planning Authority ensures that their concerns [i.e. high level of obscure windows, restricted opening window to the side] are taken into consideration should the Local Planning Authority be minded to grant planning permission.

[Councillor Bullock joined the meeting]

- | | | | | |
|-----|--------------|-------------------------------|--|--|
| (b) | 19/01544/FUH | Summerfield
and All Saints | Mr K Adams
10 Darwin Close
Burntwood | Installation of 1 no. front facing dormer window |
|-----|--------------|-------------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|----------------------------------|
| (c) | 19/01258/FUH | Chasetown | Mr and Mrs Davies
33 Church Street
Burntwood | Single storey extension to front |
|-----|--------------|-----------|--|----------------------------------|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (d) | 19/01577/COU | Chasetown | Miss J Webster
49 High Street
Chasetown | Change of use from dance studio to tattoo and body piercing studio |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|-----|--------------|--------------------------|---|---|
| (e) | 19/01594/FUL | Boney Hay
and Central | Mr and Mrs S Tapper
18 Beaudesert
Burntwood | Erection of 1 no. one bedroom detached bungalow |
|-----|--------------|--------------------------|---|---|

OBJECTIONS

Strong concerns were raised by Members. The proposal is considered to be contrary to Policy ST2 [Parking Provision]. This is because the proposed shared access between the application site and the adjoining property would result in the loss of an existing parking space. It is considered that this would have a detrimental impact on the locality.

[Members were informed that Councillor Westwood is minded to call in this application as District Councillor for the Boney Hay and Central Ward based on representations from local residents].

- | | | | | |
|-----|--------------|--------------------------|---------------------------------|--------------------------------------|
| (f) | 19/01648/FUH | Boney Hay
and Central | Mrs G Bundy
4 Kipling Avenue | Single storey rear extension to form |
|-----|--------------|--------------------------|---------------------------------|--------------------------------------|

			Burntwood	bedroom and bathroom
	No objection.			
(g)	19/01654/ADV	Chasetown	McDonalds Restaurants Ltd Milestone Way Burntwood	Installation of 4 no. illuminated freestanding signs and 1 no. illuminated booth screen
	No objection.			
(h)	19/01656/FUH	Chase Terrace	Mr and Mrs Hamilton 15 Chapel Street Burntwood	Two storey extension to side and single storey extension to rear
	No objection.			

47. ROAD NAMING - LAND AT MOUNT ROAD

Members were informed that Lichfield District Council [as Local Authority for street naming and numbering] had received an application to name roads in a development currently underway off Mount Road, Burntwood.

Councillor D Ennis felt that remembering the industries that brought lots of jobs and families to the area was important [namely D H Hadens Limited and Edgar Vaughan and Co].

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

RESOLVED That in recognition of the history of the site the following suitable names be forwarded to Lichfield District Council:

- a. Hadens Road [the main road]
- b. Dennis Close
- c. Edgar Drive
- d. Vaughan Way
- e. Kettle Close

48. PLANNING ADVISORY GROUP - TERMS OF REFERENCE

Councillor Birch made reference to Minute No. 41.1 - Planning Advisory Group [07 November 2019] and in particular Councillor Place's comment that the Group in its present format was politically unbalanced and needed a different balance of numbers. Members were advised that the five representatives from community and interest groups would remain the same.

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

RESOLVED That the composition of the Planning Advisory Group be amended from five elected Members to six elected Members.

49. LOCAL PLAN REVIEW

Councillor Birch informed Members that Lichfield District Council are reviewing their Local Plan with the aim to create a new Local Plan that would provide direction on the future growth of the area. Once adopted it will replace the current Local Plan Strategy [which was adopted in 2015] and the Local Plan Allocations Document [which was adopted in July 2019]. The consultations runs from Friday 29 November 2019 until 5pm Friday 24 January 2020.

Councillor Birch suggested that if Members wanted to feed anything into the Plan for a Burntwood Town Council response then they should email him, as Chairman of the Planning and Development Committee, no later than 4pm on Monday 06 January 2020 so that a collective submission can be made.

50. INFORMATION OR ITEMS FOR NEXT MEETING

50.1 Neighbourhood Plan Task and Finish Group

The Town Clerk informed Members that an Inspector had now been appointed and had raised a number of questions. The Town Clerk confirmed that the Neighbourhood Plan Task and Finish Group will reconvene on 22 January 2020 to consider a response to the questions.

