Burntwood
TOWN COUNCIL
BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

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Our Ref: GH/JM

05 March 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 Beacon Community Church, Bridge Cross Road, Burntwood on Thursday 12 March 2020 commencing at 6:00 pm at which the business set out below will be transacted.

Yours sincerely

Graham Hunt
Town Clerk

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

PRESENTATION BY CITYLIFE
To receive a presentation by Kristen Lackajis, Editor and Rebecca Hill, Advertising from Citylife Magazine.

PRAYERS
Led by Pastor Sandy McMeekin, Beacon Community Church

AGENDA

1. APOLOGIES FOR ABSENCE

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 08 January 2020 [Minute No. 44-55] [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 06 January 2020 [Minute Nos 44-51] be received and where necessary approved and adopted [ENCLOSURE NO. 2].

6. PLANNING AND DEVELOPMENT COMMITTEE MINUTES
Chairman of the Planning and Development Committee to move that the proceedings of the meetings held on 09 January 2020 [Minute Nos 51-56] and 13 February 2020 [Minute Nos 57-65] be received and where necessary approved and adopted [ENCLOSURE NO. 3A AND 3B].

7. POLICY AND RESOURCES COMMITTEE MINUTES
The Chairman of the Policy and Resources Committee to move that the proceedings of the meeting held on 16 January 2020 [Minute Nos. 40-50] be received and where necessary approved and adopted [ENCLOSURE NO. 4].

8. OVERVIEW AND SCRUTINY COMMITTEE MINUTES
The Chairman of the Overview and Scrutiny Committee to move that the proceedings of the meeting held on 06 February 2020 [Minute Nos. 8-13] be received and where necessary approved and adopted [ENCLOSURE NO. 5].

9. MEMBERS QUESTIONS under Standing Order 9

10. BURNTWOOD TOWN DEAL
To receive a verbal update by a Member of the Council.

11. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2019/20
To note the conclusion of this review and to approve the recommendations set out in section 6.0 [ENCLOSURE NO. 6, APPENDIX 1 AND APPENDIX 2].

12. INCOME AND EXPENDITURE ESTIMATES FOR 2019-20 AND APPROVED BUDGET FOR 2020-21
To note the financial position at the end of January 2020 and the estimates for the year end [ENCLOSURE No. 7].

13. POTENTIAL EARMARKING OF RESERVES AND YEAR END BALANCES FOR 2019/20
Members are asked to agree any movements into and out of earmarked reserves as indicated in the Notes on Proposed Movements [ENCLOSURE NO. 8]
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14. 2020/2021 CALENDAR OF MEETINGS
To approve the 2020/2021 Calendar of Meetings [ENCLOSURE NO. 9]

15. PROTECTIVE MARKING SCHEME
To receive a verbal update by the Town Clerk.

16. UPDATE FROM COUNTY COUNCILLORS/DISTRICT COUNCILLORS
To receive a verbal update[s] from county/district councillors.

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

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

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

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

MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT ST JOHN'S COMMUNITY CHURCH, HIGH STREET, CHASE TERRACE
ON WEDNESDAY 08 JANUARY 2020 COMMENCING AT 6.00 PM

PRESENT

Councillor Birch [in the Chair]
Councillors Banevicius, Brown, Bullock, D Ennis, L Ennis, Gittings, Greensill [from 6.05 pm], Ho, Kirkham, Loughbrough Rudd, Norman, M Place, R Place, Tapper, Westwood, Willis-Croft and Woodward

In attendance
G Hunt, Town Clerk
Ms J Minor, Deputy Clerk
Four members of the public

PRESENTATION BY CITYLIFE
Councillor Woodward confirmed that due to confusion over dates, Citylife would not be attending the meeting. She went on to give a brief explanation about Citylife which is a monthly magazine mainly covering Lichfield City and a small part of Burntwood. It provides a mix of news, events and stories. It is delivered to households completely free of charge. Councillor Woodward felt that Citylife seemed to attract more interest than the TownTrader.

PUBLIC FORUM
There were no questions raised by members of the public.

PRAYERS
Prayers were led by Reverend M Wallace from St John's Community Church.

44. APOLOGIES FOR ABSENCE

Councillors Evans, Flanagan and Taylor

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

RESOLVED That Councillor Taylor's request for a Leave of Absence from attendance at meetings from 08 January 2020 until the end of the municipal year be granted.

45. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

46. TOWN COUNCIL: MINUTES

Councillor Woodward made reference to Minute No. 59 - Motion: Climate Emergency and asked that it be recorded that the resolution was made following a unanimous show of hands.

ENCLOSURE NO. 1

Councillor Woodward made reference to Minute No. 49 - Chasetown Ward: Co-option to fill vacancy for one member and in particular the paragraph referring to membership of Committees. Councillor Woodward asked that the decision referring to membership of the Planning Advisory Group be deferred until further discussion had taken place between herself and Councillor R Place.

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 28 November 2019 [Minute Nos. 44-63] be received and where necessary approved and adopted.

47. CHAIRMAN'S ANNOUNCEMENTS

Councillor Birch explained that the Chairman was ill and that he was stepping in to chair tonight's meeting. Councillor Birch wished Councillors a Happy New Year and thanked Councillors and Officers for their work over the last few months. Councillor Birch thanked the Reverend Wallace for hosting the Town Council meeting at St John's Community Church. Councillor Birch welcomed members of the public and stated that it was nice to see some new faces.

Councillor Birch confirmed that he had together with the Chairman attended an event at the Skoda Auto Sales in Burntwood where the Burntwood and Cannock CFR officially launch their new rapid response vehicle. Members were informed that Burntwood Town Council had provided a grant to help towards the replacing and updating of equipment in two vehicles.

48. COMMUNITY AND PARTNERSHIPS COMMITTEE: MINUTES

Councillor Birch made reference to Minute No. 40 - Review of Community Grants and in particular the paragraph referring to the Community Support Fund delivered by Burntwood Lions. Councillor Birch stated that he had spoken to representatives from Burntwood Lions at the launch of the new rapid response vehicle. Councillor Woodward stated that Burntwood Lions are doing a good job for the community and the Town Council. Councillor Woodward made reference to the significant changes that had been proposed to the Community Grants scheme however the Town Council needed to achieve best value in every pound spent.

Councillor Woodward stated that the Town Clerk had explained to those groups who had been unsuccessful the reasons why and they had been signposted to other funding opportunities. Councillor Woodward emphasised that the Town Council would still be supporting small community projects ranging from £100 to £500 that contributed to community capacity and would also be supporting the initiation or safeguarding of community provided services.

Councillor D Ennis stated that he had spoken to a representative from Burntwood Lions and explained that there was lots of procedures that needed to be followed before a grant could be given to families who are currently facing financial challenges and it was AGREED that the Town Clerk would invite representative[s] from Burntwood Lions to a future meeting of the Community and Partnerships Committee so that they can give an update on the funding provided by the Town Council and also the best way to help people etc [signposting people to the right place].

ENCLOSURE NO. 1

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 02 December 2019 [Minute Nos. 35-43] be received and where necessary approved and adopted.

49. OVERVIEW AND SCRUTINY COMMITTEE : MINUTES

Councillor Woodward informed Members that this was the first meeting of the Overview and Scrutiny Committee which had been set up in May 2019 following the election. Councillor Woodward stated that scrutiny was not to make things difficult but was to improve the way we do things [make better decisions]. Councillor Woodward explained that scrutiny can have a positive effect [i.e. the retention of school crossing patrols and the recycling centre]. Councillor Woodward stated that the Town Council had some big decisions to make in the future [i.e. whether or not to take on the public conveniences, parks] and asked Councillor Norman if the public conveniences could be put on the works programme for a future meeting of the Overview and Scrutiny Committee.

Councillor R Place explained that there was some concern on his side of the chamber however felt that the makeup of the Committee was fair [two Labour Members, two Conservative Members and an Independent].

Councillor Norman stated that it was early days however the workload would be determined by the staff available to support the scrutiny process.

Councillor D Ennis made reference to Minute No. 5 - The Town Strategy and Terms of Reference for the Town Deal and in particular Action Area 5. Councillor D Ennis explained that as a local business owner himself, businesses had had a mixture of support but not enough Councillor involved. Councillor D Ennis made reference to the Xmas Event held in Chasetown which showed that businesses can run a successful event with support from the Town Council. Councillor D Ennis made reference to the feasibility of creating a Burntwood BID and confirmed that Lichfield District Council were on board with this.

Councillor Norman made reference to the Burntwood Town Strategy and in particular Action Area 5: Businesses and Employers Support and urged all Members to look at the Strategy.

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

RESOLVED That the Minutes of the Meeting of the Overview and Scrutiny Committee held on 04 December 2019 [Minute Nos. 1-726-34] be received and where necessary approved and adopted.

50. PLANNING AND DEVELOPMENT COMMITTEE: MINUTES

Councillor Woodward made reference to Minute No. 48 - Planning Advisory Group - Terms of Reference that confirmed that further discussions will take place between herself and Councillor R Place to confirm who the nomination would be.

ENCLOSURE NO. 1

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

RESOLVED That the Minutes of the Meeting of the Planning and Development Committee held on 11 December 2019 [Minute Nos. 42-50] be received and where necessary approved and adopted.

51. MEMBERS QUESTIONS

No Members questions were raised.

52. FINANCIAL RISK ASSESSMENT AND MANAGEMENT

Councillor D Ennis welcomed the level of risk being reduced from high and medium to low over the last year. Councillor D Ennis explained that staff [loss of key personnel] would always be at a medium level. Councillor Birch stated that following a previous request from himself that it was good to see that there was now a risk after mitigation column.

Councillor Woodward thanked the officers for producing a Financial Risk Assessment which was now in an acceptable format.

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

RESOLVED That the Financial Risk Assessment and Management be received and adopted.

53. REVIEW OF ANTI FRAUD AND CORRUPTION POLICY

Councillor Woodward made reference to the Anti-Fraud and Corruption Policy and in particular paragraph 3.6. Councillor Woodward gave a brief explanation regarding the case at Rugeley Town Council and even though the Town Council has a Code of Conduct [open and transparent] it was AGREED that the wording "Any concerns can also be referred to the Police" would be added to paragraph 3.6 of the Policy. Councillor Woodward confirmed that the procedure with regard to petty cash had been tightened.

