



BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
Queen Street
BURNTWOOD WS7 4QH

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

TO ALL ELECTORS OF **BURNTWOOD**
YOU ARE INVITED TO ATTEND
AND PARTICIPATE IN THE

ANNUAL VIRTUAL TOWN MEETING

ON

WEDNESDAY 13 MAY 2020 AT 6.00 P.M.

THE TOWN MEETING MAY DISCUSS ALL TOWN
MATTERS AND PASS RESOLUTIONS ON THEM

AGENDA

1. Minutes of the Annual Meeting held on 15 May 2019 [ENCLOSURE NO. 1]
2. Chairman's Report [ENCLOSURE NO. 2]
3. Financial Statement/Precept [ENCLOSURE NO. 3]
4. **Public Participation and Resolutions to be decided by the meeting**
To receive questions and comments from registered electors within the Burntwood Town Council boundaries on any matter which affects the Town. (Note: So that the Members at 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).

Councillor D Evans
Chairman of the Council

06 May 2020

**MINUTES OF THE ANNUAL TOWN MEETING
HELD AT BURNTWOOD LIBRARY, SANKEY'S CORNER, BURNTWOOD
ON WEDNESDAY 15 MAY 2019 COMMENCING AT 6.03 PM**

PRESENT

Mrs Stokes [in the Chair]
J Brown, Interim Town Clerk
G Hunt, Town Clerk
Ms J Minor, Senior Administration Officer
Mrs A James, Finance Officer

20 Town Councillors
8 Members of the Public

Mrs Stokes welcomed everyone to the meeting.

1. MINUTES

The Minutes of the Annual Town Meeting held on 17 May 2018 were taken as read, approved as a correct record and signed by the Mrs Stokes.

2. CHAIRMAN'S REPORT

Mrs Stokes made the following statement:

"My last year as Chairman has been the most wonderful and challenging. Continuing to support and visit the many self-help groups and charities has been inspiring. To all the unpaid volunteers who keep your groups going - keep up the good work. You are all heroes in my book.

It has been an honour to be an ambassador for Burntwood at Civic Functions elsewhere, and I do hope the role as Chairman continues for many years to come. Both myself and my Consort, Keith have been made most welcome wherever we have been.

Challenging, because of the continued questioning and lack of support by some elected members. I have carried out my duties as Chairman of Burntwood Town Council, regardless.

My Charities this year will each receive a cheque for £730.15.

They are: Burntwood and Cannock Chase Community First Responders and TLC.

I would like to thank all the sponsors who have kindly supported me, the Officers of the Council, and in particular the Members who have supported me."

Mrs Stokes presented Jan Westward and Mary Clayton from TLC [one of Mrs Stokes' chosen charities] with a cheque in the sum of £730.15.

3. FINANCIAL STATEMENT/PRECEPT

The Summary Budget for 2018/19 as circulated, was received and noted.

4. REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

Reports in respect of Member representation on various outside bodies were received and noted.

5. PUBLIC PARTICIPATION

No questions were raised by members of the public.

[The Meeting closed at 6.09 pm]

Signed

Date

CHAIRMAN'S REPORT

This year as Chairman has been rewarding, but very different to what I envisaged when I was elected to the role. The commencement was excellent and I was visiting many organisations in Burntwood, both in the voluntary and paid sector, who have been doing a sterling job to provide opportunities for the community to participate in. It is very humbling to realise how many people devote a considerable amount of time on a voluntary basis, to help others and I would like to thank them most sincerely.

My charity was in aid of dementia as the Council is working towards becoming a Dementia Friendly Town. We know there are numerous sufferers of this awful disease around us and often the carers also have a very difficult time attending to them. I arranged a number of fund raising events and one had taken place already in conjunction with St Anne's Church, for which I was very grateful. Unfortunately, then came the awful Pandemic which we are sadly still experiencing and so other ventures have had to be put on hold.

However, I was lucky enough between last May and March this year, to be invited to attend many groups, care homes and civic functions on behalf of the Council. This allowed me to observe the wide variety of facilities that are available for people of all ages to be involved with if they wish.