[The Meeting closed at 6.34 pm]

Signed

Date

BURNTWOOD TOWN COUNCIL
FINANCIAL RISK ASSESSMENT AND MANAGEMENT
2019/20 (VERSION DATE - DECEMBER 2019)

Topic	Area of Risk Identified	H/M/L	Management of Risk	Risk after Mitigation	Internal Audit Frequency (Months)
Legal Powers, Governance and Financial Management	Illegal activity or incurring expenditure without proper legal authority	L	CiLCA qualified Clerk; Educate the Council as to its legal powers; Record in minutes the powers being used.	L	12
	Sound framework for Governance and Accountability	L	Define responsibilities; Maintain and review Standing Orders and Financial Regulations	L	12
	Proper use of funds under section 137	M	Record in minutes; Separate financial records; Monitor against statutory limit	L	12
	Maintain effective budgetary control and financial reporting system	M	Maintain and review Financial Regulations; Management by Town Clerk and RFO; Regular financial reports to Council and Committees; Periodical checks e.g. of bank reconciliations, by appointed members.	L	12
	Maintain effective independent internal audit	M	Clear audit programme; Review effectiveness	L	6
Precept	Sound process for budget setting	L	Set responsibilities and timetable; Adequate consultation; Review of all charges; Review adequacy of reserves	L	12
	Not submitted	L	Town Council Minute; RFO follow-up	L	12
	Not paid by District Council	L	Check and report to Town Council	L	12
	Adequacy of precept	M	Monthly review of budget to actual (Bi-monthly in shorter term, pending improvements to accounting systems)	L	6
Charges - Cemetery	Grave allocation	M	Burial Register updated weekly	L	6
	Appropriate charges	L	Annual review of costs and fees as part of budget setting process	L	12
	Invoices to undertakers	M	Checks and prompt invoicing by Cemetery Admin Officer	L	6
	Memorial fees	M	Checks and prompt invoicing by Cemetery Admin Officer	L	6
	Cash handling	L	Issue receipt	L	6
	Cash banking	L	Bank reconciliation	L	6
Grants from other bodies	Claims procedure	L	Clerk/RFO check annually	L	12
	Receipt of grant when due	L	Check and report to Town Council	L	12
Investments	Investment policy	M	Clerk/Council review annually	L	12
	Income received when due	L	RFO check monthly	L	6
Salaries and pensions	Comply with HMRC payroll regulations	M	Payroll software updated; HMRC bulletins; monthly Real Time information submissions	L	6
	Budget provision	L	RFO ensures adequate provision for salaries and employer pension contributions	L	12
	Wrong salary paid	L	Check to Minutes; RFO check monthly	L	12
	Wrong hours paid	L	Check to timesheet/contract	L	12
	Wrong rate of pay	L	Check to contract	L	12
	Wrong deductions	L	Check tax codes and other details correct in payroll system	L	12
	Not paid on contractual date	M	RFO ensures timely payrun and authorisation by Councillors	L	12
	Pension commitments	L	Check to Staffs Pension Fund requirements; Monthly return and payment of contributions	L	12
Direct Costs and Overhead Expenses	Goods not supplied to Town Council	M	Purchase Order records	L	12
	Invoice incorrectly calculated	L	Check arithmetic	L	12
	Cheques/BACS payable is excessive	M	Effective procedures for checking and authorisation (to be improved with new accounting system). Signatories to check payment against invoices	L	6
	Cheque/BACS payable to wrong party	M	Effective procedures for checking supplier details (to be improved with new accounting system). Signatories to check payment against invoices	L	6