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

RESOLVED That the Anti-Fraud and Corruption Policy be received and adopted.

54. BUDGET 2020/21

Councillor Woodward explained that the budget had been considered by the Overview and Scrutiny Committee and had been considered by the Leadership Team together with Councillor R Place as Leader of the Opposition Group and his Deputy, Councillor Ho. Councillor Woodward felt that the budget was pro-active and made reference to the Town Clerk's report and in particular paragraph 2.2. Councillor Woodward explained that the precept needed to be

ENCLOSURE NO. 1

sufficient to cover four areas of expenditure. There needed to be an allowance for contingencies [in 2019/2020 an asbestos survey needed to be undertaken and there was no contingency in place. Also there was a budget for street lighting however no contingency for replacement thereof]. Councillor Woodward explained that even with the slight proposed increase [Band D Council Tax from £37.90 to £40.90] 15 out of 25 Lichfield District Parishes had a higher precept.

Councillor Woodward explained that the budget had included a contingency for public conveniences however no decision had been made yet.

Councillor Loughbrough Rudd made reference to the public conveniences and asked if a budget plan for the future had been made. Councillor Woodward stated that detailed discussions had yet to take place however Councillor Woodward made reference to the lack of public conveniences at Morley Road Shopping Centre and the "Loo of the Year" Award.

The Town Clerk confirmed that he would be meeting with an officer from Lichfield District Council on 09 January 2020 to further discuss the public conveniences [to obtain a clear steer on what the District Council are offering]. The Town Clerk confirmed that a report would be going to a future meeting of the Policy and Resources Committee.

Councillor Tapper asked if a study had been undertaken regarding the current usage of the public conveniences as he felt that the public conveniences in Chasetown were not used and members of the public thought they were closed. Councillor Woodward suggested that as a District Councillor, Councillor Tapper was in the best position to request the information and to report his findings to the Town Clerk.

Councillor Birch explained that he had recently received two complaints regarding the poor state of the public conveniences at Sankey's Corner.

Councillor Norman stated that Lichfield District Council had previously undertook a study of the usage etc of the public conveniences when closure of mentioned.

Councillor D Ennis suggested that Members would be shocked at the amount of use the public conveniences got in Chasetown and this was the ideal opportunity to take over an asset.

Councillor R Place said that whilst he was sure that the Overview and Scrutiny Committee would like the opportunity to look into the public conveniences however the usage information was needed. Councillor R Place explained that the Conservative Party do not like increasing the precept however at the meeting with the Leadership Team there was a consensus made.

Councillor Ho made reference to the public conveniences and in particular anti-social behaviour. Councillor Woodward confirmed that no decision had yet been made by either Lichfield District Council and/or Burntwood Town Council. Councillor Woodward stated that she had not recently received information from the PCSOs regarding anti-social behaviour in the public conveniences.

Councillor Woodward felt that this was an opportunity for the Town Council to look to be ambitious [civilise society] and to take control of our own destiny. Councillor Woodward made reference to grit bins [which may be an item for the future as Staffordshire County Council are only filling the bins once a year].

Councillor R Place referred to Code 204 in the budget [Public Conveniences] and he suggested that it may be possible to work with other partnerships to reduce the cost of maintenance, cleaning etc from the initial estimate of £20,000 per annum. Councillor Woodward agreed that the Town Council could enter into a partnership with other organisations. The Town Clerk made reference to the scale of the expenditure and confirmed that any contracts over £10,000 would require a formal tendering process which could lead to further savings.

Councillor Willis-Croft made reference to his former employer, Armitage Shanks regarding the purchase of any new equipment.

Councillor D Ennis stated that people care about things that look better [proud of] and made reference to the picket fencing around the Xmas tree at Chasetown.

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

RESOLVED That the draft budget for 2020/21 be agreed and that a Precept of £349,016 [Band D Council Tax of £40.90] be declared on Lichfield District Council for the 2020/21 financial year.

55. UPDATE FROM COUNTY COUNCILLORS/DISTRICT COUNCILLORS

Councillor Woodward stated that an update meeting with County Councillors Fisher and Tittley was taking place on 21 January 2020.

Councillor Ho made reference to Christ Church, Burntwood who would be celebrating their 200th Birthday in 2020. Councillor Woodward confirmed that the Town Council had given a grant as it was felt that the application contributed to community capacity.

[The Meeting closed at 7.06 pm]

Signed ………………………………………………………….

Date …………………………………………………………….

ENCLOSURE NO. 1

MINUTES OF A MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON MONDAY 06 JANUARY 2020 COMMENCING AT 6:00 PM

PRESENT

Councillor D Ennis [in the Chair]
Councillors L Ennis, Gittings, M Place, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk
Ms J Minor, Deputy Town Clerk

PUBLIC FORUM

No members of the public were present.

44. APOLOGIES FOR ABSENCE

Councillor Evans, Kirkham and Loughbrough Rudd.

45. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

46. MINUTES

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

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.

47. INFORMATION FROM THE MINUTES

There was no information from the minutes.

48. PLAY IN THE PARKS PROGRAMME UPDATE

The Town Clerk advised Members that a meeting, about next year's programme, had been held on 05 December 2019 with organisations who host the Play in the Parks events [namely representatives from St John's Community Church, Beacon Community Church, Fun Club and

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Spark]. The Town Clerk advised that the Town Council's new preferred way of working was outlined at the meeting [the idea of a core offer from the Town Council consisting of the provision of events management and first aid support plus a small budget to pay for activities was explained]. It was explained that as the popularity of the events had grown the Town Council had increasingly needed to rely on the active involvement of local groups [the size of the programme is too big for the Town Council to deliver directly].

Reference was made to the preferred approach to community development and engagement as set out in the Better Burntwood Concept and Members were advised that the Town Council is keen to continue to support the Play in the Parks Programme.

Members were advised that a further meeting with organisations who host the Play in the Parks events was planned for the New Year to carry on the discussions and begin the planning for the 2020 programme.

The Town Clerk explained that the Play in the Parks Programme is not one of the Town Council's statutory duties, however, under the provisions of the Local Government Act 1972 Section 137 local councils have the power to "incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of the inhabitants". The Town Clerk advised that a sum of £7,000 had been included in the draft budget for 2020/2021 for the Play in the Parks Programme [the budget would be considered by the Council at its meeting on 08 January 2020].

Councillor D Ennis made reference to social media [namely Lichfield Live] and explained that the events had grown to a capacity beyond what the Town Council could do. Councillor D Ennis advised Members that organisations who host the events could apply for funding that the Town Council could not [i.e. Bromford's YouCan – helping to bring communities together fund].

Councillor Woodward stated that back in 2015 the initiative that was instigated by the Town Council was very small however the events have grown over time and an event management company to oversee the events had become essential. Councillor Woodward hoped that other groups and organisations may take the lead [i.e. uniformed organisations could provide some form of activity - cricket club, rugby club, football club].

Councillor M Place made reference to the SPACE programme [Lichfield District Council are currently seeking expressions of interest from local groups who are looking to run activities for young people over the summer, they could be part of the SPACE 2020 funding bid]. Councillor M Place explained that a youth meeting was being held which was hosted by Lucie Ferneyhough, Community Safety Officer, Lichfield District Council.

49. PLANNING UPDATE ON THE WAKES FESTIVAL

Members were advised that the Town Clerk had booked Burntwood Leisure Centre to host the event on 11 July 2020 and that the draft budget 2020/2021 included an allocation of £15,000 to fund the Festival [the budget would be considered by the Council at its meeting on 08 January 2020].

The Town Clerk advised Members that under the provisions of the Local Government Act 1972, Section 137 [Class 5] the Town Council has the power to provide and support festivals like the Burntwood Wakes.

Councillor Woodward made reference to the recipients of the Town Council's grant aid scheme and asked if these organisations could be contacted to see if they would be willing to have a stall at the Wakes.

Councillor Woodward made reference to the free funfair rides and the untargeted expenditure. Councillor D Ennis felt that Chasetown in particular was a deprived area [disposal income is tight] and lots of people from the area walk to the event. There is no other Council that offers this. Councillor Willis-Croft suggested reducing the number of rides per person however Councillor D Ennis felt that this would be difficult to manage. Councillor Gittings suggested tokens could be handed out however Councillor D Ennis felt that there would need to be a lot of volunteers on call throughout the whole of the event and this would be difficult to manage.

Councillor D Ennis stated that he would like to see more stalls around the whole of the perimeter. The Deputy Clerk confirmed that for 2019 there was a total of 52 stalls [27 craft stalls and 25 charity stalls]. Councillor D Ennis felt that 100 stalls could be accommodated and it was **AGREED** that each food stall would be £50, each craft stall would be £10 and there would continue to be no charge for charity stalls.

Councillor Westwood made reference to a food quarter and Councillor D Ennis explained that this had been tried in the past.

Councillor D Ennis confirmed that the event would require the same space available at the Leisure Centre as previously [i.e. two pitches, mini pitch and hard core].

Councillor Westwood stated that there was a lot of sporting events happening in 2020 and Councillor M Place made reference to the Fire Service Interactive Classroom.

50. CITIZENS ADVICE SOUTH EAST STAFFORDSHIRE [CASES] WALK-IN ADVICE SERVICE Minute No. 30 - Community Grants 2019/2020 [11 November 2019 refers]

The Town Clerk made reference to Minute No. 30 - Community Grants 2019/2020 [11 November 2019 refers] where the Committee acknowledged that whilst the walk-in service [2x4 hour sessions per week] was clearly of value it was concerned that CASES had not fully explored all other sources of funding. In particular there was a concern that the office on Cannock Road, Chase Terrace was not being used to its full potential. The Committee decided to defer making a decision on the application until further information about CASES wider funding situation was available.

