

**MINUTES OF A VIRTUAL ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD ON WEDNESDAY 13 MAY 2020 COMMENCING AT 6.03 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Birch, Bishop, Bullock, D Ennis, L Ennis, Flanagan, Kirkham [from 6.10 pm], Loughbrough Rudd, Norman, M Place, R Place, Tapper, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

Three members of the public

PUBLIC FORUM

No questions were raised by members of the public.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

Councillor Woodward explained that Councillor Evans had started off at some pace by promoting a dementia friendly town and raising funds at the film night. Unfortunately, then came the awful pandemic which we are sadly still experiencing so other ventures had to be put on hold.

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

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

Councillor Evans made the Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

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

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

Councillor Birch made the Declaration of Acceptance of Office.

Councillor Evans thanked Councillor Birch for his continued support.

Councillor R Place asked that if in future, a nomination could be considered from a Councillor who is not part of the Leadership Team.

3. APOLOGIES FOR ABSENCE

3.1 It was proposed by Councillor Evans, seconded by Councillor Birch and

Members formally received and approved Councillor Taylor's request that he be granted a Leave of Absence from attendance at meetings from 13 May 2020 until the end of the municipal year.

3.2 Councillors Banevicius, Brown, Gittings, Greensill, Ho and Taylor [Dispensation].

Councillor Woodward asked if congratulations could be sent to Councillor Ho on the recent birth of his baby and it was suggested that Councillor Evans, as Chairman, could send a letter/card of congratulations.

4. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

5. MINUTES

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

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

RESOLVED That the Minutes of the Meetings of the Town Council held on 12 March 2020 [Minute Nos. 56-71] and 15 April 2020 [Minute Nos. 72-78] be received and where necessary approved and adopted.

6. COMMUNITY EVENTS UPDATE

Councillor D Ennis introduced this item. Councillor D Ennis explained that having been actively involved with its running and organisation for the last five years it is with a heavy heart that the Burntwood Wakes and Play in the Parks events are now to be cancelled. He stated that the Town Council was following the footsteps of other events like the Notting Hill Carnival in ensuring our residents are kept safe. We will start the planning of the 2021 Burntwood Wakes which will be back bigger and better.

Councillor Evans thanked the Deputy Clerk for her hard work so far in organising the Wakes.

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

RESOLVED That this year's Burntwood Wakes and Play in the Parks events be cancelled.

7. CORONAVIRUS CONTINGENCY PLAN UPDATE [Minute No. 74 - 15 April 2020 refers]

Councillor Woodward moved consideration of the report and explained that it was difficult at the moment for charities and businesses as well as Councils. Councillor D Ennis confirmed that businesses were struggling at the moment and Councillor Birch confirmed that he endorsed the report however clarity was needed regarding “trading at a significantly lower level” and suggested that 50% needed to be looked at and as this was public money the businesses needed to be asked if they were receiving or had applied for any additional support from other sources [i.e. Central Government, Staffordshire County Council, Lichfield District Council].

Councillor D Ennis stated that a threshold needed to be set [50%] and that a means test to ascertain other monies received and monies applied for was needed.

Councillor R Place felt that the Town Council needed to know if any of the businesses received any funding from other sources in the future.

Councillor Bullock explained that the Town Council did not necessarily have to offer a grant however the threshold needed to be investigated fully and asked what the time period [trading] would be.

Councillor D Ennis felt that the process needed to be made as simple as possible and that the businesses would need to produce like for like accounts.

Councillor Woodward suggested that Option 5 - Burntwood Live at Home [charity] needed to be dealt with differently. Councillor D Ennis explained that they were not the same body and different options were needed for businesses and charities.

Councillor Norman explained that rate relief was available for charities and the importance of Burntwood Live at Home needed to be recognised.

Councillor Woodward moved Option 4 and Option 5 with amendments as follows [in italics]:

Option 4 - Tenants who are trading at a significantly lower level [i.e. *50+% loss of income over the period March – June 2020 as compared to March – June 2019*] are offered a 50% rent reduction and a service charge reduction in respect of fixed costs, *subject to information on other sources of financial assistance applied for and/or received.*

Option 5 - A separate agreement is reached with Burntwood Live At Home, *as a valued local charity, regarding rent and service charges pending further discussions with the Town Clerk.*

Both options are subject to the agreement of the Chairs of Committees [i.e. the Leadership Team] and the Leader of the Opposition Group.

Councillor R Place stated that he was in full agreement with Options 4 and 5 and agreed that in respect of Option 4 a time period for trading would be needed. Councillor D Ennis suggested like for like accounts [profit and loss] for say March 2019 and March 2020; April 2019 and April 2020, May 2019 and May 2020 and June 2019 and June 2020.

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

RESOLVED That **Option 4** - Tenants who are trading at a significantly lower level [i.e. 50+% loss of income over the period March – June 2020 as compared to March – June 2019] are offered a 50% rent reduction and a service charge reduction in respect of fixed costs, *subject to information on other sources of financial assistance applied for and/or received and Option 5* - A separate agreement is reached with Burntwood Live At Home, *as a valued local charity, regarding rent and service charges pending further discussions with the Town Clerk. [Both options are subject to the agreement of the Chairs of Committees [i.e. the Leadership Team] and the Leader of the Opposition Group] be approved.*

8. STANDING ORDERS

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

RESOLVED That the Standing Orders be amended as follows:

That the existing paragraph 30 [f] be replaced by an updated paragraph 30 [f] and a new paragraph 30 [g]. These paragraphs to include details of the new threshold requirements as specified by the amended Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2016, respectively.

Councillor Evans congratulated the Town Clerk in obtaining the Certificate in Local Council Administration.

Councillor Evans thanked members of the public for their attendance.

9. 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.

10. CONFIDENTIAL MINUTES

The Town Clerk informed Members that the claim had been withdrawn.

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

RESOLVED That the Confidential Minutes of the Meeting of the Town Council 15 April 2020 [Minute Nos. 77-78] be received and where necessary approved and adopted.

[The Meeting closed at 6.43 pm]

Signed

Date