Topic	Risk identified	H/M/L	Management of Risk	Risk after Mitigation	IA Frequency (Months)
Councillors Allowances	Not applicable				
Grants and Support	Power to pay	L	Minutes	L	12
	Agreement of Town Council to pay	L	Minutes	L	12
	Conditions agreed	L	Use reasonable conditions	L	12
	Budget provision	M	RFO check expenditure	L	12
	Payment	L	Signatories to check payment against minutes	L	12
Election Costs	Invoice at agreed rate	L	RFO check and consider budget	L	When elections have been held
	Budget provision	M	RFO ensures adequate provision in budget or earmarked reserves	L	12
VAT	VAT Analysis	L	All items in accounts lists and reconciled	L	3
	Charged on sales where applicable	L	Consider annually, with advice from internal auditor	L	12
	Charged on purchases	L	Consider all items per Cash Book lists	L	3
	Partial Exemption and other HMRC regulations	M	Refer to VAT Notice 749. Consider partial exemption and other regulations annually, with advice from internal auditor	L	12
	Claimed within time limits	M	RFO ensures accounts system kept up to date and returns submitted quarterly; Appropriate software and procedures in place e.g. for Making Tax Digital	L	3
Reserves - General Fund	Adequacy	L	Consider at Budget setting and at year end	L	6
Reserves - Earmarked	Adequacy	L	Consider at Budget setting and before year end	L	6
	Earmarked or Contingent liability	L	Review Minutes	L	12
Assets	Loss, damage, etc	M	Annual inspection, update insurance and asset registers	L	12
	Risk or damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	L	12
Staff	Loss of key personnel	H	Monitoring of hours, stress and health and early intervention when required; Appropriate training and management	M	6
	Long-term sickness, early departure, early retirement	M	Clerk monitor	L	6
	Fraud by staff	L	Fidelity Guarantee value and insurance company conditions; Clerk, RFO and Internal Auditor monitor	L	12
	Consequential loss due to critical damage or third party performance	L	Review adequacy of insurance cover	L	12
Cash	Loss through theft or dishonesty	L	Ensure adequacy of Fidelity Guarantee insurance; Effective procedures for checking and recording	L	12
Maintenance	Poor performance of assets or amenities, loss of income or performance	M	Annual maintenance inspection	L	12
Borrowing/Lending	Not currently applicable				
Best Value	Overspend on services	M	Ensure tendering for services in line with updated Financial Regulations	L	12
Financial Records	Inadequate records	L	Clerk/RFO quarterly check and regular Internal Audit	L	6
Minutes	Accurate and legal	L	Review at following meeting	L	12
Members Interests	Conflict of interest	M	Update Declarations of Interests	L	12

Burntwood Town Council

Council Meeting

8th January 2020

Review of Anti-Fraud and Corruption Policy

1.0 Purpose of the Report

1.1 To seek the approval of the Council regarding an update of the existing anti-fraud and corruption policy.

2.0 Background

2.1 The Town Council has a statutory duty to ensure that it has effective and robust controls in place relating to its financial, operational and risk management. The anti-fraud and corruption policy forms part of these controls. The current policy was approved in 2009. It should be reviewed annually but the current policy has not been reviewed since it was first approved. Although it appears that a revised draft of the policy was considered in 2016 but not approved.

3.0 Outcome of the review

3.1 The key points of revision are changes in legislation such as the Concordat (1998) was replaced by the Regulators code. The latest draft of the policy also shows changes in roles and responsibilities within the Town Council. The revised policy is set out in Appendix 1.

4.0 Finance

4.1 The review has been undertaken by the Responsible Finance Officer

5.0 Power to Act

5.1 The Town Council is required under the provisions of the Accounts and Audit Regulations 2015 (SI 2015/234), reg 3. To ensure that it has effective controls in place in respect of financial, operational and risk management

6.0 Conclusion

6.1 The current anti-fraud and corruption policy is now out of date. The proposed revised policy has picked up changes in legislation and responsibilities within the Town Council.

7.0 Recommendation

7.1 The Council is recommended to approve the revised Anti-Fraud and Corruption Policy as set out in Appendix 1.

Contact Officer

Graham Hunt

townclek@burntwood-tc.gov.uk and 01543 677166

ENCLOSURE NO. 6



BURNTWOOD TOWN COUNCIL

ANTI-FRAUD AND CORRUPTION POLICY

ADOPTED Day Month 2020

Version 2.0

CONTENTS

		Page No.
1.0	COMMITMENT	3
2.0	DEFINITION	3
3.0	CULTURE OF THE COUNCIL	3
4.0	MEMBERS' ROLE AND RESPONSIBILITIES	4
5.0	EMPLOYEES' ROLE AND RESPONSIBILITIES	4
6.0	TOWN CLERK AND FINANCE OFFICER'S ROLE AND RESPONSIBILITIES	5
7.0	INVESTIGATION AND DETECTION	5

1.0 Commitment

- 1.1 The Council is committed to the prevention, deterrence, detection and investigation of all forms of fraud and corruption.