The Town Clerk confirmed that on 18 December 2019 he had met with the CEO and Manager of CASES to discuss the Committee's concerns. At the meeting CEO and Manager confirmed that they had explored a number of options regarding the use of the building to generate more income, however, the layout of the building made it very difficult to create any independent space[s] for commercial use [commercial use of the building would also impact on business rates as at present the office was rated as a charity]. The CEO and Manager had confirmed that whilst the building was not fully used at all times there were several days when it was at full capacity.

The Town Clerk advised that at the meeting the CEO and Manager were able to show that they are very active in raising funds [in 2017-18 they raised £255,232 from external sources]. They have been innovative in introducing new initiatives to meet the needs of the community.

ENCLOSURE NO. 2

The Town Clerk felt that this was an essential public service and explained that the Town Council has the power under the provisions of the Local Government Act 1972, Section 142[2A] to support organisations like CASES who provide advice to individual members of the community. Members were advised that CASES had applied for £4,000 and there was currently £6,236 left in the community grants budget.

The Town Clerk stated that the walk-in service being provided by CASES is clearly well used by local residents. CASES are very active in raising funds but this service has proved difficult to fund. The organisation is not sitting on a large reserve in view of the scale of its activities. It is the type of service which is at the heart of the Better Burntwood concept [without the Town Council support this service could be at risk].

Councillor Woodward stated that sometime ago she had sight of some figures stating that people living in Hednesford, Norton Canes, Hammerwich etc accessed the facilities in Cannock Road, Chase Terrace and asked if other Parish/Town Councils were contributing towards the 2x4 hour sessions.

Councillor D Ennis stated that the Town Council needed to continue with the discussions having regard to the fact that the Town Council may not be in a position to continue to fund the walk-in service in the future.

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

RESOLVED That the Community and Partnerships Committee approve the grant of £4,000 to CASES to support the Burntwood Walk-in service for the period January 2020 to December 2020.

51. INFORMATION OR ITEMS FOR NEXT MEETING

Councillor D Ennis confirmed that further in depth reports would be provided regarding the Wakes Festival and the Play in the Parks Events. It was **AGREED** that the Deputy Clerk would email all Councillors with the link to the Facebook page in respect of the Play in the Parks events.

[The Meeting closed at 7:00 pm]

Signed ……………………………………………………………

Date ………………………………………………………………

ENCLOSURE NO. 2

MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 09 JANUARY 2020 COMMENCING AT 6.00 PM

PRESENT

Councillor Birch [in the Chair]
Councillors Brown, D Ennis, Gittings, Loughbrough Rudd, R Place and Willis-Croft

In attendance

Ms J Minor, Deputy Clerk
One member of the public

PUBLIC FORUM
There were no questions raised by members of the public.

51. APOLOGIES FOR ABSENCE

Councillors Bullock, Flanagan and Taylor [dispensation].

52. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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.

53. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 11 December 2019 [Minute Nos. 42-50] be approved as a correct record.

54. INFORMATION FROM THE MINUTES

Local Plan Review
Councillor Birch made reference to Minute No. 49 referring to the Local Plan Review and, as no submissions had been received from other Councillors, he stated that he would be drafting out a submission within the next few days [the consultation runs until 5pm on Friday 24 January 2020]. Councillor Birch stated that the draft submission would be forwarded to all Councillors for their comments however he explained that there would be a bit of discrepancy between the submission by BAG [Burntwood Action Group] and his draft submission [will not be a match up].

ENCLOSURE NO. 3A

Councillor D Ennis explained that he had not made representations as he sits on the Local Plan Scrutiny Committee at Lichfield District Council.

Southwinds Nursing Home, 17 Chase Road, Burntwood
Councillor Birch made reference to planning application 19/01162/COUM - Change of use from residential care home [class C2] to 11 no. flats [class C3] at Southwinds Nursing Home, 17 Chase Road, Burntwood. Councillor Birch informed Members that following the submission of amended plans to remove the rear dormer and one flat planning permission was granted by Lichfield District Council's Planning Committee on 16 December 2019 subject to the following conditions:

[a] That planning permission be approved subject to the owners/applicants first entering into a Unilateral Undertaking under the Town and Country Planning Act [as amended] to secure contributions/planning obligations towards the Cannock Chase Special Area of Conservation; and

[b] If the Unilateral Undertaking is not signed/completed by the 1 February 2020 or the expiration of any further agreed extension of time, then powers be delegated to officers to refuse planning permission based on the unacceptability of the development without the required contributions and undertakings as outlined in the report.

55. PLANNING APPLICATIONS

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

(a)	19/01664/FUL	Summerfield and All Saints	Southmill Country Homes Ltd 2 Grange Avenue Burntwood	Erection of 1 no. three bedroom bungalow and associated external works

No objection.

(b)	19/01709/COU	Summerfield and All Saints	Mr C Rowles Unit 6 Swan Corner Shopping Centre Chase Road Burntwood	Change of use from betting office [sui generis] to tanning salon [sui generis]

No objection.

(c)	19/01719/OUT	Boney Hay and Central	Mrs J Green 75 Spinney Lane Burntwood	Outline permission for demolition of existing dwelling and erection of 2 no. dwellings [all matters reserved]

Whilst there are no objections to the principle of the works, the Local Planning Authority must be mindful to consider the comments made by neighbours and in particular the Development Team Support, Arboriculture regarding the submission of a tree report in order that a robust assessment can be made relating to a number of large trees potentially affected by the proposal and the comments made by the Environmental Health Team that during the period of

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construction of any phase of the development, no works including deliveries shall take place outside the following times: 0730 - 1900 hours Monday to Friday and 0800 - 1300 hours on Saturdays and not at any tie on Sundays, Bank and Public Holidays [other than emergency works].

(d)	19/01747/FUH	Summerfield and All Saints	Mr and Mrs R Watts 1 Hudson Drive Burntwood	Two storey extension to side and single storey extension to rear

Whilst there are no objections to the principle of the works, the Local Planning Authority must ensure that the proposed extensions are within the guidelines for permitted size of development [footprint].

56. INFORMATION OR ITEMS FOR NEXT MEETING

Councillor Birch advised Members that Mr Will Spencer, Connectivity Strategy Officer, Transport and the Connected Country, Staffordshire County Council would be providing an update on the proposed public realm study [Burntwood Town Centre enhancements] at the next Planning and Development Committee Meeting [13 February 2020].

Councillor Birch advised Members that the next meeting of the Planning Advisory Group is scheduled to take place on 10 February 2020.

Councillor Birch made reference to the Neighbourhood Plan Task and Finish Group and explained that in the case of openness, transparency and accountability, he felt that as the Group feeds into the Planning and Development Committee he should not be a Group member. Councillor Birch advised Members that the next meeting of the Neighbourhood Plan Task and Finish Group is scheduled to take place on 22 January 2020 and that Councillor Westwood on this occasion would substitute for himself [he would continue to attend the Group meetings but as an observer only]. Councillor Birch confirmed that the Neighbourhood Plan Task and Finish Group membership would be an item on the next Planning and Development Committee Meeting Agenda [13 February 2020].

[The Meeting closed at 6.18 pm]

Signed ……………………………………….

Date ………………………………………….

ENCLOSURE NO. 3A

MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON
THURSDAY 13 FEBRUARY 2020 COMMENCING AT 6.00 PM

PRESENT

Councillor Birch [in the Chair]
Councillors Brown, Bullock, D Ennis, Gittings, Flanagan, Loughbrough Rudd, R Place and Willis-Croft

In attendance

G Hunt, Town Clerk
Ms J Minor, Deputy Clerk
Councillor Westwood
Councillor Evans
Councillor Woodward
Councillor L Ennis [from 7.10 pm]
W Spencer, Connectivity Strategy Officer, Staffordshire County Council [from 6.06 pm]
S Aheer, Project Leader, Amey [from 6.06 pm]
One member of the public

57. APOLOGIES FOR ABSENCE

Councillor Taylor [dispensation].

58. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Willis-Croft declared a non-pecuniary interest in planning application 19/01743/FUH - 6 Melford Rise 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.

59. MINUTES

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 09 January 2020 [Minute Nos. 51-56] be approved as a correct record.

60. INFORMATION FROM THE MINUTES

Member Membership of the Planning Advisory Group
Councillor Birch updated Members on the Councillor membership of the Planning Advisory Group [Councillors Flanagan [Chairman], Evans, Greensill, Norman, R Place and Westwood].

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Member Membership of the Neighbourhood Plan Task and Finish Group

Councillor Birch updated Members on the Councillor membership of the Neighbourhood Plan Task and Finish Group [Councillors Norman [Chairman], Banevicius, Evans, Flanagan, Loughbrough Rudd, Westwood and Willis-Croft].

Councillor R Place raised concerns regarding Councillor membership as some members were on both the Planning Advisory Group and the Neighbourhood Plan Task and Finish Group. Councillor Birch explained that following the examination of the Burntwood Neighbourhood Plan by the Inspector the next stage was the referendum and it was hoped that the Burntwood Neighbourhood Plan would be adopted soon. The Planning Advisory Group was for planning issues moving forward [one supersedes the other]. Councillor Birch stated that he could not see a huge conflict [gives continuity].

Councillor Flanagan reminded Members that the Planning Advisory Group was only advisory and not a decision making group.

Greenwood House, Lichfield Road

Councillor Birch informed members that demolition of a former Burntwood care home to make way for a new health centre was due to begin soon. Staffordshire County Council have been given permission to flatten what was Greenwood House residential care home. The range of single and two storey buildings have been empty since 2008. With the nine week demolition project due to start, it is hopeful that the move to create a new home for the Darwin Medical Practice will soon come to fruition. Staffordshire County Council, who owns the land, and the Clinical Commissioning Group, which funds GP practices, have applied for funding from NHS England's Estates and Technology Transformation Fund for the development. As well as providing a base for a GP practice, it is also hoped that the new centre will include a room for taking blood samples and a health education space, as well as offices. There is also potential for an adjoining pharmacy. The application, approved by Lichfield District Council, also contains plans for 61 car parking spaces, uses the existing road entrance and its surroundings will be landscaped.

