

**MINUTES OF A VIRTUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD ON WEDNESDAY 15 APRIL 2020 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Birch, Bishop, Bullock, D Ennis, L Ennis, Flanagan, Gittings, Greensill, Ho, Kirkham, Loughbrough Rudd, Norman, M Place, R Place, Tapper, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

PUBLIC FORUM

No members of the public joined the meeting

72. APOLOGIES FOR ABSENCE

Councillors Banevicius, Brown and Taylor [Dispensation]

Cllr Evans used this opportunity to pay tribute to two long serving Councillors who have sadly recently passed away, John Walker MBE and Russell Heath. Both of them gave devoted service to helping Burntwood residents until a few years ago. Our condolences go to their families at this sad time.

73. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

74. CORONAVIRUS CONTINGENCY PLAN UPDATE

Councillor Woodward introduced this item. She said that the staff had put place an effective plan to enable the Town Council to function during the current emergency. The fact that the Council Meeting was a virtual one was part of the contingency plan. She was particularly pleased that all those councillors that were able to take part in the meeting were present.

Mr Hunt provided a further update on the report before the councillors. He confirmed that the Old Mining College remained closed. With regard to staff, three of the team were self-isolating, and only one of them was unable to work due to the nature of their job. TechCare had upgraded the Council's remote working capacity and had provided access to the shared drive which has greatly enhanced the tasks that can be undertaken. He confirmed that the Council had received 6 direct complaints about the closure of the cemetery. He was also aware there had been a discussion on Facebook but this had not led to any additional complaints.

75. BURNTWOOD BE A FRIEND PROGRESS REPORT

Councillor Woodward gave the meeting a verbal update on Burntwood be a Friend. She explained that the Town Council was working with local churches and Spark to provide a point

of contact and help for the residents who were isolated and vulnerable. Typical tasks were delivering food and medicines. They were now organising a supply of pet food. She was really pleased at the response from local people who signed as volunteers to either deliver food and medicines or help provide a telephone contact service. Several councillors were involved although some were limited in the help they could offer as they were self-isolating.

76. FREEDOM OF INFORMATION ACT 2000

Mr Hunt advised the meeting that the Council needed to update its Publication Scheme. The current scheme was approved in 2009. He explained that the Council was required by the Freedom of Information Act 2000 to provide a publication scheme which set out what information the Council held and how it could be accessed by the public. The Information Commissioners Office (ICO) had produced a model publication scheme suitable for use by local authorities which he felt met the needs of the Council. The Council did have the option of producing its own scheme but it would need to be approved by the ICO. As the amount of information, the Council held was relatively small he felt that there was no need to produce a bespoke publication scheme. He therefore recommended that the Council adopt the model publication scheme produced by the ICO.

RESOLVED Unanimously that the Town Council adopt the ICO Model Publication Scheme.

77. EXCLUSION OF THE PRESS AND PUBLIC

Councillor Evans moved that although there were no members of the public present that the Council still approved the exclusion of the press and public so the next agenda item could be treated as confidential.

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

78. EMPLOYMENT TRIBUNAL

See Confidential Minute

[The Meeting closed at 6.45 pm]

Signed

Date