As this council year comes to an end in very difficult circumstances for all of us, I am reporting in my capacity as Chairman to let you know what the council has achieved during the past year. Last May, after the elections, the Labour Group took control of the Council and from the start we declared we were going to make it much more inclusive for the public to be involved and also to ensure that we would make our great town a Better Burntwood. Over the year, the whole council has worked hard to achieve this and our Full Town Council meetings have been held at various locations across the town. We have also expanded the time that the public can speak during the meetings, so that they feel more involved in the activities of the Council for their benefit. By notifying the Town Clerk of their question a few days before the meeting, it allows their question to be adequately answered. We have also reorganised the committee structure, which is now much more successful and we will continue to improve as time goes on.

Finally I would like to thank my Vice Chair, Councillor Rob Birch for all the support he has given me over the year, my fellow Councillors, especially the Leader, Councillor Sue Woodward and the staff at Burntwood Town Council for all their help. I am indebted to you all.

Councillor Di Evans
Chairman
Burntwood Town Council

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21

		2019-20		2019-20		2020-21	
		Budget		Actual, Apr-Sep		Budget	
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)							
100 Corporate							
1176	Precept	318,690		318,690		349,016	
1199	CCLA interest	4,700		2,358		4,700	
1205	Bank account interest	300		0		200	
1206	CIL money (Has to be earmarked)	0		3,477		0	
1207	Additional miscellaneous funding	0		0		0	
Total	Corporate Income		323,690		324,525		353,916
104 Old Mining College Centre							
1070	Unit rents (N.B. 19-20 budget too high as wrongly included VAT)	58,000		15,461		32,610	
1071	Unit service charges	Units total only		10,201		21,015	
1072	Room hire	10,250		6,370		11,330	
1074	Unit cleaning	Units total only		159		0	
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	400		434		400	
Total	OMCC income		68,650		32,625		65,355
4019	Employee expenses - Caretaker	11,391		12,000		12,137	
4022	NNDR Rates	7,540		7,488		7,713	
4023	Water rates	1,500		828		1,706	
4055	Energy (Gas & electric)	13,000		9,937		13,390	
4040	Cleaning contract	5,220		2,507		5,052	
4041	Locking/ unlocking	1,800		825		2,400	
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	10,000		9,089		11,900	
4057	Telephones & Broadband	1,250		347		1,030	
4058	IT Suite (to include Computers, Network, Software etc.)	1,000		0		500	
4180	Professional fees	1,000		1,500		1,700	
4221	Insurance premiums (Currently included within BTC insurance)	1,450		0		0	
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	6,000		2,058		6,000	
Total	OMCC expenditure		61,151	46,578	46,578		63,528
105 Transport							
4064	Members travel costs	50		0		50	

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21

		2019-20		2019-20		2020-21	
		Budget		Actual, Apr-Sep		Budget	
107 Supplies and Services, BTC							
1025	Sundry income	0		0		0	
4019	Employee expenses - all staff except caretaker & cemetery gatekeeper	155,270		151,971		155,560	
4057	Telephones & Broadband	3,000		1,900		3,800	
4120	Postage	500		18		200	
4125	Franking machine	1,200		1,075		1,500	
4139	Computers and other office equipment	3,900		1,647		4,000	
4140	Website	1,000		450		1,500	
4165	Advertising (ATM and other adverts)	1,250		0		1,250	
4166	Newsletter (Town Trader)	1,545		720		1,480	
4211	Office expenses (to include stationery, photocopier etc.)	3,600		1,031		3,710	
4212	Training & conferences	2,000		1,607		3,000	
4170	Subscriptions	485		0		500	
4180	Professional fees	1,000		1,360		1,200	
4220	Bank charges	400		139		350	
4221	Insurance premiums	3,500		3,489		3,600	
4234	Audit	2,000		1,000		1,600	
4059	Other supplies and services	1,750		379		1,900	
Total	BTC supplies & services		182,400	166,786	166,786		185,150
201 Street Lighting							
4055	Energy	715		700		736	
4241	Maintenance	400		2,983		410	
4242	Replacement (NEW CODE)	0		0		1,500	
202 Bus Shelters							
4025	Sundry income	0		0		0	
4241	Maintenance	4,000		3,449		4,120	
4242	Replacement (NEW CODE)	0		0		0	
203 Christmas Lights and Trees							
4261	Churches and community venues	1,100		980		0	
4260	General expenses	5,000		4,497		2,500	
204 Public Conveniences							
4241	Maintenance, cleaning etc.	N/A		N/A		20,000	