61. BURNTWOOD TOWN CENTRE ENHANCEMENTS

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

Mr Spencer explained that there was £30,000 in this financial year for investigation and design works. It is his intention to progress the junction modification and public realm detailed designs this financial year but wanted to present these options to the Town Council before taking them too much further. He would like further advice on the potential provision of "gateway measures" in terms of local geography. Mr Spencer stated that the County Council have limited resources however a plan needs to be finalised to enable them to bid for other sources of funding from developers and/or Central Government.

Mr Aheer gave a briefing on Option 1 which would include just refreshing the area, modifications to the main signalised junction at Cannock Road/Rugeley Road/High Street and narrowing of the Cannock Road to approximately 5.5 metres. The road would remain a two-way operation with increased pedestrian space and designated crossing area. Option 2 would include a similar refresh, more space for pedestrians and a potential one-way [westbound from junction of Cannock Road to Water Street junction]. This would enable the

ENCLOSURE NO. 3B

carriageway for traffic to be reduced in width to approximately 4 metres wide and space reallocated for pedestrians/cyclists enabling public realm enhancements to be delivered. Traffic at the signalised junction would be reduced and encouraged to use the bypass. This could also allow the cycle route to be better provided from Milestone Way to High Street along Cannock Road.

[6.19 pm Councillor Birch suspended Standing Orders to allow Councillors and the member of the public to ask questions].

Councillor R Place made reference to HGV vehicles and Mr Spencer explained that there are weight restrictions already in place on the Cannock Road. Mr Spencer stated that these were not definitive plans and still needed to facilitate the movement of traffic and air quality.

Councillor Woodward made reference to the single regeneration budget and one of the options put forward some 15 years ago was to close the road. There was a total outcry at the time. With regard to HGVs there is little enforcement and HGVs use local roads [the impact on residents in Water Street and Cross Street]. Blocking off Ring Road is a wider scheme to be considered.

Mr Aheer explained that with specific regard to Ring Road the data collection has been completed and he has moved into more detailed investigation with traffic counts specifically at the junction of Ring Road and Cannock Road and a topographical survey of the junction. This has helped to determine the traffic levels and vehicle classifications using Cannock Road. He will be looking to identify measures to encourage use of the Burntwood bypass [A5190] by all traffic especially HGVs.

Councillor R Place made reference to the potential one-way and the impact that would have on local schools particular Chase Terrace Primary and Chase Terrace Technology College and their catchment intake. With regard to Chase Terrace Technology College some students come from as far as Norton Canes, Heath Hayes, and Hednesford etc. Councillor Evans, as Chair of Governors to both the Primary School and College, stated that she could not see a reason why the coaches in respect of the College could not use the bypass.

The Town Clerk stated that the options were not dissimilar to what had been undertaken at Rugeley and it would be good to know if the businesses had benefitted from the improvements.

Mr Spencer stated that a signage inventory has been carried out with a view to drawing up a schedule of de-cluttering and a wider signage review. The wider review will require liaison with local Members and key stakeholders to understand local needs and aspirations.

Mr Aheer confirmed that he had not looked at full closure of the Ring Road but had looked at turning restrictions at the Ring Road/Cannock Road junction to prevent vehicles turning right from Ring Road onto Cannock Road or make Ring Road on-way southbound from Cannock Road. This would reduce traffic demands on Cannock Road and encourage use of the bypass. It will require comprehensive local consultation especially with businesses which could prolong the process although physical delivery on site could be quick.

Councillor Woodward stated that her preferred option at this stage would be Ring Road and not a potential one-way through Cannock Road however all of the options were up for discussion.

Councillor D Ennis stated that a lot of thought needed to go into the potential one-way system and asked if contact had been made with the landlord of the shopping precinct. Mr Spencer confirmed that a land ownership request for the area in front of Lloyds pharmacy had been submitted and he is waiting for a response. This is in relation to concerns over uneven footways and potential pedestrian safety issues. Mr Spencer confirmed that this area is not in the ownership of Staffordshire County Council or Lichfield District Council.

[6.42 pm Councillor Flanagan left the meeting]

Councillor R Place suggested totally closing off Cannock Road and re-opening of High Street. Mr Spencer stated that this would require comprehensive local consultation especially with businesses and local residents.

Mr Spencer made reference to the playing fields and hedge on the A5190 Milestone Way. Councillor D Ennis said that the hedge is a wind trap for rubbish and getting someone [a Local Authority] to cut back the problem has been problematic. Councillor Woodward made reference to anti-social behaviour on the site.

Mr Aheer stated that longer term options under consideration were to undertake works on High Street to create an environment more encouraging for pedestrians and cyclists, similar to a “home zone” with less vehicle domination and the potential to widen footways or adjust kerb lines. This could provide the main pedestrian/cycle access to Milestone Way from Cannock Road. Councillor Woodward made reference to High Street and stated that the removal of the double yellow lines needed to be investigated as homeowners and their visitors were unable to park on the road. Councillor Woodward made reference to the roundabout at Milestone Way and stated that configuration of the roundabout could prove expensive. Mr Aheer made reference to the relocation of the pedestrian crossing.

Councillor Loughbrough Rudd made reference to the moving of the bus stop and Mr Aheer indicated that the bus stop would be relocated to outside of Lambourne House.

Councillor R Place suggested only allowing buses to use that part of Cannock Road. Mr Spencer said that it could be enforceable by using CCTV and/or rising bollards as is used in Burton upon Trent. The Town Clerk stated that there are major operational issues regarding the use of rising bollards and asked what timescale Mr Spencer was working towards.

Mr Spencer stated that he hoped to finalise the draft report in four/six weeks and hoped to receive feedback from the Town Council within two weeks. The Town Clerk confirmed that there was a Leadership Team Meeting on 24 February 2020 and this would be opened up as a workshop [from 6pm to 8pm]. All Town Councillors, representatives from the District Council and County Councillors Fisher and Tittley would be invited.

Mr Spencer explained that the £30,000 in this financial year was not all spent and Councillor D Ennis made reference to the pots of money referred to by Mr Spencer from developers and/or Central Government. Councillor D Ennis made reference to the piece of land between Costa Coffee and Emmanuel Church which was up for sale and suggested that this could be transformed into a bus terminal/transport hub. Councillor Birch stated that this would link in with the Burntwood Neighbourhood Plan. Mr Spencer made reference to the bus station in Lichfield which is owned by Lichfield District Council and he could not see Staffordshire County Council purchasing the land.

Councillor Woodward made reference to Community Infrastructure Levy [CIL] and felt that the Burntwood Town Centre enhancements could be a potential project. Mr Spencer said that he would support a CIL bid.

[7.15 pm Councillor Birch resumed Standing Orders]
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62. PLANNING APPLICATIONS

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

(a)	19/01768/FUH	Summerfield and All Saints	Mr P Terry 63 Elder Lane Burntwood	Two storey extension to front

No objection.

(b)	19/01767/FUH	Chase Terrace	Mr A Myatt 17 Ironstone Road Burntwood	Two storey extension to rear

No objection.

(c)	19/01757/FUL	Boney Hay and Central	Mr C Wilkinson 235 Rugeley Road Chase Terrace	Erection of 1 no. freestanding outbuilding to accommodate water tanks and pump

Whilst there are no objections to the principle of the works, Members were mindful of the comments made by a neighbour and asked if the Local Planning Authority could look at alternative options for the location of the water tanks and pump so that it is not so close to their boundary.

(d)	19/01735/DEM	Chasetown	Bromford Housing Garages at Sycamore Road and Cherry Close Burntwood	Prior Notification : Demolition of 10 brick built garages

No objection.

(e)	19/01743/FUH	Boney Hay and Central	Mr A Silvester 6 Melford Rise Burntwood	Single storey extension to front

No objection.

(f)	20/00047/FUH	Gorstey Ley	Mr D Hood 10 Stour Close Burntwood	Erection of detached garage to front

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Whilst there are no objections to the principle of the works the Local Planning Authority to ensure that the detached garage shall be occupied in a manner which is wholly incidental to the residential use of the dwelling known as 10 Stour Close and shall not be used, sold or let as a separate dwelling unit.

(g)	20/00080/FUH	Chase Terrace	ATA Design 65 Kingsdown Road Burntwood	First floor extension to side and single storey extension to rear replacing existing conservatory

There are no objections to the principle of the works as long as the use of light grey timber cladding which would be a significant contrast to the existing building and not in keeping with the existing streetscene is not being used.

(h)	20/00014/FUL	Chasetown	Mr I McKay 28 Bridge Cross Road Burntwood	Demolition of existing dwelling and erection of 1 no. replacement four bedroom dwellinghouse

Whilst there are no objections to the principle of the works concerns were raised by Members around the number of bedrooms. Particular reference was made to the roof space and its description as an open plan area with a bathroom off. The Local Planning Authority to ensure that the open plan area is not a bedroom as a five bedroom dwellinghouse brings different planning restrictions i.e. more parking spaces.

(i)	20/00104/FUH	Chase Terrace	Mr and Mrs Thompson 74 Cannock Road Chase Terrace	Single storey extension to rear to replace existing conservatory

No objection.

63. LOCAL PLAN REVIEW

Members noted the response by Burntwood Town Council to the Lichfield Local Plan Review dated 22 January 2020.

64. NEIGHBOURHOOD PLAN TASK AND FINISH GROUP

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

RESOLVED That the Minutes of the Neighbourhood Plan Task and Finish Group Meeting held on 22 January 2020 [Minute Nos. 5-9] be approved as a correct record.

ENCLOSURE NO. 3B

65. INFORMATION OR ITEMS FOR NEXT MEETING

Street Naming - Land at Mount Road

Councillor Birch made reference to Minute No. 47 - 11 December 2019 and informed Members that the developers are happy to go with the theme of kettle manufacturers for the road naming, but they are not keen on two of the road names, namely Dennis Close and Kettle Way [the three other road names will definitely be used namely Hadens Road [the main road], Edgar Drive and Vaughan Way].

Councillor Birch explained that the developers have asked if the following types of kettle could be considered for the two road names namely Jersey, Chester, Heritage [most preferred], Cotswold and Salcombe however Councillor Birch said that he would feel happier if the names suggested as alternatives were in keeping with the rest of the suggestions so they are coherent. Councillor Birch stated that the street naming would be an item for the next meeting and asked Councillors for suggested alternatives to put forward before the following meeting on 13 March 2020.