2.0 Definition

- 2.1 Fraud is defined as *the illicit gaining of cash or other benefits by deception*. Corruption is defined as *the dishonest influencing of actions and decisions*.

3.0 Culture of the Council

- 3.1 The Council will seek to maintain an environment that makes fraud and corruption difficult to perpetrate. All practicable steps will be taken to minimise the risk and effect of fraud and corruption by its customers or clients, elected Members or employees across the whole range of the Council's services and functions. The need for appropriate controls is acknowledged and the Council will seek to sustain such controls in the administrative, financial, operational and computer systems employed in the delivery of external and internal services and management.
- 3.2 It is the responsibility of the Town Clerk to ensure that there are appropriate and adequate controls in place within the systems for which he/she is responsible, working in conjunction with the Finance Officer (as Responsible Financial Officer). The Council expects that current recommended best practice will be followed at all times. Controls will be designed to deter, prevent and detect **all** forms of fraud and corruption and also identify a clear pathway for investigation.
- 3.3.1 The Council expects all of its suppliers, contractors, agents, partner organisations and individuals, to act with honesty and integrity, and client officers will be responsible for monitoring their actions and for ensuring that their terms of reference, agreements and/or contracts include a clause to that effect. The Council will seek to ensure that all its dealings will be conducted on the same basis, and expects its members and employees to lead by example.
- 3.3.2 The Council recognises the principles of good enforcement (as set down in the Regulators' Code of April 2014) and the enforcement of the law by the Council will follow the principles of proportionality enshrined in Human Rights legislation. In applying the law and securing compliance the Council will be consistent and transparent in the way it operates.
- 3.5 The Council will maintain a framework of guidance, codes of practice, codes of conduct and procedures designed to ensure that its objectives are achieved in a proper and fair manner. All cases of fraud and corruption will be investigated and treated equally, regardless of the perpetrator. The police will be informed if appropriate. Disciplinary action will be taken, as necessary, in accordance with the Council's disciplinary procedures.

- 3.6 The Council wishes to encourage any interested party, whether they are elected Members, employees, taxpayers, clients or customers, to report any suspicions of fraud or corruption that they may have. Concerns can be registered in a number of ways. Members of the public can raise concerns through the Council's Complaints Procedure. Employees can raise concerns with the Town Clerk or via the Council's Confidential Reporting Policy. Concerns can also be raised directly with whoever of the following is the most appropriate or convenient and they will then ensure that the matter is dealt with in accordance with the Council's policies and procedures:
- The Chairman of the Council, the Leader of the Council or a Ward Councillor.
 - The Town Clerk.
 - The Internal Auditor or the Council's external auditors.
- 3.7 The Council's Confidential Reporting Policy seeks to reassure employees that there will be no victimisation of internal "whistleblowers" and that every effort will be made to ensure anonymity if employees so wish. All information received will be given due and careful consideration. There is of course a need to ensure that procedures for reporting and investigating suspected fraud or corruption are not misused.

4.0 Members' Role and Responsibilities

- 4.1 As elected representatives of the public, Council Members have a duty to be fair, honest and open in their roles. Members must abide by legislation, the Council's Code of Conduct, the Council's Standing Orders and Financial Regulations and the Council's locally adopted policies and procedures.
- 4.2 In particular, Members are required to declare and register any pecuniary interests they may have in companies, charitable organisations, voluntary groups or other relevant organisations. Members are required to abstain from any debate or vote which pertains to matters involving any such organisations in which they have a pecuniary interest and in certain cases when they have a non-pecuniary private or personal interest.

5.0 Employees' Role and Responsibilities

- 5.1 All employees are expected to comply with the Council's Code of Conduct. Employees who are members of professional bodies will also be expected to abide by any codes of conduct and/or professional ethics issued by those bodies. All employees are subject to their terms and conditions of employment. Job descriptions, procedure notes and managerial instructions define the role of employees on a day-to-day basis. Employees must ensure that they work within the Council's Standing Orders and Financial Regulations. Where the Council uses agency staff, they will be bound by the same rules as direct Council employees.

5.2 The Town Clerk and Finance Officer are responsible for ensuring that all staff are aware of the Council's Financial Regulations and that the requirements of these rules are being met. The Town Clerk is also responsible for ensuring that:

- Appropriate procedures are in place to safeguard the resources for which they are responsible.
- All employees are complying with the relevant codes of conduct.
- All complaints are logged and that details of subsequent actions and decisions are recorded.