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21

		2019-20		2019-20		2020-21	
		Budget		Actual, Apr-Sep		Budget	
205 Traffic Islands							
1030	Traffic Islands: Sponsorship	8,158		8,158		8,158	
4304	Signage	500		132		500	
4306	NNDR: Traffic Islands	1,500		682		850	
4241	Maintenance (to include grass cutting, bedding plants etc.)	7,200		0		7,420	
206 Hanging Baskets & Planters							
4241	Maintenance	1,550		1,500		1,600	
207 Flagpole							
4241	Maintenance	100		95		110	
209 Coulter Lane Burial Ground							
4241	Maintenance	2,260		2,050		3,330	
211 Burntwood Town Strategy							
4754	BTS projects	15,000		0		25,750	
213 Events Committee							
1090	Wakes: Pitch fees	0		624		0	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	0		1,000		0	
1102	Play in the Parks	0		500		0	
1101	Christmas: Pitch fees	0		0		0	
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	0		0		0	
1104	Fun Run income	0		0		0	
Total	Events income		0		2,124		0
4690	Events (Code previously used for budget only)	25,000		N/A		N/A	
4262	Christmas event - all expenditure	N/A		584		4,000	
4390	Wakes - all expenditure (Includes family fun day in 17-18)	N/A		13,667		15,000	
4761	Play in the Parks	N/A		5,504		7,000	
4391	Fun Run expenditure	N/A		0		0	
4399	Other events expenditure	N/A		4,500		0	
Total	Events expenditure		25,000		24,255		26,000
214 Community Projects							
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	0		0		0	
4760	Stephen Sutton Bursary	2,000		2,000		2,000	
4764	Other Community Projects (incl. defibrillators & speed indic. devices)	2,700		1,385		2,000	

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21

		2019-20		2019-20		2020-21	
		Budget		Actual, Apr-Sep		Budget	
215 SCAMP							
4550	SCAMP: Maintenance	150		150		155	
4551	SCAMP: Insurance	375		375		390	
216 Neighbourhood Plan							
1025	Sundry income	0		0		0	
4728	Neighbourhood Plan expenditure	1,500		1,500		2,500	
301 Civic Expenses							
1062	Fundraising (to be earmarked)	0		20		0	
1025	Sundry income	0		0		0	
4360	Chairman's Expenses	500		96		500	
4368	Fundraising expenditure (Donations & distribution of funds raised)	100		1,460		100	
4361	General expenses (including Civic Service reception etc.)	1,000		153		1,000	
302 Grant Aid							
4415	Grant Aid expenditure (previously included presentation evening)	15,150		14,965		25,000	
310 Election Expenses							
4701	Election expenses	7,000		7,000		10,000	
401 Burntwood Cemetery							
1000	Burial fees/ licences	26,400		14,877		27,200	
1001	Memorial plaques (NEW CODE during 18-19)	0		140		250	
4019	Employee expenses - Cemetery gatekeeper	1,850		726		1,795	
4810	Grave digging	4,680		2,640		5,440	
4820	NNDR: Burntwood Cemetery	1,300		1,400		1,450	
4864	Grounds maintenance	9,800		8,760		11,100	
4863	Other maintenance and services (to include gritting, skips etc.)	4,650		2,375		4,800	
4163	General office expenses (e.g. plaque engraving, ICCM)	400		183		450	
Total	Cemetery expenditure		22,680	16,084	16,084		25,035

BURNTWOOD TOWN COUNCIL - BUDGET FOR 2020-21

		<u>2019-20</u>		<u>2019-20</u>		<u>2020-21</u>	
		<u>Budget</u>		<u>Actual, Apr-Sep</u>		<u>Budget</u>	
501 Capital Expenditure							
4901	OMCC refurbishment works	40,000		35,000		40,000	
4666	Capital works (any other)	0		0		0	
	TOTAL INCOME		426,898		382,469		454,879
	TOTAL EXPENDITURE		401,081		303,308		452,234
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME		25,817		79,161		2,645