[The Meeting closed at 7.36 pm]

Signed ………………………………………

Date …………………………………………

ENCLOSURE NO. 3B

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 16 JANUARY 2020 COMMENCING AT 6.00 PM

PRESENT

Councillor Ennis [in the Chair]
Councillors Banevicius, Birch, Evans, Flanagan, R Place, Westwood and Willis-Croft

In attendance

G Hunt, Town Clerk
Ms J Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

40. APOLOGIES FOR ABSENCE

Councillors M Place and Woodward.

41. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

42. MINUTES

Councillor Ennis advised Members that the Minutes of the meeting of the Policy and Resources Committee held on 19 November 2019 [Minute Nos. 25-39] had been approved at the Town Council meeting held on 28 November 2019.

43. INFORMATION FROM THE MINUTES

There was no information raised from the minutes.

44. SCHEDULE OF PAYMENTS

Councillor Flanagan made reference to a payment made to Burntwood Rugby Club [Hire of Burntwood Rugby Club - Holding Deposit]. Councillor Evans as Chairman of the Town Council explained that the amount was in respect of a charity event which was due to be held in March 2020.

Councillor Flanagan made reference to the payments made in respect of Burntwood Cemetery and in particular the padlocks. The Town Clerk explained that the payments were ongoing maintenance costs associated with the cemetery and padlocks were needed to be purchased for the compound and exit gate.

ENCLOSURE NO. 4

Councillor Flanagan made reference to the grant aid payments. The Town Clerk explained that the payments had been approved at the Community and Partnerships Committee held on 11 November 2019 where it had been resolved to approve the applications that contributed to community capacity and also the applications that contributed to community capacity but were from groups who had received regular funding from the Town Council.

Councillor Evans made reference to the payment made to Mr Shuck and the Town Clerk explained that Mr Shuck delivers IT classes and the payment was to cover loss of earnings due to internet issues.

It was proposed by Councillor Evans and seconded by Councillor Banevicius and following an unanimous show of hands it was

RESOLVED That the schedule of payments made between 12 September 2019 and 27 December 2019 totalling £62,859.24 be received and noted.

45. SAFEGUARDING CHILDREN AND ADULTS AT RISK OF ABUSE AND NEGLECT POLICY AND PROCEDURE

The Town Clerk explained that the existing policy was last approved in September 2016 and that legislation had changed during that period. The updated policy and procedure was based on Staffordshire County Council's policy and included Councillor Evans as Member lead for Safeguarding and himself as the Town Council's Designated Safeguarding Officer.

The Town Clerk advised that there would be an audit of the policy and procedure next year which would record any issues raised and changes in legislation.

Councillor Flanagan made reference to the relevant training and the Town Clerk confirmed that the safeguarding training would be undertaken by the Families First Workforce Development, Staffordshire County Council on 26 February 2020 however not all Town Councillors had signed up for this.

Councillor R Place made reference to Councillor M Place's knowledge and experience in this matter and asked if the Town Council had considered a deputy lead for safeguarding. The Town Clerk confirmed that he would speak to Councillor M Place regarding this matter.

Councillor Evans felt that this was a very important document and Councillor Ennis stated that as a school governor training was provided on a regular basis.

Councillor Flanagan asked if Councillors had received training through another organisation was that acceptable. Councillor Ennis explained that this was course dependent and Councillor Banevicius made reference to the expiry of the certificate and stated that legislation is changing all the time.

The Town Clerk advised that councillors will receive ongoing training i.e. at the District Council and County Council and that a register of councillors training would be set up.

Councillor M Place asked that as not all Councillors had signed up to the training was the training mandatory. Councillor Birch confirmed that the safeguarding training offered by Lichfield District Council is mandatory. Councillor Ennis stated that the training and procedures was important in order that councillors can assist people.

Councillor Flanagan asked that if the Town Council make the training mandatory what happens to the councillors who do not undertake the training.

Councillor Banevicius felt that the Town Council should not be selling it as a training session more of a knowledge base session [signposting].

The Town Clerk explained that the training was to raise awareness and to understand the processes involved. The Town Clerk advised that before the next parish elections session[s] would be held for potential candidates so that they would have more understanding of what is involved in becoming a councillor and safeguarding would be included in the session[s].

Councillor Birch made reference to page 17 of the policy and procedure and in particular the sections on Hate Crime and Bullying and made reference to the legislation and asked that the legislation be added to the policy and procedure.

Councillor Evans made reference to page 51 of the policy and procedure and in particular the section on guidelines on use of images of children and/or adults at risk in publications and on the internet and felt that this was an important section.

Councillor Banevicius made reference to DBS [Disclosure and Barring Service] checks and risk assessments in respect of officers and councillors involved in the Play in the Parks Events. The Town Clerk confirmed that this had been discussed previously and Councillor Ennis made reference to the costs involved in this.

It was proposed by Councillor Westwood and seconded by Councillor Flanagan and following an unanimous show of hands it was

RESOLVED That the Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure be approved and adopted.

46. REDUNDANCY POLICY

The Town Clerk explained that during the recent situation, a discrepancy between the current Redundancy Policy [adopted in 2016] and the Employment Contracts had been identified in respect of the period of notice given. The key change needs to reflect the change in the period of notice given. The policy in its current form provides for 4 weeks' notice where the employee had been in continuous employment of between 4 weeks and 2 years. However, since the introduction of the policy some employment contracts had specified 1 rather than 4 weeks' notice. This provision is consistent with the requirements of the Employment Rights Act 1996. The Town Clerk advised that the updated Redundancy Policy follows national guidelines however the policy and employment contracts needed to be consistent and in view of the relatively few employees who currently fall within the 4 weeks to 2 years the changes do not raise any significant financial pressures for the Town Council.

Councillor R Place felt that the updated Redundancy Policy was not unfair or unrealistic and Councillor Ennis stated that the Redundancy Policy would now tie in with the Employment Contracts.

It was proposed by Councillor Evans and seconded by Councillor Westwood and following an unanimous show of hands it was

RESOLVED That the updated Redundancy Policy [to reduce the period of notice from 4 weeks to 1 week for employees with 4 weeks to 2 years continuous employment] be approved and adopted.

47. ADOPTION OF REDUNDANT TELEPHONE KIOSKS TO HOUSE DEFIBRILLATORS

Councillor Ennis explained that since early 2016 the Town Council had been undertaking a rolling programme of installing defibrillators across the town. There is now the opportunity of three more kiosks being available at Morley Road Shopping Centre, Oakdene Road and Fernleigh Avenue [Ryecroft Shops]. Councillor Ennis felt that the kiosks in Oakdene Road and Fernleigh Avenue were well placed in predominantly housing areas and the kiosk in Morley Road would enable a defibrillator to be available on a 24 hour, 7 days a week basis [the existing defibrillator in the co-op is only available when the shop is open]. The cost of adoption is £1 per kiosk. Councillor Ennis confirmed that the Town Council has a maintenance programme in place for the existing defibrillators.

Councillor Flanagan asked if BT were decommissioning the telephone kiosks because they were redundant and no longer in use. Councillor Ennis confirmed that the telephones were to be removed.

Councillor Flanagan asked if the Town Council would take over the kiosks in their current state of repair and Councillor Ennis confirmed that would be the case.

Councillor Evans thanked Councillor Ennis for all his work to date and confirmed that the defibrillator located at the Boney Hay Working Mens Club had been used in the past.

Councillor Banevicius asked how the kiosks are identified i.e. colour and Councillor Ennis made reference to the red telephone box located in Ogley Hay Road which now reads defibrillator instead of telephone box. Councillor Ennis advised Members that when the defibrillators are registered the operator asks for a location/description and when members of the public telephone 999 the operator can direct them.

Councillor Birch made reference to the recently approved budget for 2020-2021 and the Town Clerk confirmed that defibrillator maintenance had been included in the budget for 2020-2021.

Councillor Willis-Croft advised Members that in some villages the telephone kiosks had been changed into libraries.

Councillor R Place asked if defibrillators could be situated in other locations around the Town and Councillor Ennis said that power needs to be in situ.

It was proposed by Councillor Evans and seconded by Councillor Flanagan and following an unanimous show of hands it was

RESOLVED That the former telephone kiosks at the Morley Road Shopping Centre, Oakdene Road and Fernleigh Avenue be adopted and the Town Clerk be authorised to sign the adoption agreement with BT.

48. INFORMATION OR ITEMS FOR NEXT MEETING

Councillor R Place asked that following the meeting between Hammerwich Parish Council and Burntwood Town Council on 23 January 2020 if the Community Governance Review could be an item for the next agenda.

ENCLOSURE NO. 4

49. 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.

50. CONFIDENTIAL MINUTES

Councillor Ennis advised Members that the Confidential Minutes of the meeting of the Policy and Resources Committee held on 19 November 2019 [Minute Nos. 36-39] had been approved at the Town Council meeting held on 28 November 2019.

The Town Clerk made reference to Minute No. 38 [Burntwood Cemetery] and confirmed that three competitive quotations had been received for the additional landscape works and the work will be commissioned shortly. The Town Clerk confirmed that letters are in the process of being sent to all deed holders reminding them of the guidelines relating to grave side displays.

Councillor Birch made reference to Minute No. 39 [Draft 2020-2021 Budget] and asked where the reserves were kept. The Town Clerk confirmed that the Town Council has separate accounts for reserves.

The Town Clerk confirmed following the Town Council meeting held on 08 January 2020 where the budget was agreed, the 2020-2021 precept form had been submitted to Lichfield District Council by the Finance Officer.

Councillor R Place made reference to the Overview and Scrutiny Committee and in particular the public conveniences. The Town Clerk confirmed that the Committee does not have the power to reverse the decision made by Full Council. The Overview and Scrutiny Committee gives feedback [looks at the process, evidence, consultation etc - challenges the decision making process and to help the Council on the decisions it makes].

The Town Clerk confirmed that he had met with Mr Brownridge, Operational Services Manager, Lichfield District Council to discuss the public conveniences and confirmed that a report would be submitted for consideration to the next meeting of the Policy and Resources Committee.