6.0 Town Clerk and Finance Officer's Role and Responsibilities

6.1 The Town Clerk and the Finance Officer (as the Council's Responsible Financial Officer) have a statutory duty to ensure that proper arrangements are made to administer the Council's finances and financial systems. The Council acknowledges these roles, supports the Town Clerk and Finance Officer in undertaking their approved duties and will consider their advice on any changes to the systems of control, financial administration and associated rules and regulations.

6.2.1 The Town Clerk and Finance Officer are responsible for the prevention, detection and resolution of fraud and irregularities. In compliance with these requirements, the Finance Officer shall ensure appropriate Internal Audit provision and shall ensure complimentary operation with External Audit in all cases.

7.0 Investigation and Detection

7.1 The Council maintains a proactive attitude to the prevention and detection of all forms of fraud and corruption through the use of:

- management controls
- Internal Audit, in accordance with an agreed code of conduct
- other specialist resources
- relevant external agencies

7.2 All reported or suspected occurrences of fraud and corruption will be investigated in a fair, proper and open manner.

7.3 The Council is committed to being actively involved with any appropriate joint initiatives designed to prevent and detect fraud and corruption.

Burntwood Town Council

Council Meeting

8th January 2020

Budget for the Financial Year 2020/21

1.0 Purpose of the Report

1.1 To seek the approval of the Council of the budget for the next financial year

2.0 Background

2.1 One of the key responsibilities of the Council is each year to approve its budget and set the precept. The Council then must submit the proposed precept to the District Council (the billing authority) by a set deadline. This year the deadline is 24th January 2020.

2.2 The precept will need to be sufficient to cover four areas of expenditure:

- next year's expenditure, with an allowance for contingencies;
- outstanding expenditure incurred in the previous years;
- expenditure likely to be incurred before the precepted sum becomes available (for example interest on an overdraft);
- payments to financial reserves.¹

3.0 Proposed Budget

3.1 The budget set out in Appendix 1 meets all four of the requirements listed in paragraph 2.2 above. It proposes an increase in the precept from £37.90 to £40.90. Key features of the budget are:

- An inflation figure of 3% has been applied to all on going items of expenditure;
- new expenditure codes have been introduced for replacement of assets such as lighting columns;
- £20,000 has been included in the budget to enable the Town Council, should it wish to do so, to take on the ownership of the three public conveniences currently owned and managed by Lichfield District Council.

3.2 A separate report will be submitted to the Policy and Resources Committee on 16th January 2020 which will outline the situation regarding the public conveniences.

4.0 Finance

4.1 The draft budget as set out in Appendix 1 has been compiled by the Responsible Finance Officer.

5.0 Power to Act

5.1 The Town Council is required under the provisions of the Local Government Finance Act 1992, s41(4) to set a precept by 1st March of the preceding financial year.

6.0 Conclusion

6.1 It is a statutory duty of the Council to set a precept. The budget set out in Appendix 1 represents a modest annual increase of £3 per household. The majority of this increase is to enable the Town Council to take on the ownership of the three public conveniences in the town which are currently owned and managed by Lichfield District Council, should it chose to do so.

7.0 Recommendation

7.1 The Council is recommended to approve the budget, as set out in Appendix 1, and to authorise the Town Clerk to submit a precept of £40.90 to the Lichfield District Council.

Reference

¹ Arnold-Baker on Local Council Administration p145

Contact Officer

Graham Hunt

townclerk@burntwood-tc.gov.uk

01543 677166

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21 (Draft version 6 - 18 December 2019 including Public Conveniences)