Councillor R Place asked who decides what items go to the Overview and Scrutiny Committee for consideration. The Town Clerk confirmed that any councillor can refer an item to the Overview and Scrutiny Committee as the Committee will decide their work programme. The Town Clerk said that the Overview and Scrutiny Committee is new to the Town Council [learning process] and the Full Council will be monitoring the progress it makes [nothing is set in stone].

[The Meeting closed at 7:03 pm]

Signed ……………………………………………….. Date ……………………………………………………

ENCLOSURE NO. 4

MINUTES OF A MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 06 FEBRUARY 2020 COMMENCING AT 6.00 PM

PRESENT

Councillor Norman (in the Chair)
Councillors Bishop, Greensill and Tapper (from 6.03 pm)

In attendance

Ms J Minor, Deputy Clerk
One member of the public

PUBLIC FORUM

No questions were raised by members of the public.

8. APOLOGIES FOR ABSENCE

Councillor Ho.

9. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

10. MINUTES

It was proposed by Councillor Norman and following unanimous agreement it was

RESOLVED That the Minutes of the Overview and Scrutiny Committee Meeting held on 04 December 2019 (Minute Nos. 1-7) be approved as a correct record.

11. FORWARD PLAN

Councillor Norman explained that subjects could be added to the work programme however the workload needed to be manageable and would be determined by the staff available to support the scrutiny process.

It was proposed by Councillor Norman and following unanimous agreement it was

RESOLVED That the proposed work programme be agreed.

(Councillor Tapper joined the meeting)

12. HEALTH AND SAFETY AUDIT

Councillor Norman made reference to the Health and Safety Audit report and in particular paragraph 3.2 (Staff training has been one of the areas where it has proved difficult to find time to carry out the required actions). Councillor Norman stated that this had been addressed in the Action Plan (Enclosure No. 3 - Appendix 3).

Councillor Norman made reference to the Health and Safety Policy and explained that all users of the building (elected Members, employees, volunteers, frequent visitors etc) are expected to accept their responsibility in respect of creating and maintaining a safe and healthy workplace. They will do this by adhering to safety rules and work procedures and by the correct use of equipment and products. Councillor Norman pointed out that tenants (and their customers) have a responsibility as well.

Councillor Norman made reference to Part 2 (Organisation and Responsibilities for Health and Safety) and explained that the team structure would be amended in due course.

Councillor Norman made reference to Part 3 (Management Arrangements) and in particular No. 1 - Consultation and asked that the frequency be amended from bi monthly to annually in respect of the annual report to Full Council.

Councillor Norman made reference to Part 3 (Management Arrangements) and in particular No. 5 - Reporting and Investigation of Accidents and No. 6 - Management of Water Safety and suggested that the accident book and maintenance log could be looked at in the future by the Committee.

There were some minor corrections made to the text of the Health and Safety Policy document.

Councillor Norman made reference to the Health, Safety and Wellbeing Review report dated 13 January 2020 produced by Mr Challinor, Senior Health, Safety and Wellbeing Advisor, Staffordshire County Council and explained that all of the required action points were referred to in the Action Plan (Enclosure No. 3 - Appendix 3).

Members appreciated the structure of the Action Plan as it was easy to see what was required and what actions were planned or carried out. It was noted that many of these are due to be completed by the end of the month.

The Action Plan made reference to the Team Structure Chart and the progress was noted. In respect of the Health and Safety Law poster Councillor Norman informed Members that he had checked the poster himself and confirmed that the audit recommendation had been completed.

In respect of Action Area - Fire Safety, Councillor Norman asked what was the maximum number of people allowed in the Ron Bradbury Room at any one time. It was AGREED that the Town Clerk would investigate the matter. With regard to the emergency evacuation plan members were informed that when the fire evacuation had been undertaken previously some of the tenants had refused to vacate the premises and that shortfalls identified were that tenants in particular were not completing the ‘signing-in book’ when entering and vacating the premises even when they were encouraged to do so. Members felt that leases needed to be looked at with regard to the emergency evacuation plan.

Councillor Greensill made reference to the storage of liquefied petroleum gas in the shed and suggested that the items should be listed on a piece of paper and handed to the fire and rescue personnel so that they are aware of the contents of the shed should they attend a fire at the Town Council premises.

Members were informed that the ‘Fire Door - Keep Shut’ signs had been removed and that the appropriate training for the Town Clerk and Caretaker was in hand.

Councillor Bishop made reference to the Action Area - Working with Display Equipment and asked if staff were entitled to free eye tests. Councillor Norman confirmed that staff were entitled to a free eye tests.

In respect of managing tenants, Members were informed that tenants meetings are organised on a regular basis (every three months) however attendance by tenants was very poor.

RESOLVED That the Health and Safety Audit report be received and noted.

13. ANY MATTERS FOR NEXT MEETING

Councillor Norman invited the Committee to put forward items for inclusion in the work programme.

[The Meeting closed at 6.28 pm]

Signed ……………………………………………….. Date ……………………………………………………

ENCLOSURE NO. 5

Burntwood Town Council

Council Meeting

12th March 2020

Review of Effectiveness of Internal Audit 2019/20

1.0 Purpose of the Report

1.1 To report on the outcome of the review of the effectiveness of internal audit and make recommendations to Council for improvements or action for 2020/21.

2.0 Background

2.1 In line with proper practices, as set out in the Accounts and Audit Regulations 2015, smaller authorities (that is authorities where the higher of annual gross income and gross expenditure does not exceed £6.5 million) are required to "maintain throughout the year an adequate and effective system of internal audit of the accounting records and control systems". The purpose of internal audit is to review and report to the authority whether its systems of financial and other controls over its activities and operating procedures are effective.

2.2 Authorities should conduct a review of the effectiveness of internal audit at least once every 3 years and also following any change of internal audit provider or Responsible Financial Officer (RFO). The Council is required to sign the Annual Governance Statement (within the Annual Governance and Accountability Return submitted to the external auditor) to evidence that an appropriate review has been undertaken.

2.3 A comprehensive review of the effectiveness of internal audit was undertaken by the former CEO in 2016/17 and a further brief review was undertaken in 2018. Given the changes in staff in post as Town Clerk and RFO, it was appropriate for another thorough review to be undertaken this financial year.

3.0 Basis of the review of the effectiveness of internal audit

3.1 Toplis Associates Ltd have been the Town Council's Internal Auditor since late 2016, following the withdrawal of the previous auditor, and had previously served as auditors from 2011 to 2014. For 2018/19 Toplis Associates Ltd charged a fee of £413.60 plus mileage expenses and the fee for this year will be subject to an increase by the annual rate of inflation.

3.2 The following criteria must be satisfied for internal audit to be considered effective:

- That the Internal Auditor is independent of the financial controls and procedures of the Council which are subject to review.
- That they are competent to carry out the role in a way that meets the business needs of the Council.
- That internal audit is an ongoing function, undertaken regularly throughout the financial year, with consideration given to how many times in a year the systems and records should be subject to internal audit.
- That the scope of the internal audit is sufficient.
- That any internal audit report is considered in full by a meeting of the Town Council.

ENCLOSURE NO. 6

- That appropriate action is taken on any recommendations contained in the internal audit report.
- That the quality of delivery of the internal audit service provides reliable assurance about the Council's internal controls and its management of risk.

3.3 Considering these criteria for this Council:

3.3.1 **Independence**

Toplis Associates Ltd have no involvement in the Town Council's financial controls, procedures or decision making. They are not related to, nor associated with, any member of the Town Council or the Town Clerk or Responsible Financial Officer or any other member of staff. The Internal Auditor has direct access to the Town Council should he think this necessary.

3.3.2 **Competence**

Toplis Associates Ltd are qualified Internal Auditors and have extensive experience in carrying out audit work. In particular, they are fully aware of "Governance and Accountability for Smaller Authorities in England – March 2018" and have good knowledge of local council finance, having carried out internal audit for various local councils for some years. They also provide training and advice to the Staffordshire Parish Councils' Association. There is no reason to believe that the internal audit will not be carried out competently, ethically and with integrity and objectivity.

3.3.3 **Frequency of Internal Audit**

In recent years, the Internal Auditor has been asked to make 2 visits per year. However, given the changes in staff and recent increases in Council activity, additional visits were recently discussed with Toplis Associates Ltd. An additional visit was made in 2019 to review the procedures for Cemetery invoicing and receipts. Another additional visit was recently allocated to a review of VAT, to confirm that the Council is still operating correctly and to seek any recommendations for improved practice (Report pending). It is recommended by the Town Clerk and RFO that the number of visits per year is increased to 4, to enable some dedicated time to be allocated to specific areas of interest or concern.

3.3.4 **Scope of Work**

The scope of the internal audit work carried out by Toplis Associates Ltd follows the suggested approach to internal audit given in Section 4 of "Governance and Accountability for Smaller Authorities in England – March 2018" and is set out in the Audit Programme supplied to the Internal Auditor each year.

3.3.5 **Audit Report**

Following completion of internal audit at the end of the financial year, Toplis Associates Ltd complete their section of the Annual Governance and Accountability Return. This is presented to the May meeting of the Town Council, to inform consideration of the Annual Governance Statement and completion of the Return to the External Auditor's deadline. They also prepare a more detailed report in their own name and addressed to the Council. For 2018/19 this was written in July 2019 and presented to the September meeting of the Town Council. Any actions to be taken on the recommendations are minuted and taken forward by the RFO and Town Clerk as appropriate.

3.4 Furthermore, an internal audit checklist has been completed, being drawn originally from "Governance and Accountability for Smaller Authorities – A Practitioners' Guide' and used for the 2017 review (as attached at Appendix 1). This confirmed that, in the opinion of the Finance Officer, the necessary criteria are being met.

4.0 Finance

4.1 This review has been undertaken by the Finance Officer (as RFO). Continuing with the current arrangements for internal audit do not have any additional cost implications. Re-appointment of Toplis Associates Ltd for 2017/18 followed quotes being obtained from a couple of other auditors, both of whom quoted substantially higher fees. Despite the additional visits this financial year, Toplis Associates Ltd have confirmed that their fee will only be increased by inflation. Further quotes could be sought for 2020/21 if requested by members, although they are unlikely to be comparable or lower than the current fee. Council may wish officers to seek alternative quotes for other reasons, such as to bring a fresh perspective. However, given the recent staffing changes, there is potential value in retaining an auditor who is familiar with current systems and has enabled officers to complete useful reviews of Cemetery accounts and VAT.

5.0 Conclusion

5.1 In the opinion of the Finance Officer, internal audit has proven effective during 2019/20 so far, with all the necessary criteria being met.

6.0 Recommendation

6.1 The Council is recommended to:

6.1.1 Agree that internal audit was effective for 2019/20 and approve the increased number of audit visits.

6.1.2 Approve the Audit Programme for 2020/21 (as set out in Appendix 2) and that the higher level of 4 visits per year is maintained.

6.1.3 Approve the re-appointment of Toplis Associates as Internal Auditors for the financial year 2020/21 at their current fee plus annual inflation increase.

Contact Officer

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APPENDIX 1

BURNTWOOD TOWN COUNCIL

2019/20 INTERNAL AUDIT REVIEW CHECKLIST

PART 1 – MEETING STANDARDS

EXPECTED STANDARD	*EVIDENCE OF ACHIEVEMENT*	*YES/NO*	*AREAS FOR DEVELOPMENT*
1. **Scope of Internal Audit**	▪ Terms of reference for internal audit were approved by the Town Council ▪ Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements. ▪ Internal audit work covers the Council's anti-fraud and corruption arrangements.	Y Y Y	
2. **Independence**	▪ The Internal Auditor has direct access to those charged with governance. ▪ Reports are made in own name to management. ▪ The Internal Auditor does not have any other role within the Council.	Y Y Y	
3. **Competence**	▪ There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.	Y	
4. **Relationships**	▪ All responsible officers (Town Clerk and Finance Officer (RFO)) are consulted on the internal audit plan. ▪ Respective responsibilities for officers and the Internal Auditor are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). ▪ The responsibilities of Council members are understood; training of members is carried out as necessary.	Y Y Y	
5. **Audit Planning and Reporting**	▪ The annual internal audit plan properly takes account of all the risks facing the Council.	Y	

BURNTWOOD TOWN COUNCIL

2019/20 INTERNAL AUDIT REVIEW CHECKLIST

PART 2 – CHARACTERISTICS OF EFFECTIVENESS

EXPECTED STANDARD	*EVIDENCE OF ACHIEVEMENT*	*YES/NO*	*AREAS FOR DEVELOPMENT*
1. **Internal audit work is planned**	▪ Planned internal audit work is based on risk assessment and designed to meet the Council's needs.	Y	
2. **Understanding the whole Council, its needs and objectives**	▪ The annual audit plan demonstrates how audit work will provide assurance for the Council's Annual Governance Statement.	Y	
3. **Be seen as a catalyst for change**	▪ The Internal Auditor supports the Council's work in delivering improved services to the community.	Y	
4. **Add value and assist the Council in achieving its objectives**	▪ The Council makes positive responses to the Internal Auditor's recommendations and follows up with action where this is called for.	Y	
5. **Be forward looking**	▪ National agenda changes are considered in formulating the annual audit plan. ▪ The Internal Auditor maintains awareness of new developments in the services, risk management and corporate governance.	Y Y	
6. **Be challenging**	▪ The Internal Auditor focuses on the risks facing the Council. ▪ The Internal Auditor encourages officers and Members to develop their own responses to risks, rather than relying solely on audit recommendations.	Y Y	

ENCLOSURE NO. 6 - APPENDIX 1

APPENDIX 2 **BURNTWOOD TOWN COUNCIL**

2020/21 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?		

ENCLOSURE NO. 6 - APPENDIX 2

	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 (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?		

ENCLOSURE NO. 6 - APPENDIX 2

BURNTWOOD TOWN COUNCIL - INCOME AND EXPENDITURE ESTIMATES FOR 2019-20 AND APPROVED BUDGET FOR 2020-21
(Version 2 - 29th February 2020)

		2018-19		2019-20		2019-20		2019-20		2019-20		2020-21	
		Actual		Budget		Actual, Apr-Jan		Est. Feb-Mar		Est. for year		Budget	
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)													
100 Corporate													
1176	Precept	313,645		318,690		318,690		0		318,690		349,016	
1199	CCLA interest	4,787		4,700		4,615		371		4,986		4,700	
1205	Bank account interest	396		300		165		0		165		200	
1206	CIL money (Has to be earmarked)	11,232		0		3,685		0		3,685		0	
1207	Additional miscellaneous funding	4,298		0		0		0		0		0	
Total	Corporate Income		334,358		323,690		327,155		371	327,526	327,526		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		26,728		5,878		32,606		32,610	
1071	Unit service charges	17,912		Units total only		17,509		3,502		21,011		21,015	
1072	Room hire	13,189		10,250		9,824		2,469		12,293		11,330	
1074	Unit cleaning	318		Units total only		265		53		318		0	
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	725		400		749		150		899		400	
Total	OMCC income		59,346		68,650		55,075		12,053		67,128		65,355
4019	Employee expenses - Caretaker	8,381		11,391		9,762		1,893		11,655		12,137	
4022	NNDR Rates	7,320		7,540		7,488		0		7,488		7,713	
4023	Water rates	1,387		1,500		1,534		0		1,534		1,706	
4055	Energy (Gas & electric)	11,411		13,000		10,858		3,098		13,956		13,390	
4040	Cleaning contract	5,033		5,220		4,113		803		4,916		5,052	
4041	Locking/ unlocking	1,768		1,800		1,590		421		2,011		2,400	
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	8,395		10,000		11,347		2,108		13,455		11,900	
4057	Telephones & Broadband	997		1,250		704		166		870		1,030	
4058	IT Suite (to include Computers, Network, Software etc.)	6		1,000		0		0		0		500	
4180	Professional fees	4,744		1,000		1,500		0		1,500		1,700	
4221	Insurance premiums (Currently included within BTC insurance)	0		1,450		0		0		0		0	
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	4,406		6,000		2,544		381		2,925		6,000	
Total	OMCC expenditure		53,848		61,151		51,440		8,870		60,310		63,528
105 Transport													
4064	Members travel costs	0		50		0		0		0		50	

ENCLOSURE NO. 7

BURNTWOOD TOWN COUNCIL - INCOME AND EXPENDITURE ESTIMATES FOR 2019-20 AND APPROVED BUDGET FOR 2020-21
(Version 2 - 29th February 2020)

		2018-19 Actual		2019-20 Budget		2019-20 Actual, Apr-Jan		2019-20 Est. Feb-Mar		2019-20 Est. for year		2020-21 Budget	
107 Supplies and Services, BTC													
1025	Sundry income	13		0		5		0		5		0	
4019	Employee expenses - all staff except caretaker & cemetery gatekeeper	133,341		155,270		120,671		19,460		140,131		155,560	
4057	Telephones & Broadband	3,237		3,000		2,959		432		3,391		3,800	
4120	Postage	15		500		31		10		41		200	
4125	Franking machine	1,353		1,200		1,479		0		1,479		1,500	
4139	Computers and other office equipment	5,339		3,900		4,579		8,061		12,640		4,000	
4140	Website	575		1,000		450		0		450		1,500	
4165	Advertising (ATM and other adverts)	980		1,250		0		0		0		1,250	
4166	Newsletter (Town Trader)	1,440		1,545		1,440		0		1,440		1,480	
4211	Office expenses (to include stationery, photocopier etc.)	3,024		3,600		1,670		354		2,024		3,710	
4212	Training & conferences	525		2,000		1,607		500		2,107		3,000	
4170	Subscriptions	35		485		250		25		275		500	
4180	Professional fees	780		1,000		1,360		0		1,360		1,200	
4220	Bank charges	322		400		217		56		273		350	
4221	Insurance premiums	3,383		3,500		3,489		0		3,489		3,600	
4234	Audit	1,483		2,000		1,439		0		1,439		1,600	
4059	Other supplies and services	870		1,750		409		115		524		1,900	
Total	BTC supplies & services		156,702		182,400		142,050		29,013		171,063		185,150
201 Street Lighting													
4055	Energy	596		715		423		0		423		736	
4241	Maintenance	378		400		3,371		0		3,371		410	
4242	Replacement (NEW CODE)	0		0		0		0		0		1,500	
202 Bus Shelters													
4025	Sundry income	0		0		0		0		0		0	
4241	Maintenance	0		4,000		1,149		525		1,674		4,120	
4242	Replacement (NEW CODE)	0		0		0		0		0		0	
203 Christmas Lights and Trees													
4261	Churches and community venues	480		1,100		0		0		0		0	
4260	General expenses	2,222		5,000		567		1,094		1,661		2,500	
204 Public Conveniences													
4241	Maintenance, cleaning etc.	N/A		N/A		N/A		N/A		N/A		20,000	

ENCLOSURE NO. 7

BURNTWOOD TOWN COUNCIL - INCOME AND EXPENDITURE ESTIMATES FOR 2019-20 AND APPROVED BUDGET FOR 2020-21
(Version 2 - 29th February 2020)