		2018-19		2019-20		2019-20		2020-21	
		Actual		Budget		Actual, Apr-Sep		Budget	
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)									
100 Corporate									
1176	Precept	313,645		318,690		318,690		349,016	
1199	CCLA interest	4,787		4,700		2,358		4,700	
1205	Bank account interest	396		300		0		200	
1206	CIL money (Has to be earmarked)	11,232		0		3,477		0	
1207	Additional miscellaneous funding	4,298		0		0		0	
Total	Corporate Income		334,358		323,690		324,525		353,916
104 Old Mining College Centre									
1070	Unit rents (N.B. 19-20 budget too high as wrongly included VAT)	27,202		58,000		15,461		32,610	
1071	Unit service charges	17,912		Units total only		10,201		21,015	
1072	Room hire	13,189		10,250		6,370		11,330	
1074	Unit cleaning	318		Units total only		159		0	
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	725		400		434		400	
Total	OMCC income		59,346		68,650		32,625		65,355
4019	Employee expenses - Caretaker	8,381		11,391		5,976		12,137	
4022	NNDR Rates	7,320		7,540		7,488		7,713	
4023	Water rates	1,387		1,500		828		1,706	
4055	Energy (Gas & electric)	11,411		13,000		6,937		13,390	
4040	Cleaning contract	5,033		5,220		2,507		5,052	
4041	Locking/ unlocking	1,768		1,800		825		2,400	
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	8,395		10,000		3,089		11,900	
4057	Telephones & Broadband	997		1,250		347		1,030	
4058	IT Suite (to include Computers, Network, Software etc.)	6		1,000		0		500	
4180	Professional fees	4,744		1,000		1,500		1,700	
4221	Insurance premiums (Currently included within BTC insurance)	0		1,450		0		0	
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	4,406		6,000		2,058		6,000	
Total	OMCC expenditure		53,848		61,151		31,554		63,528
105 Transport									
4064	Members travel costs	0		50		0		50	

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21 (Draft version 6 - 18 December 2019 including Public Conveniences)

		<u>2018-19</u>		<u>2019-20</u>		<u>2019-20</u>		<u>2020-21</u>	
		<u>Actual</u>		<u>Budget</u>		<u>Actual, Apr-Sep</u>		<u>Budget</u>	
107 Supplies and Services, BTC									
4025 Sundry income		13		0		0		0	
4019 Employee expenses - all staff except caretaker & cemetery gatekeeper		133,341		155,270		71,971		155,560	
4057 Telephones & Broadband		3,237		3,000		1,900		3,800	
4120 Postage		15		500		18		200	
4125 Franking machine		1,353		1,200		1,075		1,500	
4139 Computers and other office equipment		5,339		3,900		1,647		4,000	
4140 Website		575		1,000		450		1,500	
4165 Advertising (ATM and other adverts)		980		1,250		0		1,250	
4166 Newsletter (Town Trader)		1,440		1,545		720		1,480	
4211 Office expenses (to include stationery, photocopier etc.)		3,024		3,600		1,031		3,710	
4212 Training & conferences		525		2,000		1,607		3,000	
4170 Subscriptions		35		485		0		500	
4180 Professional fees		780		1,000		1,360		1,200	
4220 Bank charges		322		400		139		350	
4221 Insurance premiums		3,383		3,500		3,489		3,600	
4234 Audit		1,483		2,000		1,000		1,600	
4059 Other supplies and services		870		1,750		379		1,900	
Total	BTC supplies & services		156,702		182,400		86,786		185,150
201 Street Lighting									
4055 Energy		596		715		0		736	
4241 Maintenance		378		400		2,983		410	
4242 Replacement (NEW CODE)		0		0		0		1,500	
202 Bus Shelters									
4025 Sundry income		0		0		0		0	
4241 Maintenance		0		4,000		449		4,120	
4242 Replacement (NEW CODE)		0		0		0		0	
203 Christmas Lights and Trees									
4261 Churches and community venues		480		1,100		0		0	
4260 General expenses		2,222		5,000		10		2,500	
204 Public Conveniences									
4241 Maintenance, cleaning etc.		N/A		N/A		N/A		20,000	

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21 (Draft version 6 - 18 December 2019 including Public Conveniences)