		2018-19		2019-20		2019-20		2019-20		2019-20		2020-21	
		Actual		Budget		Actual, Apr-Jan		Est. Feb-Mar		Est. for year		Budget	
205 Traffic Islands													
1030	Traffic Islands: Sponsorship	4,355		8,158		8,158		0		8,158		8,158	
4304	Signage	1,054		500		132		0		132		500	
4306	NNDR: Traffic Islands	1,025		1,500		682		0		682		850	
4241	Maintenance (to include grass cutting, bedding plants etc.)	5,324		7,200		0		6,576		6,576		7,420	
206 Hanging Baskets & Planters													
4241	Maintenance	1,899		1,550		0		1,688		1,688		1,600	
207 Flagpole													
4241	Maintenance	23		100		95		0		95		110	
209 Coulter Lane Burial Ground													
4241	Maintenance	904		2,260		1,050		669		1,719		3,330	
211 Burntwood Town Strategy													
4754	BTS projects	0		15,000		30		0		30		25,750	
213 Events Committee													
1090	Wakes: Pitch fees	593		0		624		0		624		0	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	1,100		0		1,000		0		1,000		0	
1102	Play in the Parks	572		0		500		0		500		0	
1101	Christmas: Pitch fees	82		0		78		0		78		0	
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	500		0		0		0		0		0	
1104	Fun Run income	800		0		0		0		0		0	
Total	Events income		3,647		0		2,202		0		2,202		0
4690	Events (Code previously used for budget only)	N/A		25,000		N/A		N/A		N/A		N/A	
4262	Christmas event - all expenditure	4,053		N/A		5,862		0		5,862		4,000	
4390	Wakes - all expenditure (Includes family fun day in 17-18)	11,516		N/A		13,666		28		13,694		15,000	
4761	Play in the Parks	3,269		N/A		5,504		0		5,504		7,000	
4391	Fun Run expenditure	1,756		N/A		0		0		0		0	
4399	Other events expenditure	148		N/A		32		0		32		0	
Total	Events expenditure		20,742		25,000		25,064		28		25,092		26,000
214 Community Projects													
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	6,475		0		0		0		0		0	
4760	Stephen Sutton Bursary	1,000		2,000		1,000		0		1,000		2,000	
4764	Other Community Projects (incl. defibs, speed indics. & Comm. Supp)	15,612		2,700		4,460		0		4,460		2,000	

BURNTWOOD TOWN COUNCIL - INCOME AND EXPENDITURE ESTIMATES FOR 2019-20 AND APPROVED BUDGET FOR 2020-21
(Version 2 - 29th February 2020)

		2018-19		2019-20		2019-20		2019-20		2019-20		2020-21	
		Actual		Budget		Actual, Apr-Jan		Est. Feb-Mar		Est. for year		Budget	
215 SCAMP													
4550	SCAMP: Maintenance	0		150		0		0		0		155	
4551	SCAMP: Insurance	0		375		0		0		0		390	
216 Neighbourhood Plan													
1025	Sundry income	2,580		0		0		0		0		0	
4728	Neighbourhood Plan expenditure	4,790		1,500		0		1,750		1,750		2,500	
301 Civic Expenses													
1062	Fundraising (to be earmarked)	2,067		0		20		50		70		0	
1025	Sundry income	0		0		0		0		0		0	
4360	Chairman's Expenses	404		500		96		30		126		500	
4368	Fundraising expenditure (Donations & distribution of funds raised)	3,513		100		1,560		30		1,590		100	
4361	General expenses (including Civic Service reception etc.)	169		1,000		153		0		153		1,000	
302 Grant Aid													
4415	Grant Aid expenditure (previously included presentation evening)	15,383		15,150		8,681		4,750		13,431		25,000	
310 Election Expenses													
4701	Election expenses	12,925		7,000		0		0		0		10,000	
401 Burntwood Cemetery													
1000	Burial fees/ licences	29,343		26,400		17,930		1,500		19,430		27,200	
1001	Memorial plaques (NEW CODE during 18-19)	210		0		385		35		420		250	
4019	Employee expenses - Cemetery gatekeeper	2,081		1,850		1,452		290		1,742		1,795	
4810	Grave digging	4,380		4,680		3,140		1,220		4,360		5,440	
4820	NNDR: Burntwood Cemetery	1,263		1,300		1,400		0		1,400		1,450	
4864	Grounds maintenance	8,529		9,800		6,006		4,039		10,045		11,100	
4863	Other maintenance and services (to include gritting, skips etc.)	2,760		4,650		2,569		100		2,669		4,800	
4163	General office expenses (e.g. plaque engraving, ICCM)	513		400		613		22		635		450	
Total	Cemetery expenditure		19,526		22,680		15,180		5,671		20,851		25,035

ENCLOSURE NO. 7

BURNTWOOD TOWN COUNCIL - INCOME AND EXPENDITURE ESTIMATES FOR 2019-20 AND APPROVED BUDGET FOR 2020-21
(Version 2 - 29th February 2020)

		2018-19		2019-20		2019-20		2019-20		2019-20		2020-21	
		Actual		Budget		Actual, Apr-Jan		Est. Feb-Mar		Est. for year		Budget	
501 Capital Expenditure													
4901	OMCC refurbishment works	34,109		40,000		15,219		58,096		73,315		40,000	
4666	Capital works (any other)	12,490		0		0		0		0		0	
	TOTAL INCOME		442,394		426,898		410,930		14,008		424,938		454,879
	TOTAL EXPENDITURE		365,118		401,081		272,402		118,790		391,193		452,234
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME		77,276		25,817		138,528		104,782		33,746		2,645

ENCLOSURE NO. 7

BURNTWOOD TOWN COUNCIL

POTENTIAL EARMARKING OF RESERVES AND YEAR END BALANCES FOR 2019/20 [Proposed for March Town Council, as at 29/02/20]

DESCRIPTION	OPENING BALANCES 31/03/2019 £	ADDITIONS 2019/20 £	REDUCTIONS 2019/20 £	YEAR END BALANCES 31/03/2020 (ESTIMATED) £	NOTES ON PROPOSED MOVEMENTS
EARMARKED CAPITAL RESERVES:					
BURNTWOOD CEMETERY	77,412	0	0	77,412	
TOTAL EARMARKED CAPITAL RESERVES	**77,412**	**0**	**0**	**77,412**	
EARMARKED REVENUE RESERVES:					
ELECTIONS	20,706	7,000	0	27,706	Propose budget of £7,000 set for 2019/20 is earmarked towards cost of May 2019 parish elections, not yet billed by LDC.
TOWN STRATEGY	39,002	15,000	0	54,002	Unspent 2019/20 budget for Town Strategy to be added to existing earmarked reserves, as various projects underway.
COMMUNITY PROJECTS	50,000	0	3,000	47,000	Resolved at Town Council meeting on 9th January 2019 to be allocated for various projects such as play equipment, OMCC conservatory. In 2019/20, £3,000 was given to Burntwood Lions for white goods for those in need. Propose this is taken from these earmarked reserves as specific budget for Community Projects in 2019/20 was over budget otherwise.
NEIGHBOURHOOD PLAN	13,000	0	250	12,750	Expenditure in 2019/20 exceeded budget of £1,500 by £250 so use some of earmarked reserves.
OLD MINING COLLEGE	76,390	0	33,315	43,075	As planned, additional OMCC refurbishment work expenditure e.g. on new boilers, needs to be taken from existing earmarked reserves.
DEFIBRILLATORS	1,232	0	0	1,232	Propose retaining these earmarked reserves to be used to assist future purchases.
CIVIC EXPENSES (CHARITY FUNDRAISING)	800	0	800	0	Current earmarked funds of £800 were an estimate of what was to be raised last year and distributed this year. Actual distribution was £1,560. Sum to be raised for charity this financial year is currently unknown so no earmarking suggested at this time.
SCAMP: MAINTENANCE	500	0	0	500	NB. £150 was budgeted for maintenance in 2019/20 which remains unspent and could be earmarked if the existing reserves are considered insufficient.
EVENTS	14,700	2,000	0	16,700	Expenditure in 2019/20 was roughly as budgeted but propose that £2,000 surplus from income received is earmarked for future events.
CIL MONEY	11,232	3,685	0	14,917	CIL money can only be spent on specific items so all of £3,685 received this financial year (none of which has been spent) to be earmarked.
BUS SHELTERS	4,000	2,300	0	6,300	Propose £2,300 remaining from budget of £4,000 is earmarked for future replacements.
STEPHEN SUTTON BURSARY	1,000	1,000	0	2,000	Propose earmarking £1,000 as only 1 bursary awarded in 2019/20.
GRANT AID	0	1,569	0	1,569	Propose earmarking of the balance currently remaining from this year's budgeted allocation of £15,000, pending any further payments being claimed.
TOTAL EARMARKED REVENUE RESERVES	**232,562**	**32,554**	**37,365**	**227,751**	
GENERAL FUND	**97,819**	**71,111**	**32,554**	**136,376**	**Includes year end estimate of net income of £33,476 before earmarking or £38,557 after earmarking**
TOTAL RESERVES	**407,793**	**103,665**	**69,919**	**441,539**	

ENCLOSURE NO. 8

BURNTWOOD TOWN COUNCIL
2020/21 CALENDAR OF MEETINGS

	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE 4	CYCLE 5	CYCLE 6
COUNCIL	**13 May 2020**	**29 July 2020**	**24 September 2020**	**26 November 2020**	**13 January 2021**	**11 March 2021**
						12 May 2021
PLANNING AND DEVELOPMENT CMTTE	25 June 2020	15 July 2020	10 September 2020	04 November 2020	07 January 2021	17 March 2021
		12 August 2020	05 October 2020	10 December 2020	11 February 2021	08 April 2021
						06 May 2021
COMMUNITY AND PARTNERSHIPS CMTTE	18 June 2020	30 July 2020	30 September 2020	11 November 2020	06 January 2021	04 March 2021
				02 December 2020		15 April 2021
POLICY AND RESOURCES CMTTE	11 May 2020	06 July 2020	09 September 2020	18 November 2020	20 January 2021	31 March 2021
OVERVIEW AND SCRUTINY CMTTE	18 May 2020	13 July 2020	02 September 2020	09 December 2020	04 February 2021	
BURNTWOOD WAKES FESTIVAL		11 July 2020				
CHRISTMAS FESTIVAL [6pm-7:30pm]						
CHRISTMAS FESTIVAL [6pm-7:30pm]						
CHRISTMAS FESTIVAL [4pm-7:00pm]				28 November 2020		

Legend:

- (yellow) **= Meeting Room, rear of Burntwood Library**
- (orange) **= Burntwood Memorial Institute**
- (olive green) **= St John's Community Church, High Street, Chase Terrace**
- (blue) **= Beacon Community Church, Bridge Cross Road, Burntwood**
- (magenta) **= Sankey's Corner**
- (cyan) **= Burntwood Leisure Centre**
- (light green) **= Bells Lane**
- (red) **= High Street, Chasetown**

All unmarked meeting dates will be held at the Old Mining College Centre and will commence at 6pm unless otherwise stated on the agenda

ENCLOSURE NO. 9