		2018-19		2019-20		2019-20		2020-21	
		Actual		Budget		Actual, Apr-Sep		Budget	
205 Traffic Islands									
1030	Traffic Islands: Sponsorship	4,355		8,158		8,158		8,158	
4304	Signage	1,054		500		132		500	
4306	NNDR: Traffic Islands	1,025		1,500		682		850	
4241	Maintenance (to include grass cutting, bedding plants etc.)	5,324		7,200		0		7,420	
206 Hanging Baskets & Planters									
4241	Maintenance	1,899		1,550		0		1,600	
207 Flagpole									
4241	Maintenance	23		100		95		110	
209 Coulter Lane Burial Ground									
4241	Maintenance	904		2,260		1,050		3,330	
211 Burntwood Town Strategy									
4754	BTS projects	0		15,000		0		25,750	
213 Events Committee									
1090	Wakes: Pitch fees	593		0		624		0	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	1,100		0		1,000		0	
1102	Play in the Parks	572		0		500		0	
1101	Christmas: Pitch fees	82		0		0		0	
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	500		0		0		0	
1104	Fun Run income	800		0		0		0	
Total	Events income		3,647		0		2,124		0
4690	Events (Code previously used for budget only)	N/A		25,000		N/A		N/A	
4262	Christmas event - all expenditure	4,053		N/A		584		4,000	
4390	Wakes - all expenditure (Includes family fun day in 17-18)	11,516		N/A		13,667		15,000	
4761	Play in the Parks	3,269		N/A		5,504		7,000	
4391	Fun Run expenditure	1,756		N/A		0		0	
4399	Other events expenditure	148		N/A		32		0	
Total	Events expenditure		20,742		25,000		19,787		26,000
214 Community Projects									
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	6,475		0		0		0	
4760	Stephen Sutton Bursary	1,000		2,000		0		2,000	
4764	Other Community Projects (incl. defibrillators & speed indic. devices)	15,612		2,700		1,385		2,000	

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21 (Draft version 6 - 18 December 2019 including Public Conveniences)

		2018-19		2019-20		2019-20		2020-21	
		Actual		Budget		Actual, Apr-Sep		Budget	
215 SCAMP									
4550	SCAMP: Maintenance	0		150		0		155	
4551	SCAMP: Insurance	0		375		0		390	
216 Neighbourhood Plan									
1025	Sundry income	2,580		0		0		0	
4728	Neighbourhood Plan expenditure	4,790		1,500		0		2,500	
301 Civic Expenses									
1062	Fundraising (to be earmarked)	2,067		0		20		0	
1025	Sundry income	0		0		0		0	
4360	Chairman's Expenses	404		500		96		500	
4368	Fundraising expenditure (Donations & distribution of funds raised)	3,513		100		1,460		100	
4361	General expenses (including Civic Service reception etc.)	169		1,000		153		1,000	
302 Grant Aid									
4415	Grant Aid expenditure (previously included presentation evening)	15,383		15,150		0		25,000	
310 Election Expenses									
4701	Election expenses	12,925		7,000		0		10,000	
401 Burntwood Cemetery									
1000	Burial fees/ licences	29,343		26,400		14,877		27,200	
1001	Memorial plaques (NEW CODE during 18-19)	210		0		140		250	
4019	Employee expenses - Cemetery gatekeeper	2,081		1,850		726		1,795	
4810	Grave digging	4,380		4,680		2,640		5,440	
4820	NNDR: Burntwood Cemetery	1,263		1,300		1,400		1,450	
4864	Grounds maintenance	8,529		9,800		2,760		11,100	
4863	Other maintenance and services (to include gritting, skips etc.)	2,760		4,650		2,375		4,800	
4163	General office expenses (e.g. plaque engraving, ICCM)	513		400		183		450	
Total	Cemetery expenditure		19,526		22,680		10,084		25,035

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21 (Draft version 6 - 18 December 2019 including Public Conveniences)

		<u>2018-19</u>		<u>2019-20</u>		<u>2019-20</u>		<u>2020-21</u>	
		<u>Actual</u>		<u>Budget</u>		<u>Actual, Apr-Sep</u>		<u>Budget</u>	
501 Capital Expenditure									
4901	OMCC refurbishment works	34,109		40,000		13,025		40,000	
4666	Capital works (any other)	12,490		0		0		0	
	TOTAL INCOME		442,394		426,898		382,469		454,879
	TOTAL EXPENDITURE		365,118		401,081		169,731		452,234
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME		77,276		-25,817		212,738		2,645

Burntwood

Option proposed: Set Band D Council Tax as £40.90 to set precept

	2019/20	2019/20	Change	
			£	%
Band D Council Tax	£37.90	£40.90	£3.00	7.92%
Council Tax Base	8,408.7	8,533.4	124.7	1.48%
Gross Precept	£318,690	£349,016	£30,326	9.52%

Council tax base figure received from LDC on 5/12/19

Original precept on spreadsheet	346,371
Required precept (as above)	349,016
Extra budget provision/ for reserves	2,645